Camp & Class Manager

RELEASE NOTES 10.4.2

Wednesday, April 15, 2020

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Online Session Support

To allow agencies to provide online sessions to consumers during the COVID-19 outbreak, a new **Online session** feature is now available in this hotfix release.

Admin Site: Setting Up an Online Session

Agency users can now create an online session or change an existing, regular session into an online session by selecting the Admin Site > Home > a season > Setup > Sessions > a session > Session mode dropdown (defaults to Offline session) > Online session option, and then entering the following optional information:

- A **URL** where participants can join the online session (for example, a link to an online classroom, an online meeting, a virtual event, a video recording or the agency website)
- Join by phone (telephone conferencing number)
- Online session ID (for telephone conferencing access)
- **Password** (for telephone conferencing access)
- Custom instructions (agency users can enter custom description or instructions for this online session)

| Home P | eople Finance | Email Member | ship Add-ons | |
|--------------------------|---------------------------------------|-------------------------------|---------------|--|
| Step 2: Sess | sions | | | Status: Active |
| et up your sessior | | | | See a preview |
| | ur session, including location an | d tuition options. | | Settings |
| Basic settings | | | | Season |
| Define the basics of you | ir session, including dates, locat | ion and for what participants | may register. | Sessions |
| Session name | Online session | | | Deposits and payment plans |
| Dates | | | | Discounts |
| Jates | 04/18/2020 to 05 | 5/31/2020 | | Look and feel |
| Session mode | Online session 🔻 | | | Registration forms |
| | Participants can join the c | online session at this URL: | | Confirmation email |
| | http://www.test.com/onlin | nesession | Activation | |
| | Join by phone: | Online session ID: | Password: | |
| | 4041234567 | | | Frequently asked questions |
| | Custom Instructions: | | | What is a session? |
| | Click here to join! | | | Where do I enter start and end times? |
| | | | | How do multiple tuttion rates work? |
| Overnight? | Overnight | | | How do I add an early bird price? |
| | Day Both | | | How do I sell additional items (t-shirts, aft care, etc.)? |
| Days of the week | M T W | Th F Sa Su | | How do age/grade and gender restictions work? |
| | | | | How do I enable waitlist registrations? |

Note:

- ACTIVE will use the agency's payment/remittance address or organization address for their online sessions. As a result, the agency must have a payment/remittance address (I Icon > Financial settings > How ACTIVE.com sends you payments) or organization address (I Icon) > Organization settings > Public facing contact information) configured before they can create any online sessions.
- All existing sessions are defaulted to Offline sessions. If the agency wishes to change an existing session to an online session, then they must open the session setup page and select Session mode dropdown > Online session.

- When **Online session** is selected, the **Location** and **Classroom** fields are hidden so that agency users do not need to provide a physical address for the session.
- If the session is changed from **Online session** to **Offline session**, then any previously entered online session details are removed.
- Copying a season/session also copies the session mode, but does not copy any online session details.
- Currently, agency users cannot import an online session.
- Currently, when exporting an online session, the session mode and online session details are not exported.

In the season setup > Sessions page > Location column, online sessions are marked as Online Session:

| ite | ep 2: Sessi | ons | | | | | | Status: Active |
|-----|----------------|-------------|------------|------------------|--------------|----------------|---|----------------------------|
| | | | | Search | | ٩ | | See a preview |
| | lew session C | Copy Delete | | Import sess | sions E | kport sessions | S | ettings |
| | Name | Start date | End date | Location | Session type | Created on | | Season |
| | Online session | 04/18/2020 | 05/31/2020 | Online Session | | 04/13/2020 | • | Sessions |
| | Week 1 | 06/01/2020 | 06/07/2020 | Innovation Tower | Athletics | 10/15/2019 | | Deposits and payment plans |
| | Week 2 | 06/08/2020 | 06/14/2020 | Innovation Tower | Athletics | 02/12/2020 | | |
| | Week 3 | 06/15/2020 | 06/21/2020 | Innovation Tower | Athletics | 02/12/2020 | | Look and feel |
| | Week 4 | 06/22/2020 | 06/28/2020 | Innovation Tower | Athletics | 02/12/2020 | | Registration forms |
| | | | | | | | • | Confirmation email |
| | | | | | | | | Activation |

When using the session quick editor (by double-clicking the **Sessions** page > required session), if agency users change the **Location** of an offline session to **Online Session**, then the session's **Session mode** (on the session setup page) is automatically changed from offline to online, for example:

| Ste | ep 2: Session | s | | | | | Status: Active |
|-----|----------------|------------|-------------|---|--------------|----------------------|---|
| | New session | Delete | | Search | ssions | Q Report sessions | See a preview Settings |
| | Name | Start date | End date | Location | Session type | Created on | Season |
| | Online session | 04/18/2020 | 05/31/2020 | Online Session | | 04/13/2020 | Sessions |
| | Week 1 | 06/01/2020 | 06/07/2020 | Online Ses: 🔻 | Athletics V | | Deposits and payment plans |
| | Week 2 | 06/08/2020 | Cancel Save | Sydney Park | | ^ | Discounts Look and feel |
| | Week 3 | 06/15/2020 | 06/21/2020 | England Park Trinity College - | Spokane | | |
| | Week 4 | 06/22/2020 | 06/28/2020 | Field B | | | Registration forms |
| | | | | Field C Dancing Classro | | | Confirmation email |
| | | | | Trinity College - Bright Home | | | Activation |
| | | | | White Heaven E Green Lake Deep Ellum Bra | nch School | | Frequently asked questions |
| | | | | Community Buil Tema's Kind Kito The Palouse | | | Can I copy a session? |
| | | | | Richland Desert Camp Hidden P | | | Can I cancel a session or close registration? |
| | | | | Ananda Ashram Online Session | | | How do I edit a session? |
| | | | | Online Session | | | What does "inactive" mean? |

| Step 2: Sess | sions | | | Status: Active |
|--------------------------|--|----------------------------------|--------------------|--|
| | ן ur session, including location a | and tuition options. | | See a preview |
| Basic settings | warening including datas las | ation and for what participants | | Season |
| Define the basics of you | ar session, including dates, loc | ation and for what participants | i may register. | Sessions |
| ' Session name | Week 1 | | | Deposits and payment plans |
| | Energy and a second | | | Discounts |
| * Dates | 06/01/2020 to | 06/07/2020 | | Look and feel |
| ' Session mode | Online session 🔻 | | | Registration forms |
| | Participants can join th | e online session at this URL: | Confirmation email | |
| | https://www.example.c | | Activation | |
| | Join by phone: | Online session ID: | Password: | Frequently asked questions |
| | Custom Instructions: | | What is a session? | |
| | For example, "Please J | oin us at the meeting URL below: | | Where do I enter start and end times? |
| | | | | How do multiple tuition rates work? |
| Overnight? | Overnight Day | | | How do I add an early bird price? |
| | Both | | | How do I sell additional items (t-shirts, after- care, etc.)? |
| Contact | Assign contact person | | | How do age/grade and gender restictions work? |
| * Close registration on | 06/06/2020 Registration will close at 11:59 | | | - How do I enable waitlist registrations? |

Similarly, if agency users change an online session's **Location** to an offline address in the quick editor, then its session mode is also automatically changed from online to offline.

Admin Site: Including Online Session Information in Emails Broadcast emails:

After agency users have set up an online session, they can include online session information in broadcast emails by clicking **Design > Text** editor **> Insert merge fields** and then selecting the following merge fields:

- {Online session instructions}
- {Online session URL}
- {Online session phone number}
- {Online session ID}
- {Online session password}

Note: if a participant has registered for multiple online sessions, then separate emails are sent with details of each online session.

| Create email | | | |
|---|--|-----------------------------|------------------|
| Home > Email > Create email | | | |
| Email information | Design | Preview & S | end |
| Drag and drop items from the sidebar and move them around i | in the email. Select individual blocks to edit their contents. | | Save as template |
| H1 H2 H3 36 🛨 B I 🖳 | ፲ ፲ Ξ Ξ Ξ 40 등 | Add items | |
| E Insert merge fields Session start date | • | Drag and drop items onto th | ne canvas. |
| Session end date | | Image | C Button |
| Session start time | | | Batton |
| Session end time | | AE | |
| Registration balance | | Text | Code |
| Online session instructions | w! | | |
| Online session URL | | Divider | Social media |
| Online session phone number | | | |
| Spring | | C-> Document links | |
| Regist Online session password | • | | |

Confirmation emails:

For online sessions, the **Confirmation email** > **Registration summary** section now includes a default **{Online session}** merge field. After participants register for an online session, the online session information is included in the confirmation email that they receive.

Note: this merge field is NOT included in confirmation emails for waitlist registrations.

| Confirmation email See a preview Customize the email registrants automatically receive when they register. Settings Image: Set in the i | o 7: Confirmation email | Status: Active |
|---|--|--|
| Customize the email registrants automatically receive when they register. | rmation email | See a preview |
| Sessions Sessions Deposits and payment plans Discounts | mize the email registrants automatically receive when they register. | Settings |
| From Sattvic Retreats (public@public.com) Customize Discounts Discounts | • | |
| | rom Sattvic Retreats (public@public.com) | Deposits and payment plans Customize Discounts |
| Registration summary Look and feel Registration forms Confirmation email Confirmation email | Registration summary | Registration forms |
| {Participant Name} • Activation Registered on: {Reg date} • Balance: {Season balance} Frequently asked questions | Registered on: {Reg date} | |
| Sessions How can I customize the text for different sessions? {Session Name} {Date, Times} | {Session Name} | sessions? |
| {Date, Times} How am I notified when people register? {Location} The default subject contains {Participant} and {season}. What are these? | {Location} {Classroom name} | The default subject contains {Participant} and |
| {Purchases} What address is the confirmation email sent to? Can I send a copy of the confirmation email to multiple addresses? | | to? Can I send a copy of the confirmation email to |

Online Registration Site: Displaying Online Sessions

In the Online Registration Site, if a season includes online sessions, then in the **Session Selection** page > **FILTER BY** section, a ne

SESSION MODE filter is available (by default this filter includes both online and offline sessions in this season). Consumers can filter for eligible online or offline sessions by checking the corresponding checkbox:

| Session Se | | OW. YOU CAN REGISTER MULTIPL | E PEOPLE AT THE SAME TIME. | |
|-------------------|---|--|---|---|
| FILTER BY | | SESSION LIST CALENDAR | R | 몇 YOUR SHOPPING CART |
| TEST Athletics | ^ | Online session View more details | | You have no sessions selected. Get started by adding a session on the left. |
| SESSION MODE | ^ | 04/18/2020 - 05/31/2020 TU, Online Session (Discounts available >) | SA, 10:00 AM - 11:00 AM | |
| LOCATION | ~ | Price | \$15.00 Deposit required at checkout | CONTINUE |
| DATES | ~ | | R ADD TO CART | SECURE ONLINE REGISTRATION |
| | | Week 1 | | HAVE QUESTIONS? |
| | | View more details | | Agency primary contact |
| | | 0 06/01/2020 - 06/07/2020 | | L 1-800-123-1234 |
| | | Online Session | | Yublic@public.com |
| | | Discounts available > | | |

All online sessions are tagged with an unclickable **Online session** location (offline sessions are tagged with a location map link):

| Session Sele | | OW. YOU CAN REGIST | ER MULTIPLE PEOPLE AT THE | SAME TIME. | |
|-------------------|----------|--|---------------------------------|------------------------------|---|
| FILTER BY | | SESSION LIST | CALENDAR | | 몇 YOUR SHOPPING CART |
| TEST Athletics | ^ | Online session View more details | | | You have no sessions selected. Get started by adding a session on the left. |
| SESSION MODE | ~ | 04/18/2020 - 05/3 Online Session Discounts available | 31/2020 TU, SA, 10:00 AM - 11:0 | 00 AM | |
| LOCATION | ~ | Price | | \$15.00 | |
| DATES | ~ | File | | Deposit required at checkout | CONTINUE |
| | | | | X ADD TO CART | SECURE ONLINE REGISTRATION |
| and reactions and | na she i | from I then | | يه الين المحصور الم | یکی مصبق الملکی ^{الملک} ی کردن الکی |
| | | Week 2 | | | |
| | | View more details | | | |
| | | O6/08/2020 - 06/1 | 14/2020 | | |
| | | Innovation Tower | | | |
| | | Discounts available | | | |

On Active.com and ActiveKids.com, when consumers search for virtual events, eligible CCM online sessions are also included in the search results (virtual events will be listed at the top of the search results when consumers use the "Include Virtual Events" filter on ActiveKids.com).



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