

Product Release Notes for ACTIVEWorks – May 19, 2020

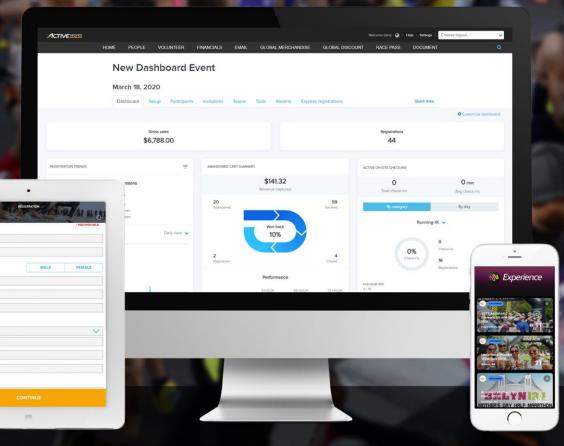


Table of Contents

Virtual event enhancements	2
Dashboard: Participant locations: Segment customers by geographical area	3
Global questions	5
Security enhancements	8

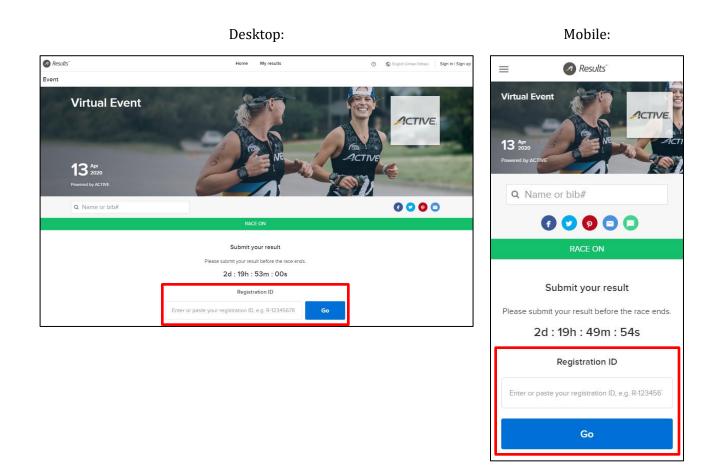
Virtual event enhancements

Our recently released virtual events feature allows your participants to run a race in their own time and place and then self-submit their results.

To help you to guide your participants on submitting their results, the **EMAIL** tool > **Text** item and **Subject** field now support display of the participant's **Registration ID** (required for self-submission of results) in the email and **Subject** texts:

						Welcom	ne John 🏹 Help	Settings Choose lo	gout	~
HOME PEOPL	e volunteer	FINANCIALS	EMAIL	GLOBAL MERCHANDISE	GLOBAL QUESTI	ons glo	OBAL DISCOUNT	RACE PASS	DOCUMENT	۹
	Edit email									
	Edit ser	nder and receipt		Edit content			Preview & send			
	Email editor Drag and drop items free	om the sidebar and n	nove them aro	und in the email. Select indivi	dual blocks to edit t	heir contents.				
	E		Here is yo	ur Registration ID, you will n it your result for this virtual ra (registration	ce:	Page style Background Add items	2			
	P Fi Li Fi D V V	ategory rice type irst name ast name uil name ib ivision /ave eam name				Drag and drop I Image	B Inser Ager Even Even	t object troy name tt name tt start date		
	R	eam captain enistration OR code egistration ID				Divider	r Cate Price	type name name		
	4				¥	Font Arial	Bib Divis Wave	lon		
	*Subject Your Registration ID is	{registration_id}					Tean Regi	n captain stration ID ration ID		
	Save & Back				Save as	template	Save as draft	Save & Continue		

And to make it easier for virtual event participants to submit their results, on the **ACTIVE Results > Submit your result** page, participants can now directly enter or paste their **Registration ID** number in full (including the **R-** prefix):

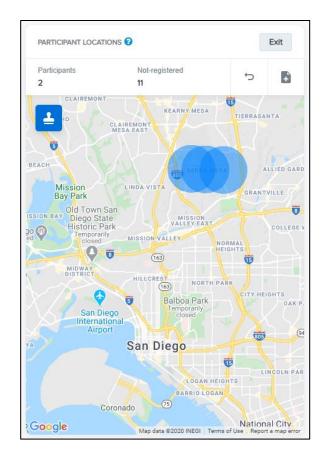


Dashboard: Participant locations: Segment customers by geographical area

Would you like to reach out to your customers by their geographical area? Perhaps you would like to:

- Promote an event to only unregistered customers in a specific area.
- Notify participants in a specific area of travel arrangements or local partner businesses.

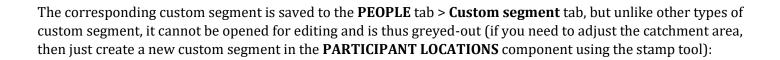
In our **Dashboard** tab > **PARTICIPANT LOCATIONS** component (a Premium-tier feature), you can now save customers in an area of your choosing to a custom segment by clicking the stamp $\stackrel{\bullet}{=}$ icon and then clicking the circular stamp on the map to define the required area:



- To stamp an area on the map, you must be zoomed in closer than at the country level.
- To undo the previous stamp, click the undo 🗢 icon.
- To save customers in the stamped area to a custom segment, click the **b** icon and then enter the custom segment **Name** and select to save **Participants**, **Not registered** or **Everyone**:

Save as a custom segme	nt	
Name *		
Sierra Mesa - Yet to register		29/50
Participants		
Not registered		
Everyone		
	Cancel	Save

• To exit the stamp mode, click the **Exit** button.



ত্র						Welcome John 🔮 Help	Settings Choos	e logout
PEOPLE	VOLUNTEER	FINANCIALS	EMAIL	GLOBAL MERCHANDISE	GLOBAL QUESTIONS	GLOBAL DISCOUNT	RACE PASS	DOC
F	People							
	People list Custo	om segment						
Sierra Mesa - Yet to register This custom segment was created as an area in the 'Dashboard > Participant locations' component and cannot be edited.							Û	
	All							
	More than 2 registration	าร						
	Fastest marathon runne	ers						

And just like any other custom segment, you can add it to the recipient list of an email (under the **EMAIL** tab) to reach out to those specific customers.

Global questions

Do you find that you need to ask the same questions of your registrants in event after event? Re-creating the same registration form questions for each event can be time consuming, so in this release, you can now create questions at the global level (an Elite-tier feature), which can then be easily added to multiple events.

You and your staff members with the new **Manage global questions** permission (granted by default to **Owner** and **Coordinator** user roles) can access the new **GLOBAL QUESTIONS** tab:

	works					v	Velcome l	.eolnvite 🥥 Help	Settings Choose lo	gout	~
HOME	PEOPLE	VOLUNTEER	FINANCIALS	EMAIL	GLOBAL MERCHANDISE	GLOBAL QUESTIONS	GL	OBAL DISCOUNT	RACE PASS	DOCUMENT	
	С	reate cu	stom role	9				Account setti	ings		
	Cre	ate a role with custo	omized permissions	i.				Organization			
		Role nam	10 *					User administratio	in		l
		Descriptio	on *					User roles			
								Payment accounts	i		
								Custom branding			
								ACTIVE admin set	tings		
			Role descript	ions will be ac	dded in invitation emails.	li.					
		Permission	ns * PER	MISSION							
			Bib	management							
_							_				
				109- 5							
			Mar	nage global m	erchandise						
			💽 Mar	nage global qu	uestions						
			Mar	nage regular e	emails						

Under the new **GLOBAL QUESTIONS** tab, you can add, edit, copy and delete global questions in the same way as with event-level **Custom questions**:

			Welcome John 👔	Help I I Choose lo	gout	~
HOME PEOPLE VOLUNTEER FINANCIALS	EMAIL GLOBAL MERCHANDISE	GLOBAL QUESTION	SLOBAL DISCOUNT	RACE PASS	DOCUMENT	Q
Custom questions			_			
+ Section header	Global questions					
+ Short answer	Add, edit and manage your global questions.					
+ Long answer	Do you like global Yes questions?			× 41 🕯		
+ Dropdown menu	questions? No					
+ Radio buttons						
+ Check boxes	Global short answer guestion			1 2 🗎		
+ Telephone	-1					

You can add a global question to an event's registration form in the **Form questions** step by clicking the required question under **Global questions**:

	vorks							Welcome	John 🥥 i Help	Settings	Choose lo	ogout	~
HOME	PEOPL	E VOLUNTEER	FINANCIALS	EMAIL	GLOBAL MERCI	HANDISE	GLOBAL QUESTION	NS GLO	BAL DISCOUNT	RAC	E PASS	DOCUMENT	
		O Default questions		Stop 6		unati							
		• Personal questions		Step 6	: Form q	luesti	ons				opy from		
		O Contact questions		Partici	oant name						1		
		O Demographic questions			First name *								
		• Participant questions			Last name *								
		• Experience questions										1	
		Membership questions		Do		Yes No				1	2 🖻		
		O Custom questions		+ Add seco	ndary question								
	<u>ا</u>	 Global questions 		Global	short answer						2 ê		
		+ Do you like global que	estions?		question								
		+ Global short answer q	juestion		Gender *	Male					e ma	•	

After adding a global question to an event, the global question appears in the event's registration form and reports (e.g. the **Registrations** report) in the same way as an event-level question:

		English (United States) 👻
SELECT CATEGORY	COMPLETE FORM	СНЕСКОИТ
Registration O You may lose your registration spot if y	our browser session is idle for more than 15 minutes.	
\sim	\sim	
PARTICIPANT INFO		
Participant name	Lee Alexander	_
Do you like global questions?	Yes No	
Global short answer question	Answer to global question	
Gender	Male	_

	A	В	C	√GAH	AI	AJ	AK	AL	AM
1	Registration Num	Event Number	L	n Re.	DoYouLikeGlobalQuestions	GlobalShortAnswerQuestion	Check boxes2	Tshirt size	Tshirt si
2	R-10PT40JT649	E-00S1GMF9	D		Yes	Answer to global question		0	
3	R-10PT40L57CZ	E-00S1GMF9	D^		No		Yes	0	



A global question may be edited at the event level (just like event-level questions) with no change to either the original global question or the same question in other events. However, if you edit a global question in the **GLOBAL QUESTIONS** tab, then you can choose to apply the change to all current events displaying the question or only to events created in future which display the question:

Custom questions	Global questions		
	Do you like Global OYes Questions ?? No		/ Pa 🕯
+ Dropdown menu	+ Add secondary question		
+ Radio buttons	Confirm	×	
+ Check boxes	Would you like to apply this change to all events currently displaying this		
	question?		
+ Email			
+ Date and time	No		

Security enhancements

For improved security when creating a new account, you are now required to provide a password containing at least 8 characters and three of the following: lowercase, uppercase, numeric or special characters:

CREATE YOUR ACCOUNT	
Tell us about your event and we'll have you up and running in minutes. Already have an account? Sign In	
John Doe	
01/01/1970	
John Doe's Running Club	
First Time Event 🗸	
000000000 ext	
United States	
john.doe@nowhere.com	
Passwords must be 8 or more characters, and contain three of these: lowercase, uppercase, numeric, and special characters. You must accept our Terms of Use and	

Also, you will now be automatically logged out of ACTIVEWorks after 30 minutes of inactivity.



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