



# ACTIVE Reserve 5.2 Release Notes

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Release Date	March 5, 2024
Release Overview	Transferring a lesson
Market/Strategic Goals	Product milestones and usability enhancements
Target Customers	Lite and Plus Customers

ACTIVE Reserve Release Notes

**Contents**

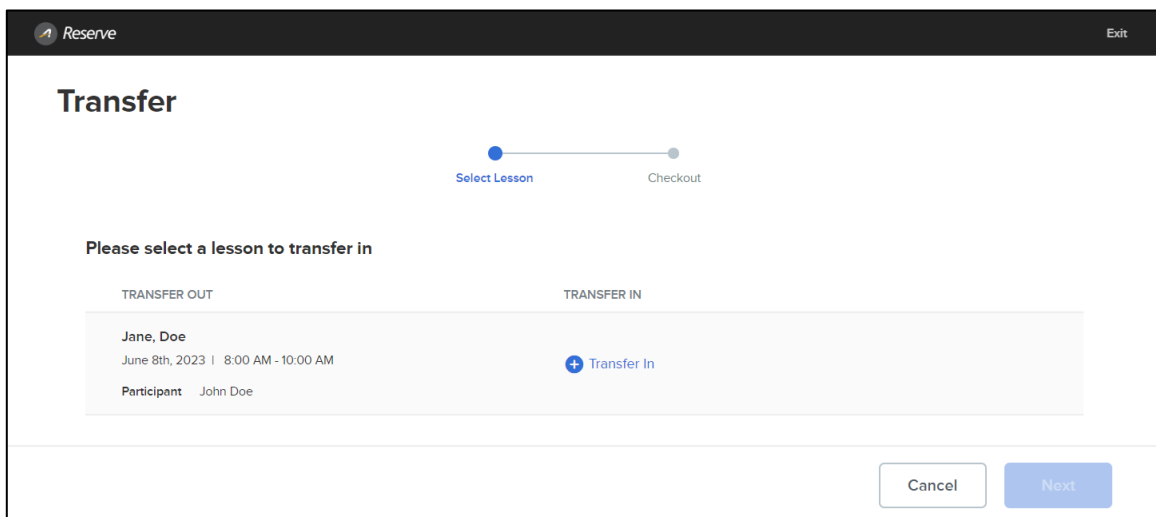
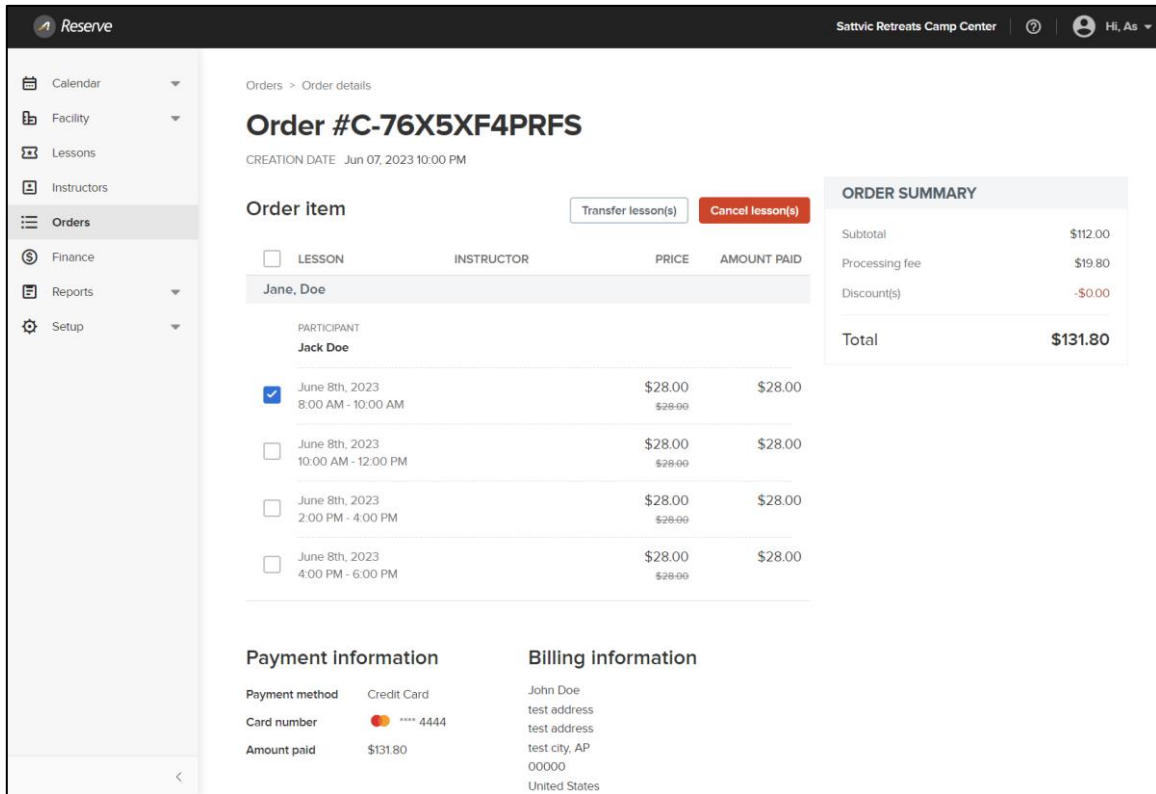
Transferring a lesson ..... 3

# ACTIVE Reserve Release Notes

## Transferring a lesson

Staff users can now transfer a single lesson in an order to another lesson.

On the **Orders** > an order > **Order details** page, staff users can select the checkbox next to a lesson to transfer (only single lesson transfers are currently supported) and then click the **Transfer lesson(s)** button to open the **Transfer** page:



On the **Transfer** page, the selected lesson to **TRANSFER OUT** is listed. Staff users can select the replacement lesson by clicking the **TRANSFER IN** > **Transfer In** link, selecting the required lesson and then clicking the **Next** button:

## ACTIVE Reserve Release Notes

**Transfer**

Please select a lesson to transfer in

TRANSFER OUT

Jane, Doe  
June 8th, 2023 | 8:00 AM - 10:00 AM  
Participant John Doe

**Jane, Doe** Next

1 Please select the lesson you want to transfer in

Beginner's French Selected  
05/10/2022 - 11/30/2024, Online

LESSON	DATE	LOCATION	AGE
<input type="radio"/> 2023 Dancing Club	05/10/2022 - 11/30/2024	Community Center	--
<input type="radio"/> 2023 Fun Yoga	05/10/2022 - 11/30/2024	Community Center	18-60
<input type="radio"/> Ballet - Beginner	05/10/2022 - 11/30/2024	Bright Fields	--
<input checked="" type="radio"/> Beginner's French	05/10/2022 - 11/30/2024	Online	--
<input type="radio"/> Children's piano lessons	05/10/2022 - 11/30/2024	Community Center	5-18
<input type="radio"/> Dumbbell Training Skills Online	05/10/2022 - 11/30/2024	Online	18-60
<input type="radio"/> Oil painting	05/10/2022 - 11/30/2024	Community Center	18-99
<input type="radio"/> Physical Training	05/10/2022 - 11/30/2024	Bright Fields	--
<input type="radio"/> ttt	05/10/2022 - 11/30/2024	Bright Fields	--
<input type="radio"/> Dumbbell Lessons	04/28/2021 - 04/12/2022	Teresa Sports Complex	18-60

10 items in total

Staff users can then select the date of the **TRANSFER IN** lesson from the displayed calendar and then click the **Next** button:

**Transfer**

Please select a lesson to transfer in

TRANSFER OUT

Jane, Doe  
June 8th, 2023 | 8:00 AM - 10:00 AM  
Participant John Doe

**Jane, Doe** Back Next

2 Please select the date you want to transfer in

Beginner's French

< December 2023 January 2024 >

S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

Staff users can then select the timeslot of the **TRANSFER IN** lesson and then click the **Next** button.

- To edit the price to charge for the **TRANSFER IN** lesson, click the **Edit price** link.

# ACTIVE Reserve Release Notes

**1 Reserve**

## Transfer

Please select a lesson to transfer

TRANSFER OUT

Jane, Doe  
June 8th, 2023 | 8:00 AM - 10:00 AM  
Participant Jack Doe

**Jane, Doe** Back Next

**3** Please select the time slot you want to transfer in

**Beginner's French** All instructors

9:00 AM - 3:00 PM JD John Doe Instructor 360 mins Duration 1 spot Left **\$50.00** Edit price

**1 Reserve**

## Transfer

Please select a lesson to transfer

TRANSFER OUT

Jane, Doe  
June 8th, 2023 | 8:00 AM - 10:00 AM  
Participant Jack Doe

**Jane, Doe** Back Next

**3** Please select the time slot you want to transfer in

**Beginner's French** All instructors

9:00 AM - 3:00 PM JD John Doe Instructor 360 mins Duration 1 spot Left **\$ 50.00** Use standard price

Staff users can view **Participant information** for the transfer-in lesson and acknowledge receipt of waivers for the transfer-in lesson (if any):

**1 Reserve**

## Transfer

Please select a lesson to transfer

TRANSFER OUT

Jane, Doe  
June 8th, 2023 | 8:00 AM - 10:00 AM  
Participant John Doe

**Jane, Doe** Back Save

**4** Please fill in the form for the transferred-in lesson

**Participant information**


Full name John Doe  
Date of birth 1970-01-01  
Phone 000000000  
Email [redacted]@activenetwork.com

**Registration form**

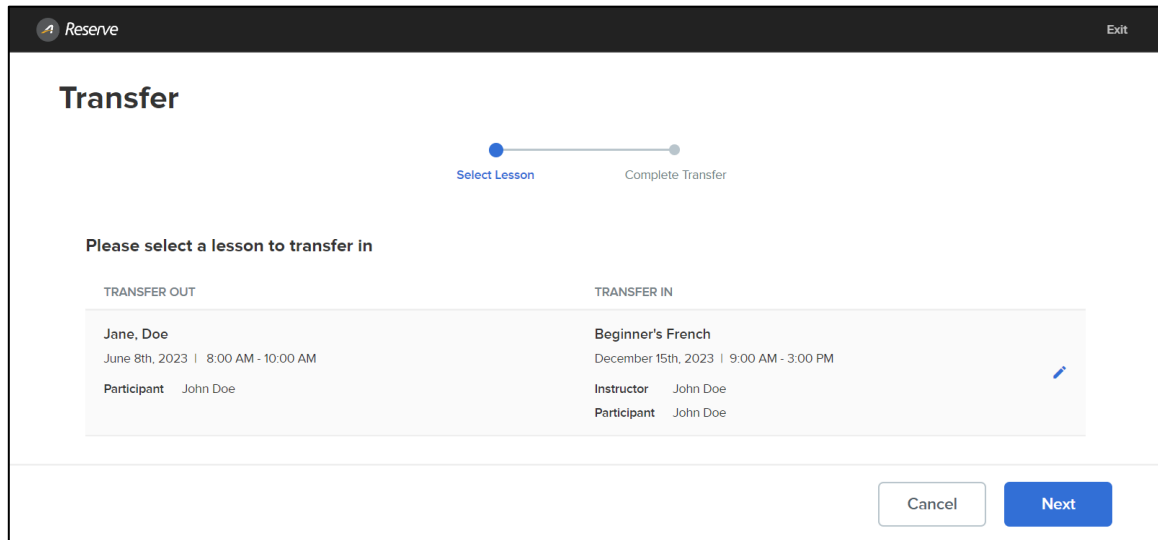
**Electronic waivers**

**Beginner's French**

Lorem ipsum Received   
Waiver 01 Received   
Waiver 02 Not received

Staff users can then review the transfer and if required, edit the **TRANSFER IN** lesson by clicking the  icon:


# ACTIVE Reserve Release Notes




Staff users can then then pay for the transfer by clicking the **Next** button to proceed to the **Check out** page:

- If required, staff users can enter and **Apply a Transfer fee.**

# ACTIVE Reserve Release Notes



 Reserve

## Transfer



### Check out

#### Order review [back](#)


ITEMS	SUBTOTAL
 Transfer out <b>Jane, Doe</b> 06/08/2023 10:00 AM - 12:00 PM Student: John Doe	<b>-\$32.95</b>
 Transfer in <b>Beginner's French</b> 12/15/2023 9:00 AM - 3:00 PM Participant: John Doe  Instructor: John Doe	<b>\$50.00</b>    <b>\$0.00</b>


#### Payment

##### Payment options

Pay In full now \$27.00

##### Payment methods

  
Credit card

  
Cash


#### YOUR ORDER

Total refund	<b>-\$32.95</b>
Total charge	\$50.00
Transfer fee	\$5.00
Processing fee	\$4.95
<hr/>	
Total	<b>\$27.00</b>

# ACTIVE Reserve Release Notes

**Payment information**

We accept the following card types:



**Name on card \***

**Card number \***

**Expiration date \***

Month  / Year

**CVV/CVC \***

You can find your 3 or 4 digit security (CVV/CVC) code on your credit card.

Store this card for future use

**Billing address**

**First name \***  **Last name \***

**Country \***


**Address \***

**Address line 2**

**City \***  **State \***

**ZIP \***

**Email \***



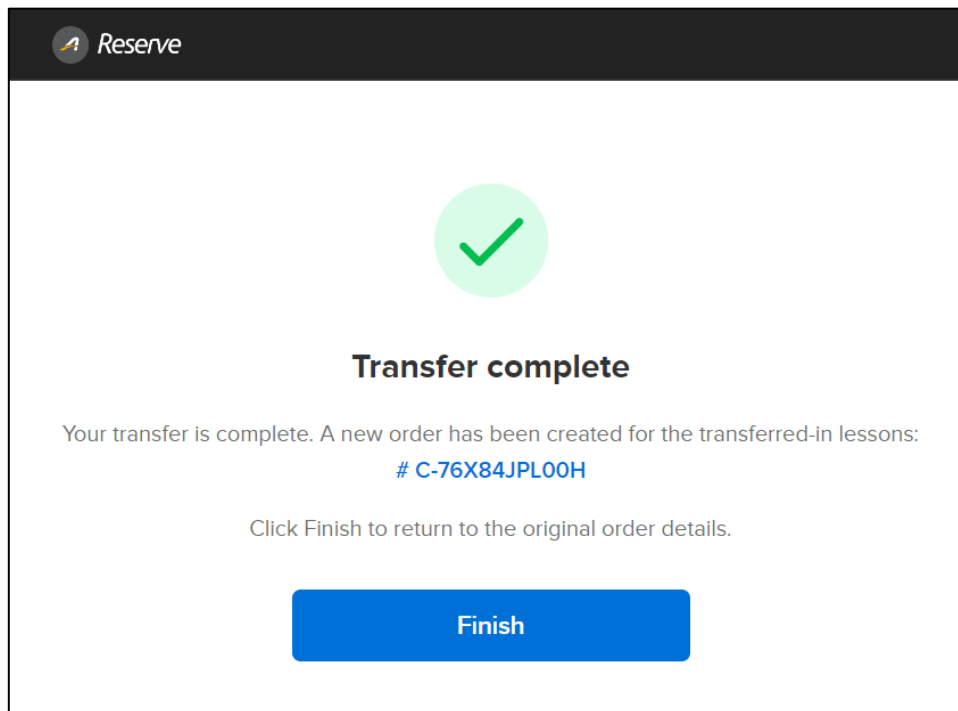
**Order receipt**

We will send order receipt to this contact.

**Email \***

After entering **Payment** information and clicking the **Pay now** button, the transfer confirmation is displayed:

## ACTIVE Reserve Release Notes



Clicking the **Finish** button re-opens the **Order details** page with:

- The transferred-out lesson tagged **Transferred Out**.
- The **Transfer lesson** transaction listed in the **Order history** section.

# ACTIVE Reserve Release Notes

Orders > Order details

## Order #C-76X5XF4PRFS

CREATION DATE Jun 07, 2023 10:00 PM

**Order item**

[Transfer lesson\(s\)](#) [Cancel lesson\(s\)](#)

<input type="checkbox"/>	LESSON	INSTRUCTOR	PRICE	AMOUNT PAID
	<b>Jane, Doe</b>			
	PARTICIPANT <b>John Doe</b>			
<input type="checkbox"/>	June 8th, 2023 10:00 AM - 12:00 PM		\$28.00 <del>\$28.00</del>	\$28.00
<input type="checkbox"/>	June 8th, 2023 2:00 PM - 4:00 PM		\$28.00 <del>\$28.00</del>	\$28.00
<input type="checkbox"/>	June 8th, 2023 4:00 PM - 6:00 PM		\$28.00 <del>\$28.00</del>	\$28.00
<input type="checkbox"/>	June 8th, 2023 <del>6:00 AM - 10:00 AM</del>		\$28.00 <del>\$28.00</del>	\$0.00
	<span style="border: 1px solid red; padding: 2px;">Transferred out</span>			

**ORDER SUMMARY**

Subtotal	\$112.00
Processing fee	\$19.80
Discount(s)	-\$0.00
Refunded	-\$28.00
<b>Total</b>	<b>\$103.80</b>

**Payment information**

Payment method: Credit Card

Card number: \*\*\*\* 4444

Amount paid: \$131.80

**Billing information**

John Doe  
test address  
test address  
test city, AP  
00000  
United States  
@activenetwork.com

**Order history**

TRANSACTION	ENTERED ON	ENTERED BY	NET CHANGE	
Transfer lesson	01/17/2024 10:41 PM	campst active	\$22.00	<a href="#">View transaction</a>

Staff users can view **Transfer lesson** transaction details by clicking the **Order history > Transfer lesson > View transaction** link:

# ACTIVE Reserve Release Notes

Orders > Order details > Transaction history

## Order #C-76X5XF4PRFS

Transaction	Entered on	Entered by	Transferred to order	Previous	Next
Transfer lesson	01/17/2024 2:41 PM	camp5 active	C-76X84JPL00H		

### Order item

**LESSON**

**Transfer out**

**Jane, Doe**

June 8th, 2023 | 8:00 AM - 10:00 AM

Instructor -

Participant John Doe

**Transfer in**

**Beginner's French**

June 8th, 2023 | 8:00 AM - 10:00 AM

Instructor -

Participant John Doe

### SUMMARY

Subtotal	\$50.00
Total refund	-\$28.00
Total charge	\$50.00
Transfer fee	\$0.00
Processing fee	\$0.00
Discount(s)	\$0.00
<b>Net change</b>	<b>\$22.00</b>

### Payment information

Payment method Credit Card

Card number \*\*\*\* 5454

Amount paid \$22.00

### Billing information

John Doe  
test address  
test address  
test city, AP  
00000  
United States  
[redacted]@activenetwork.com

Staff users can click the:

- **Previous** link to open the previous transaction by date/time.
- **Next** link to open the next transaction by date/time.
- **Transferred to order** link to open the transfer-in lesson order details page:

# ACTIVE Reserve Release Notes

Orders > Order details

## Order #C-76X84JPL00H

CREATION DATE Jan 17, 2024 10:40 PM

### Order item

Transfer lesson(s)

Cancel lesson(s)

<input type="checkbox"/>	LESSON	INSTRUCTOR	PRICE	AMOUNT PAID
<input type="checkbox"/>	Beginner's French			
	PARTICIPANT John Doe			
<input type="checkbox"/>	December 15th, 2023 9:00 AM - 3:00 PM		\$50.00 <del>\$50.00</del>	\$50.00

### ORDER SUMMARY

Subtotal	\$50.00
Processing fee	\$4.95
Discount(s)	-\$0.00
<b>Total</b>	<b>\$54.95</b>

### Payment information

Payment method Credit Card  
Card number  \*\*\*\* 5454  
Amount paid \$22.00

### Billing information

John Doe  
test address  
test address  
test city, AP  
00000  
United States  
@activenetwork.com

### Order history



No data yet