



Camp & Class Manager 10.13 Release Notes

Release Date	Tuesday, October 20 th , 2020
Release Overview	Check-in screening questionnaire and flagging API enhancement
Market/Strategic Goals	Product milestones and usability enhancements
Target Customers	Lite and Plus Customers

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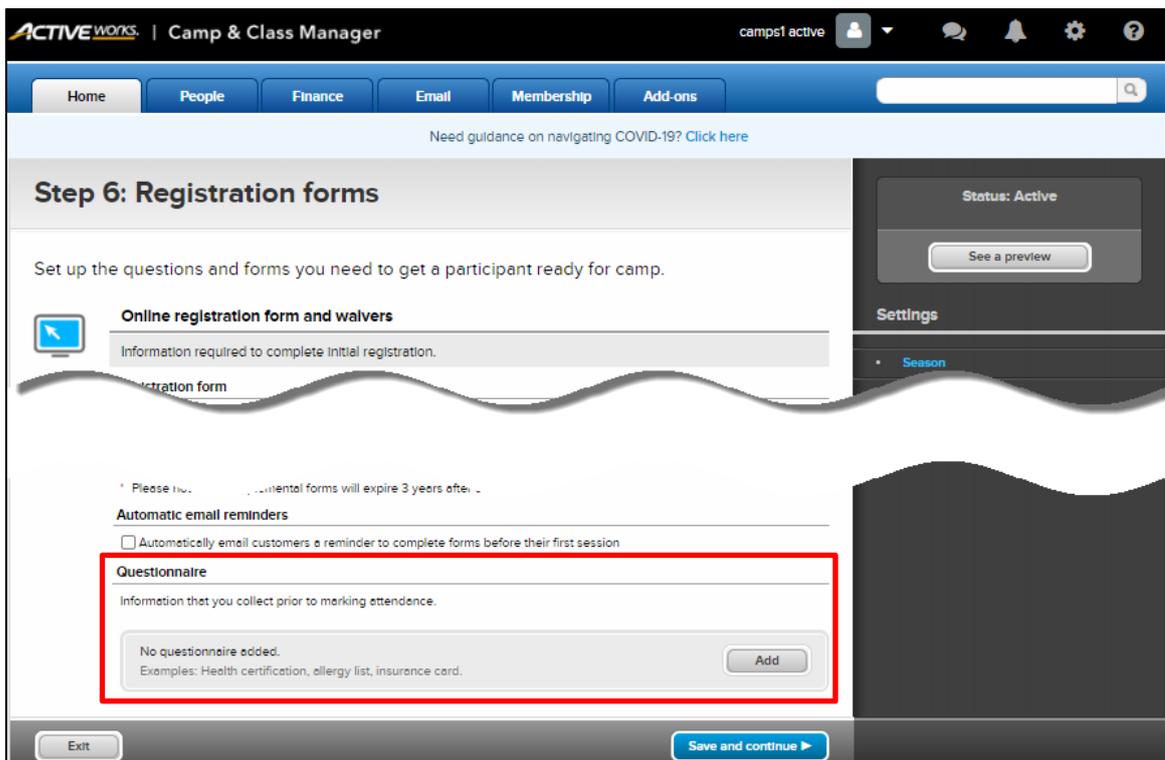
Check-in screening questionnaire and flagging

When checking in participants, the new arrival screening feature allows check-in staff to:

- Collect answers from participants or parents to a custom questionnaire.
- Flag a participant for a configurable observation period (the flag disappears from the check-in roster after the observation period).

Agency Users: Using the check-in screening questionnaire and flagging

If the check-in questionnaire is enabled, then agency administrators can configure a questionnaire for a season by clicking the **Registration forms** step > **Questionnaire** section > **Add** button:



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- The questionnaire can be configured to appear only for participants in selected sessions by selecting the **Participants in selected sessions** radio button and then clicking the **Edit** link to select the required sessions:

The screenshot shows the '2020 Summer Classes - Edit onsite questionnaire' page. At the top, there's a navigation bar with 'Home', 'People', 'Finance', 'Email', 'Membership', and 'Add-ons'. Below that, a search bar and a link for COVID-19 guidance. The main title is '2020 Summer Classes - Edit onsite questionnaire'. Underneath, there's a form for 'Arrival questionnaire'. A red box highlights the 'Collect information from' section, which has two radio buttons: 'All participants' (unselected) and 'Participants in selected sessions' (selected). Below the selected option, it says '1 selected' and 'Edit'. To the right of this section is an 'Add form element' dropdown. Below that, there are two custom questions. The first is 'Have you been overseas in the last 2 weeks?' with 'Yes' and 'No' radio buttons. The second is 'If you answered "Yes" to the above question, where have you been?' with a text input field and a placeholder 'List the overseas countries or areas visited'. Each question has 'Remove' and 'Edit' buttons. At the bottom, there are 'Back' and 'Save and continue' buttons.

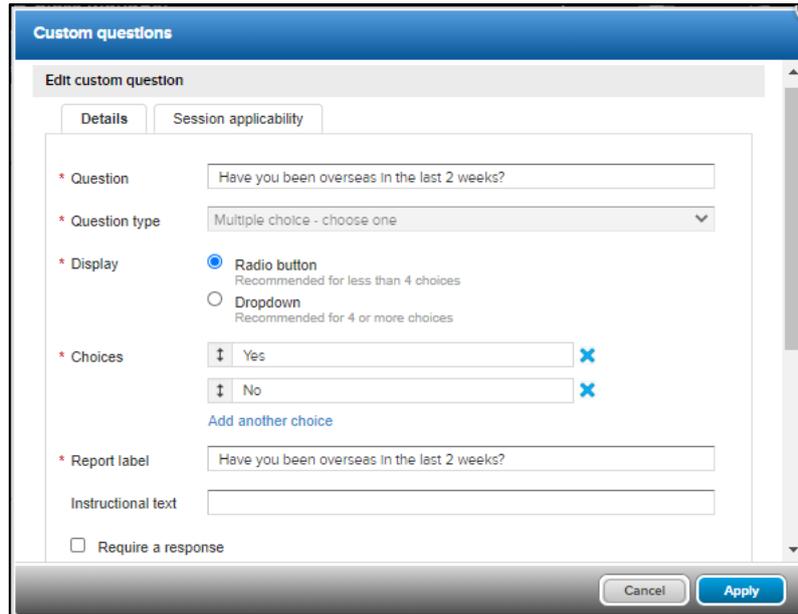
- Like configuring other question forms, agency administrators can:
 - Add a **Custom question**, **Subheader** or **Text block** to the questionnaire by clicking the **Add form element** dropdown (up to 50 custom questions can be added to the questionnaire):

The screenshot shows the 'Add custom question' dialog box. On the left, there's a 'Custom questions library' with a list of questions: 'What kind of food do you generally like?' (Multiple choice - choose many), 'Why do you like biking?' (Long answer), 'Tell us about yourself briefly' (Long answer), 'Tell us a little bit about yourself' (Short answer), 'What is your birthday?' (Date), 'Address_2' (Short answer), and 'what kind of bike do you have?' (Short answer). Each question has a 'Delete' button. On the right, there's a 'Create a custom question' form with a 'Question' text field, a 'Question type' dropdown menu, and a checkbox for 'Do not auto-fill this question'. At the bottom, there are 'Cancel' and 'Apply' buttons.

- **Remove** an element from the questionnaire.

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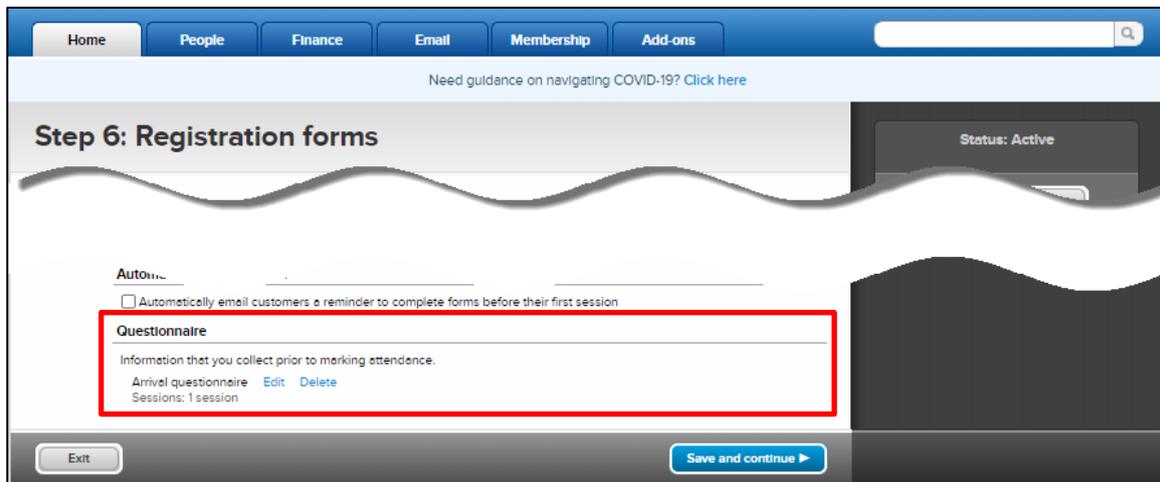
- **Edit** an element in the questionnaire (a **Custom question** may also be configured to appear only for selected sessions in the **Session applicability** tab):



Note: The **Do not auto-fill the question** and **Report label** fields do NOT have any effect.

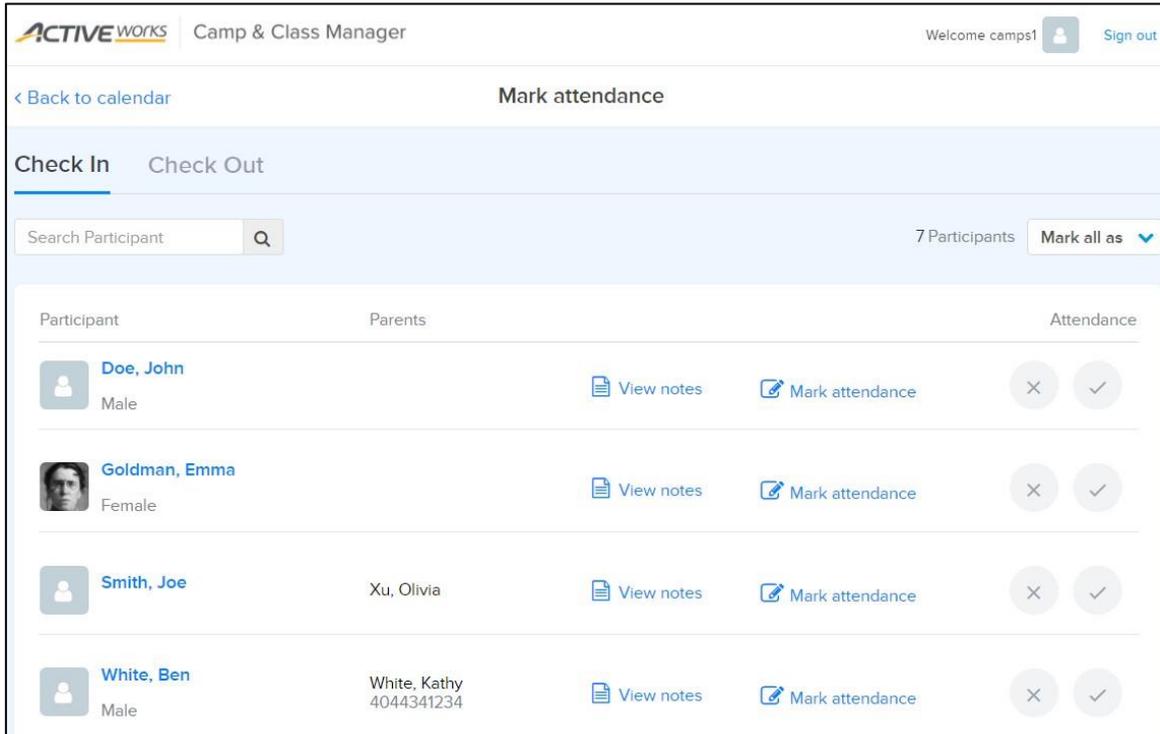
Only a single check-in **Questionnaire** can be created for a season. Agency administrators may click the **Delete** link to:

- Delete the questionnaire, if it has not yet been answered by any participants.
- Deactivate the questionnaire, if it has already been answered by a participant (the questionnaire may subsequently be reactivated by clicking the **Reactivate** link).



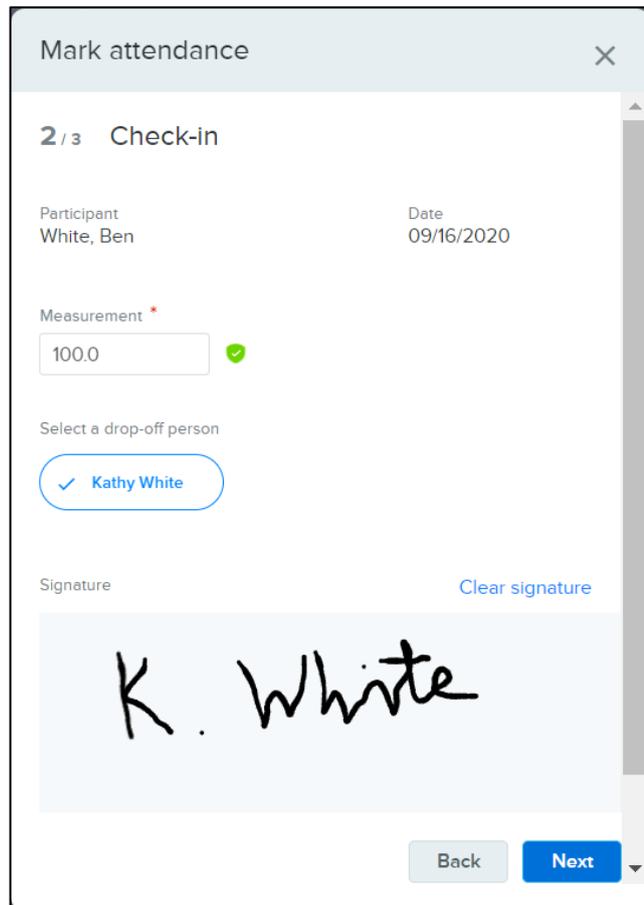
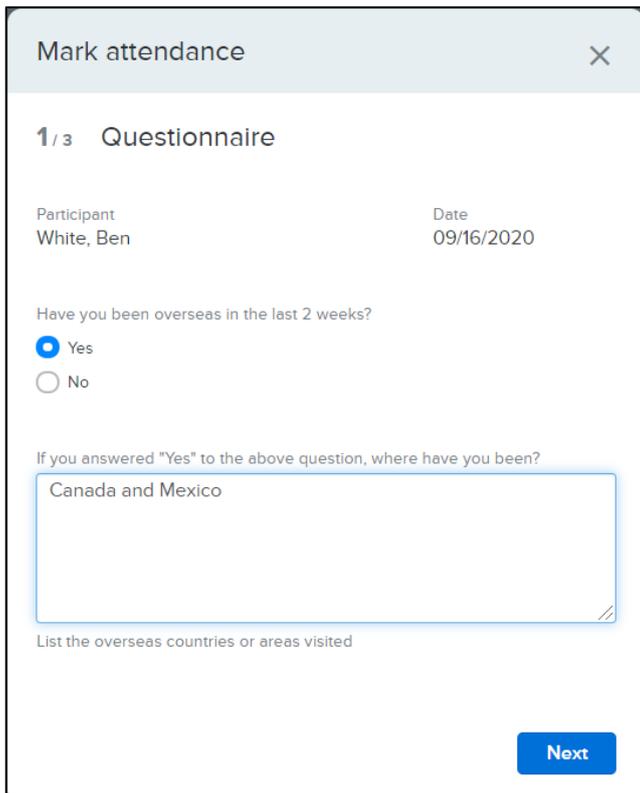
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In the attendance portal:



If the check-in questionnaire feature is enabled, then clicking **Mark attendance** (or **Edit attendance**) or the ✓ icon opens the:

1. **Questionnaire** step (NOT displayed for **Check-outs** or when marking a future attendance).
2. **Check-in** step for entry of measurement/drop-off person/signature (if enabled).
3. **Review** step.
 - If participant flagging is enabled, then the **Flag** icon is displayed, and check-in staff can tap it to flag the participant for the configured observation period.



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Mark attendance
✕

3 / 3 Review

🚩 Flag

Participant: White, Ben Date: 09/16/2020

Questionnaire

Have you been overseas in the last 2 weeks?
Yes

If you answered "Yes" to the above question, where have you been?
Canada and Mexico

List the overseas countries or areas visited

Back
Save

Mark attendance
✕

3 / 3 Review

🚩 Flagged

Participant: White, Ben Date: 09/16/2020

Questionnaire

Have you been overseas in the last 2 weeks?
Yes

If you answered "Yes" to the above question, where have you been?
Canada and Mexico

List the overseas countries or areas visited

Back
Save

Flagged participants are flagged on current and subsequent **Mark attendance** pages until the observation period has passed:

Camp & Class Manager
Welcome campst [Sign out](#)

< Back to calendar
Mark attendance

Check In Check Out

7 Participants
Mark all as

Participant	Parents		Attendance
Doe, John Male		View notes Mark attendance	✕ ✓
Goldman, Emma Female		View notes Mark attendance	✕ ✓
Smith, Joe	Xu, Olivia	View notes Mark attendance	✕ ✓
White, Ben 🚩	White, Kathy 4044341234	View notes Edit attendance	✕ ✓

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Note: Participant flags are specific to each day in a season. Unflagging a participant on a specific day has NO effect on flags set on other days (these flags continue to be displayed until their observation periods have elapsed).

If check-in staff change participant statuses from checked in to absent or unknown, then the participants':

- Questionnaire answers are cleared.
- Flags are unflagged.
- **Edit attendance** links are reset to **Mark attendance**.

In the season > **Reports** > **Daily Attendance Report**, agency users can include a column for each check-in questionnaire question and answer by switching on the new **Include questionnaire** switch (switched off by default):

The screenshot displays the 'Daily Attendance report' interface. At the top, there's a navigation bar with 'Home', 'People', 'Finance', 'Email', 'Membership', and 'Add-ons'. Below that, a breadcrumb trail reads 'Home > 2020 Summer Classes > Reports > Daily Attendance report'. The main content area shows filters for 'Session: Watercolor - Afternoon Session', 'Tuition: Price', and 'Session date: 09/16/2020 to 09/16/2020'. A red box highlights the 'Include questionnaire?' toggle, which is currently turned on. Below the filters, there's a table with columns: Name, Session date, Tuition, Pick-up person, E-signature, 'Have you been over...', and 'If you answered \"Ye...\"'. A red box highlights the last two columns. The table shows four rows of data, with the last row (Ben White) having 'Yes' in the 'Have you been over...' column and 'Canada and Mexico' in the 'If you answered \"Ye...\"' column.

Check-in questions and answers are also included in the **Export to report > Export to Excel** and **Export to HTML** reports (but NOT in the **Export to PDF** report).

API enhancement

[View all in JIRA.](#)

Session information API, version 2: Session description response field

The Camps and Class Manager API now includes a new **Session Information, Version 2** API which includes a **sessionDescription** field in its response.

For further information, please refer to the **Integrating with Camp and Class Manager 3.10.pdf** user guide.