ACTIVE WORKS. | CAMP & CLASS MANAGER

Release Notes 8.9 Monday, August 13th, 2018



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Merchandise variants

Camps and Class Manager now supports the creation and sale of merchandise items that are available in several variants, for example different T-shirt colors and sizes. Instead of manually creating a single merchandise item for each T-shirt color and size combination, agency users can now specify each variant, such as a range of colors and sizes, and the system will automatically generate and manage each color and size combination.

For each merchandise item, agency users can specify up to three variants (e.g. color, size, material), with each variant supporting up to eight values (e.g. red, blue, green, yellow, white, pink, navy blue or XS, S, M, L, XL, XXL).

Creating and editing merchandise variants

In the AUI, agency users can create and edit merchandise variants under the **Merchandise** tab, and then assign them to the required sessions (merchandise setup has been moved from **Account** > **Settings** > **Merchandise** to the new **Merchandise** tab).

As previously, single-variant merchandise items are supported, and agency users can **Add**, edit or **Delete** a merchandise item, but now multiple-variant merchandise items with multiple SKUs are also supported.

TIV	E works.	Camp & Cla	ss Mana	ger				Automat	tion612 Test	-	4	\$
Ho	ome	People	Finance	Email	Memb	ership M	lerchandise]				(
le	rcha	ndise set	up						,	ctions		
d. ed	dit and ma	mage your merchandis	e. Your orga	mization can sell th	em with sessi	on registrations			F	ulfillment re	port	
,		,	ci roai orgi			Search name o	r SKU	(٩			
	Add	Delete				View by	All items	•				
	Name	•	Variant	SKU Pri	De	Quantity	Status	Displ				
		University Men T-shi	Multiple	46346 - 1, 46346 - 2, 46346 - 3, \$21	.00	Unlimited	Active	Online				
	л	University Men T-shi	Single	46346 - 1, 46346 - 3,	46346 - 2, 46346 - 4,	Ê	Active	Online				
		University Men T-shi	Single	46346 - 5, 46346 - 7, 46346 - 9,	46346 - 6, 46346 - 8, 46346 - 10,	đ	Active	Online				
	А	University Men T-shi	Single	46346 - 11, 46346 - 13, 46346 - 15,	46346 - 12, 46346 - 14, 46346 - 16,		Active	Online				
3		University Men T-shi	Single	46346 - 17, 46346 - 19, 46246 - 21	46346 - 18, 46346 - 20, 46346 - 22	+	Active	Online	1			
	л	University Men T-shi	Single	5645754 \$20	.00	Unlimited	Active	Online				

Agency users can add variants to a new or existing, unsold single-variant merchandise item:

Add variants if	this item comes in multiple versions, like different sizes or colors.	
Add variant	Delete variant	

Agency users can enter a Variant name and up to eight Variant values (each separated by pressing either the Enter or comma (,) key), and click the + Add another variant link to add up to a total of three variants:

	Variant name	Variant value	
÷	Color	Red x Blue x	Delete
÷	Size	S x M x L x I	Delete

The system will automatically generate all combinations of the configured variant values.

Each variant inherits its initial **Price**, **Quantity** and **SKU** from the merchandise item as default values. The **Quantity** is the overall stock and the initial value of the **Remaining** field. As merchandise variants are sold, the **Number sold** is incremented and the **Remaining** field is decremented.

A dash and number are appended to each variant's **SKU** for uniqueness.

Variants							
Add variants	if this item o	comes in multiple	e versions, like differen	t sizes or colors.			
Edit varia	it 🚺	Delete variant)	Se	arch SKU or Price	2	Q
Size	All	~	Color	All	~	Reset	t filter
Status	All	~				6 Rec	cord(s)
	Size	Color	SKU	Price	Quantity	Number sold	Re
• +	s	Red	12345678 - 1	\$ 20.00	20	0	20
	S	Blue	12345678 - 2	\$ 20.00	20	0	20
	м	Red	12345678 - 3	\$ 20.00	20	0	20
	м	Blue	12345678 - 4	\$ 20.00	20	0	20
• +	L	Red	12345678 - 5	\$ 20.00	20	0	20
- +	L	Blue	12345678 - 6	\$ 20.00	20	0	20

Agency users can still upload up to five photos for the merchandise item and one photo for each variant to be displayed in the CUI. When consumers select a variant, the photo for the particular variant is displayed.

To upload a photo of the merchandise variant, click the + icon next to each variant:



Agency Administrators can then freely edit the SKU, Price and Quantity for each individual variant, but can no longer edit these fields for the main merchandise item. The Quantity, Number sold and Remaining number for the merchandise item is automatically updated to reflect the Quantity, Number sold and Remaining number of all variants (a tooltip summarizes the variant breakdown):

Merchandis	se setu	р				Actions		
ferchandise > Edit merchar	ndise item					Fulfiliment report	E (
2 Number sold		Unlimi Remainin	s e	\$10 Dollar a	0.00 mount sold			
Item details					Delete this item			
Basic information								
Name	T-shirt 43 characte	ers left						
Price	\$ 50.00				_			
Photos] 0						
Description								
	250 charact	tars kalt		1	_			
Quantity and availability	200 Characa	iers ien.						
Quantity	Unlimited	í.		for	144 variant(s)			
	🗐 Allow p	ourchase in quantity			Red, XXS, Flower		Red, XXS, Simpson's cartoon	
vailability	Always	available			Red, XXS, Flag		Red, XS, Flower	
	C From	MM/DD/YYYY	HELMM		Red, XS, Simpson's cartoo	n	Red, XS, Flag	
	Until	MM/DD/YYYY	HEMM		Red, S, Flower		Red, S, Simpson's cartoon	
	2	h	14 . I		Red, 5, Hag Red, M, Simpson's cartoor		Red, M, Flag	
fisibility	Online			•	Red, L, Flower	8	Red, L, Simpson's cartoon	
Tracking and accounting					Red, L, Flag		Red, XL, Flower	
					Red, XL, Simpson's cartoo	n	Red, XL, Flag	
Supplier information					Red, XXL, Flower		Red, XXL, Simpson's cartoon	
	50 characte	ers left.			Red XVI Elan		Red XXVI Elewar	

Agency users can delete or edit specific variants by selecting the required checkboxes and then clicking the **Delete variant** or **Edit variant** button, however only unsold variants can be deleted or edited.

If an agency user adds, edits or deletes **Variant value**s, then the system completely re-generates all the variant combinations. The previous variant combinations prior to the change are deleted.

Assigning merchandise variants to sessions

Once merchandise variants have been configured, agency users can add them to a session.

Location: AUI > Home tab > Seasons > a season > Setup link > Settings > Sessions link > New session button or an existing session > Associated merchandise > Add button

To search for a merchandise item, enter its name or SKU (or one of its variant SKUs) in the **Search** box.

Select merchandise items				Sele	ect merchandise items			
□ Only show selected items.	Search		Q		Only show selected items.	12345	i678 - 3	
Name	▼ SKU	Price	Quantity		Name	SKU	Price	Quar
☑ 👕 T-shirt	12345678 - 1, 12345678 - 2, 12345678 - 3, 	\$20.00	120		T-shirt	12345678 - 1, 12345678 - 2, 12345678 - 3, 	\$20.00	20
Pen Pen	987654321	\$5.00	100					
1 items selected			2 items	0 ite	ms selected			
		Ca	ncel Select				Ca	ncel

Agency users can edit the total merchandise quantity available to this session (**Session max**) and whether the merchandise is displayed to customers **Pre-checked** or is an obligatory purchase for this session (**Display type**):

You can select merchandise items	to be available for sale w	ith this session.		
Add Remove				
Name	Price	Quantity	Session max	Display type
T-shirt	\$20.00	120	40	Normal 🗸
	Cancel	Save		Pre-checked

FDR Merchandise variants sales

Agency staff using Front Desk Registration (FDR) to register a participant can now add multiple merchandise variants to the participant's order by clicking the **Options available** link:

TIVE <u>works</u> . Camp	& Class Manager			He	eihei Hei 🚺 🔻 🌲	¢ 0
						Exit
Register Geo	orge Otubu				Dance 2018 Total	\$350.00
ance 2018					George Otubu	
Select sessions Ansv	ver questions				Beginner 10/01/2018 - 12/31/2018 Tuition	\$350.00
essions			(Q	Subtotal	\$350.00
Session name	Date	Location	Open spots		Total	\$350.00
Beginner	10/01/2018 - 12/31/2	Dancing Clas	Unlimited			
Beginner (10/01/2018 - 1 Dancing Classrooms	12/31/2018)			🗙 Remove		
Select a tuition			Price	Spots left		
Tuition			\$350.00 Edit 🔻	Unlimited		
Select merchandise		Qty.	Price	Items left		
T-shirt Options available		Fr	rom \$50.00			

On the **Select variants** popup, select the variant filters and then click **Update** to display the results. Check the desired variants for the consumer and then click **OK**.



The chosen variants are listed under the merchandise item:

× Remove Blue / M / Simpson's cartoon	1	\$50.00	Edit 💌	Unlimited
🗹 T-shirt				
Select merchandise	Qty.	Price		Items left
Tuition		\$350.00	Edit 💌	Unlimited
Select a tuition		Price		Spots left
Dancing Classrooms				

To add another variant to the order, click the **Add another** link and repeat the above selection process.

Selected merchandise variants are correctly displayed in the shopping cart and **Review order and checkout** page:

le	gister Georg	je Otubu				Dance 2018 Total	\$500.00
anc	ce 2018					George Otubu	
Sele	ect sessions Answer of	questions				Beginner 10/01/2018 - 12/31/2018 Tuition	\$350.00
essi	ions				Q	T-shirt: Blue / M / Simpson's cartoo T-shirt: Lavendar / L / Flower T-shirt: Black / L / Flower	n \$50.00 \$50.00 \$50.00
	Session name	Date	Location	Open spots		Subtotal	\$500.00
2	Beginner	10/01/2018 - 12/31/2	Dancing Clas	Unlimited		Total	\$500.00
Beg Dar Sel	ginner (10/01/2018 - 12/3: ncing Classrooms lect a tuition Tuition	1/2018)		Price \$350.00 Edit ▼	Remove Spots left Unlimited		
Bee Dar Sel Sel	iginner (10/01/2018 - 12/3: ncing Classrooms lect a tuition Tuition lect merchandise	1/2018)	Qty.	Price \$350.00 Edit ▼ Price	Remove Spots left Unlimited Items left		
Beg Dar Sel €	ginner (10/01/2018 - 12/3: ncing Classrooms lect a tuition Tuition lect merchandise T-shirt X Remove Blue / M / Simpso	1/2018)	Qty.	Price \$350.00 Edit ▼ Price \$50.00 Edit ▼	Remove Spots left Unlimited Items left Unlimited		
Beg Dar Sel €	sginner (10/01/2018 - 12/3: ncing Classrooms lect a tuition Tuition lect merchandise T-shirt X Remove Blue / M / Simpso X Remove Lavendar / L / Flo	1/2018) n's cartoon wer	Qty. 1	Price \$350.00 Edit ▼ Price \$50.00 Edit ▼ \$50.00 Edit ▼	Remove Spots left Unlimited Unlimited Unlimited		

Review or	der and check out	
ance 2018		
Order summary		
Add registration		
Items		Subtotal
Beginner - lutton Dancing Classroom George Otubu Tuition - \$350.00 Merchandise Items T-shirt: Black / L / F 	conc Kenove /2018 Su, Sa 3:00 PM - 5:00 PM s mpson's cartoon - \$50.00 / Flower - \$50.00	\$350.00 \$50.00 \$50.00 \$50.00
Add other discount	Subtotal Total	\$500.00 \$ 500.00
Payment amoun	1	
Payment amount	Pay in full (\$500.00) Custom amount \$ Minimum payment is the amount of the merchandise in the order (\$150.00). Payment will be automatically allocated. Manage allocation	

Merchandise variants are also supported when agency staff edit an order or transfer a registration to another session.

Location: AUI > People tab > a person > an order number > Actions dropdown > Edit purchases

Location: AUI > **People** tab > a person > an order number > **Actions** dropdown > **Transfer**

Brange registration uange the registration of George Otubu from: George Otubu Semant (1001/2018 - 12/31/2018) Damong Classrooms Transfer to another session Transfer to another session Semant (1001/2018 - 12/31/2018) Amount paid Transfer to another session Transfer to another session Semant (1001/2018 - 12/31/2018) Semant (1001/2018 - 12/31/2018) Session Form questions Session Sett aution	Merchandise	
ange the registration of George Olubu from: keorge Olubu server george Olubu server george Olubu the manage the registration of George Olubu from: server george Olubu the manage the registration of George Olubu from: the manage the registration of George Olubu the manage the registration for George Olubu session Form questions session Form questions session for George Olubu session form questions session form questions setting for questions setting form qquestions setting for ques	Transfer to another session	
icorge Otubu \$500.00 gainer (1001/2018 - 12/31/2018) \$500.00 Amount pad \$500.00 T-hitt Bick / L / Rover \$500.00 Cate \$500.00	Transfer George Otubu OUT of:	
rotal: \$500.00 bdfly registration for George Otubu Session Form questions Baginner (10/01/2018 - 12/31/2018) Dancing Classrooms Select a tuition Price Spots left Tuttint X Benove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Stenove: Livendar / L / Flower 1 4 Ada another	Co.000 George Otubu \$500.0 d Beginner (10/01/2018 - 12/31/2018) Anount paid D0 Tutton \$350.00 T-shirt: Black / L / Flower \$50.00 T-shirt: Black / L / Flower \$50.00	0
dify registration for George Otubu Session rom questions Beginner (10/01/2018 - 12/31/2018) Danding Classrooms Select attition Price Spots left © Tution \$550.00 Edit ▼ Unlimited Select mechandise Qty, Price Items left © Tshirt	Total: \$500.00	
Select a tution Spos ket Tution Spos ket	Session name Date Location Open spots V Tango Og/(2018 - 12/31/2) Dancing Clas Unimited	
Select merchandise Qty. Price Items left ✓ T-shirt × Remove Blue / M / Simpson's cartoon × Remove Blue / M / Simpson's	Spors eer Luimited	
✓ T-shirt × Remove Black / L / Flower 1 \$50.00 Edit ▼ Unlimited × Remove Black / L / Flower 1 \$50.00 Edit ▼ Unlimited + Add another Select merchandise Qty. Price It	Items left	
X Remove Lawendar / L / Hower I \$50.00 Edit Unlimited * X Remove Back / L / Hower I \$50.00 Edit Unlimited * Add another	it Unlimited Tango (09/01/2018 - 12/31/2018) Dancing Classrooms	X Ren
★ Add another 1 \$50.00 Edit ▼ Unlimited ★ Add another Select merchandise Qty. Price T-shirt From \$50.00	Int V Unlimited Select a tuition Price	Spots left
+ Add another Select merchandise Qty. Price It T-shirt From \$50.00	lit ▼ Unlimited	Uninitied
T-shirt From \$50.00	Select merchandise Qty. Price	Items left
Options available	T-shirt From \$50.00 Options available	
Cancel Continue to review screen Charge a transfer fee (optional) \$	Charge a transfer fee (optional) 5	

CUI Merchandise variants sales

In the CUI, under a selected session, merchandise with different variants is flagged by the **Options** banner:

2 PARTICIPANTS & OPTIONS		Add sessions
Beginner		/ ×
10/01/2018 - 12/31/2018		
Dancing Classrooms	Sub	total: \$350.00
Tuition		\$350.00
Register for Kathy White 12/18/1981 Female		
Select merchandise		
Merchandise items	Qty.	Price
T-shirt Options		From \$46.80
	ļ	CONTINUE

Customers can click the item name (**T-shirt**) or photo to open the **ITEM INFORMATION** popup and select the required merchandise variants:

ITEM INFORMATION			
	T-shirt From \$46.80 Select Color Select Size Select Print	~	
	1	ADD	

To select the required variants, click the dropdown arrows, choose the required values, and then click ADD:

	ITEM INFORMA	TION	
		T-shirt \$50.00	
		Color: Red	
4		Size: M	
		Print: Simpson's carl	toon
		1	ADD
Select merchandis	se	1	ADD
Select merchandis	se	1 Qty.	ADD
Select merchandis Merchandise items	se T-shirt	1 Qty.	ADD Price From \$50.00
Select merchandis	e T-shirt Your selections	1 Qty.	ADD Price From \$50.00 Add another
Select merchandis Merchandise items	Se T-shirt Your selections Red / M / Simpson's cartoon Remove	1 Qty.	ADD Price From \$50.00 Add another \$50.00

Customers can add another merchandise variant to their order by clicking the **Add another** link, the item name (**T**-shirt) or the item photo.

Repeat the selection process on the **ITEM INFORMATION** popup. The selected variants are then displayed under the merchandise item name, on the **Registration Information** page and the **Review cart & check out** page.

lerchandise items	Qty.	Price
T-shirt		From \$50.00
Your selections	1	Add another
Options Red / M / Simp cartoon Remove	son's 1	\$50.00
Blue / L / Flowe Remove	er 1	\$50.00

Registration Information		
1 LOOKUP ACCOUNT		
Kathy White kay jiang@activenetwork.com Sign Out		
2 PARTICIPANTS & OPTIONS	Ad	d sessions
S Kathy White		× ×
Beginner		
10/01/2018 - 12/31/2018		
Dancing Classrooms	Subtotal:	\$450.00
Tuition		\$350.00
Select Options and Merchandises	Qty.	Price
T-shirt: Blue / L / Flower	1	\$50.00
T-shirt: Red / M / Simpson's cartoon	1	\$50.00

Review cart & check out				
ORDER DETAILS	+ Add Anot	her Registratio		
ITEMS		TOTAL		
Beginner - Tuition 10/01/2018 - 12/31/2018 Su, Sa 3:00 PM - 5:00 P Dancing Classrooms Kathy White	Edit i Remove M	\$350.00		
T-shirt: Blue / L / Flower		\$50.00		
T-shirt: Red / M / Simpson's cartoon		\$50.00		
	Subtotal	\$450.00		
	Processing fee	\$9.95		
	What's this?			
	Total	\$459.95		
	Active Network, LLC will charge the	amount above		

Tuition bucket and Session group registration workflows also support the purchase of merchandise variants:

2 PARTICIP	ANTS & OPTIONS		Add sessions
Family paint toget	ner		××
07/04/2018 - 31/08/2018	8	Subtotal:	CAD 0.00
Adult - Price			CAD 0.00
Childrens - Price			CAD 0.00
View session details			
Register for John Doe 30/04/2008 Male			
Select merchandise	1		
Merchandise items		Qty.	Price
	Pen	- 1 +	CAD 5.00
	T-shirt		From \$50.00
	Your selections	,	Add another
Options	Red / M / Simpson's cartoon	1	\$50.00
	Remove		
	Blue / L / Flower Remove	1	\$50.00
		CC	ONTINUE

The CUI sales workflow for merchandise variants supports mobile devices:

19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Beginner	/ ×		Item information		Subtotal: \$350.00		
	10/01/2018 - 12/31/2018 Dancing Classrooms	Subtotal: \$350.00				Kathy White 12/18/1981 Female	Review cart	&
	Tuition	\$250.00				Select merchandise	check out	
	Register for Kathy White 12/18/1981 Female	\$330.00	and the second	T-shirt		Z T-shirt Options	ORDER DETAILS	+ Add Another Registration
and a second			*	Price	×	Your selections Add another >	ITEMS	TOTAL
-	Select merchandise		edbac	From \$50.00	eubac	Red / M / Simpson's cartoon Remove	Beginner - Tuition Edit Remove	\$350.00
	Merchandise items	om \$50.00	te le	Red Blue	L L	Blue / L / Flower Remove \$50.00 * 1	10/01/2018 - 12/31/2018 Su, Sa 3:00 PM - 5:00 PM Dancing Classrooms Kathy White	
1	Options	-	-	Black Lavendar		CONTINUE	T-shirt: Blue / L / Flower	\$50.00
14	CONT	TINUE		CocoYellow PureWhite		CONTINUE	T-shirt: Red / M / Simpson's cartoon	\$50.00
				Select Size			Subtotal	\$450.00
			-	Select Print ~		3 REGISTRATION FORMS	Processing fee What's this?	\$9.95
	3 REGISTRATION FO			SELECT		CONTINUE TO CART	Total Active Network, LLC will cl	\$459.95 harge the amount

SSUI Merchandise variants support

The SSUI Portal supports the display of purchased merchandise variants, and parents can also purchase additional merchandise variants (**ADD PURCHASE**):



ITEM		QTY.	PRICE
MERCHANDISE			
1. 10	T-shirt		\$50.0
	You have already purchased this item: Red / M / Simpson's cartoon * 1 Blue / L / Flower * 1		
Only show selected	items. T	otal(0 items sele	ected): \$0.0

ADDITIONAL PURCHASES			CONTACT INFORM
ITEM	QTY.	PRICE	
	Item Inform	ation	×
		T-shirt From \$50.00	
Only show		Color: Lavendar	~
		Select Size	^
		XXS	XS
		S	м
		L	XL
		XXL	XXXL

Home > Additional Put	chases			
ADDITIONAL I	PURCHASES			
ITEM			OTY	PRICE
MERCHANDISE			-14/2	
	T-shirt			From \$50.00
				11011-50.00
	Red / M / Simpson's car	ased this iter rtoon * 1	m:	
	Blue / L / Flower * 1			
	Your selections			+ Add another
	Lavendar / S / Flag		1	\$50.00
	Remove		1	\$50.00
Only show selected i	tems		Total/1 items	selected): \$50.00
			Total (Themes	
				CHECKOUT
Home > Additional Pu	rchases			
	NT			
MAKE FATIVIE	NI			EDIT PURCHASES
ITEM		QTY.	PRICE	SUB TOTAL
MERCHANDISE	The second states			
T-shi	rt: Lavendar / S / Flag	1	\$50.00	\$50.00 ×
			SUBTOTAL	\$50.00
		PROCE		\$2.50 \$52.50
			TOTAL	\$52.50
CARD INFORMATI	ON			
Card type	Select one	•		
ourd type				
	VISA Masteriard AMEX			
Card number	l		This field is r	equired.

Merchandise variants reporting

Customer purchases of merchandise variants are correctly accounted for in the following reports:

Home tab > a season > Reports > Registration form report:

10/01/2018 - 12/31/2018 Dancing Classrooms, New York, NY		Age 36 as of 1 Birthday durin	0/01/2018 Ig camp!
Selections	Total		
Tuition	\$350.00	Reg #:	24895502
T-shirt: Red / M / Simpson's cartoon	\$50.00	Balance:	\$0.00
T-shirt: Blue / I / Flower	\$50.00	Reg Date:	08/06/2018
Participant Information			
Participant Information	Kathy Whi	te	
Participant Information Name: Gender:	Kathy Whi Female	te	
Participant Information Name: Gender: Date of birth:	Kathy Whi Female 12/18/198	te 1	
Participant Information Name: Gender: Date of birth: Email address:	Kathy Whi Female 12/18/198 kay.jiang@	te 1 Pactivenetwork.co	m
Participant Information Name: Gender: Date of birth: Email address: Home phone number:	Kathy Whi Female 12/18/198 kay.jiang@ 404-434-13	te 1 Pactivenetwork.co 234	m
Participant Information Name: Gender: Date of birth: Email address: Home phone number: Address:	Kathy Whi Female 12/18/198 kay.jiang@ 404-434-12 123 test di	te 1 Pactivenetwork.co 234 7.	m

Home tab > a season > Reports > Merchandise purchase report:

Jance 2	2018					Vi	ew another season
ome > Dance 201	18 > Reports > Merchandis	e purchase report					
Dashboard	Sessions	Coupons	Reports	Group assignments	Cross	fit	
Merchandise	purchase report		Export report	Share	omize 🔻	Search	1
View by	Items	¥.					
View by Merchandise	Items All merchandise items	▼ ▼					
View by Merchandise Sessions	Items All merchandise items Beginner 🥒 Edit	¥ ¥					
View by Merchandise Sessions Filters	Items All merchandise items Beginner 🖉 Edit No filters set 💠 Edit fil	v v Iter criteria					Showing 1 of
View by Merchandise Sessions Filters Item name	Items All merchandise items Beginner Edit No filters set Item SKU	T T ter criteria Number sold	Total purchased	Total fulfilled	Total paid	1	Showing 1 of Remaining inventory
View by Merchandise Sessions Filters Item name T-shirt	Items All merchandise items Beginner Control Control Control Beginner Control Control Beginner Contro Beginner Contro Beginn	v v ter criteria Number sold 2	Total purchased \$100.00	Total fulfilled	Total paid \$100.00	1	Showing 1 of Remaining inventory
View by Merchandise Sessions Filters Item name T-shirt Red / M / Sir	Items All merchandise items Beginner Celt Beginner Edit Item SKU Item SKU	v v ter criteria Number sold 2 1	Total purchased \$100.00 \$50.00	Total fulfilled 0 0	Total paid \$100.00 \$50.00	1	Showing 1 of Remaining inventory unlimited

A	А	В	С	D	E	F	G	Н
1	Item name	🕶 Variant name 🛛 💌 It	em SKU 🛛 🔤	Number sold	👻 Total purchas	Total fulfilled 🛛 🔽	Total paid 🛛 💌	Remaining inventor 💌
2	T-shirt	Red / M / Simpson's ca			1 \$50.00	C	\$50.00	unlimited
3	T-shirt	Blue / L / Flower			1 \$50.00	0	\$50.00	unlimited

Home tab > a season > Reports > New custom report button or a custom report:

anc	ance 2018 View another season View another season e > Dance 2018 > Reports > Custom report Dashboard Sessions Coupons Reports Group assignments Crossfit Instom report Save report Export report Share Customize Search Q Showing 1 of 1 ters No filters set Edit filter criteria Email selected people Email selected							
Dance 2018 View another season me > Dance 2018 > Reports > Custom report Dashboard Dashboard Sessions Coupons Reports Group assignments Crossfit Custom report Save report Export report Sessions All sessions Edit Filters No filters set Edit filter criteria								
Dashbo	oard Sessions	Coupons	Reports	Group assignment	nts	Crossfit		
Dance 2018 View another season ome > Dance 2018 > Reports > Custom report Dashboard Sessions Custom report Save report Export report Share ▼ Customize ▼ Search Sessions ✓ Edit Filters No filters set The filter of the filter of the filter								
Dance 2018 View another season Nome > Dance 2018 > Reports > Custom report Dashboard Dashboard Sessions Coupons Reports Group assignments Crossfit Custom report Save report Export report	ing 1 of 1							
Custom iessions filters Email s	All sessions All sessions Fidit No filters set Edit filter selected people	criteria	ort Export repor	t V Share V	Customize ¥	Search	Show	ing 1 of 1
Custom iessions ilters Email s	report All sessions P Edit No filters set Edit filter selected people Participant: Name	criteria Participant: Gend	ort Export repor	name	Customize V	rchases	Show Date registered	ing 1 of :

Finance tab > Reports tab > Transactions report:

CTIVE WORKS. (Camp & Class	Manager			Automation	612 Test	•	¢ 4	8
Home	People	Finance Er	nail Membership	Merchandi	se	C			٩
Transacti	o <mark>n repo</mark> r	t							
Home > Finance > Rep All transactions	oorts > Financial acti	vity > Transaction repo	rt.		Expor	rt Search	h		Q
Time period: 07/31	/2018 to 08/06	/2018 Update)					Showing 3	of 3
Date	Order	Participant	Item		GL code name	GL code	Туре	Amoun	nt
08/06/2018 8:15 AM	C-5B8TJR8BDG7	Kathy White	T-shirt: Blue / L	/ Flower	Unassigned		Sale	\$	50.00
08/06/2018 8:15 AM	C-5B8TJR8BDG7	Kathy White	T-shirt: Red / M	/ Simpson's c	Unassigned		Sale	\$	50.00
08/06/2018 8:15 AM	C-5B8TJR8BDG7	Kathy White	Beginner - Tuiti	on 10/01/2018	Unassigned		Sale	\$3	50.00
								\$4	50.00

Finance tab > **Reports** tab > **Financial activity** report: **Net revenue**, **Net payments** and **Change in balance** amounts now include merchandise variants transactions.

Finance tab > Reports tab > ACTIVE account statement > Additional purchases activity tab:

Home	www.ss Camp & Class Manager ne People Finance People Finance Email IVE account statement Inance Reports > ACTIVE account statement inance > Reports > ACTIVE account statement Inance Inance hary August 1 - 15, 2018 Multiple pay ent time period Inance Inance Inance acard period Inance Inance Inance acard processing fees Inance Inance Inance activity Inance Inance Inance Inance k processing fees Inance Inance Inance Inance activity Inance Inance Inance Inance Inance Inance k processing fees Inance Inance			Membership	Merchandise			¢
CTIVE ac	count sta	temen	t					
me > Finance > Report Summary	s > ACTIVE account st	atement				Run report 🔻	Share	Export
Statement time period	August 1 - 15, 2018	 Multip 	le pay periods	Update	Master financial	report		
Statement time neri	bd		Augus	t 1 - 15, 2018				
or season			A	transactions.				
redit card activity			All	u ansactions *				
Credit card navments				\$459.95				
Credit card refunds				\$0.00	This sta	atement only shows transactions	affecting ACTI	/E's
Credit card processing f	ees			(\$13.57)	paymer	nts to your organization (For exa	imple, credit car	d payments,
-					reiunus	and any rees). Learn more		
Check activity				12/21				
eCheck payments				\$0.00				
eCheck processing fees				\$0.00				
concer processing rees				40100				
legistration activity								
Registration fees paid b	y organization			\$0.00				
Registration fees paid b	y customer			(\$4.95)				
dditional processing	lees							
Processing fees paid by	organization			\$0.00				
Processing fees paid by	customer			(\$5.00)				
iotal amount				\$436.43				
Dotailed Benert								
Jetalled Report	2							
Payment activity	Registration ac	tivity Add	litional purch	ases activity	1 and the second se			Concernation of the
ate Order N	u Participant	Season	Session	Session Typ	e Item Name	Entry met Processing	Processing	Purchase a
8/06/2018 C-588T3	R8 Kathy White	Dance 2018	Beginner		Merchandis	Online \$0.00	(\$2.50)	\$50.00
2 S						1 C.D.		

1	A	B	С	D	E	F	Ğ	н	1	J	K
1	Date 💌	Order Numbe 🔽	Participant 🛛 🔽	Season	💌 Session 💌	Session Type	Item Name 🗾	Entry me 🔽	Proce 🔽	Processin 💌	Purchase
2	08/06/2018	C-5B8TJR8BDG7	Kathy White	Dance 201	8 Beginner		Merchandise - T-shirt: Blue / L / Flower	Dnline	\$0.00	-\$2.50	\$50.00
3	08/06/2018	C-5B8TJR8BDG7	Kathy White	Dance 201	8 Beginner		Merchandise - T-shirt: Red / M / Simpson'	Dnline	\$0.00	-\$2.50	\$50.00
4	Total								\$0.00	-\$5.00	\$100.00
5											
6											
7						-	1				
	4 F	Payment activity	y Registratio	n activity	Additional purcha	ses activity	÷ : •				

Finance tab > Reports tab >	ACTIVE account statement >	Master	financial	report	button:

1	A	В	С	D	E	F	G	Н	I	J	K	L	M	N
1	transactio	order_nu	session_na	m season_name	date	time	amount	check_nu	location_	r city	state	country	item_name	Item GL cc Iter
2	SALE	C-5B8TJR8	Beginner	Dance 2018	8/6/2018	8:15:48	350		Dancing C	New York	NY	US	Tuition	Unassigned
3	ALLOCATI	C-5B8TJR8	Beginner	Dance 2018	8/6/2018	8:15:49	52.5		Dancing C	New York	NY	US	T-shirt: Blue / L / Flower	Unassigned
4	ALLOCATI	C-5B8TJR8	Beginner	Dance 2018	8/6/2018	8:15:49	52.5		Dancing C	New York	NY	US	T-shirt: Red / M / Simpson's cartoon	Unassigned
5	ALLOCATI	C-5B8TJR8	Beginner	Dance 2018	8/6/2018	8:15:49	354.95		Dancing C	New York	NY	US	Tuition	Unassigned
6	REGISTRA	C-5B8TJR8	Beginner	Dance 2018	8/6/2018	8:16:53	-4.95		Dancing C	New York	NY	US	Tuition	
7	ADDITION	C-5B8TJR8	Beginner	Dance 2018	8/6/2018	8:16:53	-2.5		Dancing C	New York	NY	US	T-shirt	
8	ADDITION	C-5B8TJR8	Beginner	Dance 2018	8/6/2018	8:16:53	-2.5		Dancing C	New York	NY	US	T-shirt	
9	CC PROCE	C-5B8TJR8	BDG7	Dance 2018	8/6/2018	8:16:53	-13.57							1
10	CREDIT_C	C-5B8TJR8	BDG7	Dance 2018	8/6/2018	8:16:53	459.95							
11	SALE	C-5B8TJRT	Beginner	Dance 2018	8/8/2018	8:59:08	350		Dancing C	New York	NY	US	Tuition	Unassigned
12	ALLOCATI	C-5B8TJRT	Beginner	Dance 2018	8/8/2018	8:59:08	350		Dancing C	New York	NY	US	Tuition	Unassigned
13	ALLOCATI	C-5B8TJR1	Beginner	Dance 2018	8/8/2018	8:59:08	50		Dancing C	New York	NY	US	T-shirt: Blue / M / Simpson's cartoon	Unassigned
14	ALLOCATI	C-5B8TJRT	Beginner	Dance 2018	8/8/2018	8:59:08	50		Dancing C	New York	NY	US	T-shirt: Lavendar / L / Flower	Unassigned
15	ALLOCATI	C-5B8TJRT	Beginner	Dance 2018	8/8/2018	8:59:08	50		Dancing C	New York	NY	US	T-shirt: Black / L / Flower	Unassigned
16	REGISTRA	C-5B8TJRT	Beginner	Dance 2018	8/8/2018	9:00:13	-4.95		Dancing C	New York	NY	US	Tuition	
17	ADDITION	C-5B8TJR1	Beginner	Dance 2018	8/8/2018	9:00:13	-2.5		Dancing C	New York	NY	US	T-shirt	
18	ADDITION	C-5B8TJRT	Beginner	Dance 2018	8/8/2018	9:00:13	-2.5		Dancing C	New York	NY	US	T-shirt	
19	ADDITION	C-5B8TJRT	Beginner	Dance 2018	8/8/2018	9:00:13	-2.5		Dancing C	New York	NY	US	T-shirt	1
20	CASH_PAY	C-5B8TJRT	CQ6P6	Dance 2018	8/8/2018	9:00:13	500							
21				-										
	8 E	All tra	nsactions 20	018_08_01 to	(\cdot)								1	

Merchandise fulfillment report

Merchandise fulfillment report

In the AUI, agency users can now use the Merchandise Fulfillment Report to:

Search for and review merchandise purchases from multiple sessions in a season.

- Search purchases by participant name, item name, and variant.
- Filter results by sessions, merchandise item, status or purchase dates.

Batch update merchandise purchase statuses.

Email the report to selected agency users or export it to an Excel file.

Session level:

Agency users can now review merchandise purchases in a single season and batch update purchase statuses (Mark as pending or Mark as delivered).

Location: AUI > Merchandise tab > Actions > Fulfillment report link

Ho	ome	People	Finance	Em	ail M	embership M	lerchandise						1
le	rcha	ndise set	up							Actions	;		
l. ed	it and ma	anage vour merchandis	e. Your orda	anization can	sell them with	session registrations				Fulfillme	nt report]	
.,						Search name o	r SKU		Q				
,	Add	Delete				View by	All items	3	•				
	Name		Variant	SKU	Price	Quantity	Status	Displ	8				
		Box	Single		\$10.00	Unlimited	Active	Online	*				
2													
		Dancing 2017 T-shirt	Single	dancingt	\$15.00	Unlimited	Active	Online	ł				

TΛ	IVE WORS Cail Home Pe ulfillment Pertor ieason: I 'erchandise item: I Update status I Participant Smith, John Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Smith, John Wittenberg, Patricia Wittenberg, Patricia Simith, John Wittenberg, Patricia Simpson, Mark Simpson, Mark Simpson, Mark Simth, John Wittenberg, Patricia Wittenberg, Patricia Simith, John	mp & Class Manager	t i			Automation Test	• •	\$
I	iome Pe	ople Finance	Email	Membership	Merchandise			C
u	lfillment	report						
erch	andise setup > Fulfilln	nent report						
Fult	fillment report				Share	Export Sear	ch	C
IVE Works. C Home I iulfillment Fulf rchandise setup > Fulf suffillment repor season: I Werchandise item: V Update status ▼ I Participant I Smith, John Vittenberg, Patri Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Wittenberg, Patri Smith, John	son:	Fall 2018 Yoga	Ŧ	5	essions:	All sessions 🥒 Edit		
Image: Works C. Home I ulfillment Fulf ulfillment repor ulfillment repor uesson: terchandise setup > Fulf ulfillment repor ieason: terchandise item: Update status Participant Smith, John Wittenberg, Patri Simpson, Mark Simpson, Mark Smith, John Wittenberg, Patri Simpson, Mark Simth, John	chandise item:	All merchandise items	¥	S	Status:	All statuses	۲	
IVE Works. C Home I Ulfillment rchandise setup > Fulf Sulfillment repor Season: Verchandise item: Update status V Participant Smith, John Wittenberg, Patri Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark Simpson, Mark		All variants	٣	F	ilters:	No filters set 🔶 Edit filt	er criteria	
l	Ipdate status 🔻	Email selected people)				S	howing 12 of 1
	Participant	Item name	Variant	I	tem SKU	Status	Date deliv	ered
	Smith, John	yoga clothes				Pending		
	Wittenberg, Patricia	yoga clothes				Pending		
	Wittenberg, June	yoga clothes				Pending		
	Simpson, Mark	Tote Bag		8	887631	Pending		
	Simpson, Mark	yoga clothes				Pending		
	Simpson, Mark	yoga block				Pending		
	Smith, John	Tote Bag		8	887631	Pending		
	Wittenberg, Patricia	Tote Bag		8	887631	Pending		
	Smith, Jane	yoga block				Delivered	07/31/2018	3

TΛ	Eworks. Ca	mp & C	lass Manager				Automation Test		4 *	
ł	lome Pe	ople	Finance	Email	Membership	Merchandise				
u	lfillment	repo	ort							
ercha	andise setup > Fulfill	ment report								
Fult	illment report					Share	Export	irch		
Sea	son:	Fall 2018	Yoga	T	s	essions:	All sessions 🥒 Edit			
Mer	chandise item:	All merch	andise items	Ŧ	S	itatus:	All statuses	,		
		All varian	ts	¥	F	ilters:	No filters set 🔶 Edit fil	ter criteria		
ι	Ipdate status 🔻	Enail	selected people						Showing 12 o	of
М	ark as pending		Item name	Variant	I	tem SKU	Status	Dat	e delivered	
М	ark as delivered		yoga clothes				Pending			
0	Wittenberg, Patricia	n - C	yoga clothes				Pending			
1	Wittenberg, June		yoga clothes				Pending			
/	Simpson, Mark		Tote Bag		8	87631	Pending			
	Simpson, Mark		yoga clothes				Pending			
	Simpson, Mark		yoga block				Pending			
3	Smith, John		Tote Bag		8	87631	Pending			
	Wittenberg, Patricia		Tote Bag		8	87631	Pending			
•	Smith, Jane		yoga block				Delivered	07/	31/2018	

Participant level:

If a participant has merchandise purchases in a season, then agency users can review and batch update purchase statuses (**Mark as delivered** or **Mark as pending**) under the participant's record.

Location: AUI > People tab > a participant > a current season > View link > Forms > Merchandise tab

TIVE	<u>vorks</u> . Camp &	Class Manager				Automation Test	▲ • ▲	\$
Home	e People	Finance	Email	Membership	Merchandise) (٩
Contact :	Information	Witten	berg fa	amily				
P atricia W Primary par	/ittenberg Edit rent	1						
atricia.w@d				Make	payment Ema	il family Register	Download financial	statement
loseph Wi Second par	ittenberg Edit ent	Patricia	Witten	Derg Female, Ag	e 42, DOB: 09/17/19	75 <mark>Edit Fa</mark> n	nily participants	
			Fall 2018	easons Yoga View			Amber Wittenb Female, Age 23 1 registration	erg
Online a	ccount info		Buy me	r - 07/22/2018 - 11/30	/2018		June Wittenber	rg
itricia.w@o atus: Invit	one.com	Add photo	buy me	mbersmp			Age 7 1 registration	
esend invi	tation Cancel						Patricia Witten	berg
							1 registration	
ome > Peo	ople > Patricia Wittenbe	erg > Fall 2018 Yoga					Patricia Wittenberg	
	Pat	ricia Wittenb	erg				\$0.00 Family	
	Female	e Age 42					View family finances	
	Mak	se payment Send	email R	un reg form report	Buy members	hip	Waivers	Edit
Add p	hoto						Waiver form	Not received
							Health Certificate	
Registratio	ations	sions in this season					Parent informa	tion
Add re	gistration						Patricia Wittenber	rg Edit
Actions +	Beginner	30/2018			\$	0.00	patricia.w@one.com	
	Chengdu Tuition	59/2020				Balance	Joseph Wittenber	g Edit
	Discount tuition (age -	<25 or >55) - \$400.00					Second parent	
	Tote Bag - \$5.00 yoga block - \$6.00							
	yoga clothes - \$25.00							
Notes						A Add pate		
Priority	Participant	Note		Type Ma	nage Created by	Last edited by		
	There are no note	es for this person 🛛 🔶 🗚	dd note					
Forms								
Registrati	ion forms Supple	mental forms Mer	chandise					
Update s	status 🔻				View All s	essions 🔻		
Mark as c	delivered ter	m name Varia	ıt	Item SKU	Order number	Status		
Mark as p	renoing Tote	e Bag		887631		Pending		
V		a black			C FROTIOROMY	Donding		

General Data Protection Regulation (GDPR) compliance

SSUI: Account invitation page

In the SSUI, for EU-based consumers, when accepting an account invitation from the agency, they must now read and consent to the new GDPR-compliant **Terms of Use** and **Your Privacy Rights** agreements:

Desktop:

NЛ	0	hi	ما	•
111	υ	υı	IC	1

Account invitation		Account in	nvitation
You have been invited by francis to create an help you manage your account.	online account to Through your online account you • View and print receipts	You have been invit create an online acc your account.	ed by springagency count to help you m
Email Address	Make paymentsUpload participant photos	Email Address	
PPPPPPPP@PPPPPP.com	And more	PPPPPPP@PPPP	P.com
First Name Last Name		First Name	Last Name
РРРРРРРРР РРРРРРРР		РРРРРРРР	РРРРРРРР
March + 3 + 1	989 ~	Date of birth	
Country		March 👻	3 👻 19
Select one country	T	Country	
Password		Select one country	
Passwords must be 8 or more characters, and contain th lowercase, uppercase, numeric, and special characters.	ee of these:	Password	
Confirm Password			
By creating an account I agree to ACTIVE Network's	ferms of	Passwords must be 8 or n three of these: lowercase special characters.	nore characters, and cor , uppercase, numeric, ar
Use By creating an account I agree to ACTIVE Network's	four Privacy	Confirm Password	
Rights			

Consumers cannot proceed unless they select the checkboxes to consent to the new agreements.

Enhancements

Maximum download limit on the registration form report

In the AUI, when an agency user downloads the registration form report for multiple selected sessions, if the total number of registrations per download exceeds 1500, then an error message is displayed.

Location: AUI > Home tab > a season > Reports > Registration form report

ie > Q	A_PhillipLoadTest01_Se	Select	t one or more sessions to view in	this report			
		Sciect		arch	Q		
Dashi port	s	Your	current selection is over the 150 cted sessions to meet the allowed	0 limit of registrations per d I registrations per download	ownload. Plea limit.	ise decrease number o	f
New c	ustom report		Name	Date	Particip	Location	
23	Participant notes Shows notes for all re		Session01_Normal	12/21/2016 - 12/21/20	6714	QAPhillipLoadTest02 L	
			Session02_GradeRestriction	12/21/2016 - 12/21/20	0	QAPhillipLoadTest02	
23	Season setup aud Shows all modification		Session03_AgeRestriction	12/21/2016 - 12/21/20	0	QAPhillipLoadTest02	
			Session04_FemaleRestriction	12/21/2016 - 12/21/20	0	QAPhillipLoadTest02	245
			Session05_MaleRestriction	12/21/2016 - 12/21/20	0	QAPhillipLoadTest02 L	,
3	Session capacity Shows the current re-		Session06_MaleHSRestriction	12/21/2016 - 12/21/20	0	QAPhillipLoadTest02	
			Session07_Full	12/22/2016 - 12/22/20	1	QAPhillipLoadTest02	1
23	Waitlist report Shows a list of waitlis		Session08_Cap01	12/01/2016 - 12/01/20	0	QAPhillipLoadTest02	235
			Session09_Cap42	12/22/2016 - 12/22/20	0	QAPhillipLoadTest02 L	-
	Check-in report A printable participan		Session10_WaitlistCap42	12/22/2016 - 12/22/20	0	QAPhillipLoadTest02	
		Incluc	de in report: 🛛 🗹 Registration f	orm questions 🛛 🗹 Supple	mental forms	Waivers	

If the registration form report is for only a single session with more than 5000 registrations, then the agency user is requested to contact Active Support for assistance.

Dash	board Ses	Sele	ct sessions					
leport	ts	Select	one or more sessions to view i	n this report.	Se	earch Q		
New custom report		Your current selection has exceeded the maximum limit (5000) on registrations. Please contact Active Support for assistance.						
23	Shows notes for all re		Name	Date	Particip	Location		
23	Season setup auc Shows all modification		Session01_Normal	12/21/2016 - 12/21/20	6714	QAPhillipLoadTest02 L		
			Session02_GradeRestriction	12/21/2016 - 12/21/20	0	QAPhillipLoadTest02 L		
23			Session03_AgeRestriction	12/21/2016 - 12/21/20	0	QAPhillipLoadTest02 L		
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			Session05_MaleRestriction	12/21/2016 - 12/21/20	0	QAPhillipLoadTest02 L		
23	Waitlist report Shows a list of waitlis		Session06_MaleHSRestriction	12/21/2016 - 12/21/20	0	QAPhillipLoadTest02 L		
			Session07_Full	12/22/2016 - 12/22/20	1	QAPhillipLoadTest02 L		
B	Check-in report A printable participan		Session08_Cap01	12/01/2016 - 12/01/20	0	QAPhillipLoadTest02 L		
			Session09_Cap42	12/22/2016 - 12/22/20	0	QAPhillipLoadTest02 L		
	Registration form A printable copy of co		Session10_WaitlistCap42	12/22/2016 - 12/22/20	0	QAPhillipLoadTest02 L		
2		Includ	le in report: 🖉 Registration	form questions Supple	emental form	s 🕑 Waivers		
2	Waitlist and sessi				Cancel	Download report		

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