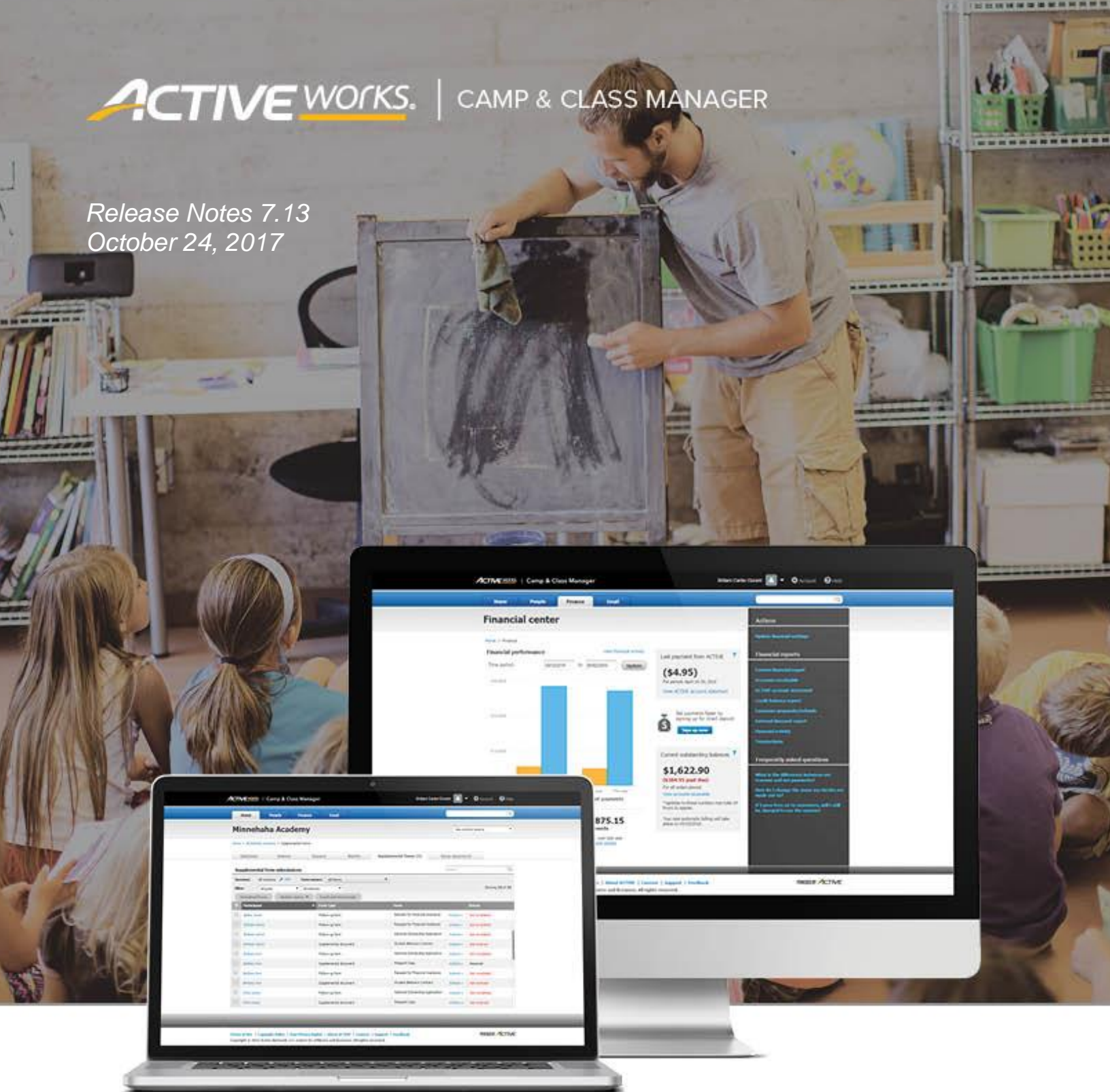


Release Notes 7.13  
October 24, 2017



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## Release Summary

The purpose of this Release Notes document is to provide a brief, educational summary of the items updated or added in this product release.

Besides providing this document, we will also update existing documentation in the Help Center to show updated workflows. If you have additional questions about this release, please contact the Support team.

Release 7.13 is comprised of product updates on attendance tracking feature. This allows organizations to easily mark attendance in a calendar view, or within each participant accounts, which allows users to check participants in online without going through the hassle of printing out check-in sheets. You can also run customizable attendance reports within Camp and Class Manager.

In addition, we have updated the waiver feature to allow participants to sign waivers in their online account if they were registered internally. Moreover, waivers can be written or typed electronically. Both types of signatures will appear under the waiver section in registration form reports.

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# Enhanced Product Features

## Attendance Tracking

The new Attendance tracking feature can be used in each season to mark attendance on Camp & Class Manager using computers or mobile devices.

Please contact Technical Support to enable this feature for your database. Once enabled, it will be enabled for all active seasons by default. Organization users can independently disable Attendance Tracking for a specific season where it is not required.

## Access Attendance Tracking Calendar from Session Dashboard

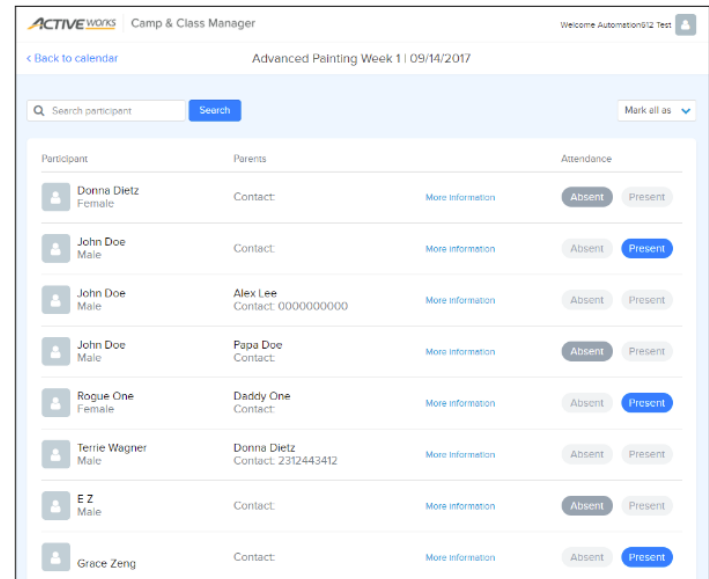
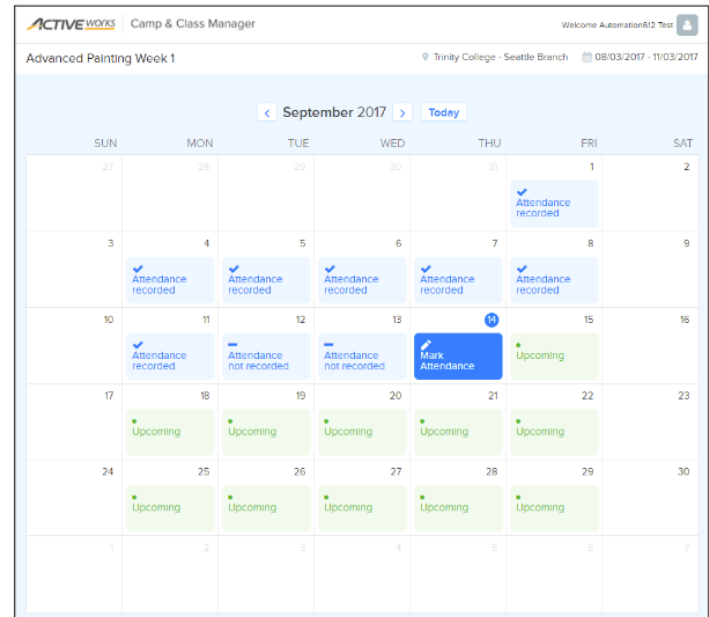
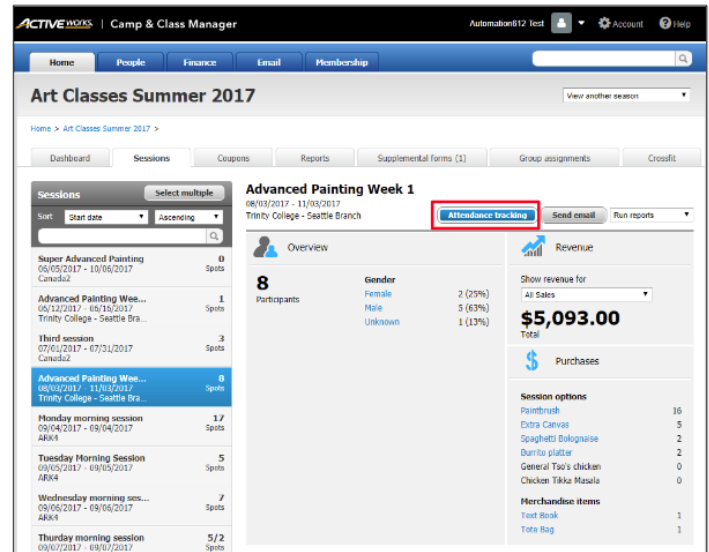
1. From **Home**, click **Sessions** under season name
  2. Click on session name from the list on left
  3. Click **Attendance tracking** button
  4. **Attendance tracking calendar** will open in a new tab
  5. Click on any specific day to:
    - Mark attendance for today (**Mark Attendance**)
    - Mark attendance for a past date on which the attendance was not recorded (**Attendance not recorded**)
    - Edit attendance for a past date on which the attendance was recorded (**Attendance recorded**)
- **Note:** Organization users cannot mark attendance on any upcoming dates
  - **Note:** Clicking on a date to mark or edit the attendance opens the Attendance tracking view

## Attendance Tracking View

On the Attendance Tracking View, organization users can mark session participants as **Present**, **Absent** or **Unknown** (when neither **Present** or **Absent** are selected.)

Next to the participant name, users can click the **More information** link to view the following information about the participant:

- Name and gender
- Parent name and contact phone number
- Tuition fee and outstanding balance
- Waivers and supplemental forms statuses
- Answers to custom questions



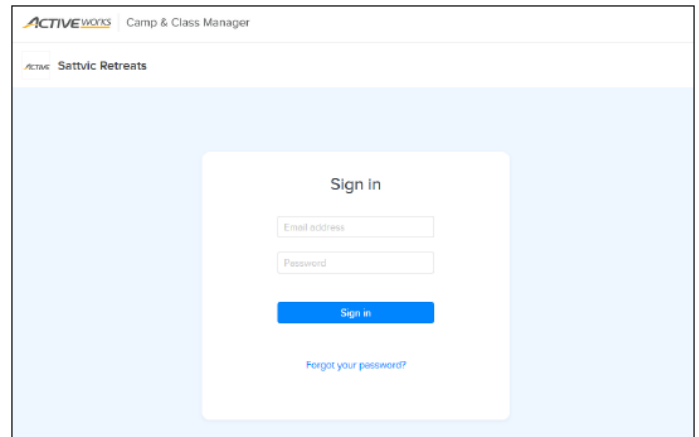
## Direct URL Access to the Attendance Tracking Calendar View

Coaches or Instructors who need to take attendance for a class can now log in directly to the Attendance tracking Calendar view without logging in to Camp & Class Manager by using the following URL:

<https://camps.active.com/AgencyName/camps-ui>

where **AgencyName** is replaced with the Organization name.

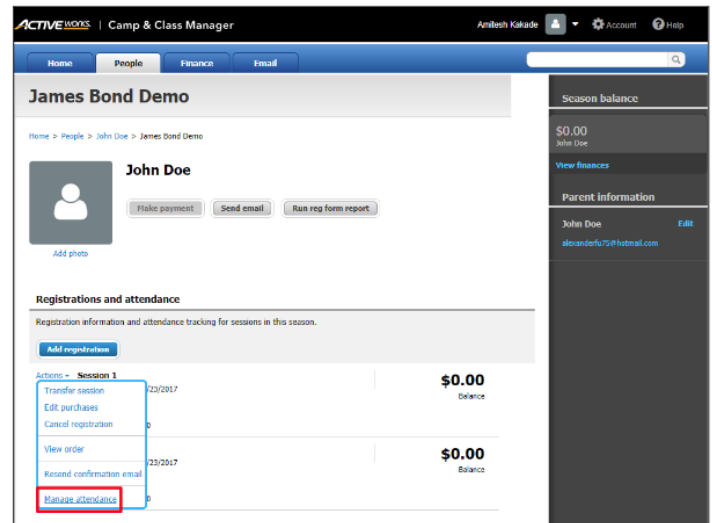
After opening the above URL, users are required to log in. Once logged in, users can navigate to desired season and session to mark attendance. Clicking on the session name will open the Attendance tracking calendar view for that session.



## Participant Attendance Tracking

Organization users can also mark attendance for single participants within an individual account.

1. From **Home** page, click **People** tab
  2. Select participant name
  3. Under **Current seasons**, click **View** next to season name
  4. **Actions > Manage attendance**
  5. Select desired session dates
  6. Click **Update status** drop down
  7. Select appropriate option:
    - **Mark as present**
    - **Mark as absent**
    - **Mark as unknown**
- **Note:** Users can also click **Actions** next to each individual session date to update status



## Attendance Report

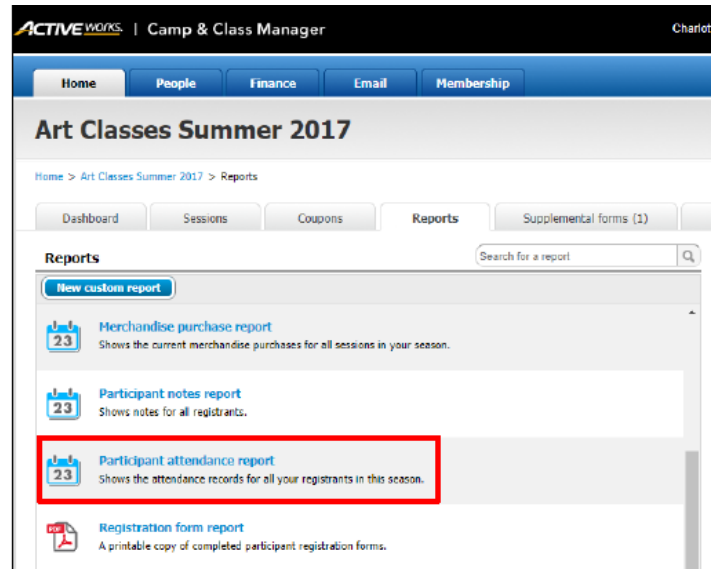
Organization Users can run the Participant attendance report to view participant attendance for a session for the eight most-recent days.

This report can be:

- Filtered by Session or Date range
- Grouped by Tuition (Customize > Group records)
- Exported to Excel
- Exported to HTML
- Shared as a link by email

## Run Participant Attendance Report

1. From **Home** page, click **Reports** under season name
2. Select **Participant attendance report**
3. Select session
4. Click **Run report**
5. (Optional) Click **Customize > Edit columns** to add or remove columns from report. Following custom columns can be added:
  - Tuition
  - Balance
  - Custom questions



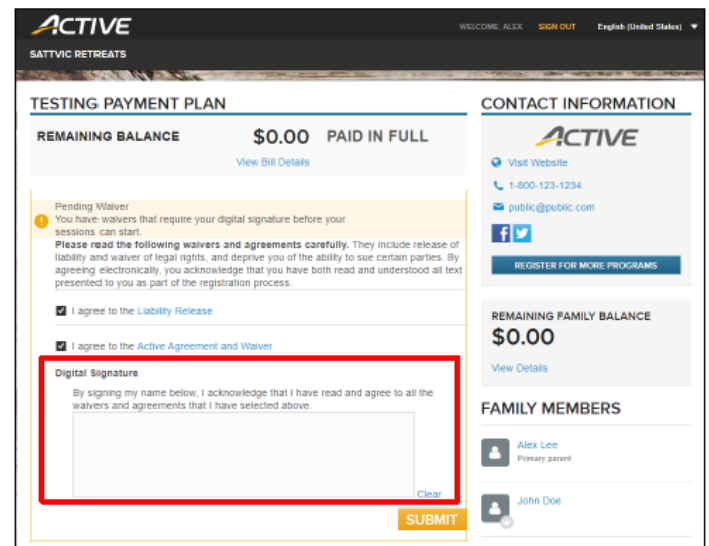
## Waiver Update

Previously, participants that were registered internally by an organization user did not have a way to sign waivers on their end. It had to be marked as "Received" by the org user within Camp & Class Manager.

Participants now have an option to log in to their online account and sign any unsigned waivers for themselves and on behalf of their children by handwritten digital signature.

The handwritten digital signature option is also available during online registration. Participants can select to sign waivers by e-signature (typed) or by handwritten digital signature.

Organization users can view participants' handwritten digital signatures for agency waivers and the Active Agreement and Waiver in the Registration form report.



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