



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:

The screenshot shows the ACTIVEWORKS Camp & Class Manager interface. The top navigation bar includes 'Home', 'People', 'Finance', 'Email', 'Membership', and 'Add-ons'. The main content area is titled 'Step 6: Registration forms' and contains a section for 'Online registration form and waivers'. Below this, there is a 'Questionnaire' section highlighted with a red box. The 'Questionnaire' section displays the message 'No questionnaire added.' and an 'Add' button. The right sidebar shows the user's status as 'Active' and a 'See a preview' button. The bottom of the interface has an 'Exit' button and a 'Save and continue' 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:

ACTIVEWORKS | Camp & Class Manager

campus1 active

Home People Finance Email Membership Add-ons

Need guidance on navigating COVID-19? [Click here](#)

2020 Summer Classes - Edit onsite questionnaire

* Questionnaire name: Arrival questionnaire

Collect information from:

- ☐ All participants
- ☒ Participants in selected sessions

1 selected [Edit](#)

Arrival questionnaire [Add form element](#)

Custom question

Have you been overseas in the last 2 weeks? ☐ Yes ☐ No [Remove](#) [Edit](#)

Displays for all sessions

Custom question

If you answered "Yes" to the above question, where have you been? [Remove](#) [Edit](#)

List the overseas countries or areas visited

Displays for all sessions

[Back](#) [Save and continue](#)

- 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):

Add custom question

Custom questions library

- ☐ What kind of food do you generally like? Multiple choice - choose many [View answer choices](#) [Delete](#)
- ☐ Why do you like biking? Long answer [Delete](#)
- ☐ Tell us about yourself briefly Long answer [Delete](#)
- ☐ Tell us a little bit about yourself Short answer [Delete](#)
- ☐ What is your birthday? Date [Delete](#)
- ☐ Address_2 Short answer [Delete](#)
- ☐ what kind of bike do you have? Short answer [Delete](#)
- ☐ Do you like sports?

Can't find the question you're looking for?
Create a custom question

* Question:

* Question type:

☐ Do not auto-fill this question

[Cancel](#) [Apply](#)

- **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):

The screenshot shows a dialog box titled 'Custom questions' with a sub-tab 'Edit custom question'. It has two tabs: 'Details' and 'Session applicability'. The 'Details' tab is active. It contains the following fields:

- * Question: 'Have you been overseas in the last 2 weeks?'
- * Question type: 'Multiple choice - choose one' (dropdown menu)
- * Display:
 - ☒ Radio button (Recommended for less than 4 choices)
 - ☐ Dropdown (Recommended for 4 or more choices)
- * Choices:
 - Yes (with up/down arrows and a delete 'X' icon)
 - No (with up/down arrows and a delete 'X' icon)
 - Link: 'Add another choice'
- * Report label: 'Have you been overseas in the last 2 weeks?'
- Instructional text: (empty field)
- ☐ Require a response

At the bottom right are 'Cancel' and 'Apply' buttons.

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).

The screenshot shows the 'Step 6: Registration forms' page in a web application. The top navigation bar includes 'Home', 'People', 'Finance', 'Email', 'Membership', and 'Add-ons'. A search bar is on the right. Below the navigation bar is a message: 'Need guidance on navigating COVID-19? Click here'. The main heading is 'Step 6: Registration forms'. On the right, there is a 'Status: Active' badge. Below the heading, there is a section for 'Automatically email customers a reminder to complete forms before their first session' with a checkbox. Below that is a 'Questionnaire' section, which is highlighted with a red box. It contains the text 'Information that you collect prior to marking attendance.' and 'Arrival questionnaire' with 'Edit' and 'Delete' links. Below this, it says 'Sessions: 1 session'. At the bottom, there are 'Exit' and 'Save and continue' buttons.

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In the attendance portal:

ACTIVEWORKS Camp & Class Manager Welcome camps1 Sign out

< Back to calendar Mark attendance

Check In Check Out

Search Participant Q 7 Participants Mark all as v

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 Male	White, Kathy 4044341234	View notes Mark attendance	

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.

Mark attendance X

1 / 3 Questionnaire

Participant White, Ben Date 09/16/2020

Have you been overseas in the last 2 weeks?

☒ Yes ☐ No

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

Canada and Mexico

List the overseas countries or areas visited

Next

Mark attendance X

2 / 3 Check-in

Participant White, Ben Date 09/16/2020

Measurement * 100.0 ✓

Select a drop-off person

✓ Kathy White

Signature Clear signature

K. White

Back Next

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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:

ACTIVE WORKS

Camp & Class Manager

Welcome campst
Sign out

< Back to calendar

Mark attendance

Check In Check Out

Search Participant

7 Participants
Mark all as

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

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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 shows the 'Daily Attendance report' page in the Camp & Class Manager interface. The page has a navigation bar with tabs for Home, People, Finance, Email, Membership, and Add-ons. Below the navigation bar, there's a section for '2020 Summer Classes' with a 'View another season' dropdown. The main content area shows the 'Daily Attendance report' for the 'Watercolor - Afternoon Session' on '09/16/2020'. The 'Include questionnaire?' toggle switch is turned on (blue) and highlighted with a red box. Below the form, there's a table of participants with columns for Name, Session date, Tuition, Pick-up person, E-signature, and two new columns: 'Have you been over...' and 'If you answered \"Ye...\"'. The last two columns are highlighted with a red box.

	Name	Session date	Tuition	Pick-up person	E-signature	Have you been over...	If you answered \"Ye...
<input type="checkbox"/>	Doe, John	09/16/2020	Price				
<input type="checkbox"/>	Goldman, Emma	09/16/2020	Price				
<input type="checkbox"/>	Smith, Joe	09/16/2020	Price				
<input type="checkbox"/>	White, Ben	09/16/2020	Price			Yes	Canada and Mexico

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.