



Camp & Class Manager 9.15 Release Notes

Release Date

Tuesday, November 26th, 2019

Release Overview

Global Session Options

Enhancements

Camp and Class Manager Release Notes

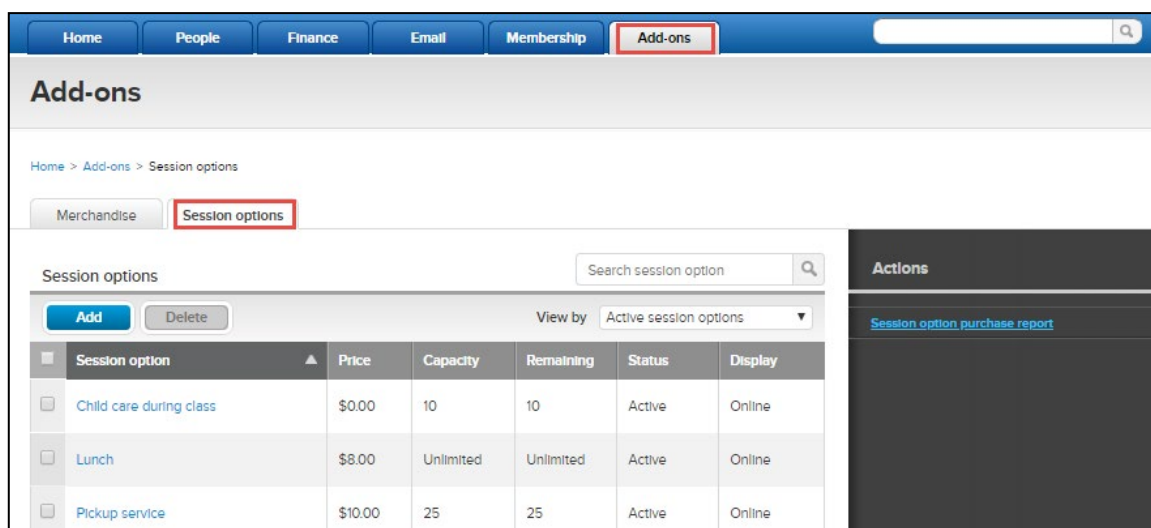
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Global Session Options

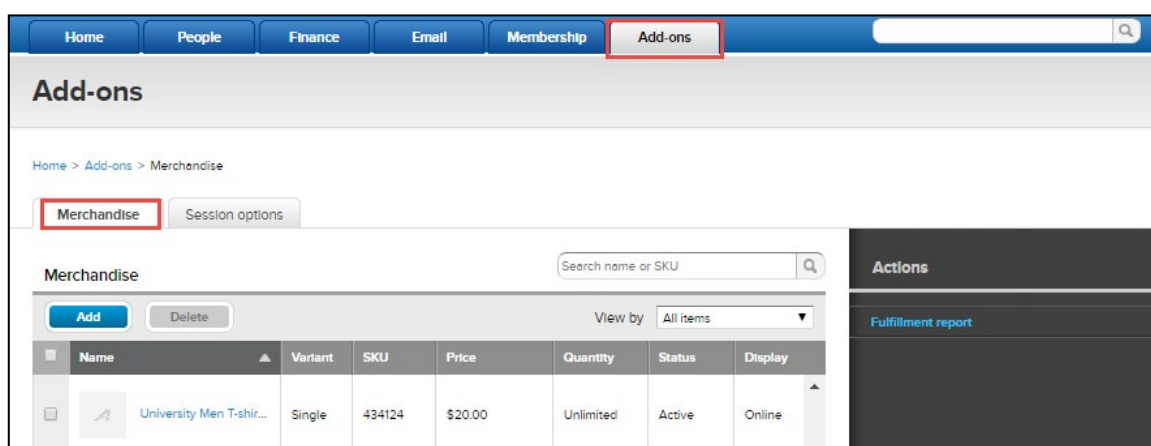
To allow authorized users (including ACTIVE users, agency administrators and account owners) to set up and manage global session options that can be easily reused and assigned to different seasons and sessions, a new agency-level **Session options** feature has been implemented.

Location: Admin Site > **Add-ons** tab > **Session options** tab



Note:

- This feature is not available on CCM Lite.
- The previous **Merchandise** tab has been moved to under the **Add-ons** tab.

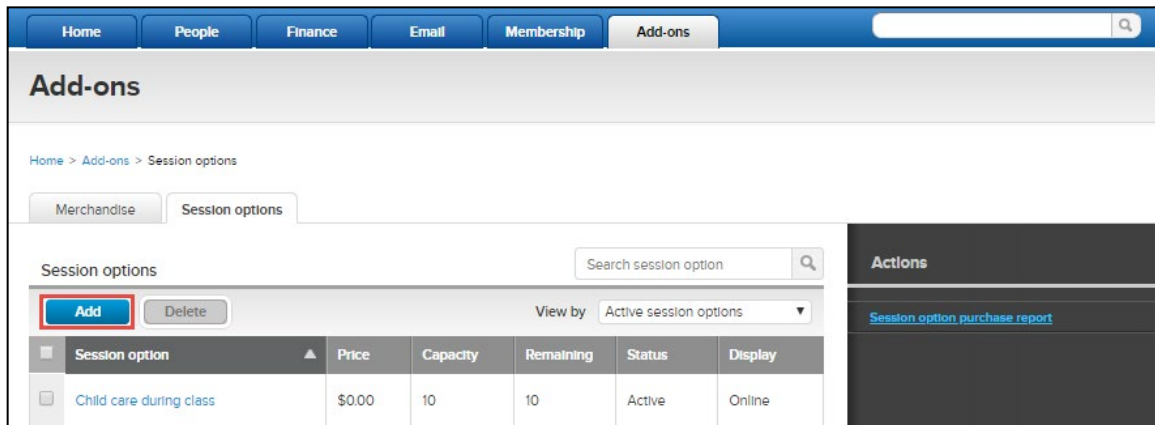


Setting up a global session option

Creating a new global session option

To create a new global session option, click **Add-ons** tab > **Session options** > **Add** (or **Create your first option** if no session options exist).

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Home > Add-ons > Session options

Merchandise Session options

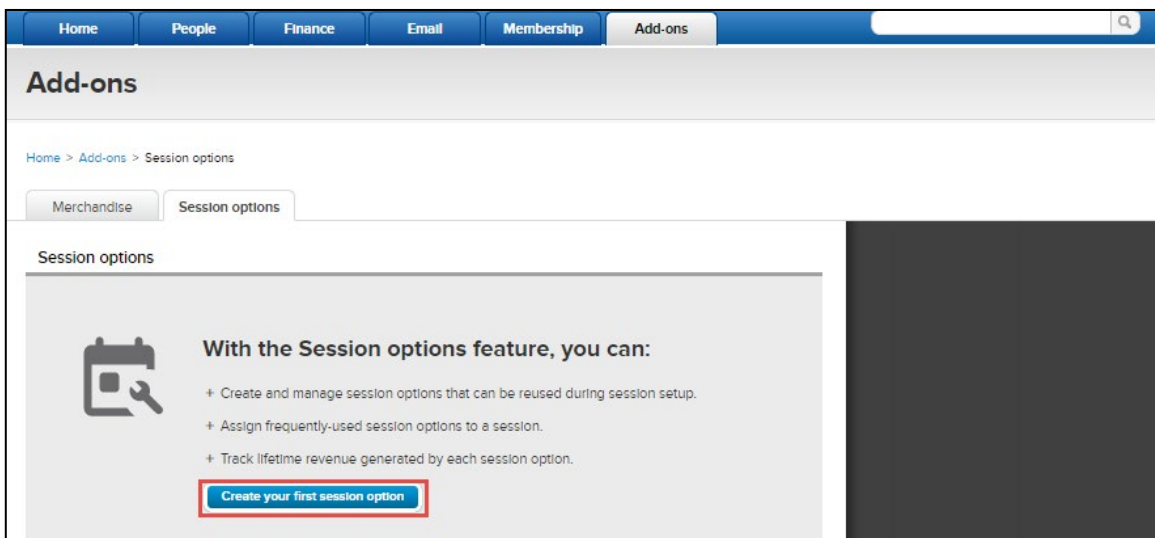
Session options

Add Delete View by Active session options

| <input type="checkbox"/> | Session option | Price | Capacity | Remaining | Status | Display |
|--------------------------|-------------------------|--------|----------|-----------|--------|---------|
| <input type="checkbox"/> | Child care during class | \$0.00 | 10 | 10 | Active | Online |

Actions


[Session option purchase report](#)



Home > Add-ons > Session options

Merchandise Session options

Session options

 **With the Session options feature, you can:**

- + Create and manage session options that can be reused during session setup.
- + Assign frequently-used session options to a session.
- + Track lifetime revenue generated by each session option.

Create your first session option

Then on the **Session option setup** page, enter or select the required information for the global session option:

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Session option setup

[Home](#) > [Add-ons](#) > [Session options](#) > [New session option](#)

Session option details

Basic Information

* Session option name
60 characters left

* Price \$
☐ Allow user-defined amount
☐ Allow this session option to be discounted by coupons

Capacity
☐ Allow this session option to be purchased in quantities

Description
250 characters left

Smart session option

Session option type

Display type

Display condition

Question condition

Availability

Availability ☒ Always available
☐ From
Until

Status

Visibility

Session assignment

Select seasons

Select sessions ☒ All sessions
☐ Selected sessions

Accounting

GI code

- **Basic information:** Such as name, price and capacity of this global session option.

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- **Smart session option:** Set up the display and custom conditions for a session option type, which determines when selling a session, for example, whether a global session option is pre-checked or whether it only allows one purchase per family or per registrant.
- **Availability:** Status of this global session option (active or inactive), and when (date range) and where (online or internal) it is available for purchase.
- **Session assignment:** Assign this global session option to the required seasons and sessions.
- **Accounting:** Assign an existing GL code (if any) to this global session option.

Coupons and global session options:

When setting up coupons, agency users can now configure whether a coupon can be used when purchasing session options and which session options the coupon applies to.

Location: Admin Site > **Home** tab > a season > **Coupons** tab > **New coupon** or an existing coupon:

The screenshot shows the 'Coupons' form in the Admin Site. The form has a blue header with tabs: Home, People, Finance, Email, Membership, and Add-ons. The main title is 'Coupons'. The form fields are:

- * Coupon name: 5-dollar-off (Name showing up on customer receipt)
- Description: (Not shown to customers)
- * Amount: 5 dollars off
- Applied to: Most expensive eligible line item in the order
- Eligible sessions: ☒ All sessions, ☐ Selected sessions
- Apply to tuitions or session options: (dropdown menu open showing: Apply to tuitions and session options, Apply to tuitions only, Apply to session options only)
- * Code: 5\$OFF

The screenshot shows the 'Coupons' form in the Admin Site. The form has a blue header with tabs: Home, People, Finance, Email, Membership, and Add-ons. The main title is 'Coupons'. The form fields are:

- * Coupon name: 5-dollar-off (Name showing up on customer receipt)
- Description: (Not shown to customers)
- * Amount: 5 dollars off
- Applied to: Most expensive eligible line item in the order
- Eligible sessions: ☒ All sessions, ☐ Selected sessions
- Apply to tuitions or session options: (dropdown menu open showing: All session options, Selected session options)
- * Code: 5\$OFF

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The following rules apply to coupons during session registration:

- If a coupon is set as *Apply to tuitions and session options*, then during session registration:
 - If the coupon amount is greater than the sum of selected tuition and session options, then during checkout, the total amount of the tuition and selected session options is deducted, while the processing fee remains intact.
 - If the coupon amount is less than the tuition price, then during checkout, the coupon amount is entirely deducted.
- If the coupon is set as *Apply to session options only*, then during session registration, the coupon is only applied to the purchased session options.

Deposits and session options

When configuring deposits at the season level, options in the **Deposit amount** field (except for percentage-type deposits) now also apply to session options.

Location: Admin Site > **Home** tab > a season > **Setup** > **Deposits and payment plans**

Step 4: Deposits and payment plans

Break up the price of camp by setting up deposits or payment plans.

Initial deposit amount ?

Specify the minimum amount a customer needs to pay to secure their spot when registering online.

* Deposit amount

- ☐ Customers must pay in full in order to check out.
- ☐ Customers must pay a deposit of \$ of tuitions in order to check out.
Note that merchandise items always require full payment at the time of purchase
- ☒ Customers must pay a deposit of % of session tuitions in order to check out.
Note percentage does not include session options but that merchandise items always require full payment at the time of purchase
- ☐ Customers can check out without making any payment.
Note that merchandise items always require full payment at the time of purchase

* Deposit option available until

Hide full price ☒ On session selection page show deposit amount in place of full price.

Status: Active

See a preview

Settings

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

Frequently asked questions

The following rules apply to deposits during session registration:

- If the required flat deposit is greater than or equal to the tuition price, then during checkout, the selected tuition and session options must be paid in full.
- If the required flat deposit is less than the tuition price, then during checkout, users can select a payment plan.
- For a percentage-type (%) deposit, the deposit does include the cost of any purchased session options.

Assigning global session options to sessions

Agency-level assignment:

On the agency level, authorized users can now assign an active global session option to all or selected seasons/sessions.

Location: Admin Site > **Add-ons** tab > **Session options** tab > a global session option > **Session assignment** section

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Session option setup

Home > Add-ons > Session options > Edit session option

0
Number sold

25
Remaining

\$0.00
Dollar amount sold

Session option details [Delete this session option](#)

Basic information

* Session option name
46 characters left

* Price \$

☐ Allow user-defined amount

visibility

Session assignment

Select seasons

Select sessions ☒ All sessions ☐ Selected sessions

Note:

- Each global session option can be assigned to a maximum of 5000 sessions.
- Users restricted to certain seasons/sessions can only assign a global session option to seasons/sessions visible to them.

After the assignment, this global session option will be listed on the assigned session setup pages.

Location: Admin Site > **Home** tab > a season > **Setup** > **Sessions** > a session > **Session options**

section

Step 2: Sessions

Set up your session
Provide the details for your session, including location and tuition options.

Basic settings
Define the basics of your session, including dates, location and for what participants may register.

* Session name

* Dates to

☒ Overnight

Session options
Optional products and services available for purchase with this session.

| Session option | Price | |
|----------------|----------|---|
| Pickup service | \$ 10.00 | Edit details Delete |

[+ Add a session option](#)

Status: Active
[See a preview](#)

Settings

- [Season](#)
- **[Sessions](#)**
- [Session groups](#)
- [Deposits and payment plans](#)
- [Discounts](#)

Session-level assignment:

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When setting up a session, authorized users can now assign an active global session option to the session.

Location: Admin Site > **Home** tab > a season > **Setup** > **Sessions** > a session > **Session options** section > **Add a session option** > **Select global session options**

Step 2: Sessions

Set up your session
Provide the details for your session, including location and tuition options.

Basic settings
Define the basics of your session, including dates, location and for what participants may register.

* Session name: Basketball Week 1

* Dates: 06/01/2020 to 06/06/2020

* Overnight?: ☒ Overnight, ☐ Day, ☐ Both

* Location: Innovation Tower

Price: \$ 108.00, Add price via, Edit details

+ Add a tuition

Session options
Optional products and services available for purchase with this session.

| Session option | Price | |
|----------------|----------|---------------------|
| Lunch | \$ 8.00 | Edit details Delete |
| Pickup service | \$ 10.00 | Edit details Delete |

+ Add a session option Reorder session options

Status: Active
See a preview

Settings

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

Add session option

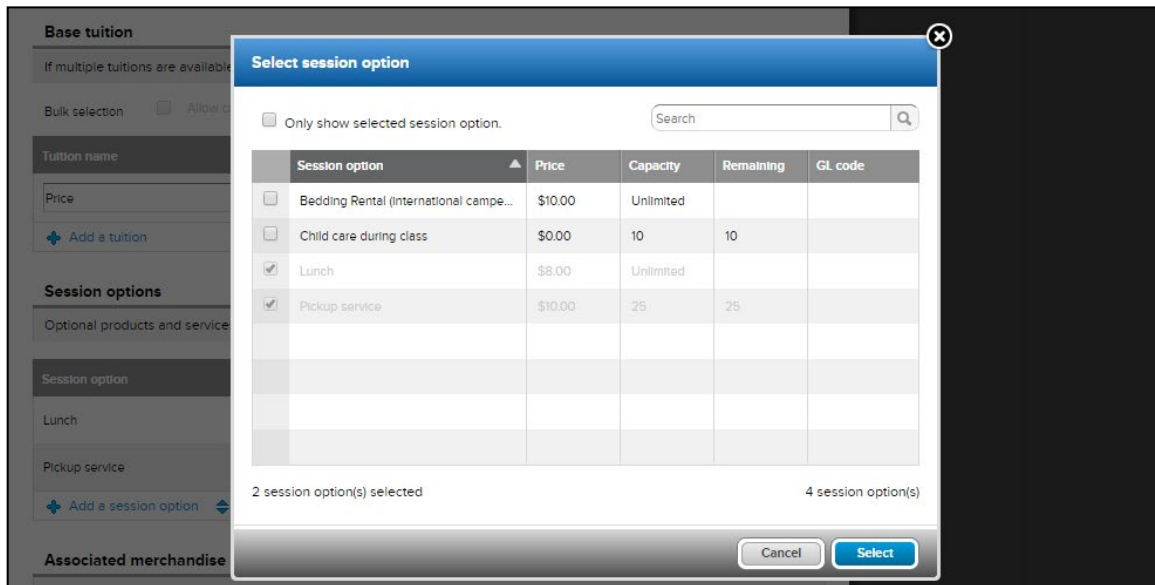
I would like to:

☐ Create a session option from scratch (used by this session only)

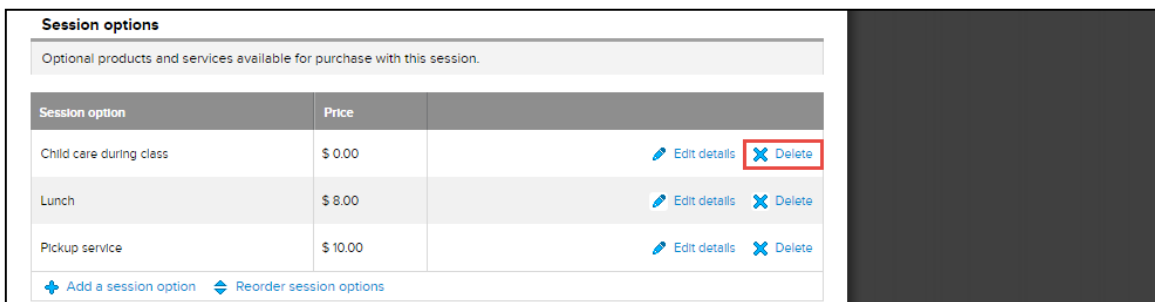
☒ **Select global session options**

Cancel OK

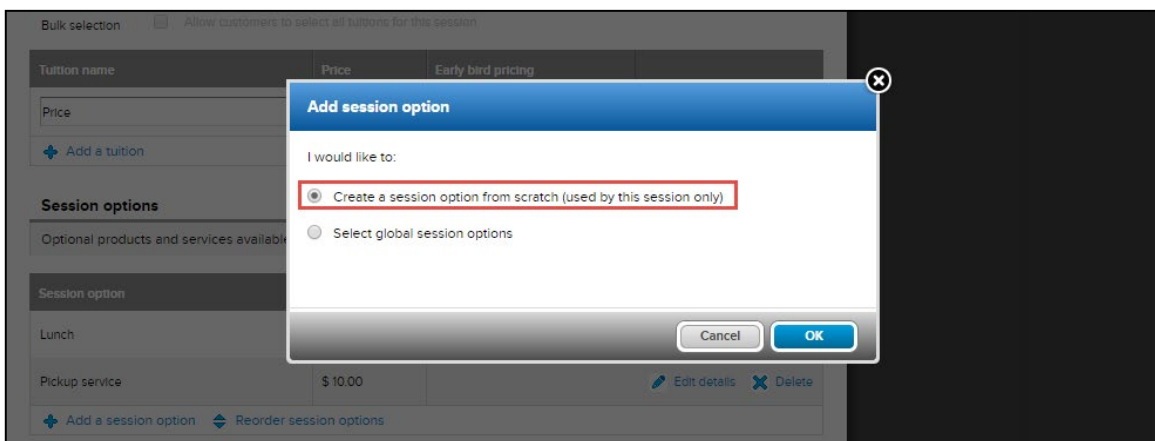
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To remove a global session option from the session (regardless of whether it has been sold or not), click **Delete**:



Users can still create a new session option that is exclusive to this session only (existing behavior):



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Session options

Optional products and services available for purchase with this session.

| Session option | Price | |
|---------------------------------------|----------|---|
| Lunch | \$ 8.00 | Edit details Delete |
| Pickup service | \$ 10.00 | Edit details Delete |
| Example: Lunch, Bus, pickup, Day care | \$ 0.00 | Edit details Delete |

This field is required.

[Add a session option](#) [Reorder session options](#)

To change the display order of all session options for this session, click **Reorder session options**:

Session options

Optional products and services available for purchase with this session.

| Session option | Price | |
|-----------------|----------|---|
| Lunch | \$ 8.00 | Edit details Delete |
| Pickup service | \$ 10.00 | Edit details Delete |
| laundry service | \$ 5.00 | Edit details Delete |
| extra-lunch box | \$ 10.00 | Edit details Delete |

[Add a session option](#) [Reorder session options](#)

Reorder session options

Move the session options up and down to control how they will display to participants during registration.

| Session option |
|--|
| <input type="checkbox"/> Lunch |
| <input type="checkbox"/> Pickup service |
| <input type="checkbox"/> laundry service |
| <input type="checkbox"/> extra-lunch box |

[Cancel](#) [OK](#)

Note:

- A session can be assigned a maximum of 100 global session options.
- Global session options that are sold out or outside their availability date can still be assigned to a session, but will only be available in the ADMIN SITE Front Desk Registration (FDR) workflow.
- During session setup, users can edit an assigned global session option's **Session max** number, which must be less than or equal to the maximum capacity configured for the global session option.

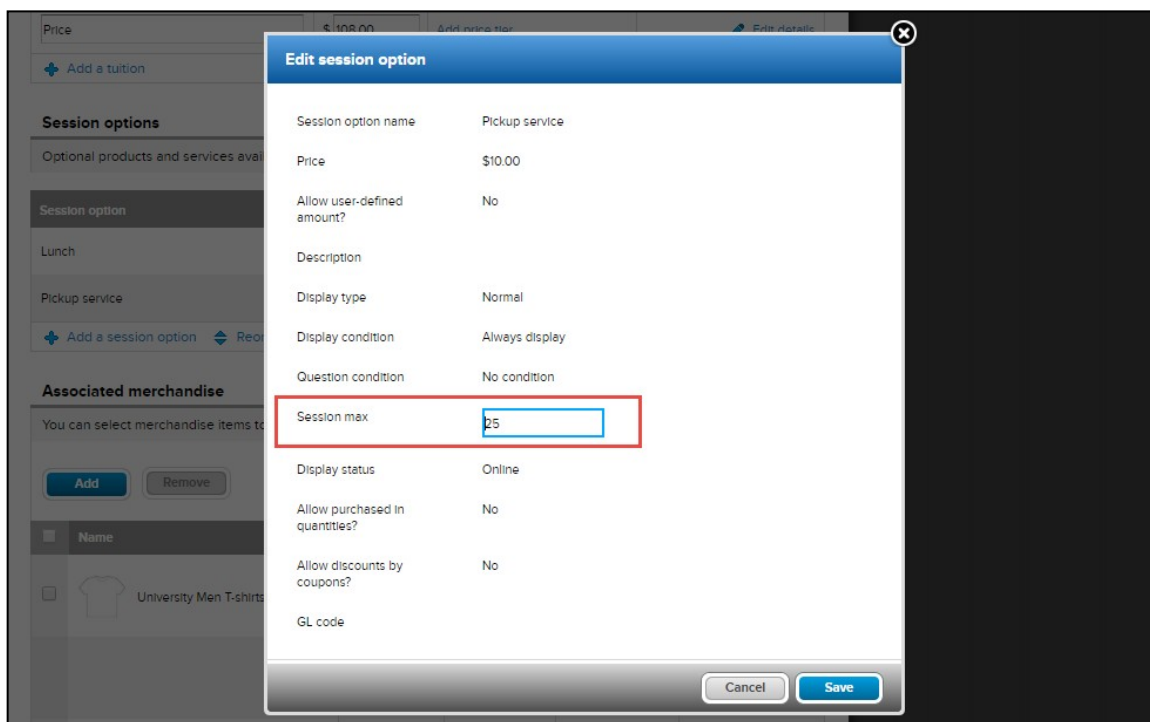
Session options

Optional products and services available for purchase with this session.

| Session option | Price | |
|----------------|----------|---|
| Lunch | \$ 8.00 | Edit details Delete |
| Pickup service | \$ 10.00 | Edit details Delete |

[Add a session option](#) [Reorder session options](#)

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When editing the **Session max** number, note that two types of inventory control (“first-come-first-serve” or “pre-distribute”) can be applied to the assigned global session option. For example, a global session option with a total capacity of 100 has been assigned to 3 sessions, then:

- Authorized users can set all 3 sessions’ **Session max** to 100. When consumers purchase the assigned global session option in the CUI or SSUI, the “first-come-first-serve” mechanism is applied and the total number of the global session option that can be purchased in the CUI and SSUI is 100.
 - Authorized users can pre-distribute the assigned global session option’s total 100 capacity across these 3 sessions. For example, **Session max** for session a is 40, for session b is 10 and for session c is 50. Then when consumers purchase the global session option in the CUI or SSUI, 40 can be purchased in session a, 10 in session b and 50 in session c.
- When copying a season or session, global session options assigned to the season/session are also copied to the new season/session.
 - Only active global session options are copied.
 - If a global session option is sold out, it is still copied to the new session, but will only be available in the ADMIN SITE FDR workflow.
 - If a global session option has already been assigned to 5000 sessions, then it cannot be copied to the new session.
 - If a global session option has been assigned to N ($N > 2500$) sessions in the same season, then when batch-copying those N sessions, only (5000–N) sessions will be copied with this global session option, while the remaining sessions will be copied without this global session option (for example, when batch-copying 3000 sessions, only 2000 sessions will be copied with this global session option while the remaining 1000 sessions will not include this global session option).
- When exporting sessions, assigned global session options are also exported (note: only the first 10 session options are exported regardless of whether they are session-level or global session options). Then when importing those sessions during session setup, the exported global session options will be imported as session-level session options.

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| | A | | DD | DE | DF | DG | DH | DI | DJ | DK | DL | DM |
|----|-----------------|---------|------|---------|---------|-----------------------|-----------------|------------------|-------------------|--------------------|----------------|-----------------|
| 1 | Session Name | Tuition | Code | Option1 | Option1 | Option1 - Description | Option1 - Price | Option1 - Status | Option1 - Display | Option1 - Capacity | Option2 - Name | Option2 - Price |
| 2 | Beginner-Yoga | | | Lunch | 8.00 | lunch box provided to | service | Online | no | | Pickup service | 10.00 |
| 3 | Advanced-Yoga | | | Lunch | 8.00 | lunch box provided to | service | Online | no | | Pickup service | 10.00 |
| 4 | Yoga for Girls! | | | Lunch | 8.00 | lunch box provided to | service | Online | no | | Pickup service | 10.00 |
| 5 | Session 4 | | | | | | | | | | | |
| 6 | Session 5 | | | | | | | | | | | |
| 7 | Session 6 | | | | | | | | | | | |
| 8 | Session 8 | | | | | | | | | | | |
| 9 | Z-Session 11 | | | Lunch | 8.00 | lunch box provided to | service | Online | no | | Pickup service | 10.00 |
| 10 | Session 7 | | | | | | | | | | | |
| 11 | Session 9 | | | Lunch | 8.00 | lunch box provided to | service | Online | no | | Pickup service | 10.00 |
| 12 | Session 10 | | | Lunch | 8.00 | lunch box provided to | service | Online | no | | Pickup service | 10.00 |

- When deactivating a session, its global session option assignments still remain. If this session is reactivated, then the previous assignments are still effective.
- When deleting an unsold session, its global session option assignments are removed.

Managing global session options

Under the Admin Site > **Add-ons** tab > **Session options** tab, authorized users can easily search for (by session option name), view, edit, activate, deactivate or delete existing global session options.

| Home | People | Finance | Email | Membership | Add-ons | |
|---|---|---------|-----------|------------|---------|---------|
| Add-ons | | | | | | |
| Home > Add-ons > Session options | | | | | | |
| Merchandise Session options | | | | | | |
| Session options | | | | | | |
| Add Delete View by Active session options | | | | | | |
| | Session option | Price | Capacity | Remaining | Status | Display |
| <input type="checkbox"/> | Bedding Rental (international camper... | \$10.00 | Unlimited | Unlimited | Active | Online |
| <input type="checkbox"/> | Child care during class | \$0.00 | 10 | 10 | Active | Online |
| <input type="checkbox"/> | Lunch | \$8.00 | Unlimited | Unlimited | Active | Online |
| <input type="checkbox"/> | Pickup service | \$10.00 | 25 | 25 | Active | Online |

Editing:

Authorized users can perform quick edits on a global session option's name, price, total capacity, status and display rule by clicking anywhere on a required session option:

| Home | People | Finance | Email | Membership | Add-ons | |
|---|--|---------|-----------|------------|---------|---------|
| Add-ons | | | | | | |
| Home > Add-ons > Session options | | | | | | |
| Merchandise Session options | | | | | | |
| Session options | | | | | | |
| Add Delete View by Active session options | | | | | | |
| | Session option | Price | Capacity | Remaining | Status | Display |
| <input type="checkbox"/> | Bedding Rental (international campers on | 10 | Unlimited | Unlimited | Active | Online |
| <input type="checkbox"/> | Child care during class | \$0.00 | 10 | 10 | Active | Online |

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To review and edit full details of a global session option, click the required session option name link to open the **Session option setup** page:

Add-ons

[Home](#) > [Add-ons](#) > [Session options](#)

[Merchandise](#) [Session options](#)

Session options

[Add](#) [Delete](#) View by [Active session options](#)

| | Session option | Price | Capacity | Remaining | Status | Display |
|--------------------------|---|---------|-----------|-----------|--------|---------|
| <input type="checkbox"/> | Bedding Rental (international camper... | \$10.00 | Unlimited | Unlimited | Active | Online |
| <input type="checkbox"/> | Child care during class | \$0.00 | 10 | 10 | Active | Online |
| <input type="checkbox"/> | Lunch | \$8.00 | Unlimited | Unlimited | Active | Online |
| <input type="checkbox"/> | Pickup service | \$10.00 | 25 | 25 | Active | Online |

Actions

[Session option purchase report](#)

Session option setup

[Home](#) > [Add-ons](#) > [Session options](#) > [Edit session option](#)

0
Number sold

25
Remaining

\$0.00
Dollar amount sold

Session option details [Delete this session option](#)

Basic information

* Session option name
46 characters left

* Price \$
☐ Allow user-defined amount
☐ Allow this session option to be discounted by coupons

Capacity
☐ Allow this session option to be purchased in quantities

Deactivating/activating:

To deactivate a global session option, on either the **Session options** list or the detailed **Session option setup** page, select **Status** > *Inactive*.

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Add-ons

Home > Add-ons > Session options

Merchandise Session options

Session options

Search session option

Add Delete View by Active session options

| Session option | Price | Capacity | Remaining | Status | Display |
|---|---------|-----------|-----------|--------|---------|
| Bedding Rental (international camper... | \$10.00 | Unlimited | Unlimited | Active | Online |
| Child care during class | 0 | 10 | 9 | Active | Online |
| Family lunch pack | \$10.00 | Unlimited | Unlimited | Active | Online |
| Lunch | \$8.00 | Unlimited | Unlimited | Active | Online |

Cancel Save

Actions

Session option purchase report

Session option setup

Home > Add-ons > Session options > Edit session option

1 Number sold 9 Remaining \$0.00 Dollar amount sold

Session option details Delete this session option

Basic information

Session option name Child care during class 37 characters left

Price \$ 0

Allow user-defined amount

Question condition No-condition

Availability

Availability

Always available

From MM/DD/YYYY HH:MM

Until MM/DD/YYYY HH:MM

Status Active

Visibility Inactive

Once a global session option has been deactivated:

- It is moved to the **Add-ons > Session options** tab > **View by** dropdown > *Inactive session options* list:

Home > Add-ons > Session options

Merchandise Session options

Session options

Search session option

Add Delete View by Inactive session options

| Session option | Price | Capacity | Remaining | Status | Display |
|-------------------------|--------|----------|-----------|------------|---------|
| Child care during class | \$0.00 | 10 | 9 | Reactivate | Online |

Actions

Session option purchase report

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- It is removed from sessions that it was assigned to.
- It can no longer be edited except for its **Status**, which allows authorized users to re-activate this session option.

The screenshot shows the 'Add-ons' page with a breadcrumb trail: Home > Add-ons > Session options. There are two tabs: 'Merchandise' and 'Session options'. Below the tabs is a search bar labeled 'Search session option' and a 'View by' dropdown set to 'Inactive session options'. A table lists session options with columns: Session option, Price, Capacity, Remaining, Status, and Display. One row is visible for 'Child care during class' with a price of \$0.00, capacity of 10, and 9 remaining. A 'Reactivate' button is highlighted in the Status column. To the right is an 'Actions' sidebar with a link for 'Session option purchase report'.

| Session option | Price | Capacity | Remaining | Status | Display |
|-------------------------|--------|----------|-----------|------------|---------|
| Child care during class | \$0.00 | 10 | 9 | Reactivate | Online |

The screenshot shows the 'Session option setup' page for editing a session option. It includes summary statistics: 1 Number sold, 9 Remaining, and \$0.00 Dollar amount sold. The 'Session option details' section contains fields for 'Session option name' (Child care during class), 'Price' (\$0), 'Capacity' (10), and 'Availability' (Always available). The 'Status' dropdown is highlighted with a red box, showing options for 'Inactive' and 'Active'. The 'Visibility' dropdown is also visible, showing 'inactive' as the selected option.

Session option details

Basic information

* Session option name: Child care during class
37 characters left

* Price: \$ 0
☐ Allow user-defined amount
☐ Allow this session option to be discounted by coupons

Capacity: 10

Availability: ☒ Always available
☐ From MM/DD/YYYY HHMM
Until MM/DD/YYYY HHMM

Status: Inactive (dropdown menu open showing Active and inactive)

Visibility: inactive

Deleting:

To delete one or more global session options, select the required session options and then click **Delete**.

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The screenshot shows the 'Add-ons' section of a web application. It includes a breadcrumb trail 'Home > Add-ons > Session options' and two tabs: 'Merchandise' and 'Session options'. Below the tabs is a search bar labeled 'Search session option' and a 'View by' dropdown set to 'Active session options'. A table lists session options with columns for selection, name, price, capacity, remaining, status, and display. The 'Family lunch pack' row is selected, and its 'Delete' button is highlighted with a red box. To the right is an 'Actions' sidebar with a link for 'Session option purchase report'.

| | Session option | Price | Capacity | Remaining | Status | Display |
|-------------------------------------|---|---------|-----------|-----------|--------|---------|
| <input type="checkbox"/> | Bedding Rental (international camper... | \$10.00 | Unlimited | Unlimited | Active | Online |
| <input checked="" type="checkbox"/> | Family lunch pack | \$15.00 | Unlimited | Unlimited | Active | Online |
| <input type="checkbox"/> | Lunch | \$8.00 | Unlimited | Unlimited | Active | Online |
| <input type="checkbox"/> | Pickup service | \$10.00 | 25 | 24 | Active | Online |

Note:

- Global session options that have already been sold cannot be deleted, they can only be deactivated.
- If a global session option has been assigned to seasons/sessions that are restricted from the user, then the user cannot delete the global session option.
- When batch deleting, if a global session option is assigned to seasons/sessions that are restricted from the user, then the batch-delete action cannot proceed.

Purchasing global session options

Assigned global session options (as long as they are active, visible online and available during the time of purchase), are displayed for purchase in the assigned and activated sessions in the Admin Site, CUI and SSUI (same as existing session- level session options).

Note:

- Assigned global session options that are only internally visible are only displayed in the Admin Site FDR workflow.
- Out-of-availability-date and sold-out global session options can still be purchased only in the ADMIN SITE FDR workflow.
- Smart session option configurations only apply to the CUI.

ADMIN SITE:

Location: Admin Site > **Home** tab > required season > **Register someone** link > individual name > **Register** > required session > **Select session options** section

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Register Kathy White

Yoga 2019-2020

Select sessions Answer questions

Sessions

| | Session name | Date | Location | Gender | Age/Grade | Open spots |
|-------------------------------------|-----------------|-------------------------|------------------|--------|-----------|------------|
| <input type="checkbox"/> | Advanced-Yoga | 12/01/2018 - 11/30/2019 | White Heeve... | Co-ed | 15 - 60 | 6 |
| <input checked="" type="checkbox"/> | Beginner-Yoga | 11/01/2019 - 01/30/2020 | Community ... | Co-ed | | Unlimited |
| <input type="checkbox"/> | Yoga for Girls! | 12/15/2018 - 10/31/2019 | Innovation To... | Female | 10 - 40 | 19 |
| <input type="checkbox"/> | Session 9 | 07/01/2019 - 10/31/2019 | Innovation To... | Co-ed | | Unlimited |

☐ Show completed sessions

Beginner-Yoga (11/01/2019 - 01/30/2020)

Community Building

Select a tuition

| | Price | Spots left |
|---|----------|------------|
| <input type="radio"/> Discount tuition (age <25 or >55) | \$450.00 | 2 |
| <input type="radio"/> Adult tuition (age 25-55) | \$500.00 | Unlimited |

| Select session options | Qty. | Price | Spots left |
|--|------|---------|------------|
| <input type="checkbox"/> Child care during class | 1 | \$0.00 | 10 |
| <input type="checkbox"/> Lunch | 1 | \$8.00 | Unlimited |
| <input type="checkbox"/> Pickup service | 1 | \$10.00 | 25 |

Yoga 2019-2020

Total \$0.00

Kathy White

Beginner-Yoga
11/01/2019 - 01/30/2020

Subtotal \$0.00

Total \$0.00


When editing a registration (such as transferring to another session, editing a purchase or canceling a registration), available global session options are also displayed.

Location: Admin Site > **Home** tab > required season > **Sessions** tab > required session > required registrant > **Actions** dropdown

For example, when transferring to another session:

Yoga 2019-2020

Home > People > Kathy White > Yoga 2019-2020



Kathy White

Female | Age 37

Make payment Send email Run reg form report Buy membership

Add photo

Registrations and attendance

Registration information and attendance tracking for sessions in this season.

Add registration

| Actions | Beginner-Yoga | | |
|---------------------------|--------------------|--|--|
| Transfer session | 30/2020 Building | | |
| Edit purchases | | | |
| Cancel registration | 55) - \$500.00 | | |
| View order | ss - \$0.00 | | |
| Resend confirmation email | Assign participant | | |
| Manage attendance | Assign participant | | |

\$0.00 Balance

Season balance

\$447.50
Kathy White

\$447.50
Family

View family finances

Waivers

Waiver form Not resolved

Health Certificate Not resolved

Parent information

Kathy White Primary parent Edit

home: 404-434-1234

1790303374@qq.com

123 test dr.
United States, NE 12345

Camp and Class Manager Release Notes

Transfer to another session

Transfer Kathy White OUT of:

Kathy White
Beginner-Yoga (11/01/2019 - 01/30/2020)
Community Building
Adult tuition (age 25-55) \$500.00
Child care during class \$0.00
Lunch \$8.00
Total: \$508.00

\$508.00
Amount paid
\$0.00
Remaining balance

Transfer Kathy White IN to:

[Select session](#) [Form questions](#)

Sessions

| | Session name | Date | Location | Gender | Age/Grade | Open spots |
|-------------------------------------|-----------------|-------------------------|------------------|--------|-----------|------------|
| <input type="checkbox"/> | Advanced-Yoga | 12/01/2018 - 11/30/2019 | White Heave... | Co-ed | 15 - 60 | 6 |
| <input type="checkbox"/> | Yoga for Girls! | 12/15/2018 - 10/31/2019 | Innovation To... | Female | 10 - 40 | 19 |
| <input checked="" type="checkbox"/> | Session 9 | 07/01/2019 - 10/31/2019 | Innovation To... | Co-ed | | Unlimited |
| <input type="checkbox"/> | Session 10 | 11/16/2019 - 12/31/2019 | Innovation To... | Co-ed | | Unlimited |

☐ Show completed sessions

Session 9 (07/01/2019 - 10/31/2019)
Innovation Tower [Remove](#)

Select a tuition
☒ Price
Price \$0.00 [Edit](#) Spots left Unlimited

| Select session options | Qty. | Price | Spots left |
|--|------|---------|------------|
| <input type="checkbox"/> Child care during class | 1 | \$0.00 | 9 |
| <input type="checkbox"/> Lunch | 1 | \$8.00 | Unlimited |
| <input type="checkbox"/> Pickup service | 1 | \$10.00 | 25 |

CUI:

In the CUI, customers can purchase global session options assigned to a session (CUI > **Registration Information** page > **PARTICIPANTS & OPTIONS** section > **Select session options**).

Desktop

Mobile

Camp and Class Manager Release Notes

Registration Information

COMPLETE THE FOLLOWING INFORMATION TO REGISTER

1 | ENTER YOUR EMAIL ADDRESS

☒ Kathy White
 1790303374@qq.com [Sign Out](#)

SECURE ONLINE REGISTRATION

HAVE QUESTIONS?

Advanced-Yoga contact
 Kate Willson
 1234567890
 two@one.com

2 | PARTICIPANTS & OPTIONS

[Add sessions](#)

Advanced-Yoga
 11/01/2019 - 01/30/2021
 White Heaven Beach
 Ages 15 - 60 | Grades 10th - Adult (18+) as of 2019 - 2020 school year
Subtotal: \$550.00

Adult tuition \$550.00

Register for
 Tracy White
 08/01/1991 | Female | Grade 18+

Select session options

| Advanced-Yoga - Adult tuition Options | Qty. | Price |
|--|------|---------|
| <input type="checkbox"/> Child care during class We provide free child-care service in this session so that you... View More | 1 | \$0.00 |
| <input type="checkbox"/> Lunch lunch box provided to attendees | 1 | \$8.00 |
| <input type="checkbox"/> Pickup service | 1 | \$10.00 |

ACTIVE | Sattvic Retreats

Adult tuition \$550.00

Subtotal: \$550.00

Register for
 Tracy White
 08/01/1991 | Female | Grade 18+

Select session options

Advanced-Yoga - Adult tuition Options

☐ Child care during class
 1 \$0.00
 We provide free child-care service in this session so that you...
[View More](#)

☐ Lunch 1 \$8.00
 lunch box provided to attendees

☐ Pickup service 1 \$10.00

Tuition bucket and session group registration workflows also support the purchase of global session options:

Desktop

1 | ENTER YOUR EMAIL ADDRESS

☒ Kathy White
 1790303374@qq.com [Sign Out](#)

SECURE ONLINE REGISTRATION

HAVE QUESTIONS?

Advanced-Yoga contact
 Kate Willson
 1234567890
 two@one.com

2 | PARTICIPANTS & OPTIONS

[Add sessions](#)

Family yoga together!
 11/01/2019 - 01/30/2021
Subtotal: \$950.00

| | |
|---|----------|
| Advanced-Yoga - Adult tuition | \$550.00 |
| Advanced-Yoga - Discount tuition (age <25 or >55) | \$400.00 |

[View session details](#)

Register for
 Dave White
 11/11/2000 | Male | Grade 18+

Select session options

| Advanced-Yoga - Adult tuition Options | Qty. | Price |
|---|------|---------|
| <input type="checkbox"/> Lunch lunch box provided to attendees | 1 | \$8.00 |
| <input type="checkbox"/> Pickup service | 1 | \$10.00 |

| Advanced-Yoga - Discount tuition (age <25 or >55) Options | Qty. | Price |
|---|------|---------|
| <input type="checkbox"/> Lunch lunch box provided to attendees | 1 | \$8.00 |
| <input type="checkbox"/> Pickup service | 1 | \$10.00 |

Mobile

ACTIVE | Sattvic Retreats

Register for Dave White
11/11/2000 | Male | Grade 18+

Subtotal: \$950.00

Select session options

Advanced-Yoga - Adult tuition Options

☐ Lunch 1 \$8.00
 lunch box provided to attendees

☐ Pickup service 1 \$10.00

Advanced-Yoga - Discount tuition (age <25 or >55) Options

☐ Lunch 1 \$8.00
 lunch box provided to attendees

☐ Pickup service 1 \$10.00

Camp and Class Manager Release Notes

SSUI:

On the SSUI, purchased session options are listed under the relevant registrant. If customers wish to make additional purchases, then they can click **ADD PURCHASE** to view and select additional session options assigned to this session.

ACTIVE

WELCOME, KATHY [SIGN OUT](#) English (United States) ▼

SATTVIC RETREATS

Account Balance

PAY IN FULL

Remaining Family Balance

\$447.50

[View Bill Details](#)

YOGA 2019-2020

REMAINING BALANCE **\$0.00** PAID IN FULL


[View Bill Details](#)

ⓘ

Pending Waiver
You have waivers that require your digital signature before your sessions can start.

[SIGN NOW](#)

REGISTRANTS



Kathy White

[Edit Registration Form](#) | [📄](#)

Beginner-Yoga - Adult tuition (age 25-55)

[ADD PURCHASE](#)

🕒 11/01/2019 - 01/30/2020

📍 Community Building

👤 Kate Willson

📞 1234567890



✉️ two@one.com

SESSION OPTIONS

Child care during class x 1

Lunch x 1

CONTACT INFORMATION



🌐 Visit Website


📞 1-800-123-1234

✉️ public@public.com


[f](#) [t](#)

[REGISTER FOR MORE PROGRAMS](#)


FAMILY MEMBERS



Kathy White
Primary parent




Jimmy White





June White

[Home](#) > [Additional Purchases](#)

ADDITIONAL PURCHASES

| ITEM | QTY. | PRICE |
|--|-------------------|---------|
| SESSION OPTIONS | | |
| <input type="checkbox"/> Child care during class ⓘ You have purchased this item. We provide free child-care service in this session so that you can enjoy your class! | 1 Only 9 left | \$0.00 |
| <input type="checkbox"/> Lunch ⓘ You have purchased this item. lunch box provided to attendees | 1 | \$8.00 |
| <input type="checkbox"/> Pickup service | 1 Only 25 left | \$10.00 |
| MERCHANDISE | | |
| <input type="checkbox"/>  Tote Bag | - 1 + | \$5.00 |

CONTACT INFORMATION



🌐 Visit Website

📞 1-800-123-1234

✉️ public@public.com

[f](#) [t](#)

[REGISTER FOR MORE PROGRAMS](#)

Global session option information in reports and dashboards

Session option purchase report

Camp and Class Manager Release Notes

Agency users can use this new report to view purchase information about global session options sold in all or specific seasons and sessions (regardless of whether they were sold in the Admin Site, CUI or SSUI).

Location: Admin Site > **Add-ons** tab> **Session options** > **Session option purchase report** link

Home > Add-ons > Session options

Merchandise Session options

Search session option

Session options

Add Delete View by Active session options

| | Session option | Price | Capacity | Remaining | Status | Display |
|--------------------------|--|---------|-----------|-----------|--------|---------|
| <input type="checkbox"/> | Bedding Rental (international camper...) | \$10.00 | Unlimited | Unlimited | Active | Online |
| <input type="checkbox"/> | Child care during class | \$0.00 | 10 | 9 | Active | Online |
| <input type="checkbox"/> | Family lunch pack | \$15.00 | Unlimited | Unlimited | Active | Online |

Actions

Session option purchase report

Home > Add-ons > Session options > Session option purchase report

Session option purchase report

Share Export Search session option

Season All seasons Edit Session All sessions Edit

Session option All session options Edit Date of purchase MM/DD/YYYY to MM/DD/YYYY Update

Email selected people Showing 4 of 4

| | Participant | Session option | GL code | Season | Session | Number sold | Subtotal |
|--------------------------|--------------|-------------------------|---------|----------------------|-------------------|-------------|----------|
| <input type="checkbox"/> | White, Jimmy | Lunch | | Summer 2020 Baske... | Basketball Week 1 | 1 | \$8.00 |
| <input type="checkbox"/> | White, Jimmy | Pickup service | | Summer 2020 Baske... | Basketball Week 1 | 1 | \$10.00 |
| <input type="checkbox"/> | White, Kathy | Lunch | | Yoga 2019-2020 | Beginner-Yoga | 1 | \$8.00 |
| <input type="checkbox"/> | White, Kathy | Child care during class | | Yoga 2019-2020 | Beginner-Yoga | 1 | \$0.00 |

To send the purchase report to participants, select the required participants and then click the **Email selected people** button.

To export the purchase report into an excel file, click the **Export** button.

Note:

- This report is only available to authorized users who have access to the **Add-ons** tab.
- This report only includes purchase information for global session options.
- Users can search global session options by session option name or GL code.
- All columns are sortable.
- Users can filter global session options by assigned seasons or sessions.
- Users under the “Hide participant financial data” restriction cannot see the **Subtotal** column.
- Users with season/session restrictions can only select and filter seasons and sessions available to them.
- Deactivated global session options which were sold are also listed in this report.

Camp and Class Manager Release Notes

Season setup auditing report

If assigned global session options have their settings changed or if they have been unassigned from a session, then agency users can view those changes in this report.

Location: Admin Site > **Home** tab > required season > **Reports** > **Season setup auditing**

report link Changes are reflected in the following columns in this report

- **Type of change**
- **Name of changed item**
- **Previous value**
- **Final value**
- **Date of change (UTC)**
- **User**

| Type of change | Name of changed item | Previous value | Final value | Date of change (UTC) | User |
|---------------------------|--------------------------|------------------------|-------------|-----------------------|--------------|
| Options: Change available | Level 2 Oral English Tra | Online | Internal | 06/26/2019 7:38:58 AM | camp1 active |
| Options: Change option | Level 2 Oral English Tra | \$100.00 | \$55.00 | 06/26/2019 7:32:14 AM | camp1 active |
| Options: Change session | Level 2 Oral English Tra | SO type add on yes for | SessOptype6 | 06/26/2019 7:32:14 AM | camp1 active |
| Options: Delete existing | Level 2 Oral English Tra | | Deleted | 06/26/2019 7:31:53 AM | camp1 active |

Other reports and dashboards

Information about purchased global session options is also available in the following dashboards, reports and emails (same as existing session-level session options):

- Season dashboard (Admin Site > **Home** tab > required season)
- Session dashboard (Admin Site > **Home** tab > required season > **Sessions** > required session)
- Custom report (Admin Site > **Home** tab > required season > **Reports** > **New custom report**)
- Registration form report (Admin Site > **Home** tab > required season > **Reports** > **Registration form report**)
- Financial dashboard – remittance (Admin Site > **Finance** tab)
- Accounts receivable Admin Site > **Finance** tab > **View accounts receivable** link)
- ACTIVE account statement (Admin Site > **Finance** tab > **View ACTIVE account statement** link > **Additional purchase activity** tab)
- Session summary report (Admin Site > **Finance** tab > **View ACTIVE account statement** link > **Run report** dropdown > **Session summary report**)
- Session type summary report (Admin Site > **Finance** tab > **View ACTIVE account statement** link > **Run report** dropdown > **Session type summary report**)
- Allocation report (Admin Site > **Finance** tab > **View ACTIVE account statement** link > **Run report** dropdown > **Allocation report**)
- Credit balance report (Admin Site > **Finance** tab > **Reports** > **Credit balance report**)
- Customer payments/refunds report (Admin Site > **Finance** tab > **Reports** > **Customer payments/refunds**)
- Deferred revenue report (Admin Site > **Finance** tab > **Reports** > **Deferred revenue report**)
- Financial activity report (Admin Site > **Finance** tab > **Reports** > **Financial activity**)
- Payment plan report (Admin Site > **Finance** tab > **Reports** > **Payment plan report**)
- Custom financial report (Admin Site > **Finance** tab > **Reports** > **custom financial report**)
- Order details Admin Site > **People** tab > a participant > **Order history** tab > required order)
- Family view - financial statement (Admin Site > **People** tab > a participant (family view) > **Download**

Camp and Class Manager Release Notes

financial statement)

- Emails (confirmation email, recipient email and etc.)

Camp and Class Manager Release Notes

Enhancements

FAQ link update

The Admin Site > **Finance** tab > **Frequently asked questions** section > “**How do I change the name my checks are made out to?**” question link now opens the correct “[Changing Payable Name](#)” help page

Camp and Class Manager Release Notes

Camp and Class Manager Release Notes