

Release Notes 7.17  
 Tuesday, January 16<sup>th</sup>, 2018



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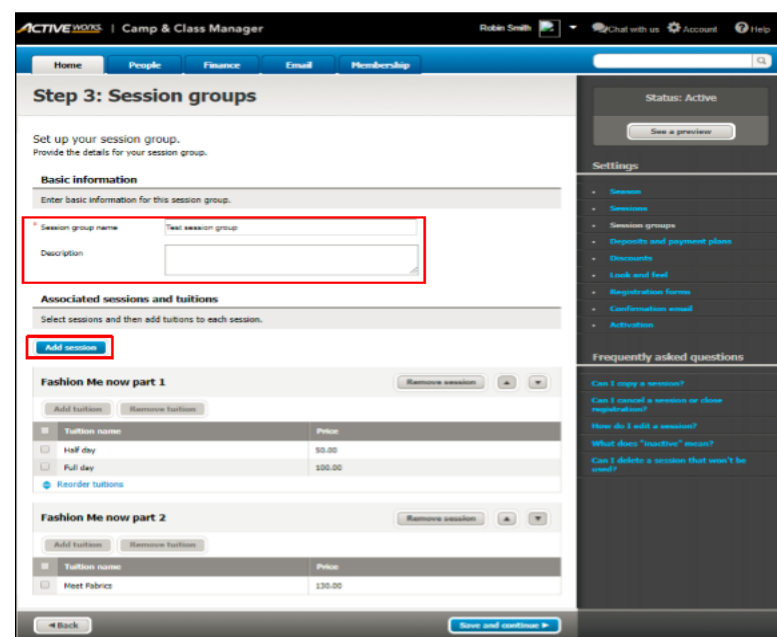
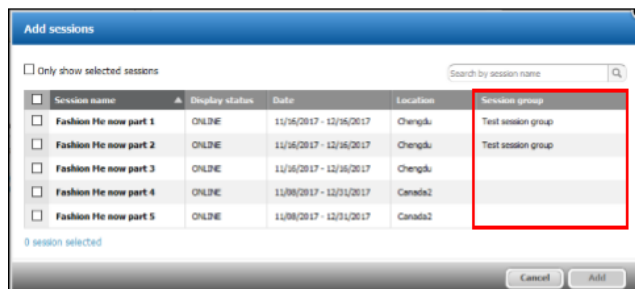
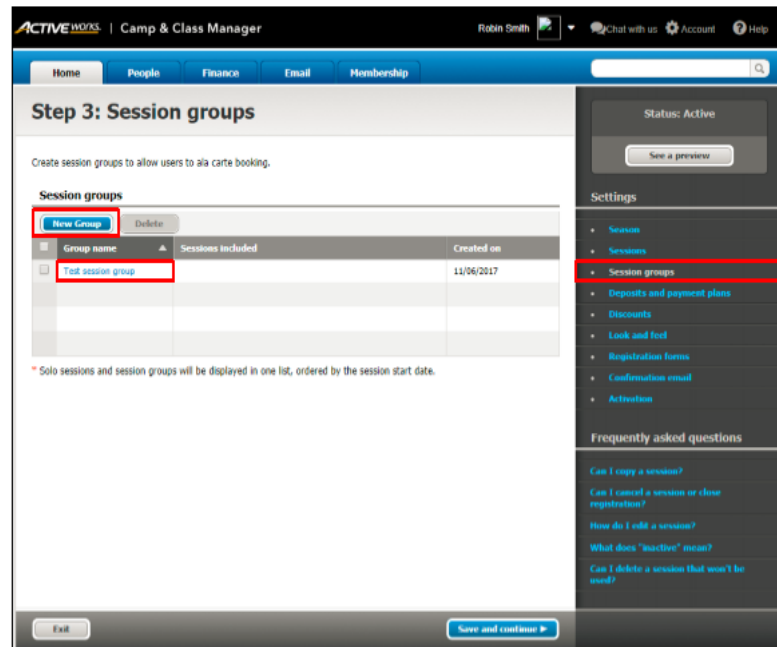
# Session Groups

In CCM, Agency Administrators can now create and edit session groups which can be used to offer a group of sessions to consumers.

## Create and edit session groups

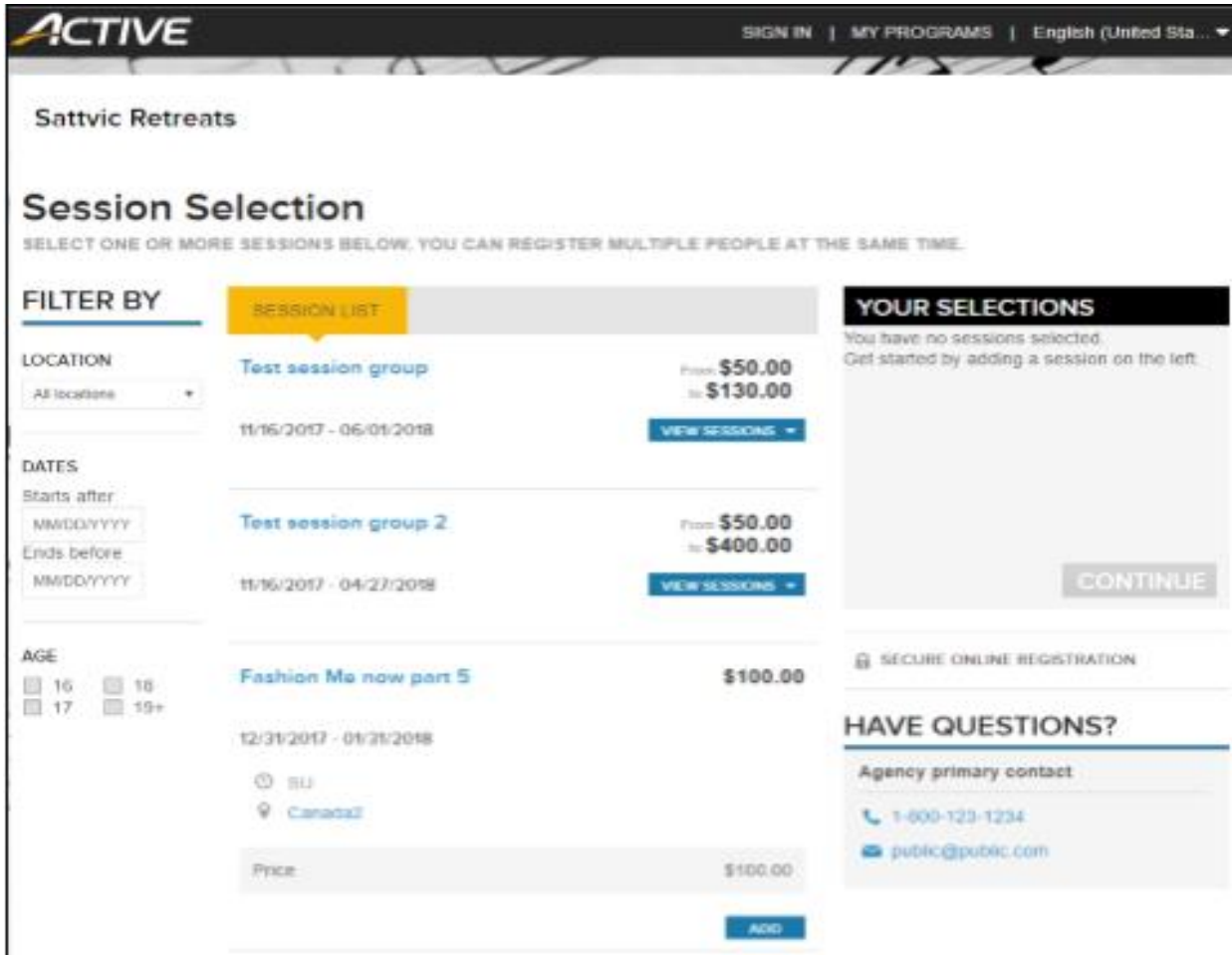
To get to the set up for Session Groups, please follow the below process:

1. From the Home Screen, Select **Set Up** under desired season
2. On right side bar, locate and select **Session groups**
3. Select blue **New Group** button to start a new grouping
4. Enter group name and description as desired
5. Select blue **Add Sessions** button
6. Check off Sessions to add to this session group
7. Select blue **Add** button
8. Select **Remove session** button to remove a session from the group
9. Select the **Arrows** to re-order the sessions
10. Select **Add tuition** button to add tuitions to a session in the group
11. Select **Reorder tuitions** link to re-order tuitions of a session in the group
12. Select **Remove tuition** button in order to remove a tuition from a session in the group



# Online Registration

Note: Whether Session Groups is in use or not, this release does include updates to the Registration Form. Please view the changes in the images below.



The screenshot shows the 'Session Selection' page for 'Sattvic Retreats'. The page includes a navigation bar with 'ACTIVE', 'SIGN IN', 'MY PROGRAMS', and 'English (United Sta...)'. Below the header, the page title is 'Sattvic Retreats' and the main heading is 'Session Selection'. A sub-heading reads: 'SELECT ONE OR MORE SESSIONS BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.'

The interface is divided into three main sections:

- FILTER BY:**
  - LOCATION:** A dropdown menu currently set to 'All locations'.
  - DATES:**
    - 'Starts after' with a date input field (MMDD/YYYY).
    - 'Ends before' with a date input field (MMDD/YYYY).
  - AGE:** Checkboxes for age groups: 16, 18, 17, and 19+.
- SESSION LIST:** A list of three session options:
  - Test session group:** Price range from \$50.00 to \$130.00, dates 11/16/2017 - 06/01/2018. Includes a 'VIEW SESSIONS' button.
  - Test session group 2:** Price range from \$50.00 to \$400.00, dates 11/16/2017 - 04/27/2018. Includes a 'VIEW SESSIONS' button.
  - Fashion Me now part 5:** Price \$100.00, dates 12/31/2017 - 01/21/2018. Includes location details (SU, Canada), a price field, and an 'ADD' button.
- YOUR SELECTIONS:** A section on the right indicating 'You have no sessions selected. Get started by adding a session on the left.' It features a 'CONTINUE' button.

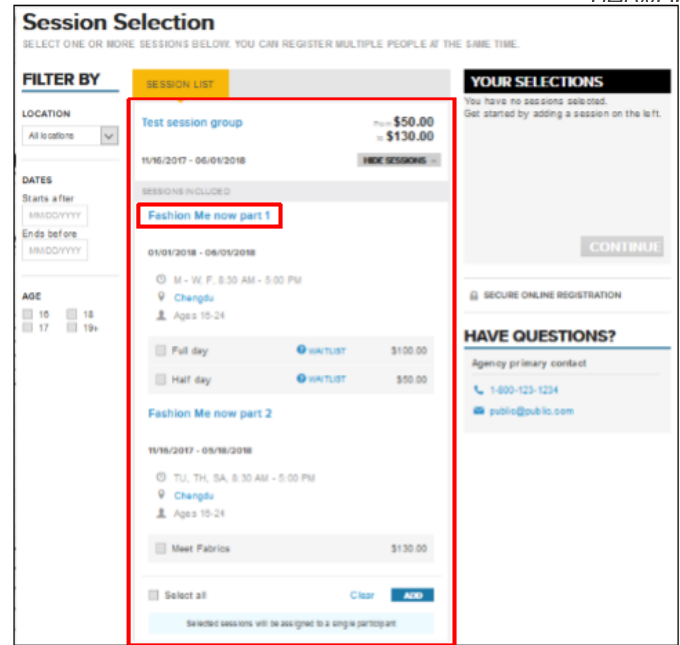
At the bottom right, there is a 'HAVE QUESTIONS?' section with contact information: 'Agency primary contact', phone number '1-800-123-1234', and email 'public@public.com'. A 'SECURE ONLINE REGISTRATION' icon is also present.

On the Registration Form Session selection page, Consumers can see available solo sessions and session groups together on the same page. Sessions and session groups with the earliest start dates are displayed first:

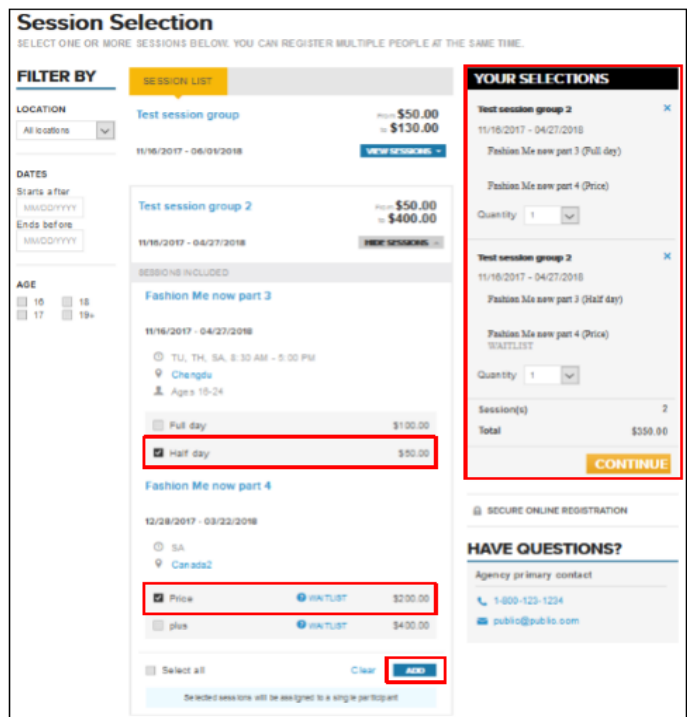
Consumers can use the existing **FILTER BY** filters to limit which solo sessions and session groups are displayed by **LOCATION**, start and end **DATES** and **AGE** eligibility:

In a session group, clicking the **VIEW SESSIONS** button expands the session group to show the available sessions in the session group:

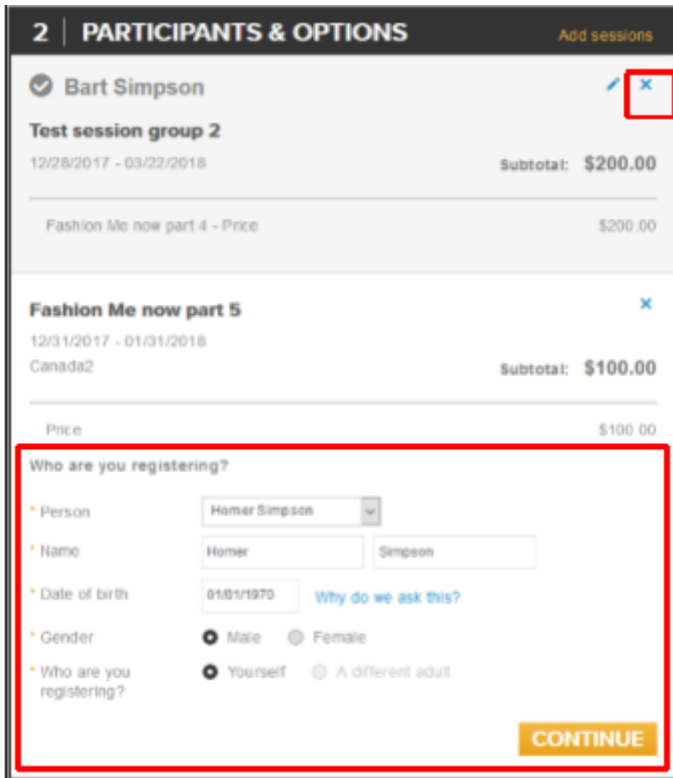
Clicking the name of a session (whether solo or belonging to a session group) opens its **SESSION INFORMATION** popup:



In a session group, Consumers can select the checkboxes next to the required sessions and then click the **ADD** button to add the session group to their shopping cart for a single participant:



After entering an email and/or logging into the account, the registrant will move to adding Participants. For each solo session or session group, in the Who are you registering? section, Consumers must enter the name, date of birth and gender of the participant:



**2 | PARTICIPANTS & OPTIONS** Add sessions

**Bart Simpson** ✕

**Test session group 2**

12/28/2017 - 03/22/2018 Subtotal: **\$200.00**

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Fashion Me now part 4 - Price \$200.00

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**Fashion Me now part 5** ✕

12/31/2017 - 01/31/2018

Canada2 Subtotal: **\$100.00**

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Price \$100.00

**Who are you registering?**

\* Person:  ▼

\* Name:

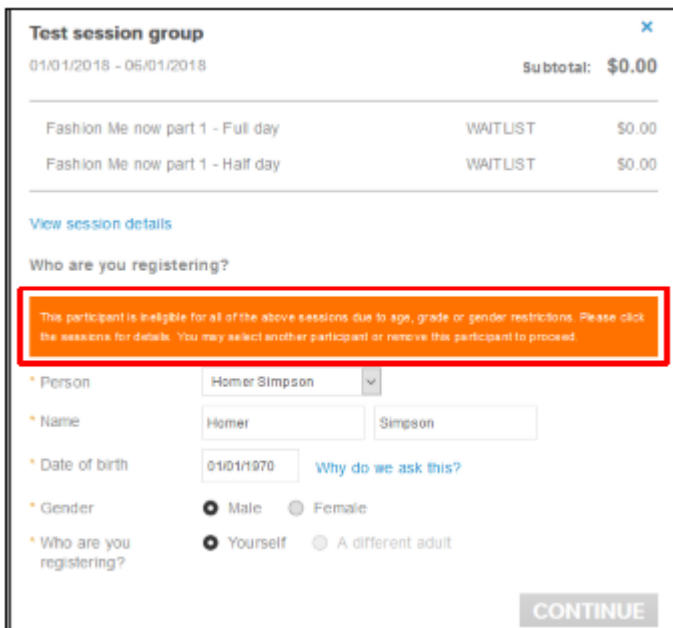
\* Date of birth:  [Why do we ask this?](#)

\* Gender:  Male  Female

\* Who are you registering?:  Yourself  A different adult

**CONTINUE**

Consumers can freely re-edit participant information by clicking the icon. The participant's eligibility for their sessions is validated according to the existing validation process for solo sessions:



**Test session group** ✕

01/01/2018 - 06/01/2018 Subtotal: **\$0.00**

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Fashion Me now part 1 - Full day WAITLIST \$0.00

Fashion Me now part 1 - Half day WAITLIST \$0.00

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[View session details](#)

**Who are you registering?**

This participant is ineligible for all of the above sessions due to age, grade or gender restrictions. Please click the sessions for details. You may select another participant or remove this participant to proceed.

\* Person:  ▼

\* Name:

\* Date of birth:  [Why do we ask this?](#)

\* Gender:  Male  Female

\* Who are you registering?:  Yourself  A different adult

**CONTINUE**

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