Product Release Notes for ACTIVEWorks – February 26, 2020
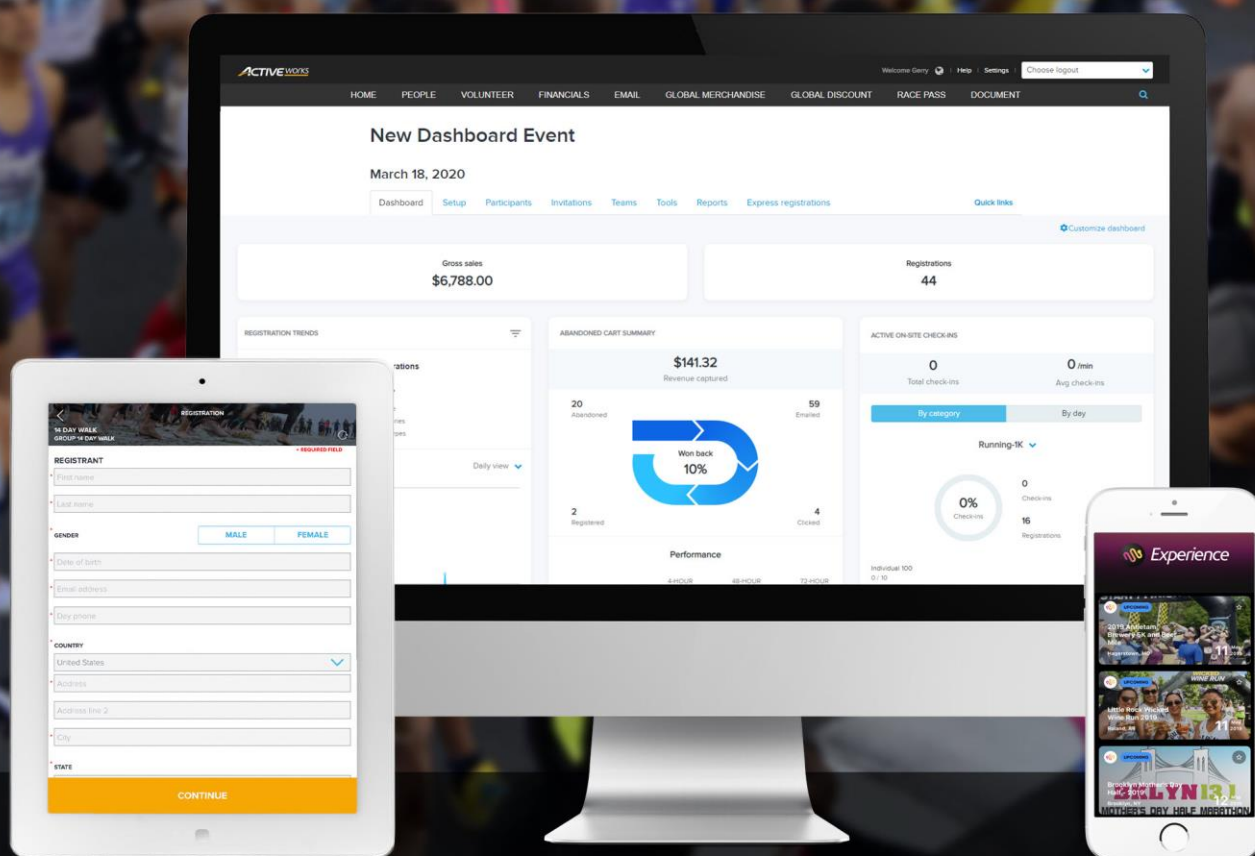
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Dropdown-type custom questions: importing multiple response choices

Sometimes, you need to collect information from your customers which could have many possible response choices, for example their nationality or local running club, or the wave they wish to join.

When you're setting up a dropdown-type custom question, instead of having to manually type in every possible response choice, you can now import a list of responses from a CSV file.

Simply select **Batch import** and then click **Choose file** to upload your CSV file. The CSV file must be formatted with one response choice per row in the first column; up to 5000 response choices (excluding any empty cells or duplicate response choices) can be imported:

Effect on the registration > **COMPLETE FORM** page:

Effect on the **Actions** > **Register someone** workflow:

Payment plan report: highlight unpaid payments

To help you determine which of your customers' payment plans have outstanding payments, the **Payment plan report** now includes:

- New **Payment plan name**, **Payment plan status** and **Next installment** date columns, which summarize the status of an order's payment plan.

- A new row for each deposit or installment for an order, with **Payment for**, **Payment time**, **Payment amount** and **Payment status** columns which display the payment and outcome.

Order number	O			Payment plan name	Payment plan status	Next installment	Payment for	Payment time	Payment amount	Payment status
C-76X5HD86K7L	#	#		Consumer Fee	ACTIVE	2/19/2020				
C-76X5HD86K7L	#	#					Deposit	2/18/2020 1:58	56	APPROVED
C-76X5HD86K7L	#		A				Installment1	2/18/2020 16:14	36	APPROVED
C-76X5HD86K7L			A				Installment2	2/19/2020 16:00	36	Planned
C-76X5HD86K7L	#		A				Installment3	2/20/2020 16:00	36	Planned
C-76X5HD86K7L	#						Installment4	2/21/2020 16:00	36	Planned
C-76X5HD88JKY	#	#		Consumer Fee	ACTIVE	2/19/2020				
C-76X5HD88JKY	#	#					Deposit	2/18/2020 2:16	87.7	APPROVED
C-76X5HD88JKY	#						Installment1	2/18/2020 16:14	36	APPROVED
C-76X5HD88JKY			C				Installment2	2/19/2020 16:00	36	Planned
C-76X5HD88JKY			C				Installment3	2/20/2020 16:00	36	Planned
C-76X5HD88JKY	#						Installment4	2/21/2020 16:00	36	Planned
C-76X5HD8NPYW	#	#		Consumer Fee	ACTIVE	2/19/2020				
C-76X5HD8NPYW	#	#					Deposit	2/18/2020 3:18	403.48	APPROVED
C-76X5HD8NPYW	#						Installment1	2/18/2020 16:14	81	APPROVED
C-76X5HD8NPYW			G				Installment2	2/19/2020 16:00	81	Planned
C-76X5HD8NPYW			G				Installment3	2/20/2020 16:00	81	Planned
C-76X5HD8NPYW	#						Installment4	2/21/2020 16:00	81	Planned
C-76X5HDBPG3X	#	#		Consumer Fee	ACTIVE	2/19/2020				
C-76X5HDBPG3X	#	#					Deposit	2/18/2020 5:30	161.8	APPROVED
C-76X5HDBPG3X	#						Installment1	2/18/2020 16:14	36	APPROVED
C-76X5HDBPG3X			D				Installment2	2/19/2020 16:00	36	Planned
C-76X5HDBPG3X			D				Installment3	2/20/2020 16:00	36	Planned
C-76X5HDBPG3X	#						Installment4	2/21/2020 16:00	36	Planned

Registration: improved layout for merchandise descriptions

Merchandise sales are becoming a more and more important contributor to revenues, and successful merchandise sales depend on you telling your customers exactly what they are buying.

We've moved merchandise descriptions to above the merchandise image, so you now have room to write more detailed and more engaging descriptions of your products:

Email tool upgrade

Send clearer, more eye-catching emails to your customers and participants. You can now upgrade your **Email** tool with the following new features:

- Four-column support: drag-and-drop up to four **Image**, **Text**, **Button** or **Code** items per row.
- **Social media** item: drag-and-drop the new **Social media** item to any row in an email.
- More item properties:
  - **Text** and **Button** items are now more eye-catching with a **Background** image.
  - **Image** and **Button** items now support **Padding top** and **Padding bottom** to help you better align them.
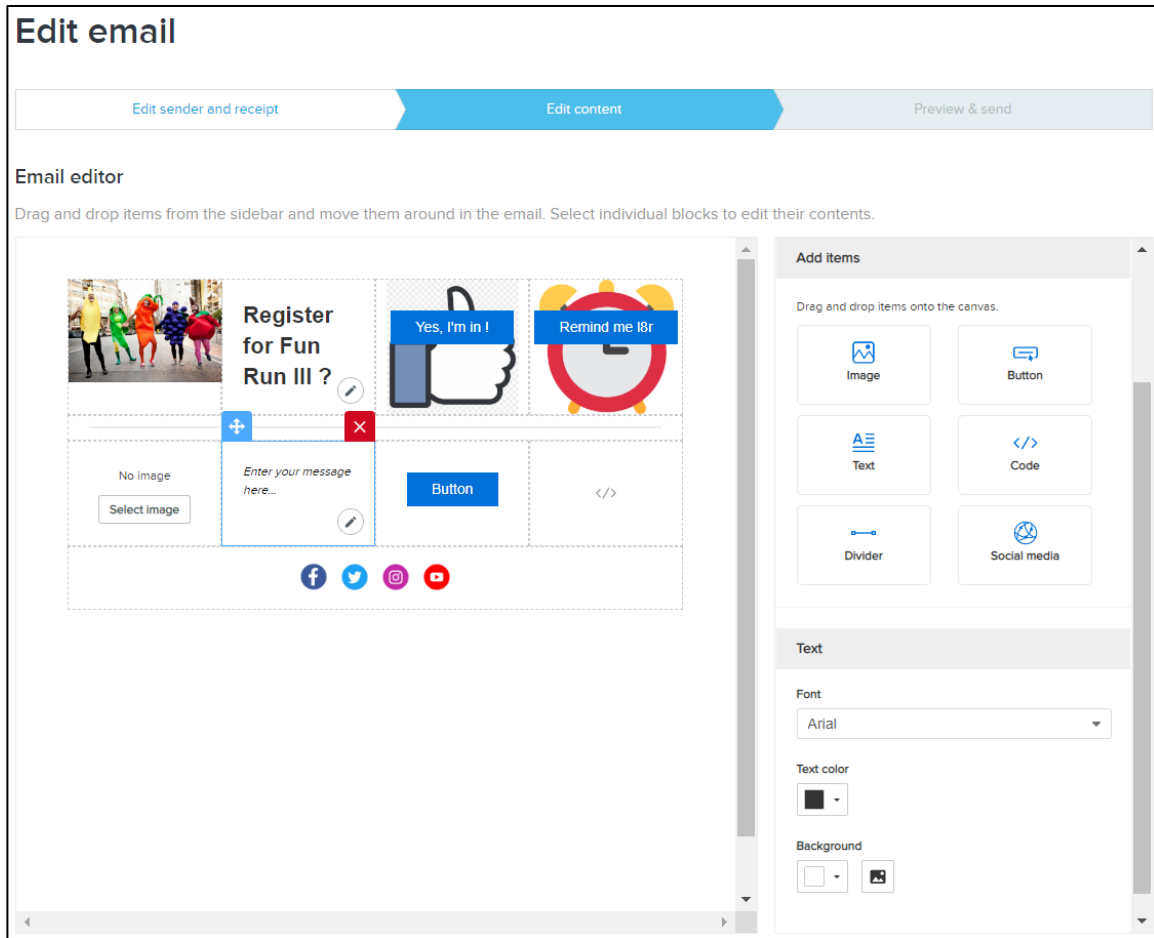
As the new **Email** tool is unable to:

- Copy or save as a template any emails created prior to this release,
- Use or save any email templates created prior to this release,

you can choose between upgrading to the new **Email** tool or continuing to use the current **Email** tool if you still need to use your existing emails or templates (after upgrading, it is not possible to revert to the previous email tool).

Dashboard Revenue component: comparing events

Benchmark the month-by-month revenue performance of your events against each other with our new **Dashboard** > **REVENUE** component > **Comparison** view feature (a Premium-tier feature). Compare an event with up to two other events by clicking the ▯ (**Compare**) icon:
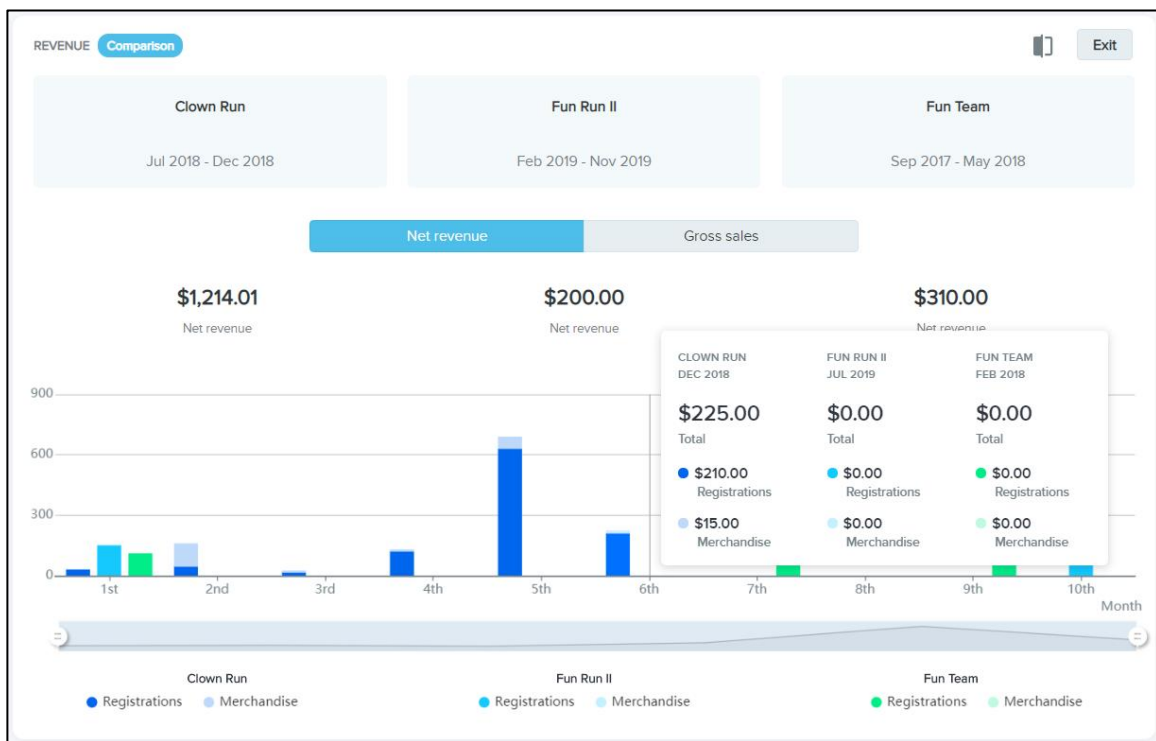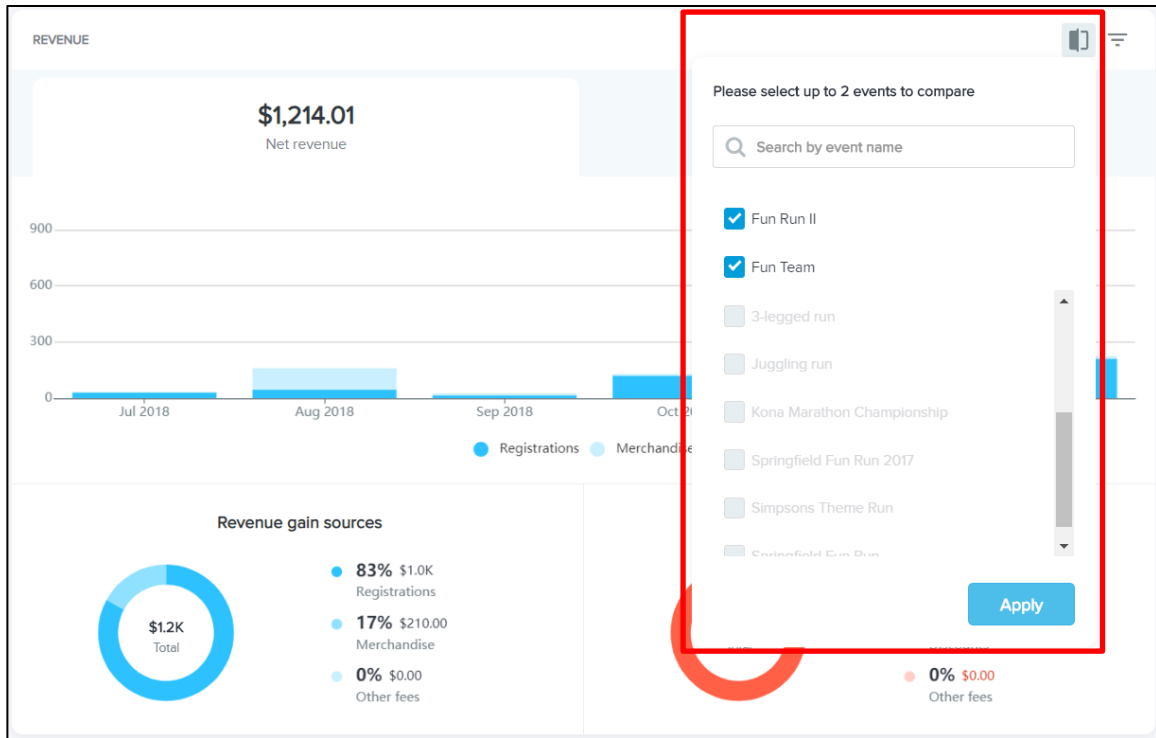
To view event performance by **Net revenue** or **Gross sales**, click the corresponding tab.

As the dates of the events might not overlap (for example when comparing this and last year's events), the bar chart starts at the first registration month of the events and presents a monthly comparison of net

revenues/gross sales. Hovering the cursor over a month breaks out that month's **Total**, **Registrations** and **Merchandise** net revenues/gross sales for each event.

Change the displayed date range by clicking-and-dragging the **=** controls below the bar chart.

Click a **Registrations** or **Merchandise** legend (at the bottom of the component) to toggle the corresponding bars between visible and hidden.

To close the **Comparison** view and return to the current event, click **Exit**.

ACTIVE Network, LLC

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.

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