ACTIVE works. | CAMP & CLASS MANAGER

Release Notes 6.14
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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 6.14 is comprised of product updates on session option setup. Organizations can now make session options required and auto-apply in cart. Session options can be configured to be discounted by coupons as well.

We have also added ten new email merge fields, including participant level and registration level fields. Those fields can be used to include camper names and session specific information on mass emails.

Additional updates include:
-Configure category tags used on Active.com at session level
-Auto-fill custom questions for additional family members during internal registration

Enhanced Product Features

Session Option Type Set Up

Session options allow you to sell items in addition to your session tuition. Common uses for session options include meals, transportation, merchandise, etc.

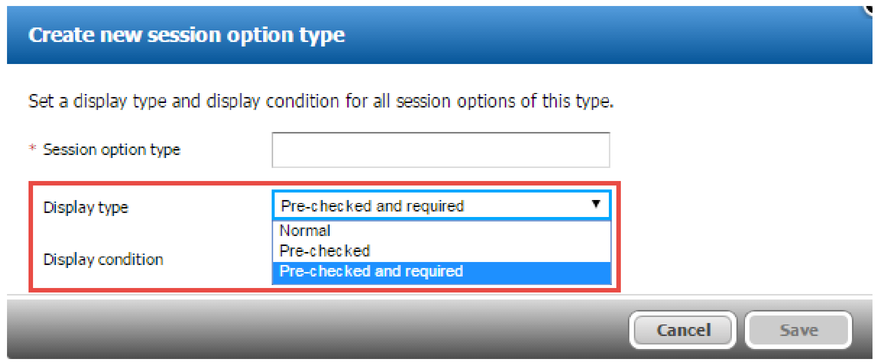
Previously, session options were “optional” and could not be discounted by coupons or internal discounts when purchased. With the new update, organizations can set up mandatory registration fees or material fees. Customers with 100% scholarship coupon codes would be able to apply the coupon to their tuition as well as the session options they purchased.

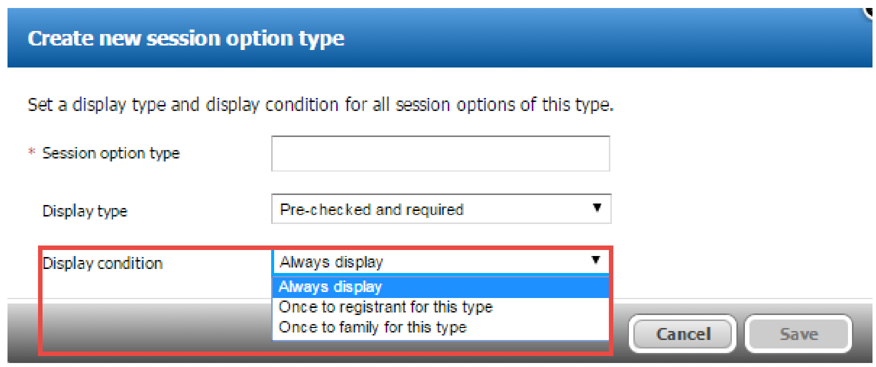
Make Session Option Required

Session options are not required by default, but the requirement of purchase can be made.

To make session option required:

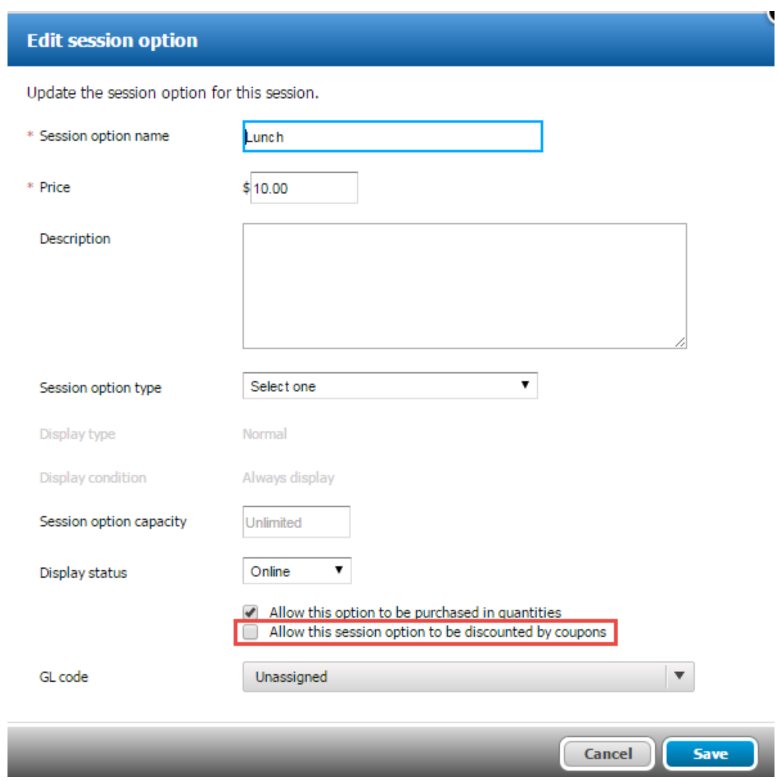
1. Go to **Session Setup**
2. Click **Edit details** next to session option
3. Click **Session option type** dropdown
4. Select **Create new session option**
5. Enter **Session option type** name
6. Select **Display type** as **Pre-checked and required**
7. Select **Display Condition**
   - ***Note:*** *There are three options available:*
     - ***Always Display***
     - ***Once to registrant for this type***
     - ***Once to family for this type***
8. **Save**





Allow Session Options to be Discounted by Coupons

1. Go to **Session Setup**
2. Click **Edit details** next to session option
3. Check **Allow this session option to be discounted by coupons** box
4. **Save**



Additional Email Merge Fields

Merge fields are used to personalize broadcast emails. In this release, we have added a number of merge fields to the system:

Level	Merge Field			
Agency	Registration Link			
Family	Primary Parent First Name	Secondary Parent First Name	Family Balance	
	Primary Parent Last Name	Secondary Parent Last Name		
Participant	Participant First Name	Participant Last Name		
Registration	Session Name	Session Location name	Session Start Date	Session Start Time
	Session Type	Registration Balance	Session End Date	Session End Time

***Note**: Fields highlighted in red are the new merge fields*

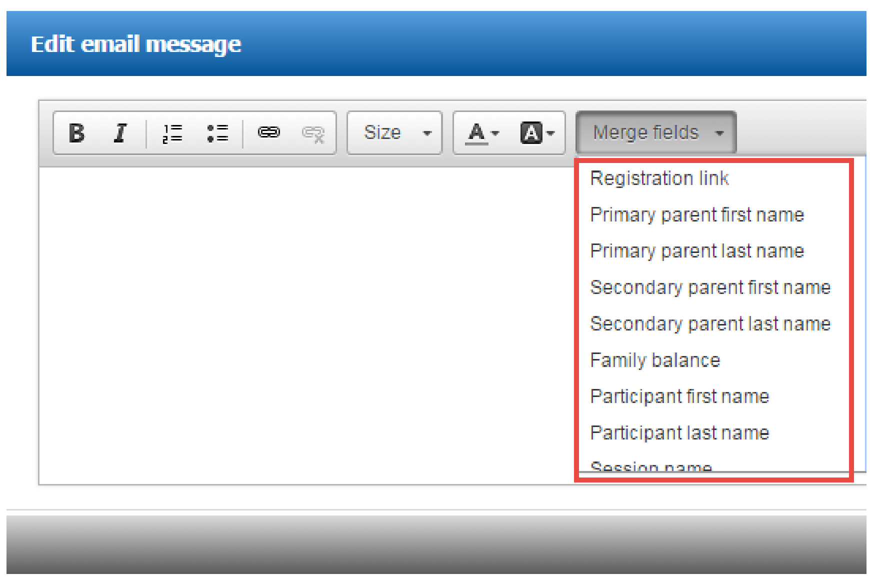
The appropriate number of unique emails is automatically sent depending on the selected merge fields; no duplicate emails are sent:

- Emails containing **no merge fields** or only **Family level merge fields** are sent **once to each family** in the recipient list.
- Emails containing **Participant level fields**, but **no Registration level fields** are sent **once to each participant** included in the recipient list.
- Emails containing **Registration level fields** are sent once to **each participant included in the recipient list for each registration for a session** included in the filter the email blast is sent to.

When selecting a broadcast email template to send from a **Family** page, **Finance** tab reports or **Membership** tab reports, only **templates without Participant or Registration level merge fields** can be selected.

Add Merge Fields to Email

1. In the body of message, place cursor where merge field should go
2. From **Merge Fields** drop-down, select appropriate field
3. A placeholder for merge field will insert itself into the body of the email
   - ***Note:** When the email is actually sent, each person's name or details will automatically be inserted for every person.*

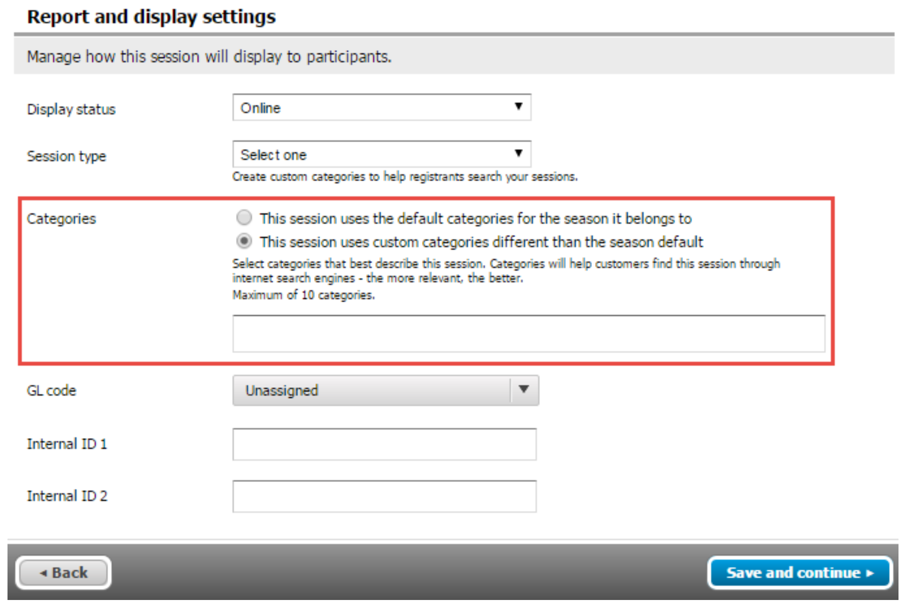


Session Level Active.com Categories

Categories determine where sessions are listed and which sessions are returned by a filtered search on Active.com. Previously, it was only possible to set up a category for the entire season. Organizations can now assign **categories** to individual sessions for more accurate search results.

Assign Categories to Sessions

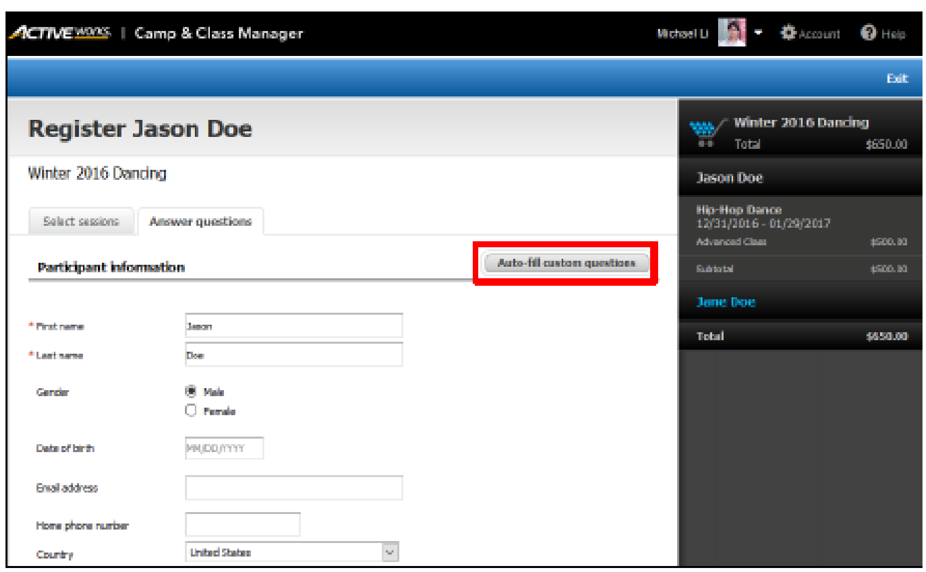
1. Go to **Session Setup**
2. Select Categories option
    - ***Use the season categories*** *(default option): inherit the categories that describe the activity from the parent season*
    - ***Use custom session categories****: select categories that describe the activity for this session only*
3. Save



Auto-fill Custom Questions for Internal Registration

When a new family member is added to an existing account internally, organization users have an option to **Auto-fill custom questions** to auto-fill all custom questions, excluding any custom questions configured with **Do not auto-fill this question** selected.

For example, children in the same family are likely to have the same answers to questions such as “Who is your emergency contact person?” or “What’s your emergency contact phone number?”, but may have different answers to a question such as “Do you have any allergies?”



ACTIVE Network, LLC

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