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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