

Release Notes 6.10
July 26, 2016

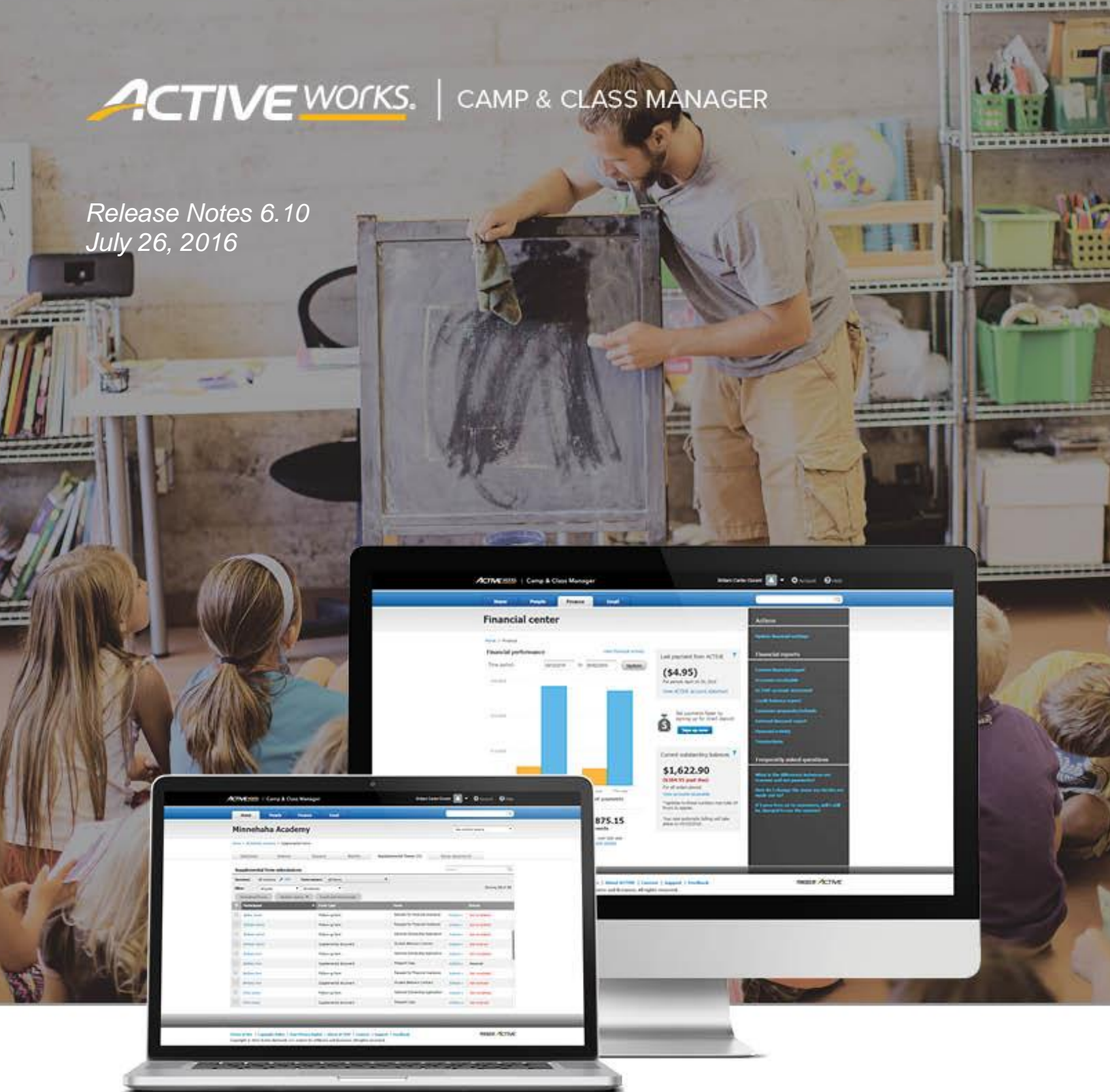


Table of Contents

Release Summary.....	1
Enhanced Product Features.....	3
Merchandise Sales Actions.....	3
Report on Supplemental Forms	4
Display Deposit Amount as Session Tuition.....	4

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 6.10 is mostly comprised of enhancements to merchandise set up, including stock alert, processing fee application as well as customization of the order of merchandise products. This allows customers to have a better understanding of products they are purchasing, and organizations to have better control over the products they are selling.

We added a reportable field for supplemental form statuses. Use this field to report on campers who have not yet filled out a required form, and send email reminders.

An option to hide full tuition price on registration form has been added as well. Instead, the deposit amount required at the time of checkout is displayed. Use this feature to prevent discouraging customers from signing up.

Enhanced Product Features

Merchandise Sales Actions

We have added a few updates on merchandise products display features. This will allow customers to see the number of products remaining, and the exact amount that they will be charged for processing fees.

Organizations also get an option to customize the order of merchandise items to control the way they are presented to customers. For instance, you might want to put water bottles at the top of the list to encourage campers to purchase one in preparation for the hot weather at camp.

Remaining Stock Alert

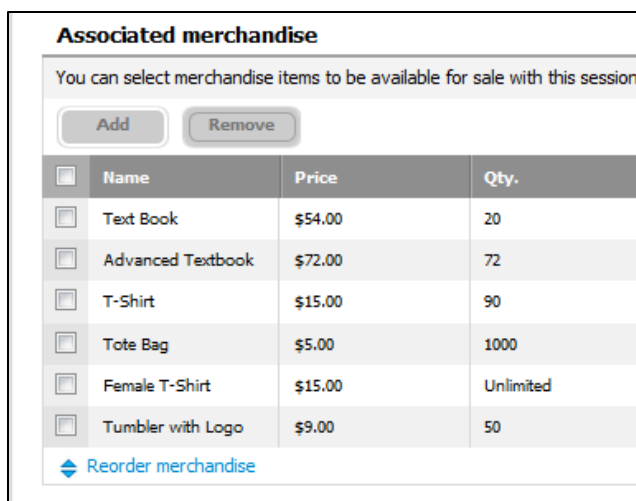
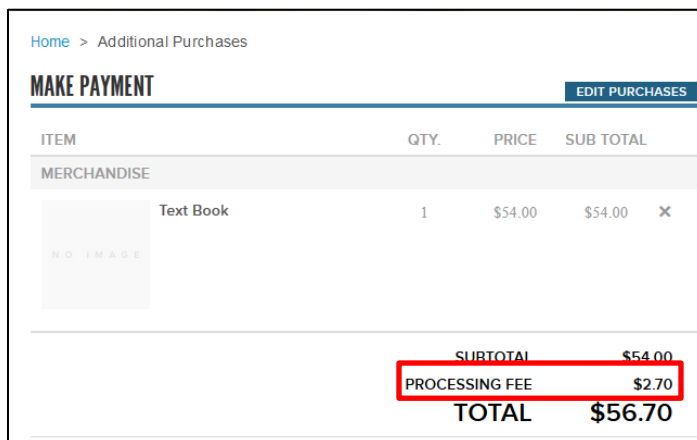
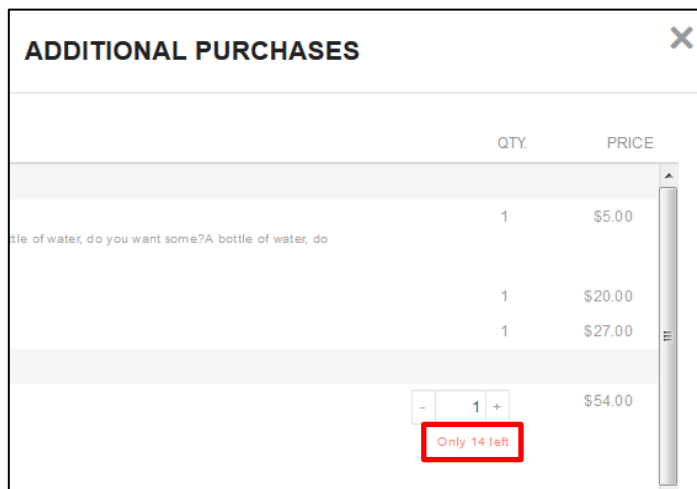
When customers are purchasing merchandise after registration in online accounts, they will be able to view the number of remaining products when there are 50 or fewer units in stock.

This will allow customers to have a better understanding on the number of products remaining, and encourage them to buy products if it is low on stock.

Note: This option is automatic and cannot be turned off

Additional Purchase Processing Fee

When customers purchase add-on items such as session options or merchandise, the processing fee for those items will display on the checkout page. This fee is now included in the Total payment due on the Make payment page.



Reorder Merchandise Items

To customize the order of merchandise products:

1. Click **Setup** for desired season
2. Go to **Sessions**
3. Select a session
4. Click **Reorder merchandise** under **Associated Merchandise** section
5. Move merchandise items up and down to control how they will display to participants
6. Click **OK**
7. **Save and Continue**

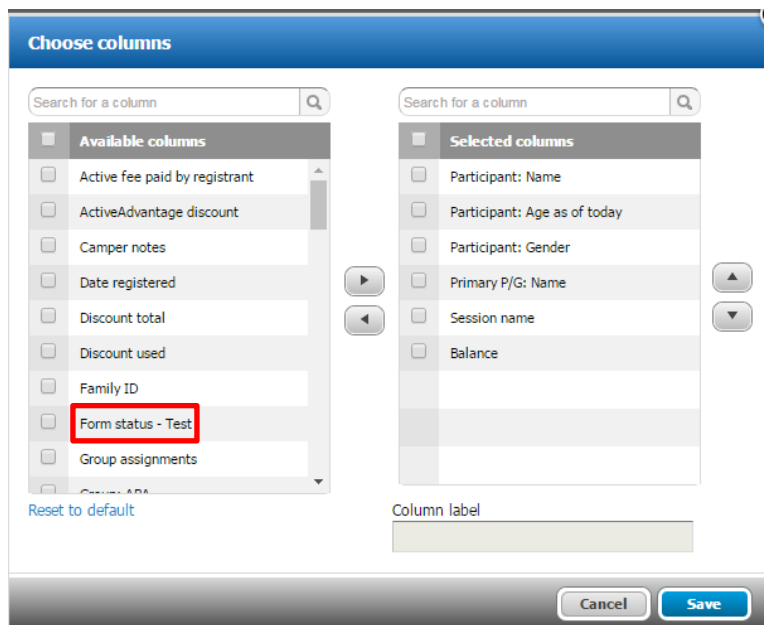
Find Customers Who Didn't Fill Out Their Forms

Organizations can now report on the status of supplemental forms in custom reports. This allows organizations to better manage supplemental forms and easily review and contact someone who has not filled out a form.

For example, if your camp has a required allergy form that must be filled out before camp, use this field to find who has not completed the form.

Report on Supplemental Forms

1. Click **Reports** for desired season
2. Click **New custom report**
3. Navigate to **Customize**
4. Select **Edit columns**
5. Under Available columns, select **Form Status – {Form Name}** column
 - **Note:** {Form name} would be replaced by the actual supplemental form name
6. Move to **Selected columns** using arrows
7. **Save**
8. **Save Report**

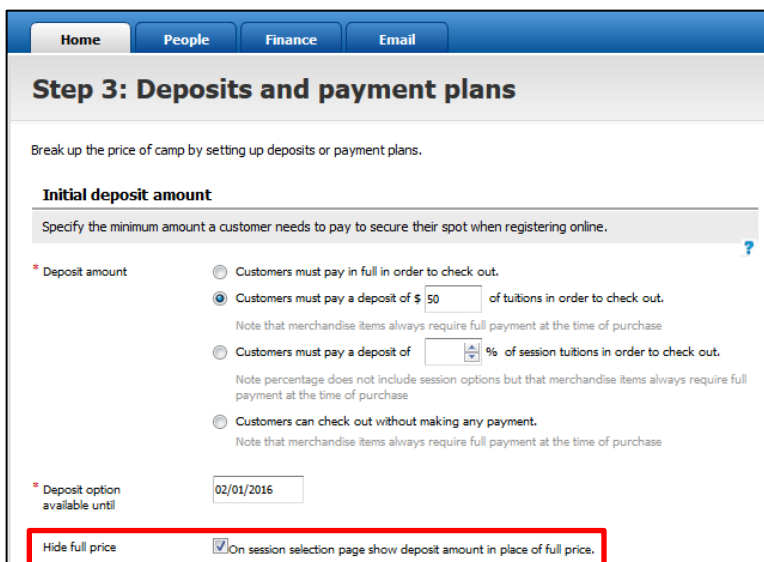


Hide Your Tuition Prices

Some organizations want to display deposit amount in place of full session tuition to attract more customers. This way the full cost of session is hidden and only the amount required at checkout is displayed. This option is available only if one of the deposit options is selected for the season.

Display Deposit as Session Tuition

1. Click **Setup** for desired season
2. Click **Deposits and payment plans**
3. Make sure a deposit amount is set up
4. Select **On session selection page show deposit amount in place of full price**
5. **Save and continue**



ACTIVE Network, LLC

© 2016 ACTIVE Network, LLC, and/or its affiliates and licensors. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without prior written permission. You have limited permission to make hard copy or other reproductions of any machine-readable documentation for your own use, provided that each such reproduction shall carry this copyright notice. No other rights under copyright are granted without prior written permission. The document is not intended for production and is furnished “as is” without warranty of any kind. All warranties on this document are hereby disclaimed including the warranties of merchantability and fitness for a particular purpose.

About ACTIVE Network, LLC

ACTIVE Network, LLC is a technology and media company that helps millions of people find and register for things to do and helps organizations increase participation in their activities and events.

For more information about ACTIVE Network, LLC products and services, please visit ACTIVEnetwork.com.

ACTIVE Network, LLC
717 North Harwood Street
Suite 2500
Dallas, TX 75201