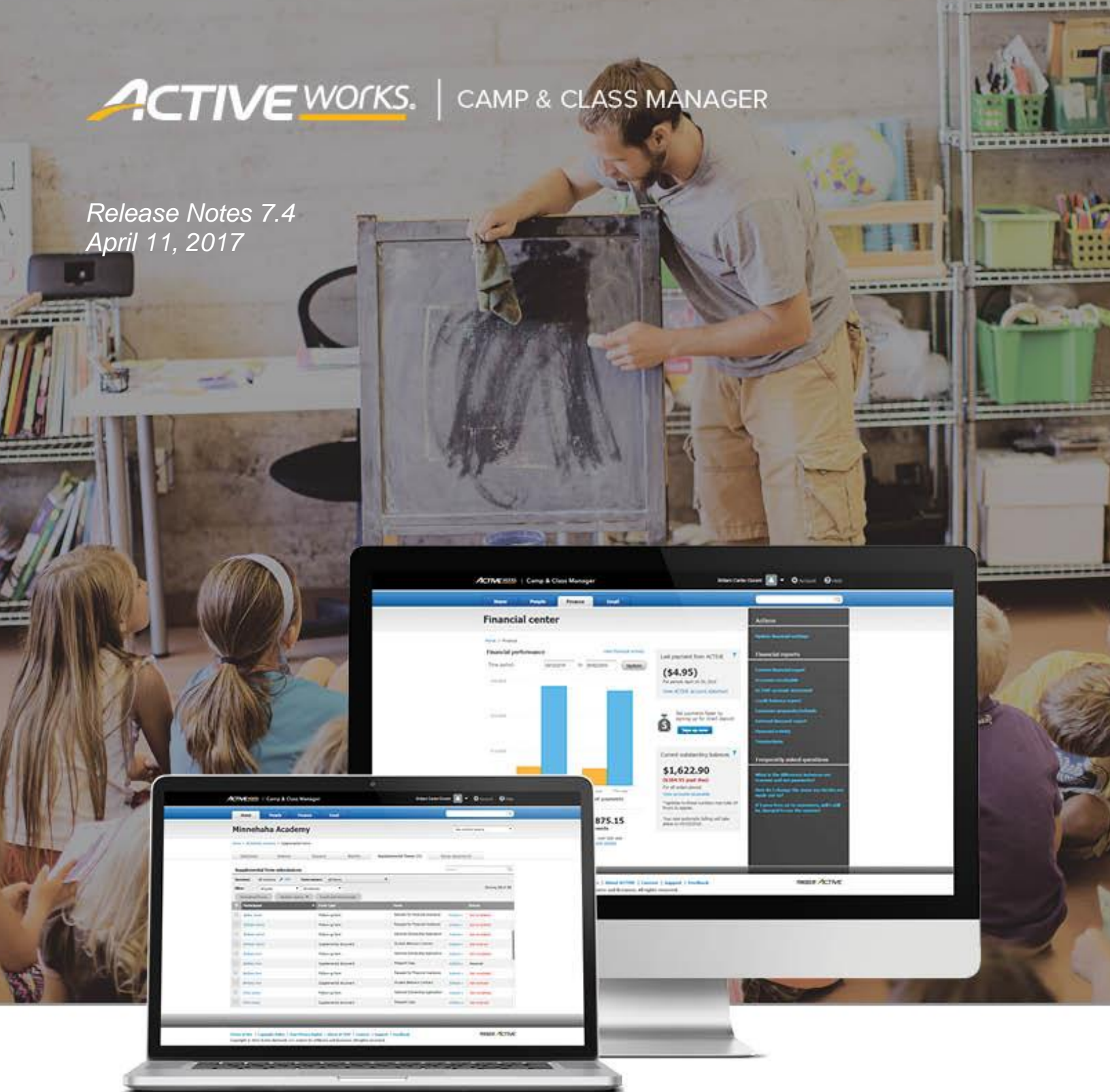


Release Notes 7.4  
April 11, 2017



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## Release Summary

The purpose of this Release Notes document is to provide a brief, educational summary of the items updated or added in this product release.

Besides providing this document, we will also update existing documentation in the Help Center to show updated workflows. If you have additional questions about this release, please contact the Support team.

Release 7.4 is comprised of product updates on the Contact Us feature. Organization users can now add a new contact person that will be listed on the registration form and the online account to answer any questions your customers may have. Now, users have the flexibility of assigning different contact for each season, or session, as needed.

The default payment amount for internal registration has been updated as well. Previously, "Pay in full" by "Check" was selected by default, which caused many organizations to process an internal registration and mark it as "Paid in full" by accident. From now on, "Custom amount" and "Credit/Debit Card" Payment type will be selected by default so that Organization users must enter a custom amount or select the pay in full or deposit options to proceed with the payment.

# Enhanced Product Features

## Assign Contact Person for Each Session

Organization users can create a new contact person, or add an existing system user or instructor as a contact person. They can be assigned to a season or session(s) they are responsible for. Their contact information will appear on the “Have Questions?” section on the registration form, and in the customer online account.

### Add Contacts

1. From **Home** page, click Account on top right hand corner
2. Select **User administration**
3. Navigate to **Contacts** tab
4. **Add contact**
5. Enter required information:
  - First name
  - Last name
  - Phone number
  - Email address
6. **Save**

### Assign Contacts

1. From **Home** page, click Account on top right hand corner
2. Select **User administration**
3. Navigate to **Contacts** tab
4. Click **Edit** under Contact name
5. **Assign** appropriate seasons and sessions to the contact
6. **Save**

**ACTIVEWORKS | Camp & Class Manager**

Michael Li Account Help

Home People Finance Email Membership

### User administration

Manage system users and instructors, and their public contact information.

System users Instructors **Contacts**

**Add contact** Import contact

Name	Phone number	Email address	Assigned to
Rogue One <a href="#">Edit</a> <a href="#">Remove</a>	5095551212	rogue@one.com	1 season, 1 session
Rogue Two <a href="#">Edit</a> <a href="#">Remove</a>	1234567890	rogue.2@contacts.com	None

**Assigned to seasons**

Select the seasons that this contact should be assigned to.

**Assign** **Remove**

☒ Assigned seasons

- ☐ Art Classes Summer 2017
- ☐ con's test season

**Assigned to sessions**

Select the sessions that this contact should be assigned to.

**Assign** **Remove**

☒ Assigned sessions

Session	Location
Advanced Painting Week 1	Trinity College - Seattle Branch

**Save**

**Settings**

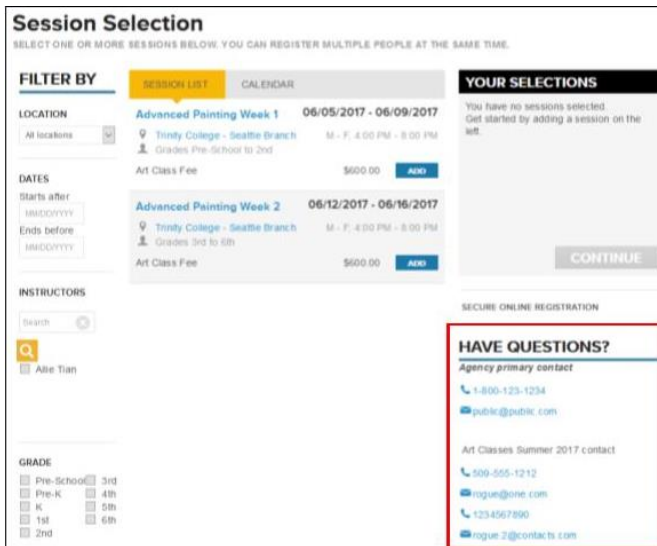
- Organization settings
- Organization branding
- Financial settings
- GL codes
- Social media
- User administration
- Locations and classrooms
- Merchandise

**Frequently asked questions**

- What are the types of access levels?
- What happens when I remove a user?
- How do I change a user's email address?

## Customer Experience

### Registration Form:



**Session Selection**  
SELECT ONE OR MORE SESSIONS BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.

**FILTER BY**

**LOCATION**  
All locations

**DATES**  
Starts after: MM/DD/YYYY  
Ends before: MM/DD/YYYY

**INSTRUCTORS**  
Search: [ ]  
Allie Tian

**GRADE**  
Pre-School 3rd  
Pre-K 4th  
K 5th  
1st 6th  
2nd

**Advanced Painting Week 1** 06/05/2017 - 06/09/2017  
Trinity College - Seattle Branch  
Grades Pre-School to 2nd  
Art Class Fee \$600.00 **ADD**

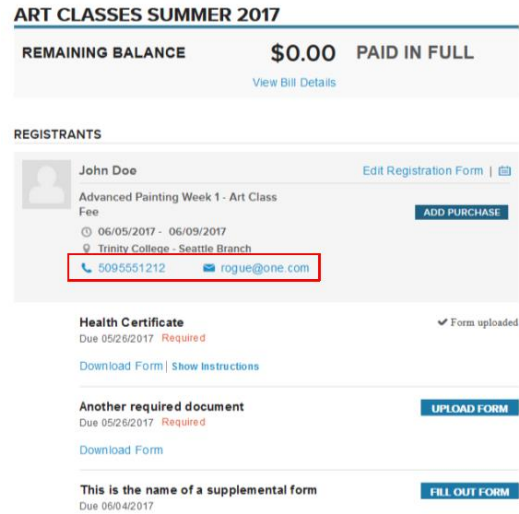
**Advanced Painting Week 2** 06/12/2017 - 06/16/2017  
Trinity College - Seattle Branch  
Grades 3rd to 6th  
Art Class Fee \$600.00 **ADD**

**YOUR SELECTIONS**  
You have no sessions selected. Get started by adding a session on the left.

**CONTINUE**

**HAVE QUESTIONS?**  
Agency primary contact  
1-800-123-1234  
public@public.com  
Art Classes Summer 2017 contact  
509-555-1212  
rogue@one.com  
123 456 7890  
rogue.2@contacts.com

### Customer Account:



**ART CLASSES SUMMER 2017**

**REMAINING BALANCE** \$0.00 **PAID IN FULL**  
[View Bill Details](#)

**REGISTRANTS**

**John Doe** [Edit Registration Form](#) | [ADD PURCHASE](#)  
Advanced Painting Week 1 - Art Class  
Fee  
06/05/2017 - 06/09/2017  
Trinity College - Seattle Branch  
5095551212 [rogue@one.com](#)

**Health Certificate** Due 05/26/2017 **Required** [Form uploaded](#)  
[Download Form](#) | [Show Instructions](#)

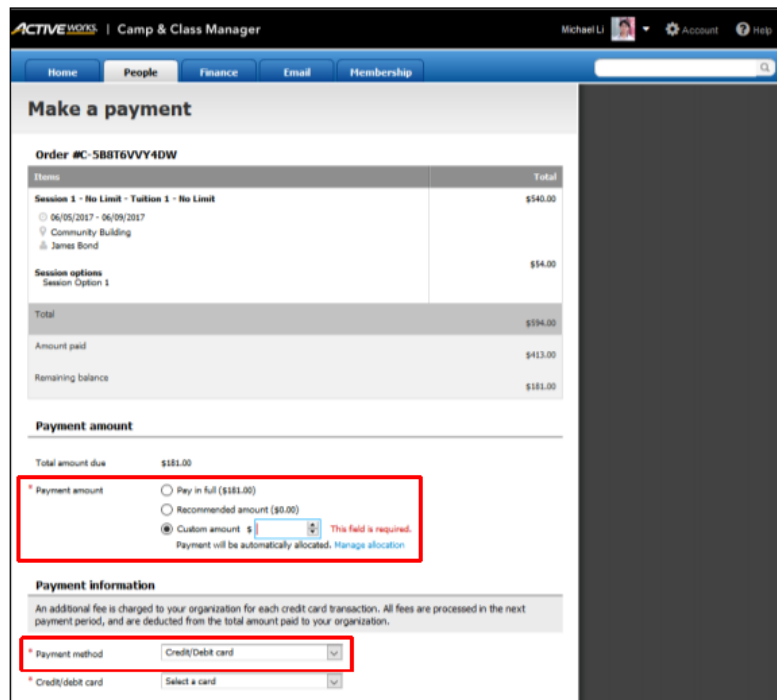
**Another required document** Due 05/26/2017 **Required** [UPLOAD FORM](#)  
[Download Form](#)

**This is the name of a supplemental form** Due 06/04/2017 [FILL OUT FORM](#)

## Default Payment Type and Amount Updated

During internal registration, the Payment method dropdown now defaults to Credit/Debit card, so that Organization Users cannot accidentally mark an order as being paid by Check or Cash without intentionally changing the Payment method to Check or Cash.

The Payment amount radio button now defaults to Custom amount, so that Organization Users must consciously enter a Custom amount or select the Pay in full or Deposit options to proceed with the payment.



**ACTIVEWORKS | Camp & Class Manager** Michael Li Account Help

**Make a payment**

**Order #C-5B8T6VY4DW**

Items	Total
<b>Session 1 - No Limit - Tuition 1 - No Limit</b>	\$540.00
06/05/2017 - 06/09/2017 Community Building James Bond	
<b>Session options</b>	\$54.00
Session Option 1	
<b>Total</b>	\$594.00
Amount paid	\$413.00
Remaining balance	\$181.00

**Payment amount**

Total amount due \$181.00

**Payment amount**

☐ Pay in full (\$181.00)  
☐ Recommended amount (\$0.00)  
☒ Custom amount \$  **This field is required.**  
Payment will be automatically allocated. [Manage allocation](#)

**Payment information**

An additional fee is charged to your organization for each credit card transaction. All fees are processed in the next payment period, and are deducted from the total amount paid to your organization.

**Payment method** Credit/Debit card  
**Credit/debit card** Select a card

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