



ACTIVE Connect for CCM user guide
June 27, 2023



ACTIVE Network, LLC

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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.

Table of contents

ACTIVE Connect overview.....	4
Enabling ACTIVE Connect and Camp and Class Manager QR Codes	4
System requirements.....	5
Downloading and installing ACTIVE Connect.....	5
Running ACTIVE Connect.....	5
Signing into ACTIVE Connect	5
Signing out of ACTIVE Connect.....	8
Checking in/out by session.....	9
Checking in/out by participant	12
Checking in/out by participant QR code	16
Appendix A: Camp and Class Manager QR codes.....	20

ACTIVE Connect overview


The ACTIVE Connect app:

- Enables Camp and Class Manager staff users (with the **Account Owner, Administrator, Standard** or **Coach/Instructor** user roles) to check participants in and out of sessions.
 - Camp and Class staff users with access restricted to specific sessions can only check participants in and out of those sessions (configured in Camp and Class Manager >  icon > **Settings** > **User administration** > **Invite new user** button or (an existing user > **Edit**) > **Session restriction** > **Select sessions** > **Edit**).
- Provides a consolidated and efficient check-in and check-out workflow.
- Has a modern and user-friendly interface to provide a better user experience.
- Reduces paper consumption.

Staff users/instructors/teachers can check participants in and out of sessions either:

- By selecting a session (either on today or on another date) and then marking check-ins, check-outs or absences on a list of participants in the session.
- By searching for a participant by name or scanning a participant's QR code, selecting to check-in or check-out and then selecting the required sessions from a list of the participant's sessions today.

Check-ins/outs are recorded in Camp and Class Manager in the:

-  icon (in the header) > **Attendance** portal.
- **Home** tab > :
 - **Quick Links** > **Link to attendance portal** > **Copy attendance portal URL** > Attendance portal.
 - **Seasons** > a season > :
 - **Sessions** > **Attendance tracking** button > Attendance portal.
 - **Reports** > :
 - **Daily Attendance Report.**
 - **Participant attendance report.**

Enabling ACTIVE Connect and Camp and Class Manager QR Codes

To enable the ACTIVE Connect app and Camp and Class Manager QR code feature for your organization, please contact the Account Management team.

For more information about the Camp and Class Manager QR code feature, please see [Appendix A: Camp and Class Manager QR codes](#).

System requirements

The ACTIVE Connect app on an:

- iPad or iPad mini supports iOS 14 or higher (the latest version is recommended).
- Android tablet supports Google Android 9 or higher (the latest version is recommended).

Note: Only landscape view is supported.

Downloading and installing ACTIVE Connect

To download ACTIVE Connect, open the Apple iOS / Google Android app store on the target device, search for **ActiveNet Connect** and install the app.

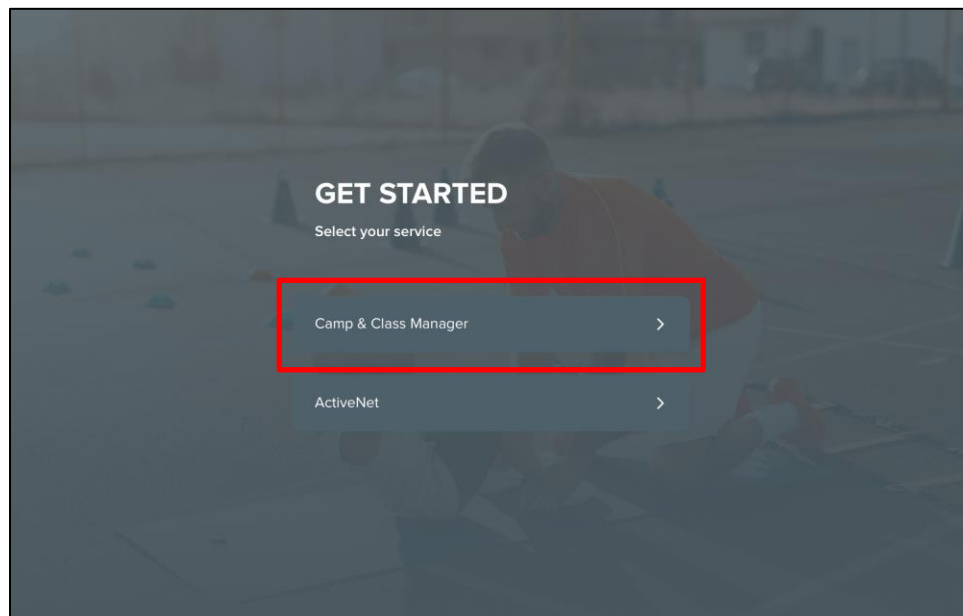
Running ACTIVE Connect

To run **ACTIVE Connect**, tap the  icon.

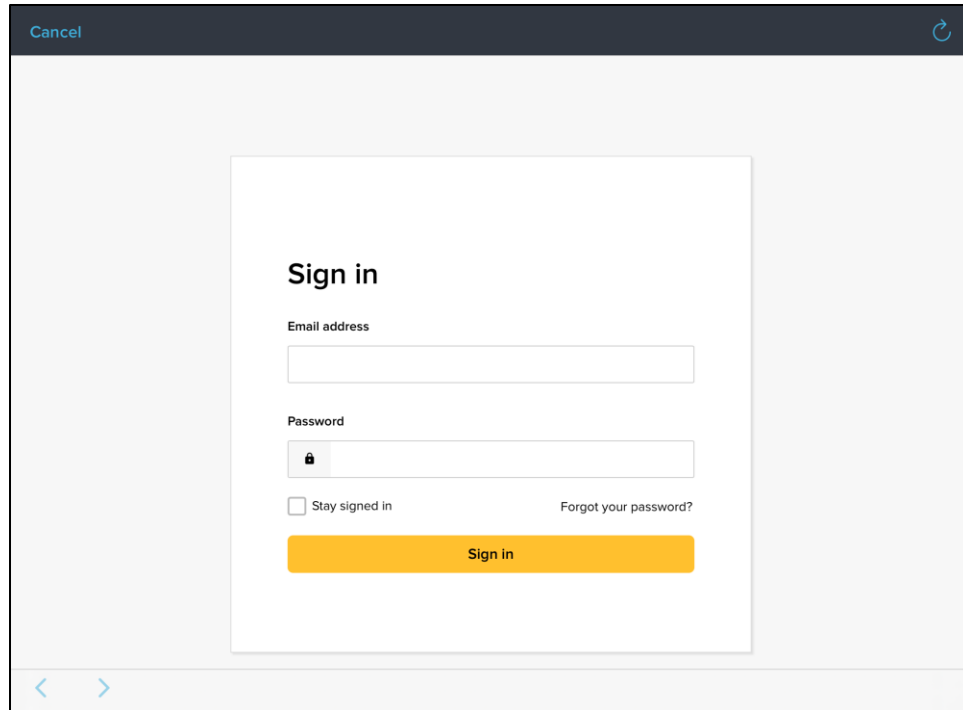
Signing into ACTIVE Connect

To sign into the ACTIVE Connect app:

- Tap the **Camp & Class Manager** option:



- Enter your ACTIVE Passport account **Email address** and **Password** and then tap the **Sign in** button:



Cancel

Sign in

Email address

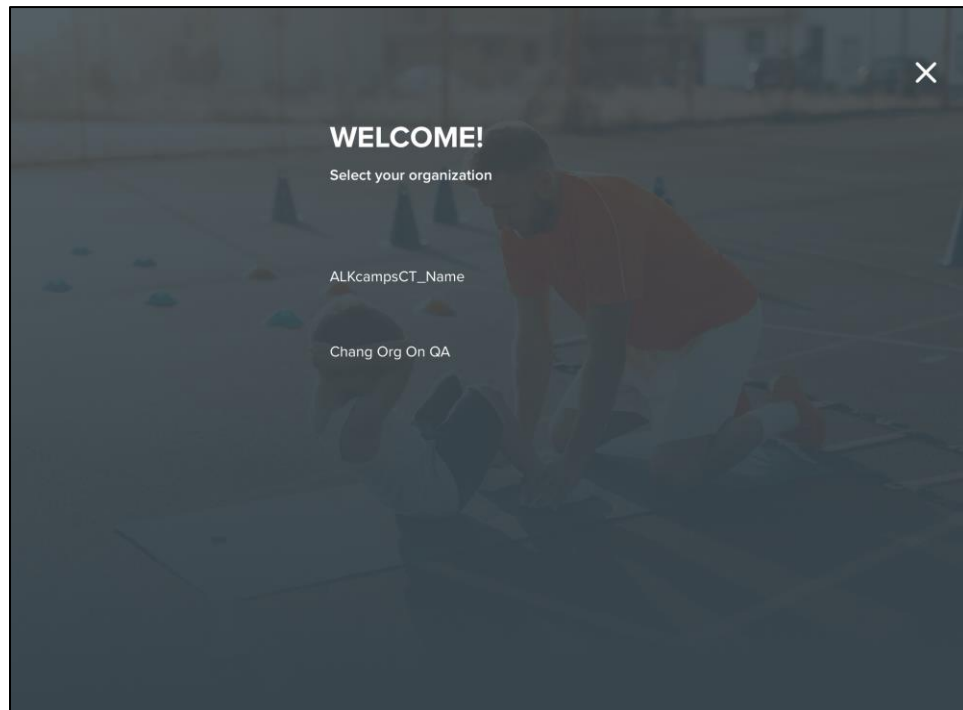
Password

☐ Stay signed in

Forgot your password?

Sign in

- Tap the required organization.
 - If you are registered for only a single organization, then this page will automatically be skipped.



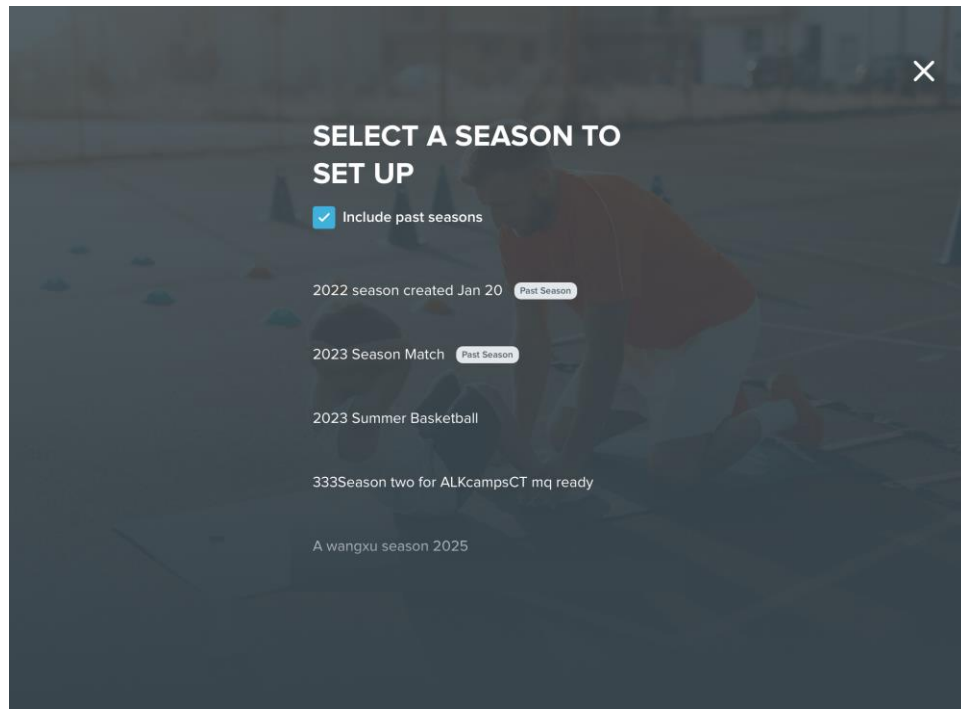
WELCOME!


Select your organization

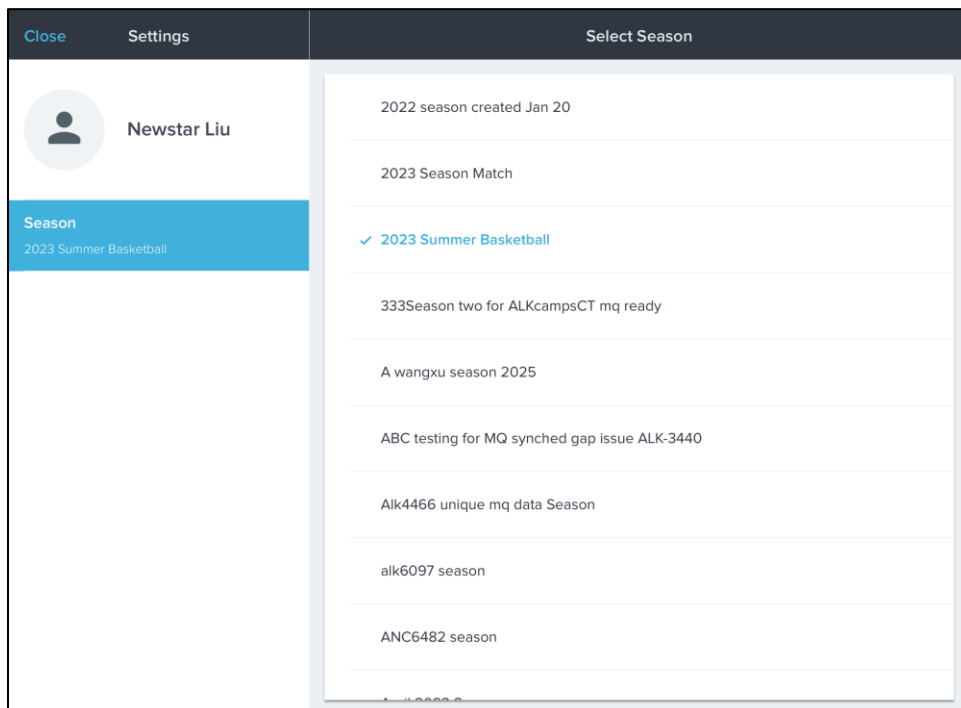
ALKcampsCT_Name

Chang Org On QA

- Tap the required season.
 - To see past seasons, select the **Include past seasons** checkbox.

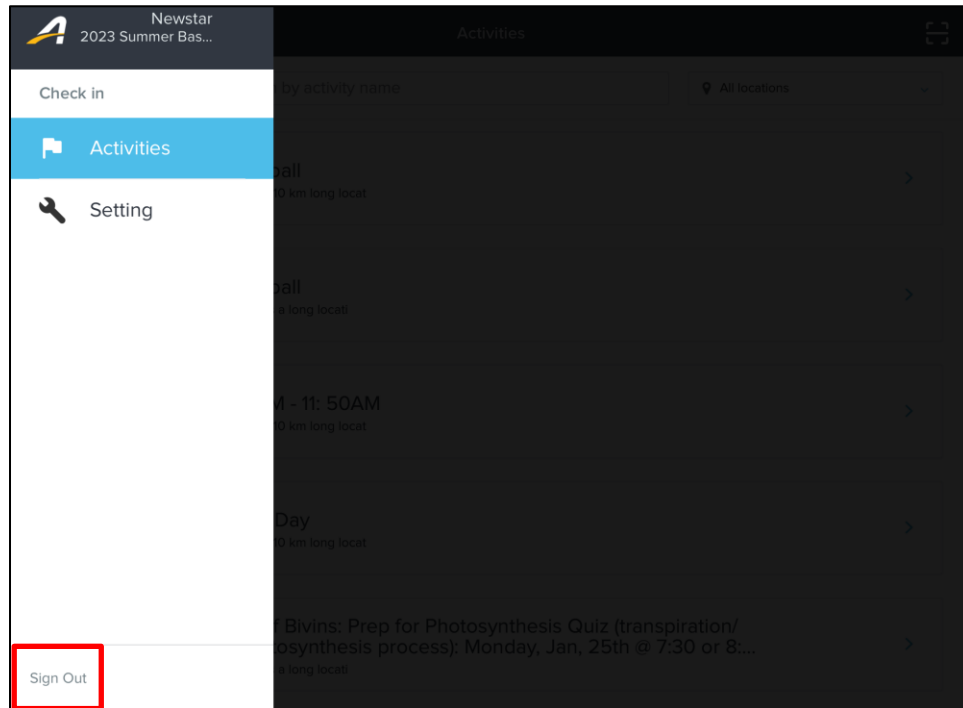


- After selecting the season, to change the season, tap the  icon > **Setting** > **Season** and then tap the alternative season:



Signing out of ACTIVE Connect

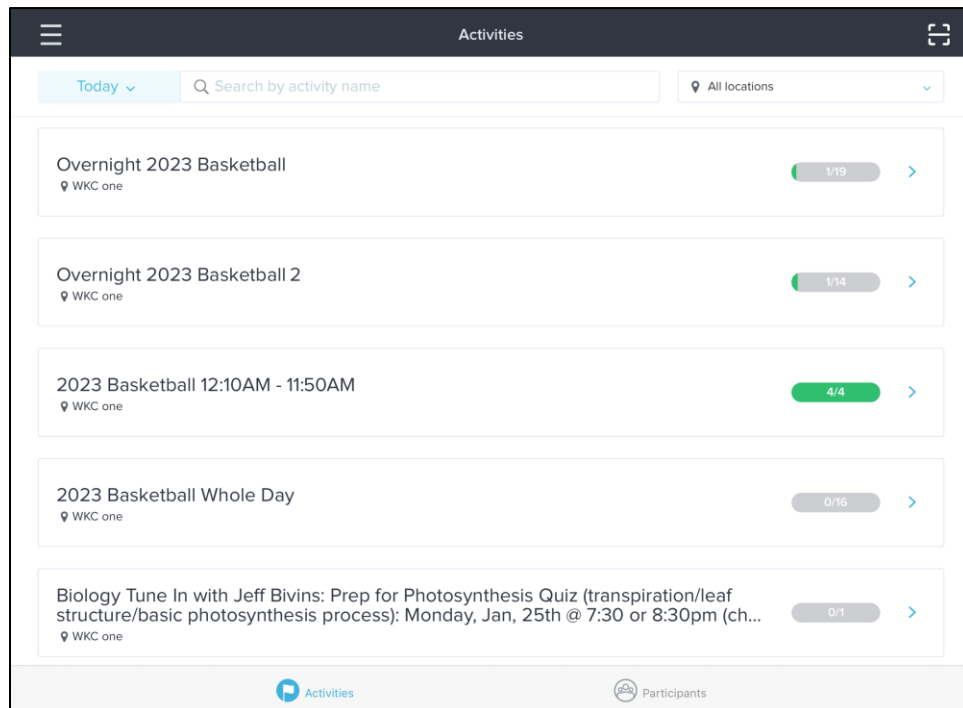
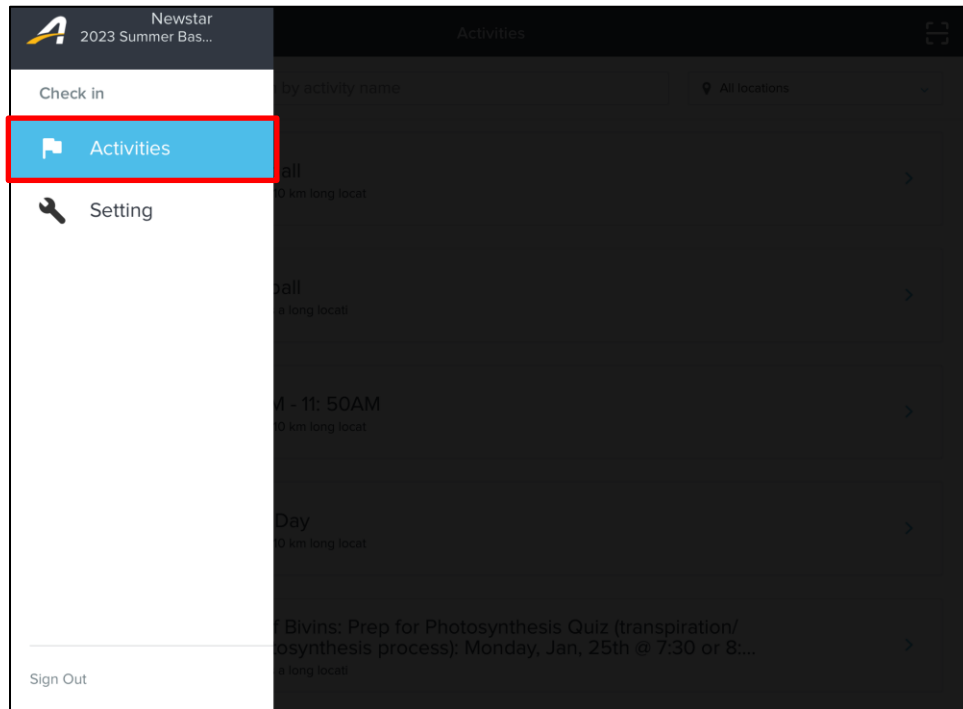
To sign out of ACTIVE Connect, tap ≡ > **Sign Out**:



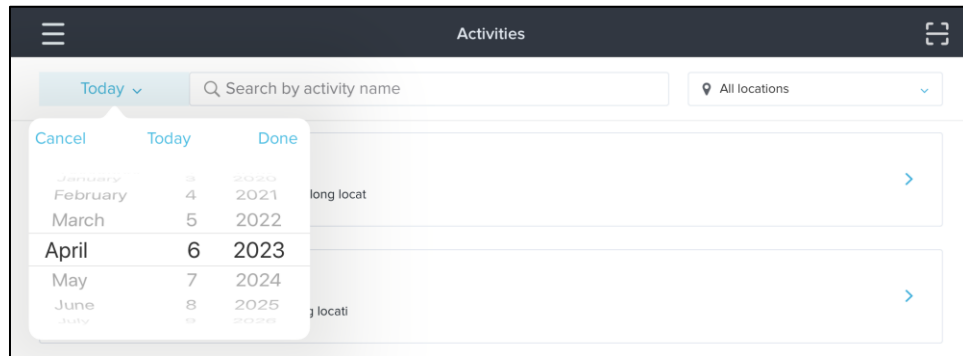
Checking in/out by session

To check participants into or out of a specific session:

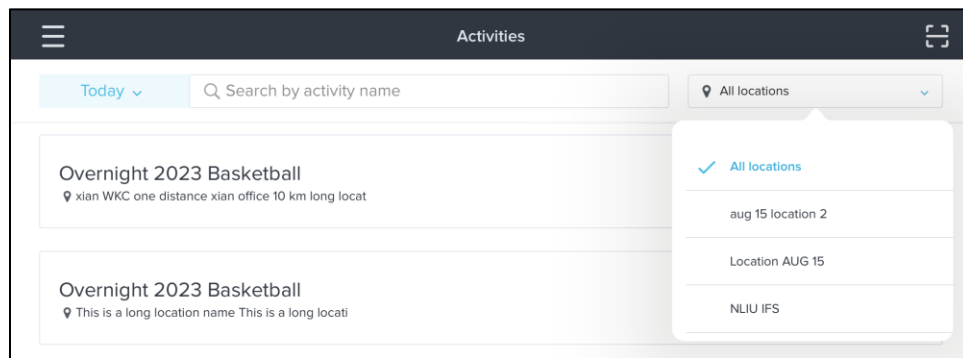
1. Tap the ≡ icon > **Activities**:





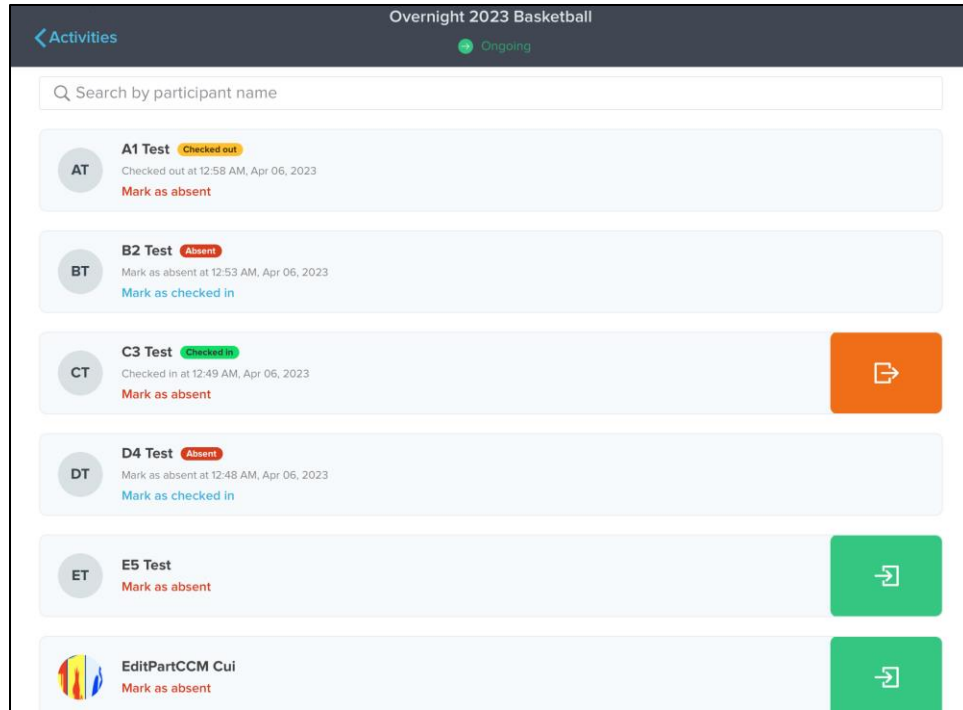
2. By default, today's occurrences of sessions in the selected season are listed. If required, filter the listed sessions by:
 - A date other than today by tapping the **Today** button and selecting the required date:



- Entering the name of the required session in the **Search by activity name** field.
- A specific location by selecting the required location from the location dropdown:



3. Tap a session to view its participants and their current attendance status.
 - To check in/out a participant, tap the corresponding  (check in) /  (check out) button.
 - To mark a participant as absent, tap the corresponding **Mark as absent** link.



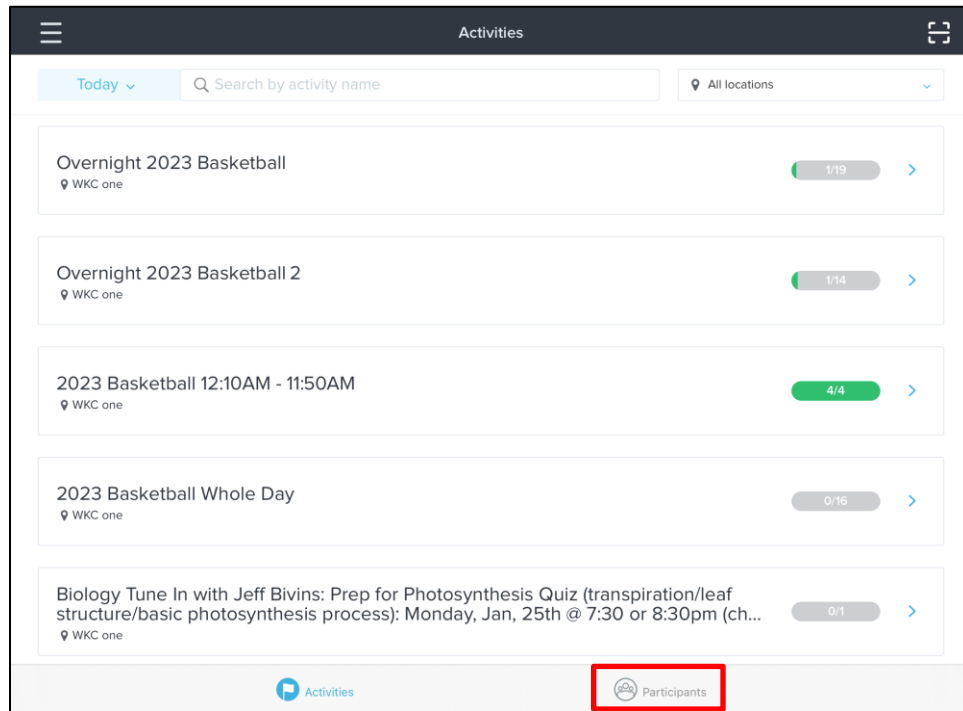
If you incorrectly:

- Marked a participant as **Absent**, then to check in the participant, tap the corresponding **Mark as checked in** link.
- **Checked in** a participant, then to mark the participant as absent, tap the corresponding **Mark as absent** link.
- **Checked out** a participant, then to mark the participant as absent, tap the corresponding **Mark as absent** link.

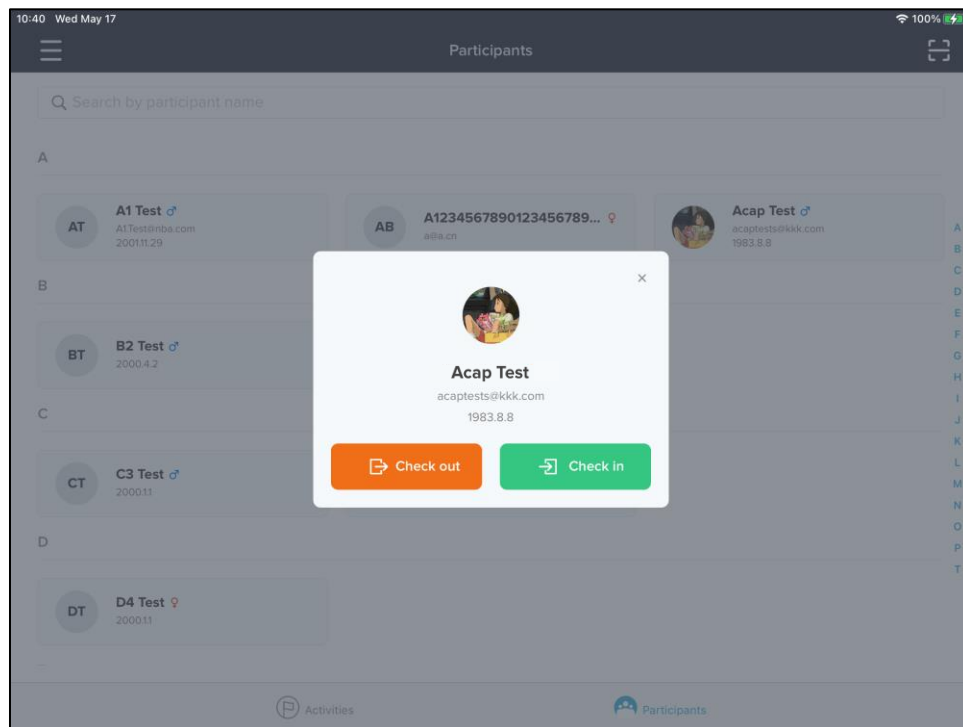
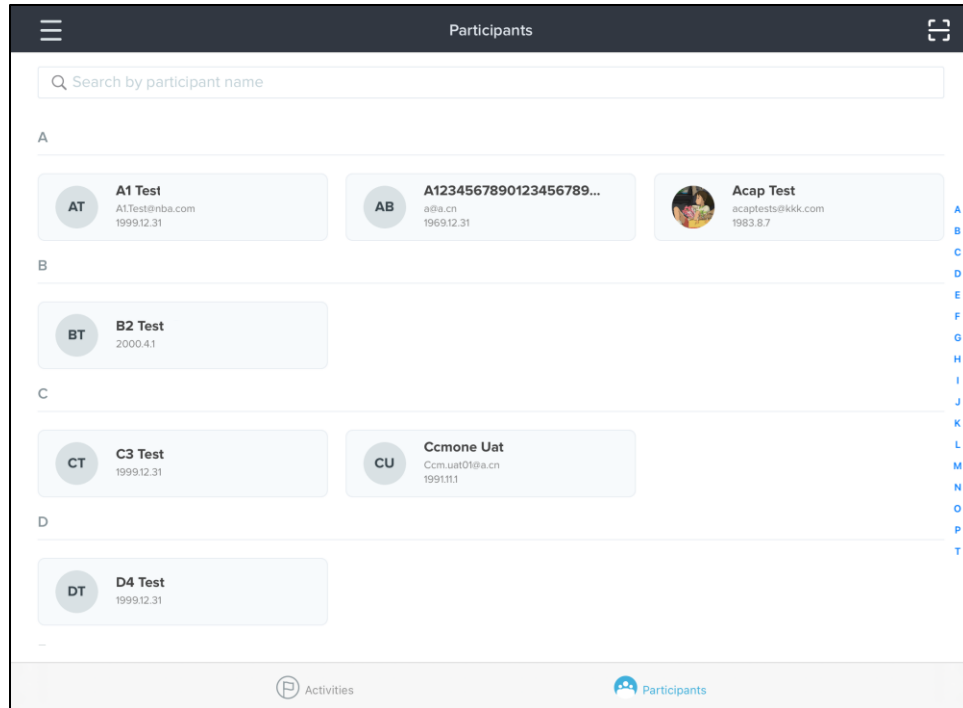
Checking in/out by participant

To check a specific participant into or out of one or more sessions:

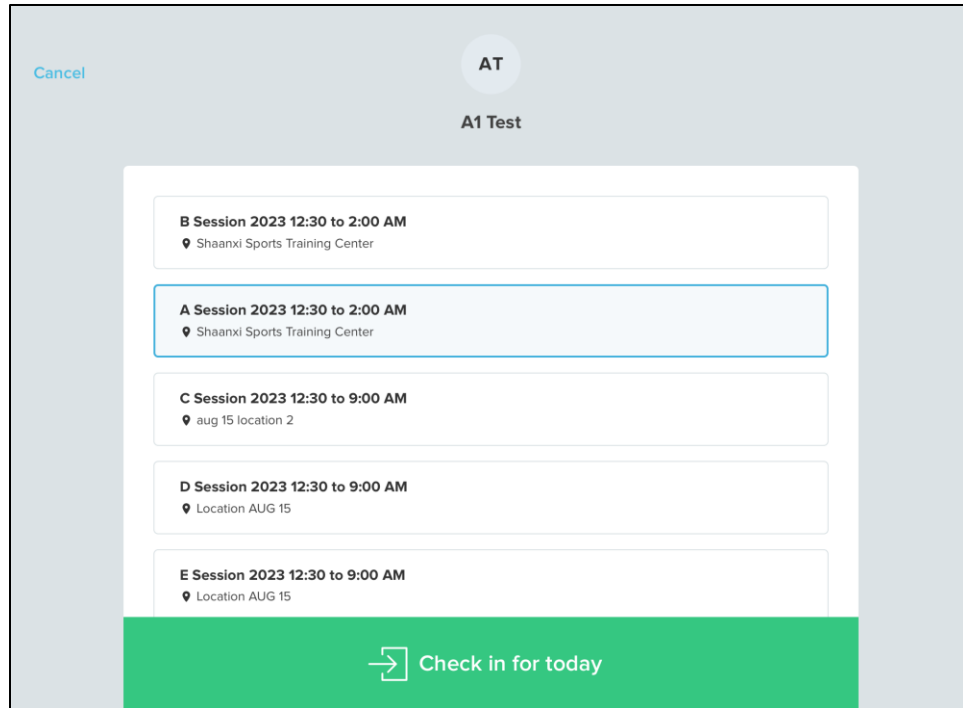
1. Tap the ≡ icon > **Activities** >  **Participants**:



2. Tap the required participant, then tap either the **Check in** or **Check out** button:



- If checking in a participant with multiple sessions today, tap the required session and then tap the **Check in for today** button:



Cancel

AT

A1 Test

B Session 2023 12:30 to 2:00 AM
📍 Shaanxi Sports Training Center

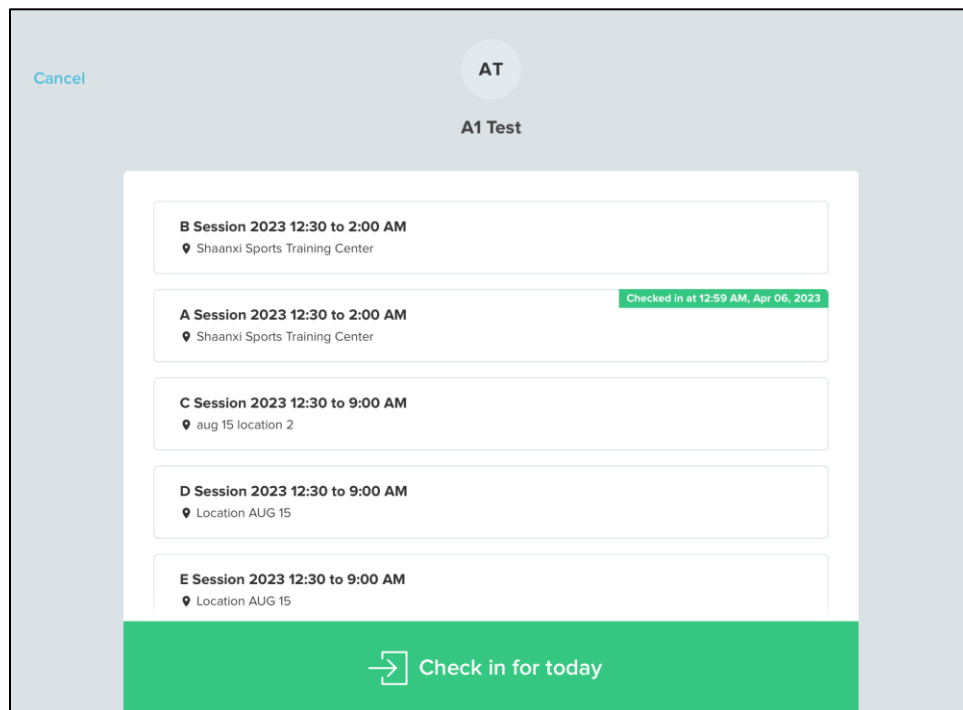
A Session 2023 12:30 to 2:00 AM
📍 Shaanxi Sports Training Center

C Session 2023 12:30 to 9:00 AM
📍 aug 15 location 2

D Session 2023 12:30 to 9:00 AM
📍 Location AUG 15

E Session 2023 12:30 to 9:00 AM
📍 Location AUG 15

→ Check in for today



Cancel

AT

A1 Test

B Session 2023 12:30 to 2:00 AM
📍 Shaanxi Sports Training Center

A Session 2023 12:30 to 2:00 AM
📍 Shaanxi Sports Training Center

C Session 2023 12:30 to 9:00 AM
📍 aug 15 location 2

D Session 2023 12:30 to 9:00 AM
📍 Location AUG 15

E Session 2023 12:30 to 9:00 AM
📍 Location AUG 15

Checked in at 12:59 AM, Apr 06, 2023

→ Check in for today

- If checking in a participant with only one session today, then the participant is automatically checked in without requiring you to select the session or tap the **Check in for today** button.
- If checking out a participant with multiple sessions today, tap the required session and then tap the **Check out for today** button:

Cancel

AT

A1 Test

B Session 2023 12:30 to 2:00 AM

Shaanxi Sports Training Center

Checked in at 01:40 AM, Apr 06, 2023

C Session 2023 12:30 to 9:00 AM

aug 15 location 2

Checked in at 01:40 AM, Apr 06, 2023

Check out for today

Cancel

AT

A1 Test

B Session 2023 12:30 to 2:00 AM

Shaanxi Sports Training Center

Checked in at 01:40 AM, Apr 06, 2023


Check out for today

- If checking out a participant with only one session today, then the participant is automatically checked out without requiring you to select the session or tap the **Check out for today** button.

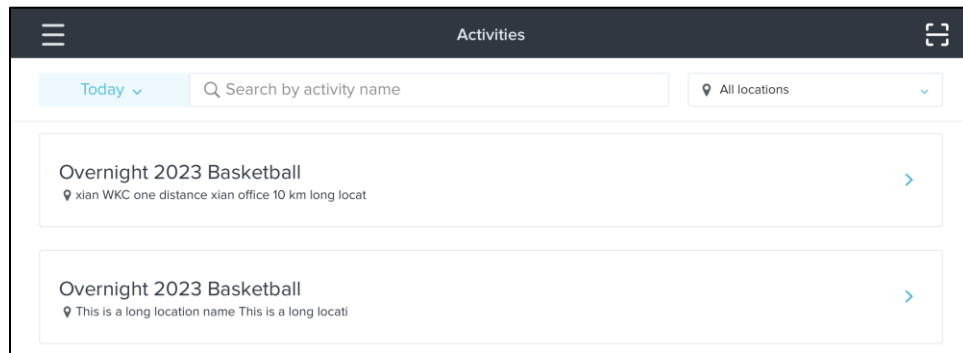
Checking in/out by participant QR code


Note: Before participants can be checked in/out by scanning their QR codes, it is first necessary to enable the inclusion of QR codes in Camp and Class Manager registration confirmation emails and participants' SSUI accounts, please see [Appendix A: Enabling Camp and Class Manager QR codes](#).

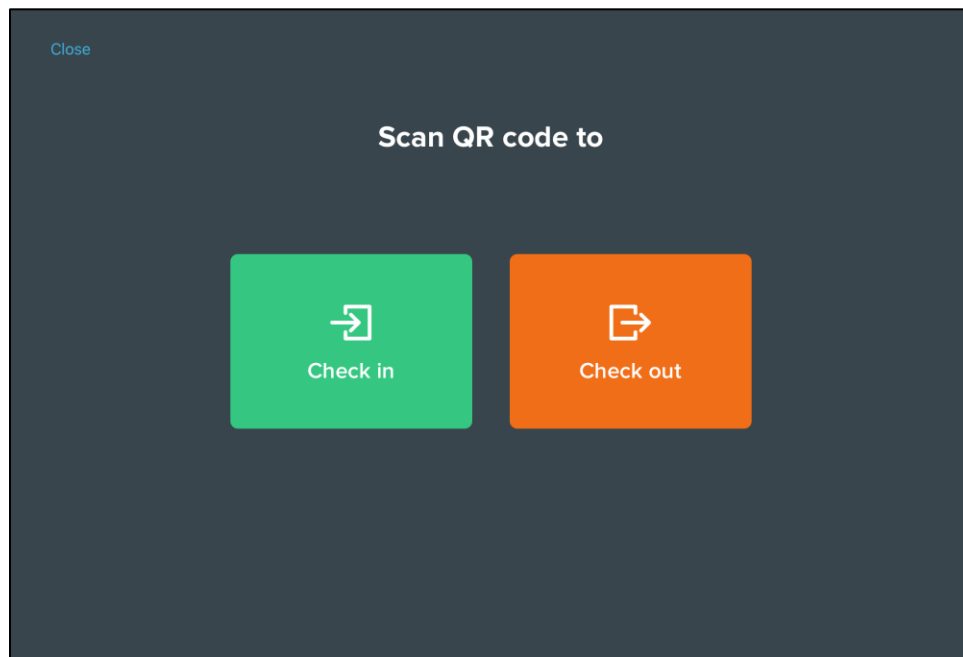
Participants can find their check-in/out QR codes in their:

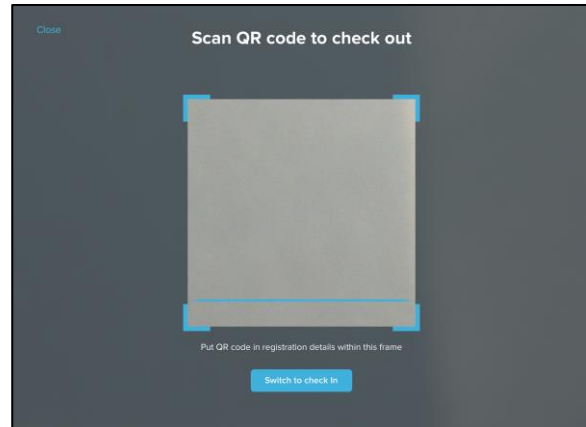
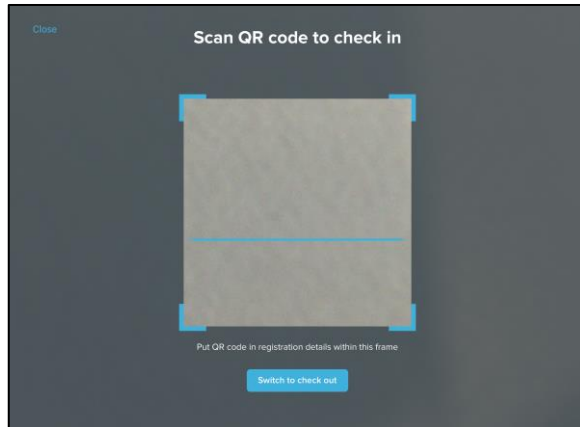
- Registration confirmation email (if registered after QR codes were enabled for the organization).
- SSUI online customer portal account > **FAMILY MEMBERS** > the participant >  icon (consumers who registered prior to enabling of the QR codes feature can retrieve their QR codes here).

1. Tap the  icon > **Activities**.

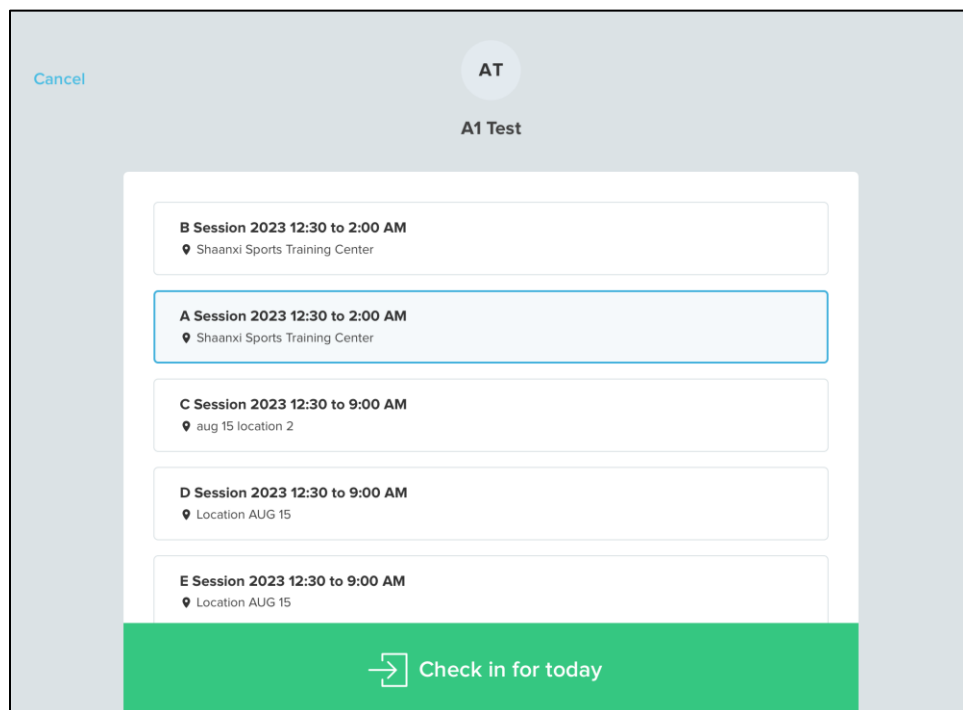


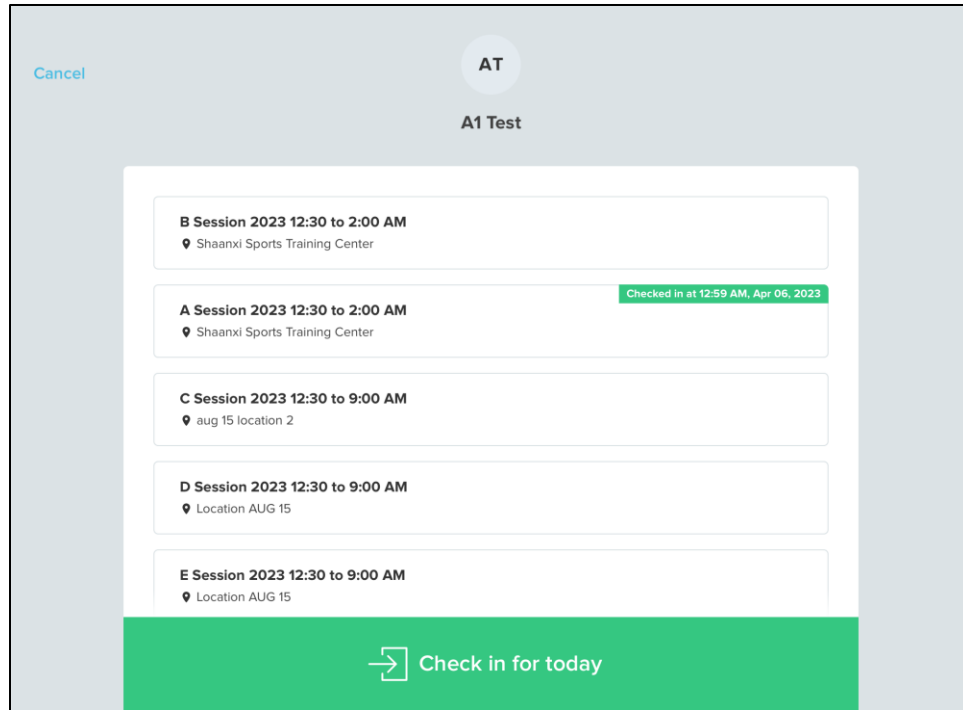
2. To check a participant in or out using the participant's QR code, tap the  icon. Tap either the **Check in** or **Check out** button and then present the participant's QR code to the device camera:





- If checking in a participant with multiple sessions today, tap the required session and then tap the **Check in for today** button:





Cancel

AT

A1 Test

B Session 2023 12:30 to 2:00 AM
Shaanxi Sports Training Center

A Session 2023 12:30 to 2:00 AM
Shaanxi Sports Training Center

C Session 2023 12:30 to 9:00 AM
aug 15 location 2

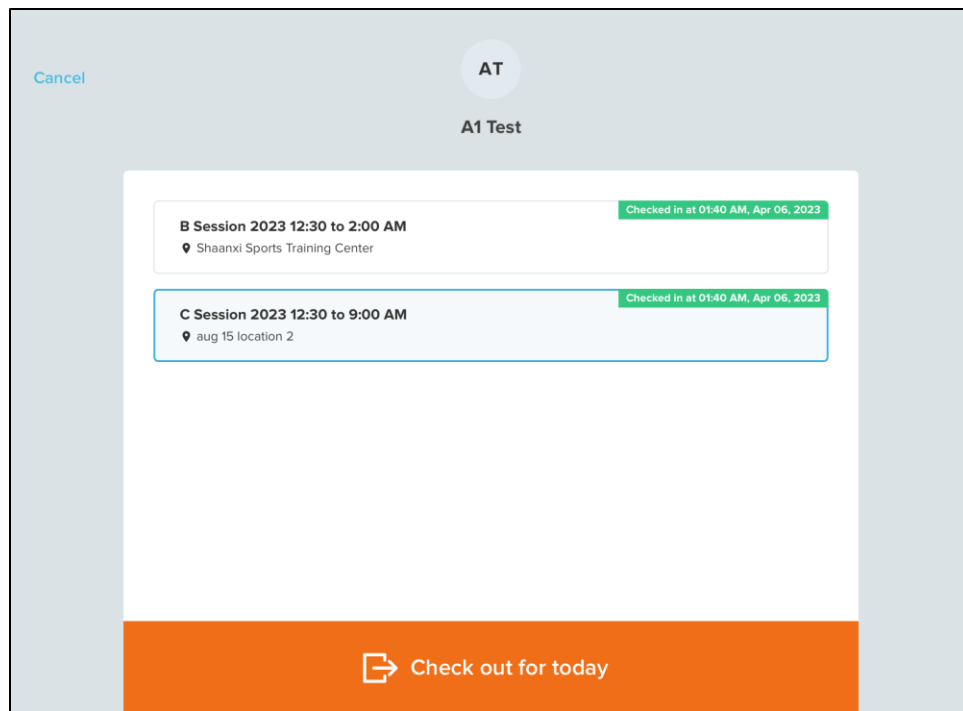
D Session 2023 12:30 to 9:00 AM
Location AUG 15

E Session 2023 12:30 to 9:00 AM
Location AUG 15

Checked in at 12:59 AM, Apr 06, 2023

Check in for today

- If checking in a participant with only one session today, then after scanning the QR code, the participant is automatically checked in without requiring you to select the session or tap the **Check in for today** button.
- If checking out a participant with multiple sessions today, tap the required session and then tap the **Check out for today** button:



Cancel

AT

A1 Test

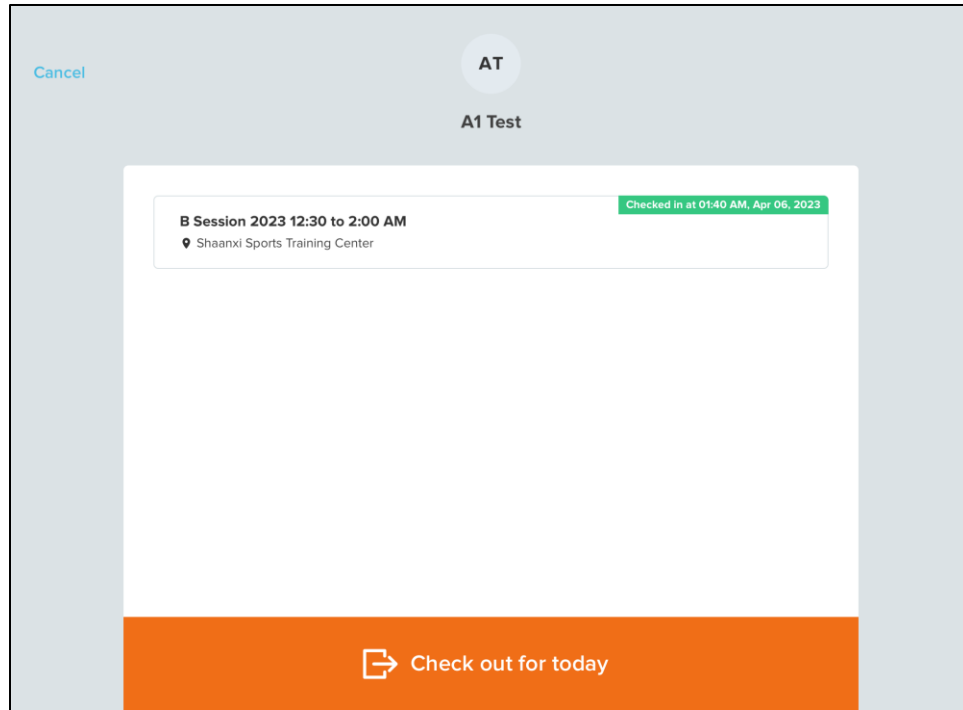
B Session 2023 12:30 to 2:00 AM
Shaanxi Sports Training Center

C Session 2023 12:30 to 9:00 AM
aug 15 location 2

Checked in at 01:40 AM, Apr 06, 2023

Checked in at 01:40 AM, Apr 06, 2023

Check out for today



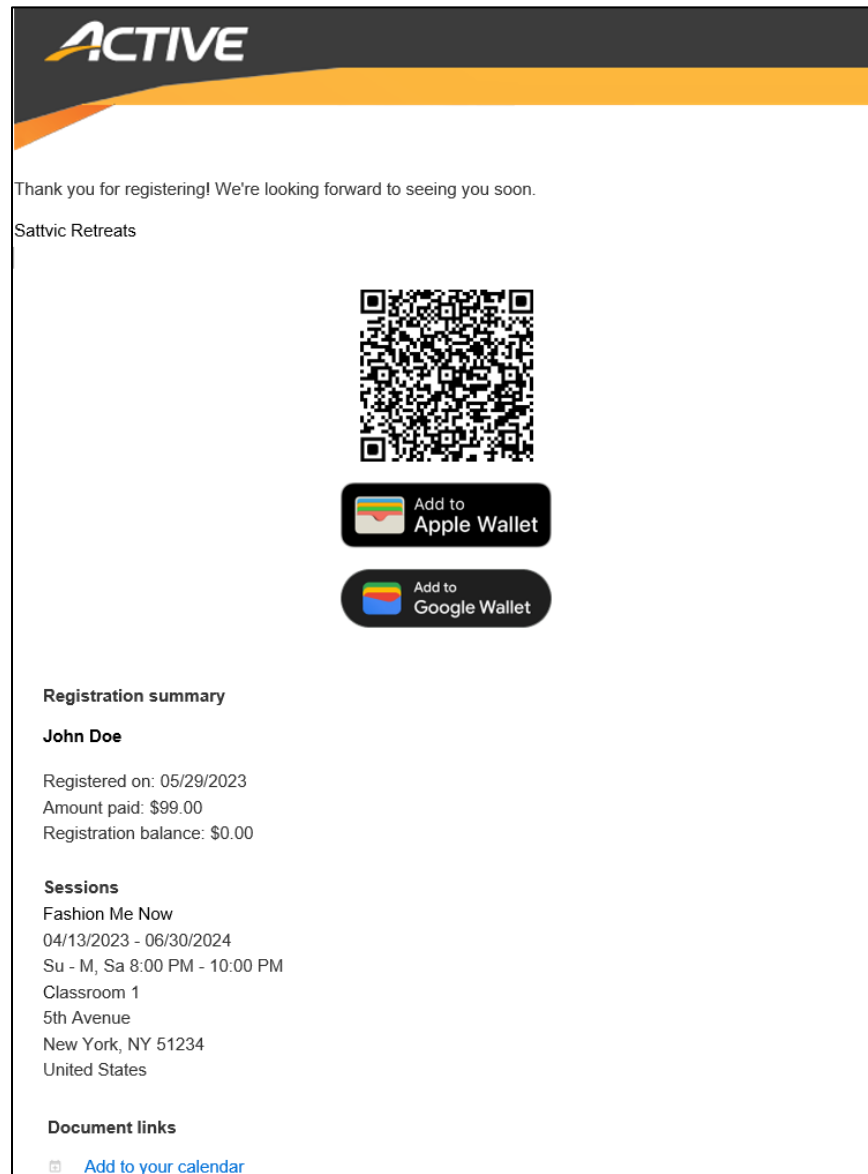
- If checking out a participant with only one session today, then after scanning the QR code, the participant is automatically checked out without requiring you to select the session or tap the **Check out for today** button.

Appendix A: Camp and Class Manager QR codes

To enable inclusion of QR codes in Camp and Class Manager registration confirmation emails and participants' SSUI accounts, please contact the Account Management team.

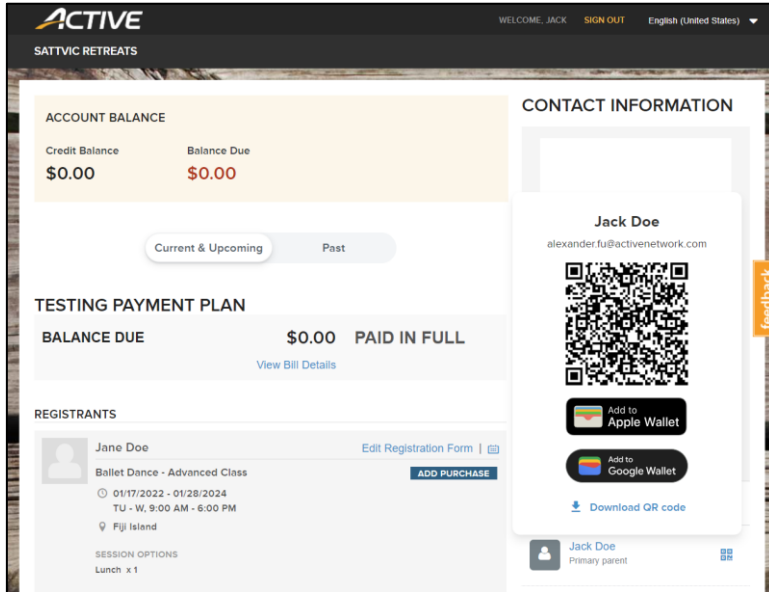
After enabling **QR codes**, consumers can find their QR codes in their:

- Registration confirmation emails (if registered after QR codes were enabled for the organization).
 - Consumers can add the QR code to their Apple or Google Wallet by clicking/tapping the **Add to Apple Wallet** or **Add to Google Wallet** icon.

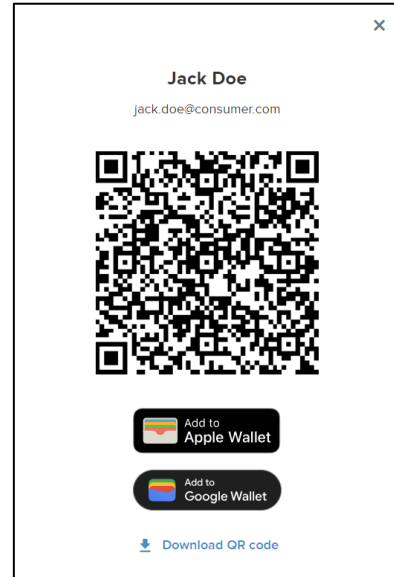


- SSUI online customer portal account > **FAMILY MEMBERS** > the participant > icon (consumers who registered prior to enabling of the QR codes feature can retrieve their QR codes here).
 - Consumers can add the QR code to their Apple or Google Wallet by clicking/tapping the **Add to Apple Wallet** or **Add to Google Wallet** icon.

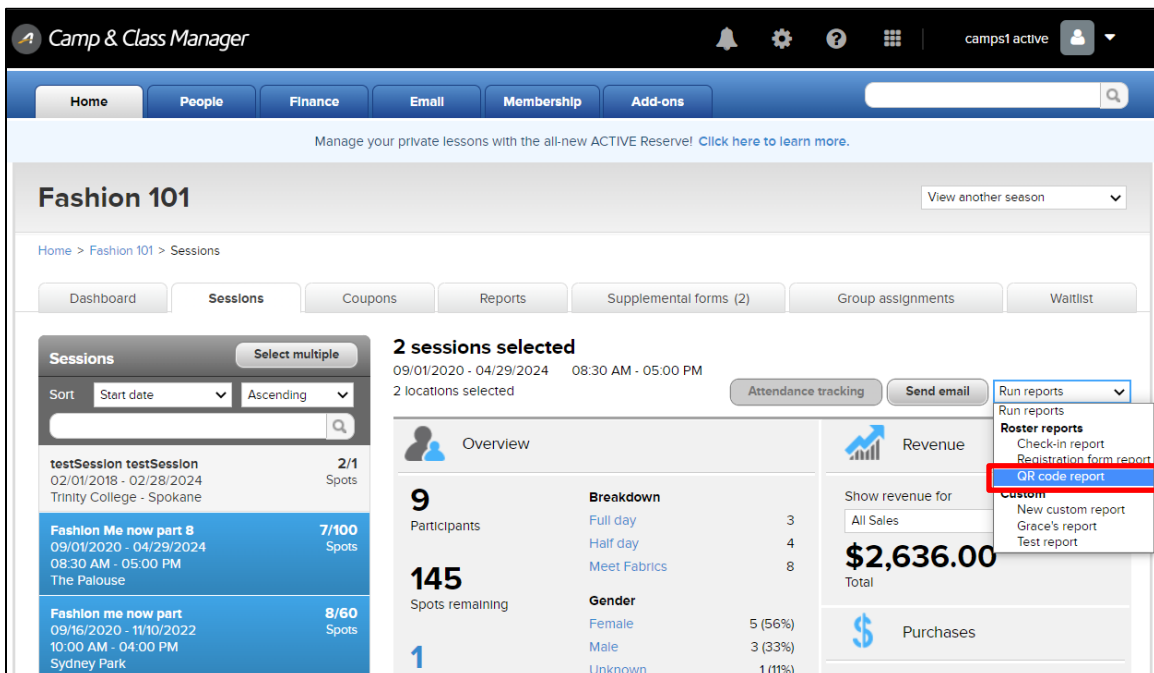
Desktop:







Mobile:



Camp and Class Manager staff users can also mass export participants' check-in/out QR codes for printing and distribution to participants by running the **Home > Seasons > a season > Sessions** link > select the required **Sessions > Run reports** dropdown > **Roster reports > QR code report**:



The downloaded **QR code report.pdf** file includes each selected session's participant names, email addresses and check-in/out QR codes:

Fashion Me now part 8		09/01/2020 - 04/29/2024	
	Brian Anderson [redacted]@hotmail.com		Kiddo Depp [redacted]@gmail.com
	Li XI [redacted]@hotmail.com		Lulu Zeng [redacted]@activenetwork.com