



Camp & Class Manager 10.6.2 Release Notes

Release Date	Tuesday, May 29 th , 2020
Release Overview	Attendance Portal Screening 1.0
Market/Strategic Goals	Product milestones and usability enhancements

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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):

The screenshot displays the 'Step 1: Season' configuration interface. It includes a 'Status: Active' indicator and a 'See a preview' button. The main form area contains the following elements:

- Season name:** A text input field containing 'Yoga 2019-2021'. Below it, an example 'Summer 2020 Basketball' and a checkbox for 'USA Hockey memberships only' are visible.
- Categories:** A section with a descriptive note and a maximum of 10 categories. Two categories, 'Yoga' and 'Fitness and well-being', are selected and shown in a blue pill-style list.
- Contact:** A field showing 'Kate Willson' with 'Assign contact person', 'Edit', and 'Remove' options.
- Attendance tracking:** A section with a toggle switch that is turned on. It includes the instruction 'Enable attendance tracking for this season' and 'Allow coaches to log and monitor participant attendance and email participants with repeated absences.'
- Tracking mode:** A dropdown menu set to 'Check-in'.
- Check-in measurement:** A checkbox labeled 'Require check-in measurement' which is checked and highlighted with a red rectangular box.

On the right side of the interface, there is a sidebar with sections for 'Settings' (listing Season, Sessions, Deposits and payment plans, Discounts, Look and feel, Registration forms, Confirmation email, and Activation) and 'Frequently asked questions' (listing questions like 'What is a season?', 'Where is the season name displayed?', 'Can I create multiple seasons?', 'What currencies are accepted?', and '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 'Check-in measurement' popup for participant June Hu. The popup contains a 'Measurement' field with the value '99.1' and a green checkmark icon to its right. A 'Save' button is located at the bottom right of the popup. The background shows a list of participants: Hu, June (Female), Simpson, Mark (Male), Smith, Jenny (Female), and Wells, Mary (Female).

The screenshot shows the 'Mark attendance' interface with a 'Select drop-off' popup for participant Jenny Smith. The popup contains a 'Measurement' field with the value '103.0' and a red warning icon to its right. Below the measurement field is a 'Signature' field containing the handwritten signature 'fathy'. A 'Clear signature' link is located below the signature field, and a 'Save' button is at the bottom right. The background shows a list of participants: Hu, June (Female), Simpson, Mark (Male), Smith, Jenny (Female), Wells, Mary (Female), and White, Tracy (Female).