

ACTIVE WORKS. | CAMP & CLASS MANAGER

Release Notes 8.11
Monday, Sept. 24th, 2018



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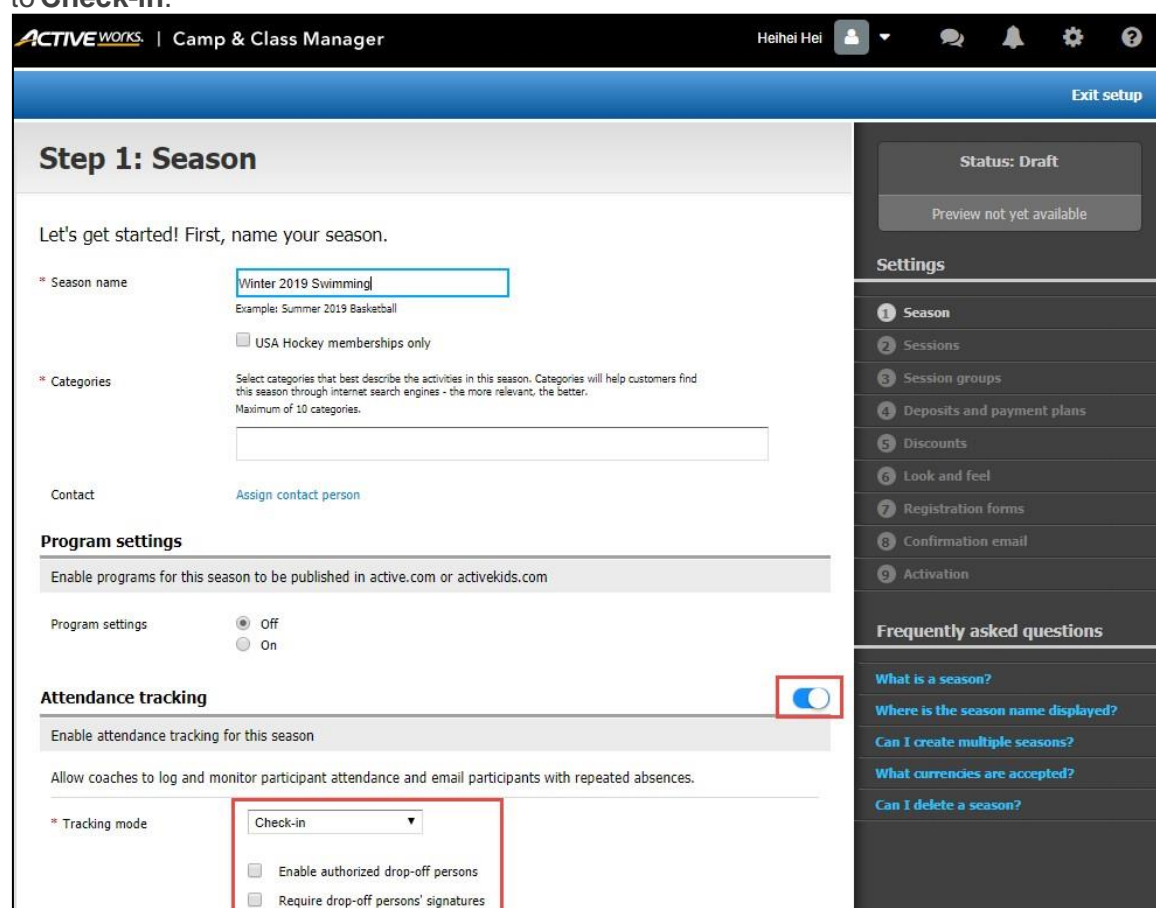
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Season level: Enable authorized drop-off/pick-up persons and signatures

Location:

- 1) **Hometab**
- 2) **Seasons** > a season
- 3) **Setup link** > **Settings** section
- 4) **Season** > **Attendance tracking** > **Tracking mode** dropdown list and checkboxes

When creating a new season, by default, the season level **Attendance tracking** switch is on and the **Tracking mode** is set to **Check-in**.



ACTIVEworks | Camp & Class Manager Heihei Hei

Step 1: Season Exit setup

Status: Draft
Preview not yet available

Let's get started! First, name your season.

* Season name: Example: Summer 2019 Basketball

USA Hockey memberships only

* Categories: Select categories that best describe the activities in this season. Categories will help customers find this season through internet search engines - the more relevant, the better. Maximum of 10 categories.

Contact: [Assign contact person](#)

Program settings

Enable programs for this season to be published in active.com or activekids.com

Program settings: Off On

Attendance tracking

Enable attendance tracking for this season

Allow coaches to log and monitor participant attendance and email participants with repeated absences.

* Tracking mode: Enable authorized drop-off persons Require drop-off persons' signatures

Settings

- 1 Season
- 2 Sessions
- 3 Session groups
- 4 Deposits and payment plans
- 5 Discounts
- 6 Look and feel
- 7 Registration forms
- 8 Confirmation email
- 9 Activation

Frequently asked questions

- [What is a season?](#)
- [Where is the season name displayed?](#)
- [Can I create multiple seasons?](#)
- [What currencies are accepted?](#)
- [Can I delete a season?](#)

If the **Enable authorized drop-off/pick-up persons** and **Require drop-off/pick-up persons' signatures** checkboxes are selected, then instructors are required to select the authorized person and collect their signature when dropping-off or picking-up a child.

If the season level **Attendance tracking** switch is off, then agency users and instructors will be denied access to that session's attendance calendar direct URL.

FDR registration: Authorize drop-off/pick-up persons for a minor

During Front Desk Registration (FDR), the **Authorized pickup** section appears only if:

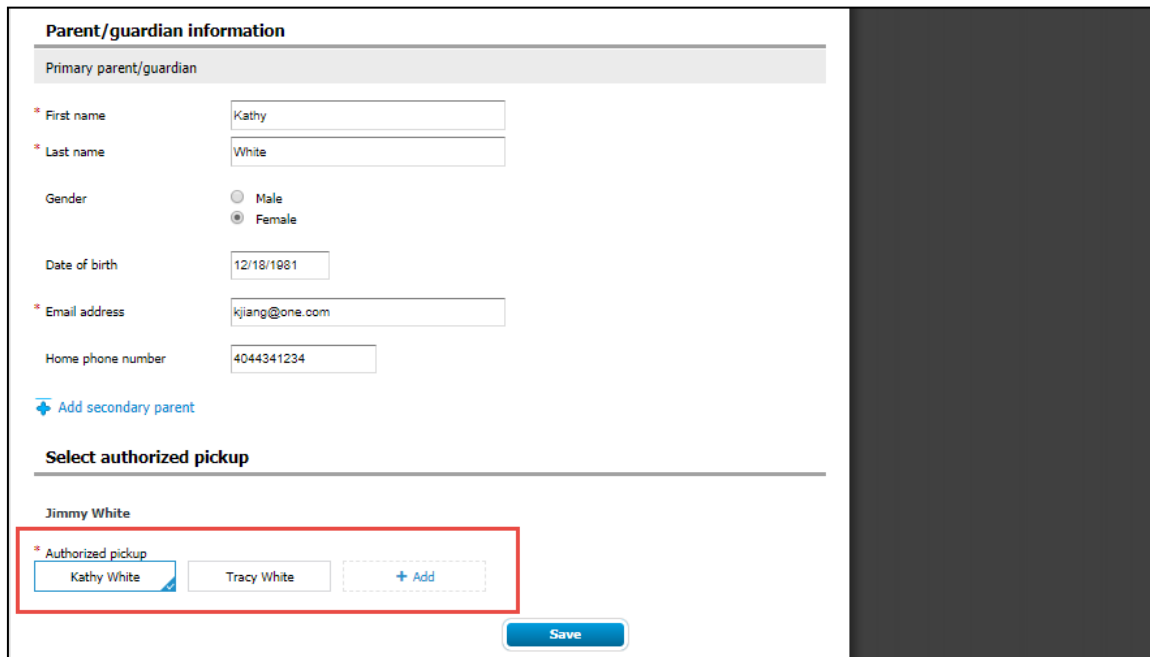
At the season level, the **Attendance tracking > Enable authorized drop-off persons** or **Enable authorized pick-up persons** checkbox is selected.

The registrant is a minor (when **Child/Other person** is selected without entering a birthdate, or the registrant is under 18).

Location:

- 1) **Home** tab
- 2) **Actions > Register someone > Session registration > a season**
- 3) search for the required person > a session
- 4) **Answer questions** tab > **Select authorized pickup**

If this section appears, then staff user must select at least one authorized pickup person for the underage participant:



The screenshot shows a web form with two main sections. The first section, titled "Parent/guardian information", contains fields for "Primary parent/guardian" with sub-fields for "First name" (Kathy), "Last name" (White), "Gender" (Female selected), "Date of birth" (12/18/1981), "Email address" (kijiang@one.com), and "Home phone number" (4044341234). Below these fields is a link to "Add secondary parent". The second section, titled "Select authorized pickup", shows a list of authorized pickup persons for "Jimmy White". The list includes "Kathy White" (selected), "Tracy White", and an "Add" button. A red box highlights the "Authorized pickup" section. A "Save" button is located at the bottom right of the form.

Parent/guardian information

Primary parent/guardian

* First name: Kathy
* Last name: White
Gender: Male Female
Date of birth: 12/18/1981
* Email address: kjiang@one.com
Home phone number: 4044341234

[+ Add secondary parent](#)

Select authorized pickup

Jimmy White

* Authorized pickup: Kathy White Tracy White [+ Add](#)

[Save](#)

Add pickup

* Name:
Home phone number:
 Create another pickup

[Cancel](#) [Save](#)

Parent/guardian information

Primary parent/guardian

* First name: Kathy
* Last name: White
Gender: Male Female
Date of birth: 12/18/1981
* Email address: kjiang@one.com
Home phone number: 4044341234

[+ Add secondary parent](#)

Select authorized pickup

Jimmy White

* Authorized pickup: Kathy White Tracy White Tim White
David Bowie [+ Add](#)

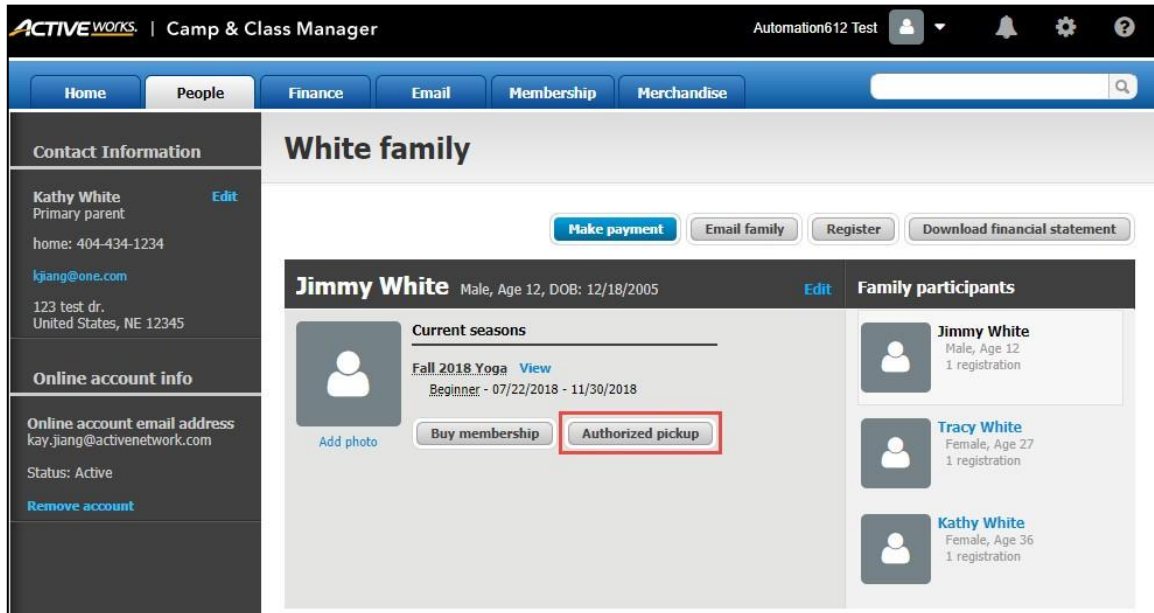
[Save](#)

In this case, Tracy White is listed as an adult member/guardian in this family but is not an authorized pickup person for this child in this session.

Admin: Update authorized pick-up persons

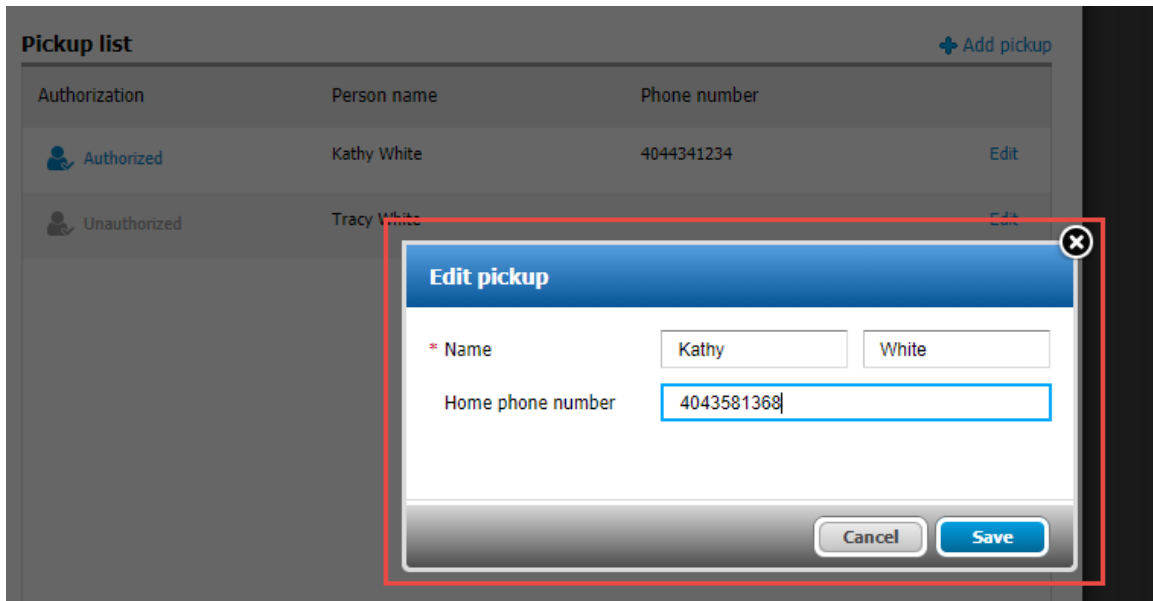
If the **Attendance tracking** and **Advanced features** are enabled at the agency level, then for an underage participant, agency users can edit or remove an authorized person, or add a new authorized person on behalf of parents or guardians.

Location: **People** tab > an underage participant > **Authorized pickup**

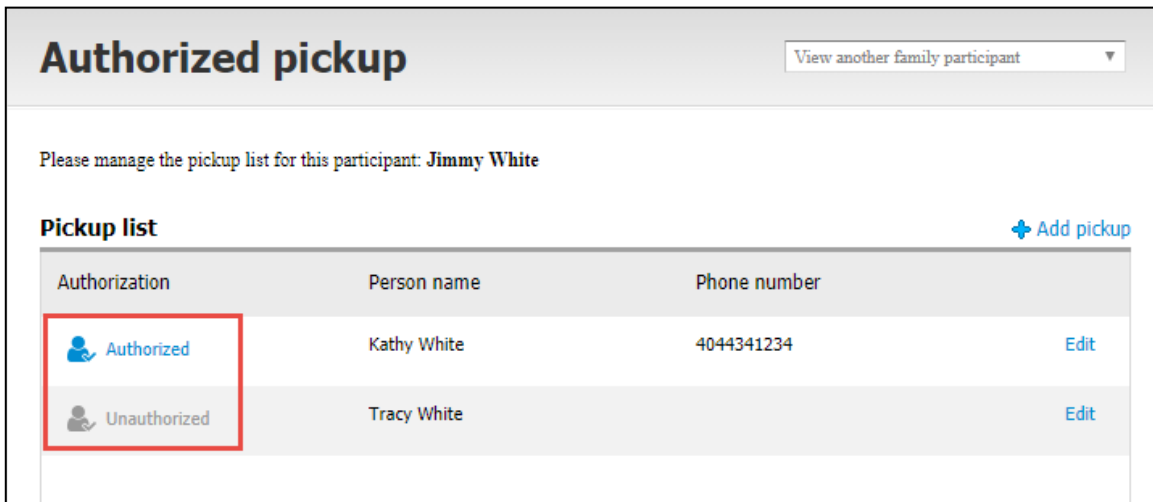


The **Pickup list** includes both authorized persons and other adult family members. Agency users can edit an authorized person's name or phone number:





To change an existing adult's authorized status, click **Authorized/Unauthorized**:



Authorized pickup

View another family participant

Please manage the pickup list for this participant: **Jimmy White**

Pickup list [+ Add pickup](#)

Authorization	Person name	Phone number	
Unauthorized	Kathy White	4044341234	Edit
Authorized	Tracy White		Edit

To add a new authorized person, click **+ Add pickup**:

Authorized pickup

View another family participant

Please manage the pickup list for this participant: **Jimmy White**

Pickup list [+ Add pickup](#)

Authorization	Person name	Phone number	
Authorized	Kathy White	4044341234	Edit
Unauthorized	Tracy White		Edit

Pickup list [+ Add pickup](#)

Authorization	Person name	Phone number	
Authorized	Kathy White	4044341234	Edit
Unauthorized	Tracy White		Edit

Add pickup

* Name

Home phone number

Create another pickup

[Cancel](#) [Save](#)

Authorized pickup View another family participant

Please manage the pickup list for this participant: **Jimmy White**

Pickup list + Add pickup

Authorization	Person name	Phone number	
Authorized	Kathy White	4044341234	Edit
Authorized	Roger White	4042891358	Edit
Unauthorized	Tracy White		Edit

If there are other underage participants in the same family, then agency users can switch the view and manage their pickup lists.

Authorized pickup View another family participant

Please manage the pickup list for this participant: **Jimmy White**

Pickup list + Add pickup

Authorization	Person name	Phone number	
Authorized	Kathy White	4044341234	Edit
Unauthorized	Tracy White		Edit

View another family participant

View another family participant

June White

Jimmy White

Authorized pickup View another family participant

Please manage the pickup list for this participant: **June White**

Pickup list + Add pickup

Authorization	Person name	Phone number	
Authorized	Kathy White	4044341234	Edit
Unauthorized	Tracy White		Edit

Different participants in the same family can have different authorized pickup persons; however, in the above example, the authorized pickup persons for Jimmy White and June White are the same.

Any changes to the list will be reflected in the Registration Form.

Display drop-off/pickup person information in the Registration form report and Daily Attendance Report

If the authorized drop-off/pick-up person and required signature features are enabled at the season level, then for underage participants:

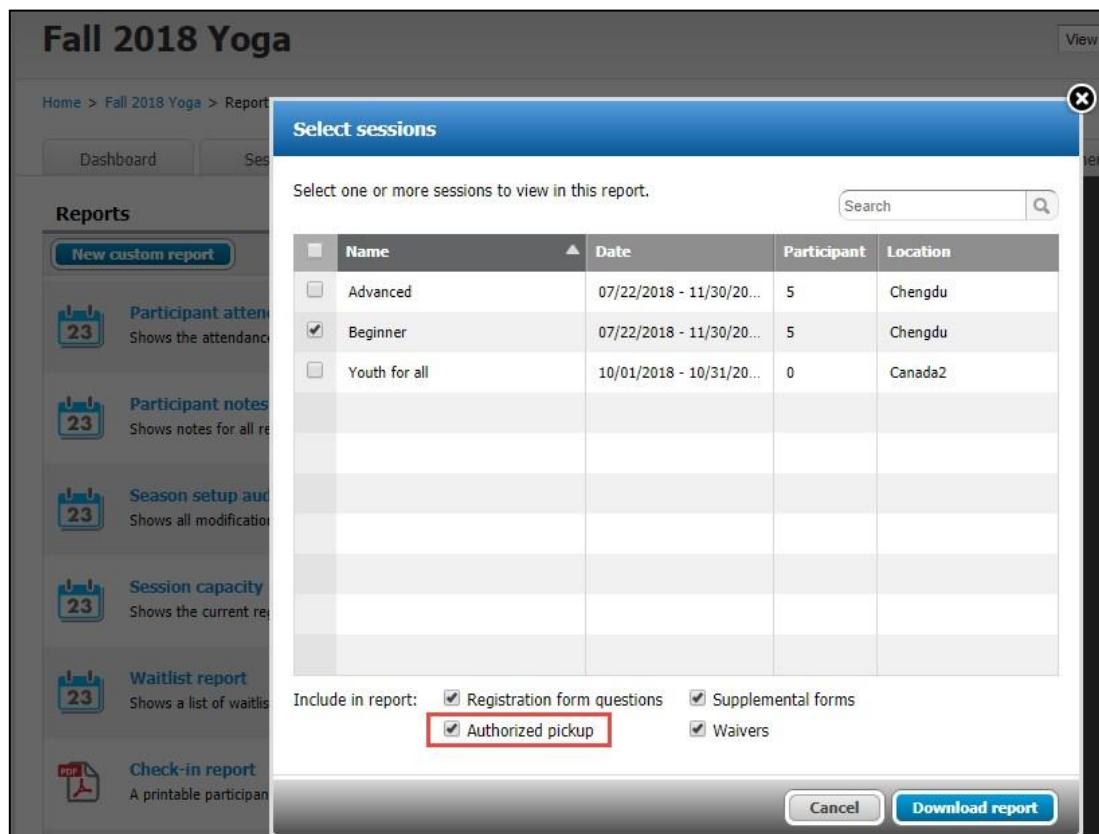
Their authorized pick-up persons' information will be listed in the **Registration form report**.

Their attendance, drop-off/pick-up persons' names and electronic signatures will be listed in the **Daily Attendance Report**.

Location:

- 1) **Home** tab
- 2) a season
- 3) **Reports** tab
- 4) **Registration form report** or **Daily Attendance Report**

Registration form report:



Fall 2018 Yoga

Home > Fall 2018 Yoga > Reports

Dashboard | Sessions

Reports

New custom report

- Participant attendance (23) Shows the attendance
- Participant notes (23) Shows notes for all re
- Season setup and (23) Shows all modificatio
- Session capacity (23) Shows the current re
- Waitlist report (23) Shows a list of waitlis
- Check-in report (PDF) A printable participan

Select sessions

Select one or more sessions to view in this report.

Search

<input type="checkbox"/>	Name	Date	Participant	Location
<input type="checkbox"/>	Advanced	07/22/2018 - 11/30/20...	5	Chengdu
<input checked="" type="checkbox"/>	Beginner	07/22/2018 - 11/30/20...	5	Chengdu
<input type="checkbox"/>	Youth for all	10/01/2018 - 10/31/20...	0	Canada2

Include in report:

- Registration form questions
- Supplemental forms
- Authorized pickup
- Waivers

Cancel | Download report

Beginner

07/22/2018 - 11/30/2018
Chengdu, Washton, AK

Selections

Item	Total
Discount tuition (age <25 or >55)	\$450.00

Jimmy White

Age 12 as of 07/22/2018



Reg #: 25154202
Balance: \$0.00
Reg Date: 08/27/2018
Status: Confirmed

Parent/Guardian Information

Primary Parent/Guardian
Name: Kathy White
Gender: Female
Date of birth: 12/18/1981
Email address: kjiang@one.com
Home phone number: 404-434-1234

Participant Information

Name: Jimmy White
Gender: Male
Date of birth: 12/18/2005
Email address: kjiang@one.com
Home phone number: 404-434-1234
Address: 123 test dr.
United States, NE 12345
Can you do the splits?: Yes
Do you have any medical conditions?: None of the above

Supplemental forms

Health Certificate Not received

Authorized pickup

Authorized Person	Home Phone Number
White Kathy	4044341234

Daily Attendance Report:

Fall 2018 Yoga View another season ▾

Home > Fall 2018 Yoga > Reports > Daily Attendance report

Dashboard
Sessions
Coupons
Reports
Supplemental forms
Group assignments
Crossfit

Daily Attendance report





Session: Beginner ▾ Instructor: _____

Tuition: All ▾ Location: Chengdu

Session date: 09/01/2018 to 09/18/2018 Update Session available: 07/22/2018 - 11/30/2018

Email selected people Showing 29 of 29

Export report ▾ Share

<input type="checkbox"/>	Name	Session date	Tuition	Drop-off person	E-signature	Check-out status	Check-out time	Recor
<input type="checkbox"/>	Clooney, George	09/08/2018	Adult tuition (age 2...					
<input type="checkbox"/>	Smith, Jane	09/08/2018	Discount tuition (ag...		 View	Check out	09/11/2018 2:21 AM	Test,
<input type="checkbox"/>	Smith, John	09/08/2018	Adult tuition (age 2...		 View	Check out	09/11/2018 2:21 AM	Test,
<input type="checkbox"/>	White, Jimmy	09/08/2018	Discount tuition (ag...	White, Kathy	 View	Check out	09/11/2018 2:22 AM	Test,
<input type="checkbox"/>	Clooney, George	09/09/2018	Adult tuition (age 2...					
<input type="checkbox"/>	Smith, Jane	09/09/2018	Discount tuition (ag...					
<input type="checkbox"/>	Smith, John	09/09/2018	Adult tuition (age 2...					
<input type="checkbox"/>	White, Jimmy	09/09/2018	Discount tuition (ag...					
<input type="checkbox"/>	Clooney, George	09/15/2018	Adult tuition (age 2...			Check out	09/18/2018 1:20 AM	Test,
<input type="checkbox"/>	Decker, Evelyn	09/15/2018	Discount tuition (ag...	Skoclich, Anna	 View	Check out	09/18/2018 1:21 AM	Test,

Attendance for upcoming sessions (for example, a future absence) is also included in the report.

Fall 2018 Yoga View another season ▾

Home > Fall 2018 Yoga > Reports > Daily Attendance report

Dashboard Sessions Coupons **Reports** Supplemental forms Group assignments Crossfit

Daily Attendance report Export report ▾ Share Search by participant name 🔍

Session: Beginner Instructor: Location: Chengdu
 Tuition: All Session available: 07/22/2018 - 11/30/2018
 Session date: 09/01/2018 to 09/30/2018 Update

Email selected people Showing 57 of 57

<input type="checkbox"/>	Name	Session date	Tuition	Check-in status	Check-in time	Recorder	Drop-off person	E-sign
<input type="checkbox"/>	Wang, Coco	09/22/2018	Discount tuition (ag...					
<input type="checkbox"/>	White, Jimmy	09/22/2018	Discount tuition (ag...					
<input type="checkbox"/>	White, June	09/22/2018	Discount tuition (ag...					
<input type="checkbox"/>	Clooney, George	09/23/2018	Adult tuition (age 2...					
<input type="checkbox"/>	Decker, Evelyn	09/23/2018	Discount tuition (ag...					
<input type="checkbox"/>	Smith, Jane	09/23/2018	Discount tuition (ag...					
<input type="checkbox"/>	Smith, John	09/23/2018	Adult tuition (age 2...					
<input type="checkbox"/>	Wang, Coco	09/23/2018	Discount tuition (ag...	Absent	09/18/2018 1:21 AM	Test, Automation612		
<input type="checkbox"/>	White, Jimmy	09/23/2018	Discount tuition (ag...	Absent	09/18/2018 1:21 AM	Test, Automation612		
<input type="checkbox"/>	White, June	09/23/2018	Discount tuition (ag...					

Export of the report to PDF format is now supported.

Fall 2018 Yoga View another season ▾

Home > Fall 2018 Yoga > Reports > Daily Attendance report

Dashboard Sessions Coupons **Reports** Supplemental forms Group assignments Crossfit

Daily Attendance report Export report ▾ Share Search by participant name 🔍

Session: Beginner Instructor: Location: Chengdu
 Tuition: All Session available: 07/22/2018 - 11/30/2018
 Session date: 09/01/2018 to 09/30/2018 Update

Export report ▾
 Export to Excel
 Export to HTML
Export to PDF

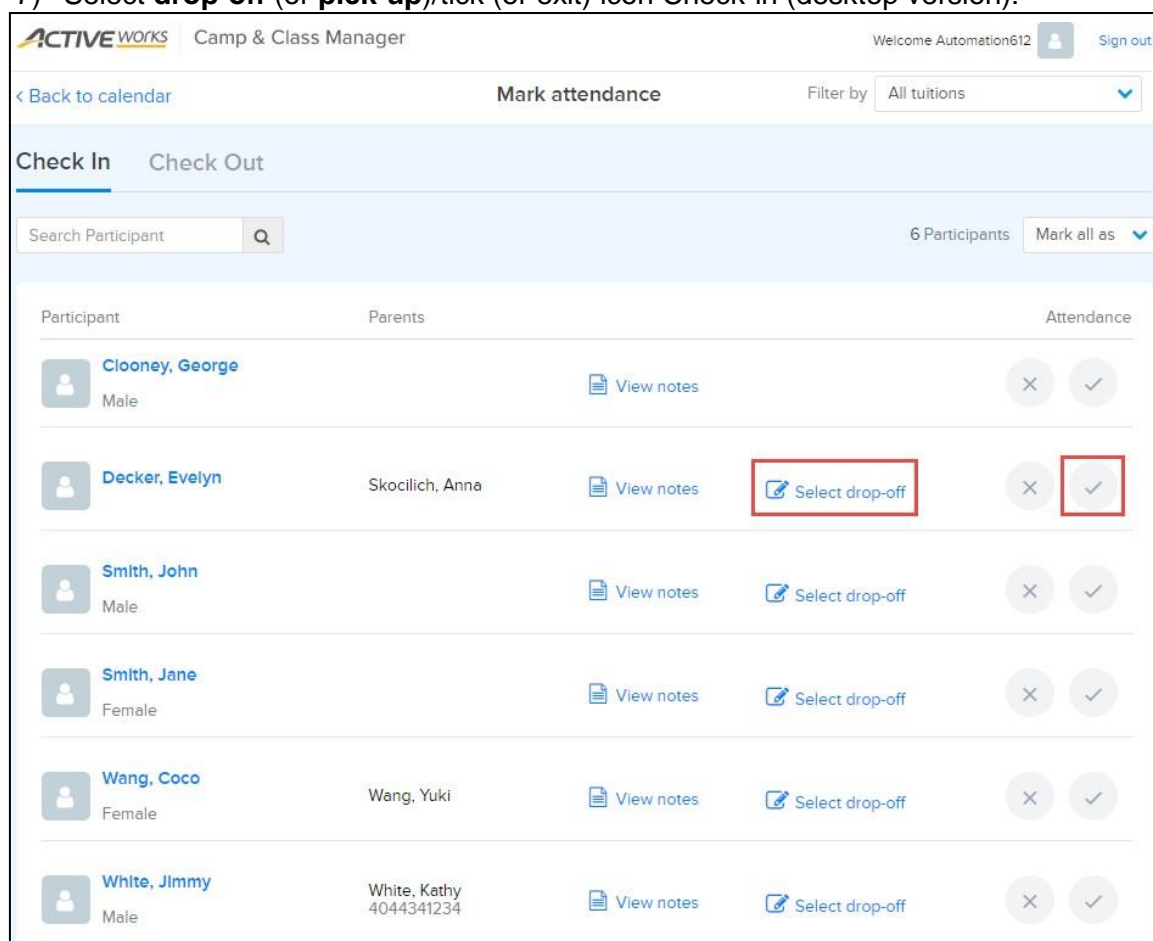
Select drop-off/pick-up persons during check-in/check-out

If the authorized drop-off/pick-up person feature is enabled at the season level, then in the Attendance tracking tool, during check-in/check-out, instructors must select the drop-off/pick-up person when checking in/out a minor. If the signature collection feature is also enabled, then the drop-off/pick-up person must provide their signature. The attendance status changes accordingly. Agency users can also mark attendance for upcoming sessions.

If both the Enable authorized drop-off/pick-up persons and Require drop-off/pick-up persons' signatures checkboxes are selected, then both the authorized persons' names and the signature box will be displayed on the Select drop-off/pick-up popup screen:

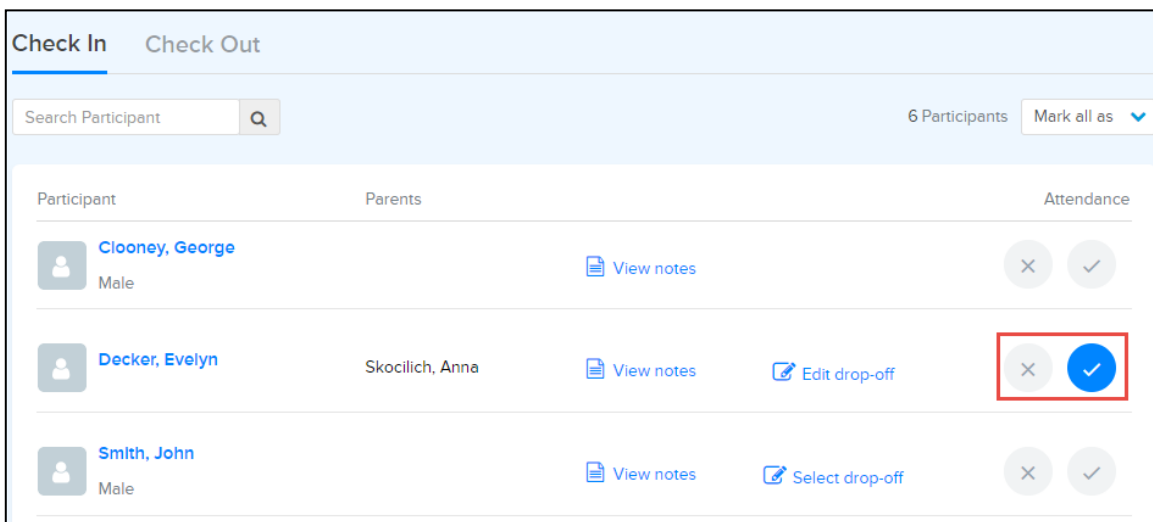
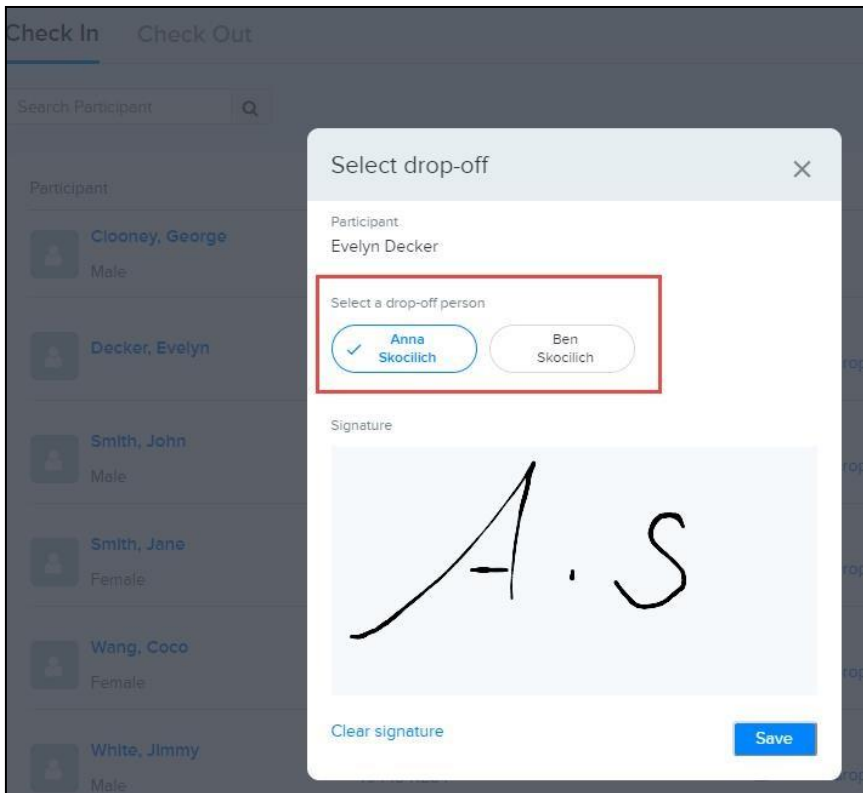
Location:

- 1) **Home** tab
- 2) A season
- 3) A session
- 4) **Attendance tracking**
- 5) Required date (current or upcoming)
- 6) **Check In** (or **Check Out**) tab
- 7) Select **drop-off** (or **pick-up**)/tick (or exit) icon Check-in (desktop version):



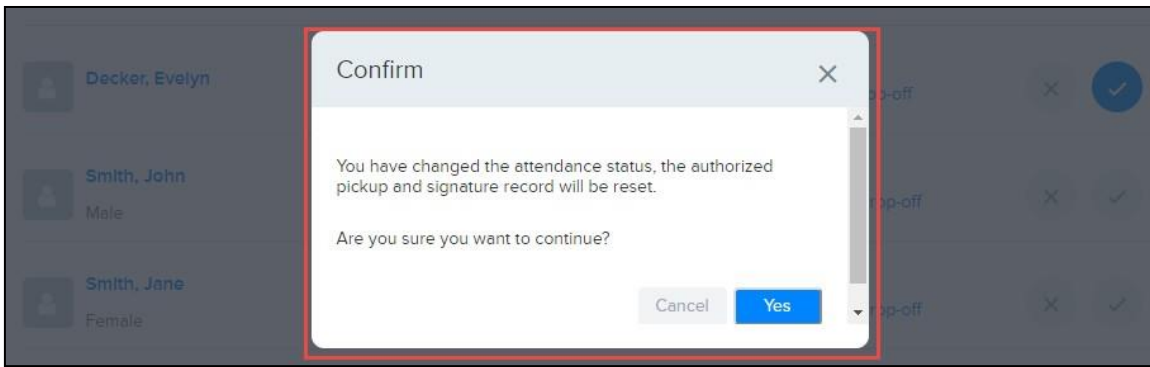
The screenshot shows the 'Mark attendance' screen in the ACTIVE works Camp & Class Manager. The interface includes a search bar for participants, a filter dropdown set to 'All tuitions', and tabs for 'Check In' and 'Check Out'. A table lists participants with their names, genders, and parents. The 'Attendance' column for each participant contains an 'X' icon and a checkmark icon. The 'Decker, Evelyn' row is highlighted, and the 'Select drop-off' button and its corresponding checkmark icon are circled in red.

Participant	Parents	Attendance
Clooney, George Male		View notes [X] [✓]
Decker, Evelyn	Skocilich, Anna	View notes Select drop-off [X] [✓]
Smith, John Male		View notes Select drop-off [X] [✓]
Smith, Jane Female		View notes Select drop-off [X] [✓]
Wang, Coco Female	Wang, Yuki	View notes Select drop-off [X] [✓]
White, Jimmy Male	White, Kathy 4044341234	View notes Select drop-off [X] [✓]

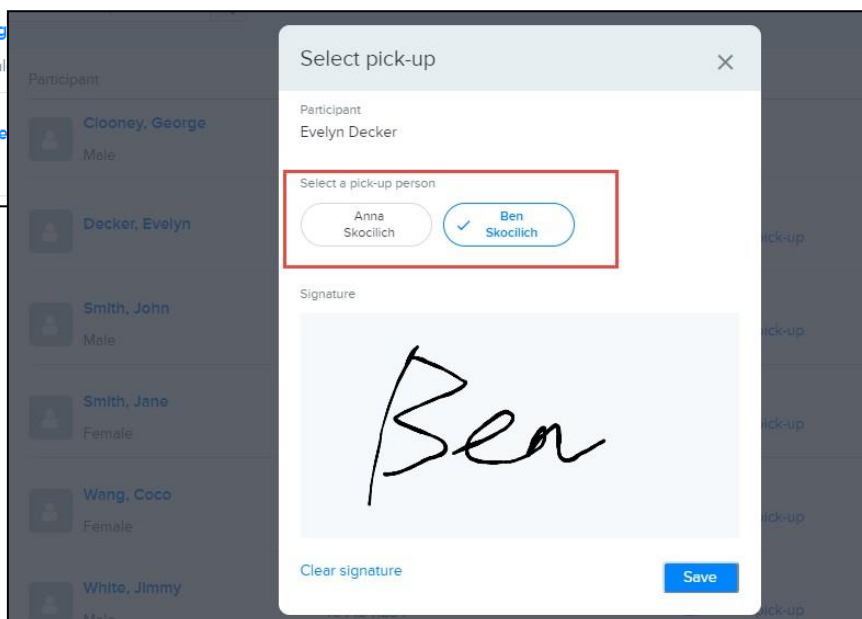
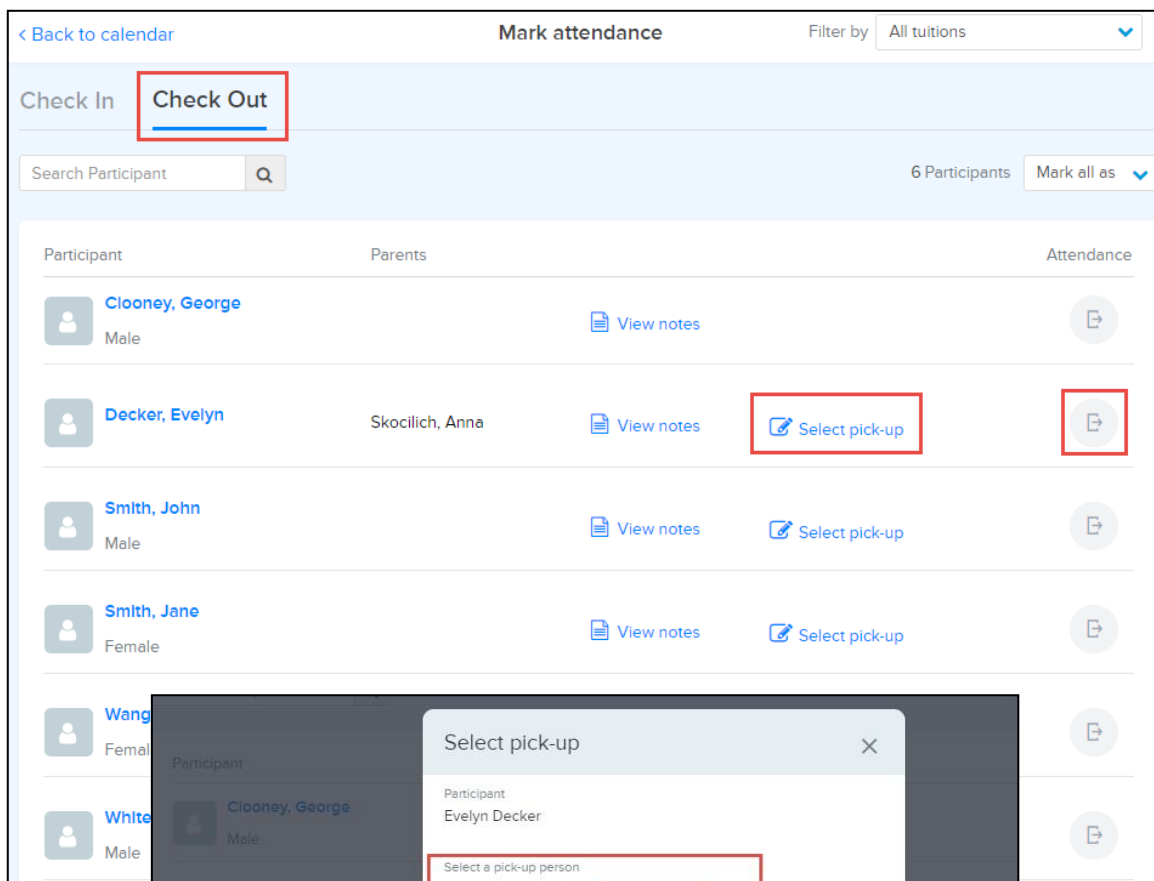


To reset the participant's attendance status, click the tick icon, then click **Yes**.





Check-out (desktop version):



Participant	Parents	Attendance	
Clooney, George Male		View notes	
Decker, Evelyn	Skocilich, Anna	View notes	Edit pick-up
Smith, John Male		View notes	Select pick-up

To reset the participant's attendance (check-out) status, click the exit icon, then click **Yes**.

The screenshot illustrates the steps to reset a participant's attendance status:

- The table row for **Decker, Evelyn** is shown with the **Exit icon** highlighted in a red box.
- A **Confirm** dialog box appears with the following text:

You have changed the attendance status, the authorized pickup and signature record will be reset.

Are you sure you want to continue?

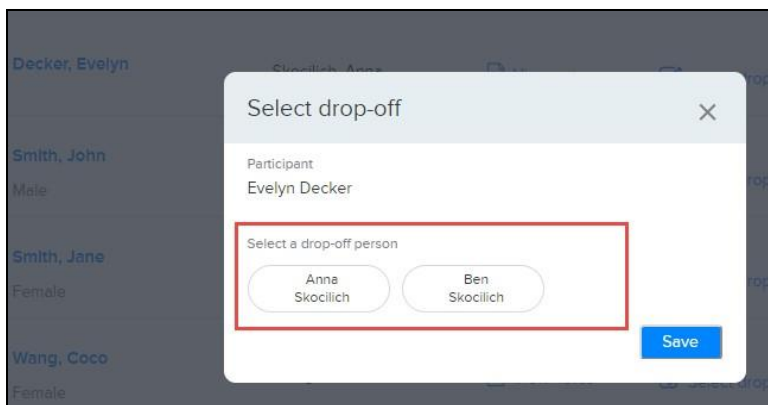
Buttons: **Cancel**, **Yes**
- The table row for **Decker, Evelyn** is shown again, but now with the **Select pick-up icon** highlighted in a red box, indicating the status has been reset.

If only the **Enable authorized drop-off/pick-up persons** checkbox is selected, then only the authorized persons' names will be displayed on the **Select drop-off/pick-up** popup screen.

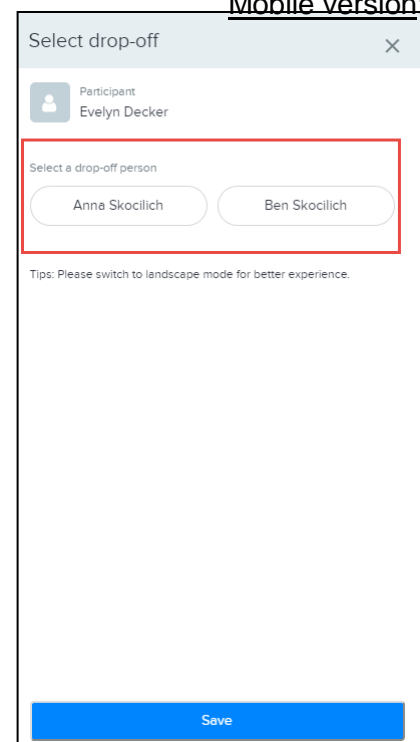
Location:

- 1) **Hometab**
- 2) Aseason
- 3) Asession
- 4) **Attendance tracking**
- 5) Required date (current or upcoming)
- 6) **Check In** (or **Check Out**) tab
- 7) **Select drop-off** (or **pick-up**)/tick (or exit) icon

Desktop version:



Mobile version:



If only the **Require drop-off/pick-up persons' signatures** checkbox is selected, then instructors only need to collect signatures during check-in/check-out.

Location:

- 1) **Hometab**
- 2) Aseason
- 3) Asession
- 4) **Attendance tracking**
- 5) Required date (current or upcoming)
- 6) **Check In** (or **Check Out**) tab
- 7) Collect signature/tick (or exit) icon

Desktop version:

< Back to calendar Mark attendance Filter by All tuitions

Check In Check Out

Search Participant 7 Participants Mark all as

Participant	Parents	Attendance	
Clooney, George Male		View notes	
Decker, Evelyn	Skocilich, Anna	View notes Collect signature	
Smith, John Male		View notes Collect signature	
Smith, Jane Female		View notes Collect signature	
Wang, Coco Female	Wang, Yuki	View notes Collect signature	

Participant

- Clooney, George
Male
- Decker, Evelyn
- Smith, John
Male
- Smith, Jane
Female
- Wang, Coco
Female

Collect signature ✕

Participant
Evelyn Decker

Signature

Anna

Clear signature
Save

Registration Form: Authorize drop-off/pick-up persons during registration

If the authorized drop-off/pick-up person and signature feature is enabled by the agency at the season level, then when parents or guardians register on behalf of a minor (when **Child/Other person** is selected without entering a birthdate, or the registrant is under 18), they can either select an existing adult family member or add a new adult as the authorized drop-off/pick-up person.

Location:

- 1) Online registration site > a season > a session >
- 2) **ADD > CONTINUE > Registration Information** page
- 3) **Registration Forms** section > Authorized pickup

The primary parent or guardian is listed as the default authorized pickup person. To add more authorized pickup persons, click the pencil icon > **+ Add**.

Desktop version:

Primary Parent / Guardian

* First name

* Last name

Gender Male Female

* Date of birth

* Email address

Home phone number

[Add Second Parent](#)

Authorized pickup

Jimmy White ✎

* Authorized pickup

Authorized pickup

Jimmy White

* Authorized pickup

+ Add

SAVE

Primary Parent / Guardian

* First name: Kathy
 * Last name: White
 Gender: Male Female
 * Date of birth: 12/18/1981
 * Email address: kjiang@one.com
 Home phone number: 4044

Add Second Parent

Authorized pickup

Jimmy White

* Authorized pickup: Track

ADD PICKUP ✕

* Name:

Home phone number:

Add another pickup Cancel SAVE

SAVE

Online Account: Manage drop-off/pick-up persons

If the **Attendance tracking** and **Advanced features** are enabled at the agency level, then in the Online User Account, after registering an underage participant, parents or guardians can add, edit or remove authorized drop-off/pick-up persons for that participant.

Location: Online User Account > **Manage Authorized Pickup**

Desktop version:

Account Balance PAY IN FULL

Remaining Family Balance
\$447.50 View Bill Details

DANCE 2018

BALANCE PAY BILL NOW

Remaining balance \$447.50
View Bill Details

REGISTRANTS

Kathy White Edit Registration Form | ✉

Tango - Tango tuition
🕒 09/01/2018 - 12/31/2018
📍 Dancing Classrooms

MERCHANDISE
 T-shirt: Red / XXS / Flag x 1

ADD PURCHASE

Tango - Tango tuition
🕒 09/01/2018 - 12/31/2018
📍 Dancing Classrooms

MERCHANDISE
 T-shirt: Red / S / Flower x 1

ADD PURCHASE

FALL 2018 YOGA

REMAINING BALANCE PAID IN FULL

\$0.00 View Bill Details

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

SIGN NOW

REGISTRANTS

Jimmy White Edit Registration Form | ✉

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

Tracy White

MANAGE AUTHORIZED PICKUP

COMMON QUESTIONS

Who is Active.com?
 ACTIVE.com is the leading online community for people who want to

Home > AUTHORIZED PICKUP

AUTHORIZED PICKUP


Please manage the pickup list for this participant: Jimmy White

Pickup list + Add pickup

Authorization	Person name	Phone number	
Authorized	Kathy White	4044341234	Edit
Unauthorized	Tracy White		Edit

CANCEL SAVE

CONTACT INFORMATION



[Visit Website](#)
 1-800-123-1234
 public@public.com

[REGISTER FOR MORE PROGRAMS](#)

Parents and guardians can also manage pickup lists for other minors in the family:

Home > AUTHORIZED PICKUP

AUTHORIZED PICKUP


Please manage the pickup list for this participant: Jimmy White

Pickup list

Authorization	Person name	Phone number	
Authorized	Kathy White	4044341234	Edit
Unauthorized	Tracy White		Edit

CANCEL SAVE

CONTACT INFORMATION



[Visit Website](#)
 1-800-123-1234
 public@public.com

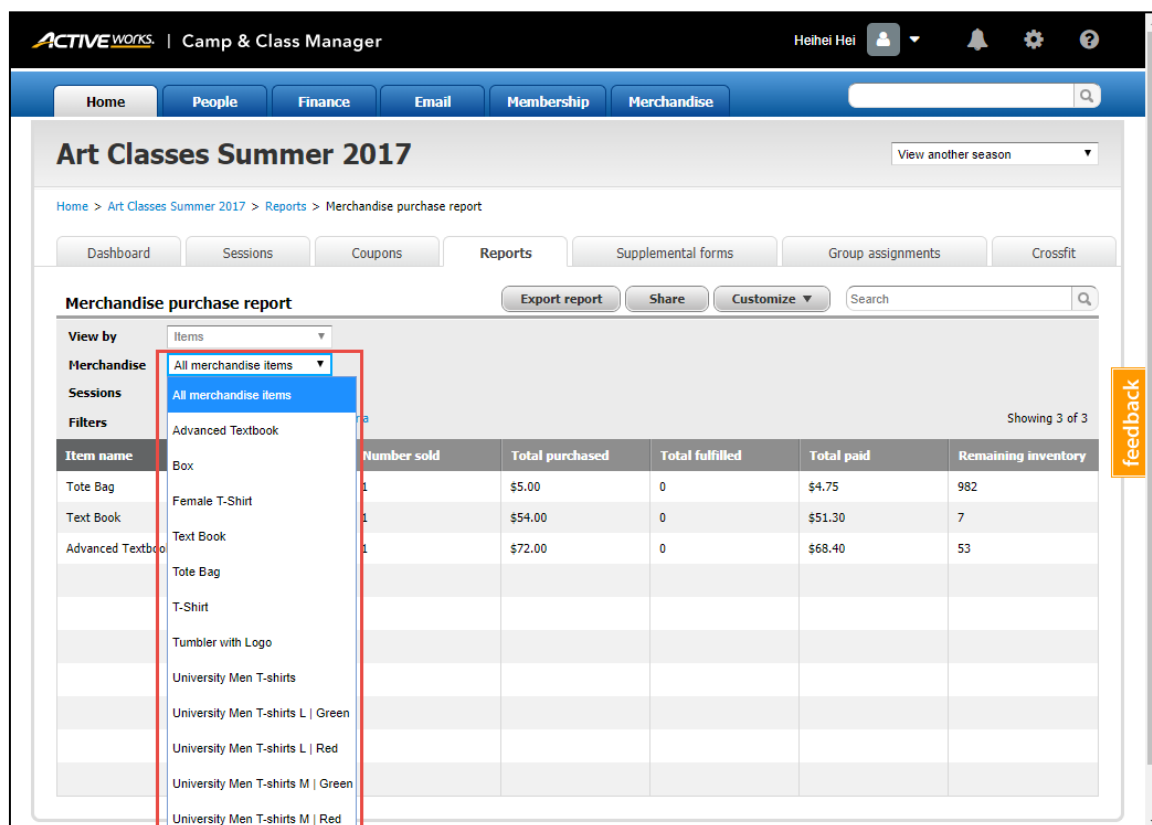
[REGISTER FOR MORE PROGRAMS](#)

Enhancements

Merchandise purchase report

In the **Merchandise purchase report**, the **Merchandise** filter list is now in alphabetical order.

Location: a season > **Reports** link/tab > **Merchandise purchase report**

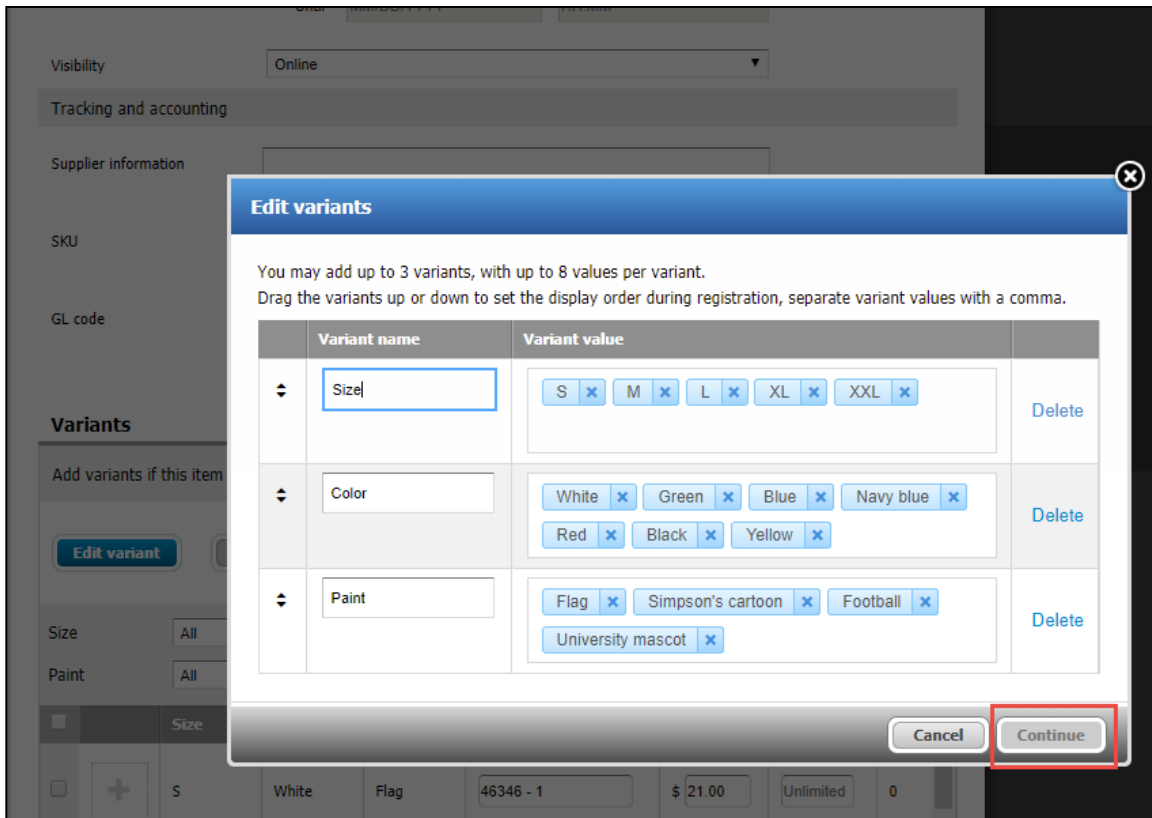


Item name	Number sold	Total purchased	Total fulfilled	Total paid	Remaining inventory
Tote Bag	1	\$5.00	0	\$4.75	982
Text Book	1	\$54.00	0	\$51.30	7
Advanced Textbook	1	\$72.00	0	\$68.40	53

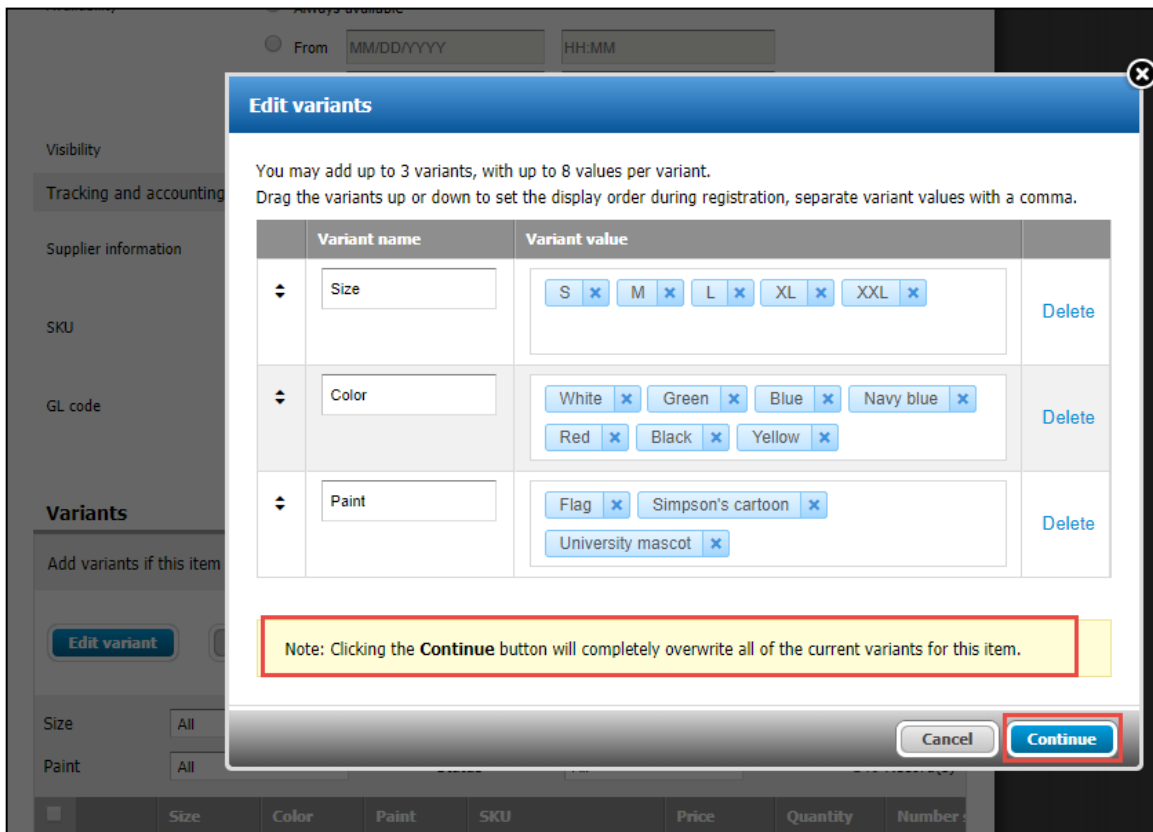
Edit variant

On the **Edit variants** screen, if agency users do not make any changes to variants or variant values, then the **Continue** button is disabled.

Location: **Merchandise** tab > an unsold merchandise > **Edit variant**



After a change is made, then a warning message is displayed and the **Continue** button is available.



Camp and Class Manager Release Notes

ACTIVE Network, LLC

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