



# Camp & Class Manager 10.6.2 Release Notes

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Release Date

Tuesday, May 29<sup>th</sup>, 2020

Release Overview

Attendance Portal Screening 1.0

Market/Strategic Goals

Product milestones and usability enhancements

# Camp and Class Manager Release Notes

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# Camp and Class Manager Release Notes

## Attendance Portal Screening 1.0

In this release, to help support organizations during on-site check-in procedures, a **Check-in measurement & alerts** feature has been implemented in the **Attendance Portal**. Agencies that use the **Attendance tracking** tool can now enable check-in measurements so that instructors are notified if the value entered is above or below the set threshold.

### Agency Level: Enabling Check-in Measurements

Agency administrators can turn on the agency-level **Check-in measurement** feature by contacting support via email or chat here on [CCM Support Contact Us Page](#). Once the feature is enabled, Support must enter a **Threshold** value defined by the organization.

During check-in, a new field will be displayed for an instructor to enter a measurement value for the participant, then will display an icon to alert the instructor if the entered value is above or below the set threshold. If the value entered is lower than the set threshold, a green indicator will display. If the value is above the set threshold, a red icon will display. Please have a threshold value prepared for Support upon request for turning on this feature.

#### Notes:

- Participants' Measurements are **NOT** stored in Camp and Class Manager. The Measurement is only compared with the Threshold value to alert instructors if the Measurement exceeds the Threshold value during check-in.
- Instructors will not be asked to enter a measurement value when:
  - Checking out a participant.
  - Marking a participant as absent.

### Season Level: Enabling Check-in Measurements

Once the agency-level **check-in measurement** feature is enabled, agency users can then enable this feature at the season-level by checking the **Home > a season > Setup > Season > Attendance tracking > Check-in measurement** checkbox (defaults to unchecked):

**Step 1: Season**

Let's get started! First, name your season.

\* Season name:   
Example: Summer 2020 Basketball

☐ USA Hockey memberships only

\* Categories: Select categories that best describe the activities in this season. Categories will help customers find this season through Internet search engines - the more relevant, the better. Maximum of 10 categories.

Contact: Kate Willson [Edit](#) [Remove](#)  
[Assign contact person](#)

**Attendance tracking** ☒

Enable attendance tracking for this season

Allow coaches to log and monitor participant attendance and email participants with repeated absences.

\* Tracking mode:

☐ Enable authorized drop-off persons  
☐ Require drop-off persons' signatures

**Check-in measurement** ☒ **Require check-in measurement**

**Status: Active**  
[See a preview](#)

**Settings**

- Season
- Sessions
- Deposits and payment plans
- Discounts
- Look and feel
- Registration forms
- Confirmation email
- Activation

**Frequently asked questions**

- What is a season?
- Where is the season name displayed?
- Can I create multiple seasons?
- What currencies are accepted?
- Can I delete a season?

When copying a season, its **Check-in measurement** setting is also copied to the new season.

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### Check-in Alerts in the Attendance Tracking Portal

Once season-level **Check-in measurement** feature is enabled, then during participant check-in (season > required session > **Attendance tracking** > or **Select drop-off**), a **Measurement** field is displayed on the **Check-in measurement/Select drop-off/Collect signature** popup.

Instructors must enter the required check-in measurement to check in the participant:

- If the entered value is below or equal to the **Threshold** value configured at the agency level (in this example, 100.4), then a green flag (🟢) appears.
- If the entered value is above the **Threshold** value, then a red flag (🔴) appears.

The screenshot shows the 'Mark attendance' interface with a list of participants on the left. A popup titled 'Check-in measurement' is open for 'June Hu'. The 'Measurement' field contains the value '99.1' and is highlighted with a red box. A green checkmark icon is visible to the right of the field, indicating the value is below the threshold. A 'Save' button is at the bottom right of the popup.

The screenshot shows the 'Mark attendance' interface with a list of participants on the left. A popup titled 'Select drop-off' is open for 'Jenny Smith'. The 'Measurement' field contains the value '103.0' and is highlighted with a red box. A red flag icon is visible to the right of the field, indicating the value is above the threshold. Below the measurement field is a 'Signature' section with a handwritten signature 'fathy'. A 'Clear signature' link is at the bottom left, and a 'Save' button is at the bottom right of the popup.