



Product Release Notes for ACTIVEWorks Endurance – September 27, 2017

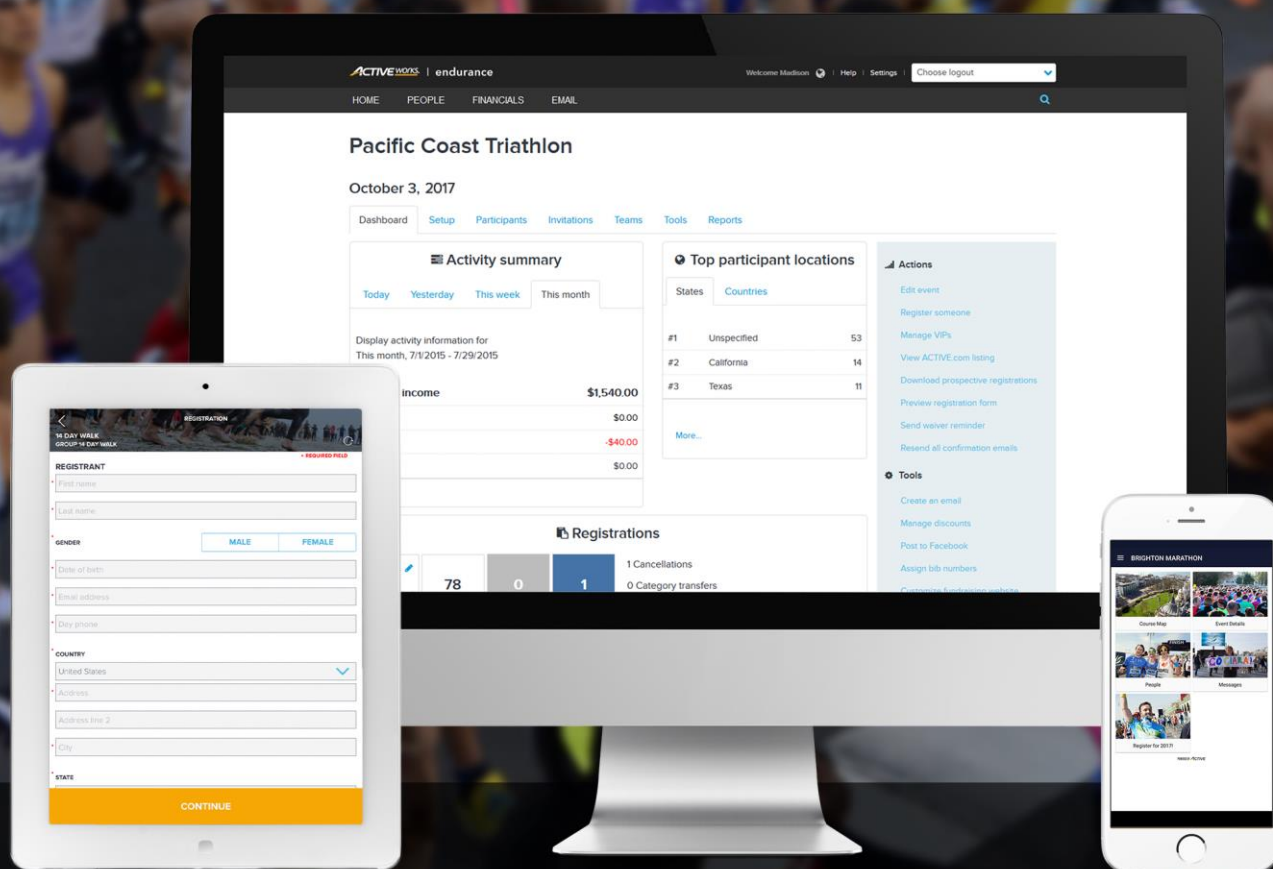


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My Events Homepage

The new **My Events** homepage makes it even easier for participants to manage their event registrations and reduce the administrative burden on Event Organizers.

At the top of the page, participants can quickly claim any registrations made on their behalf by someone else.

Participants can filter and sort their registrations and see summaries of each registration.

The screenshot displays the 'My Events' homepage interface. At the top, a blue bar contains a 'CLAIM REGISTRATION' button with a checkmark icon, highlighted by a callout 'Quick registration claiming'. Below this, the 'MY EVENTS' section features a 'Display: Current events' dropdown and a 'Sort by: Date' dropdown, both highlighted by a callout 'Sorting and filtering'. The main content area shows two event cards. The first card, 'LAKE RUN FULL CIRCLE - INDIVIDUAL', is for Wendy Willowson, a Running-5 Mile participant, with dates November 10-11, 2019. It includes buttons for 'Registration & QR code', 'Edit registration', 'Transfer registration', 'Change category', and 'Purchase merchandise', highlighted by a callout 'Easy registration management'. The second card, 'LAKE RUN TEAM SPRINT', is for John Snow, a Running-Marathon participant, with dates August 17-18, 2019. It includes the same set of buttons. A callout 'Role identifier' points to the 'TEAM CAPTAIN' label on the right of the second card. At the bottom, there are two sections: 'FUNDRAISING' with a 'View' button, highlighted by a callout 'Access to the fundraising page', and a 'TEAM' section for 'fund-t' with a 'Team center' button, highlighted by a callout 'Team center for team captains'. A callout 'Registration overview' points to the event card details.



Action buttons under each registration allow participants to print out their registration QR code, edit or transfer their registration, change their registration category or purchase merchandise. Only actions that are allowed for the event are displayed:

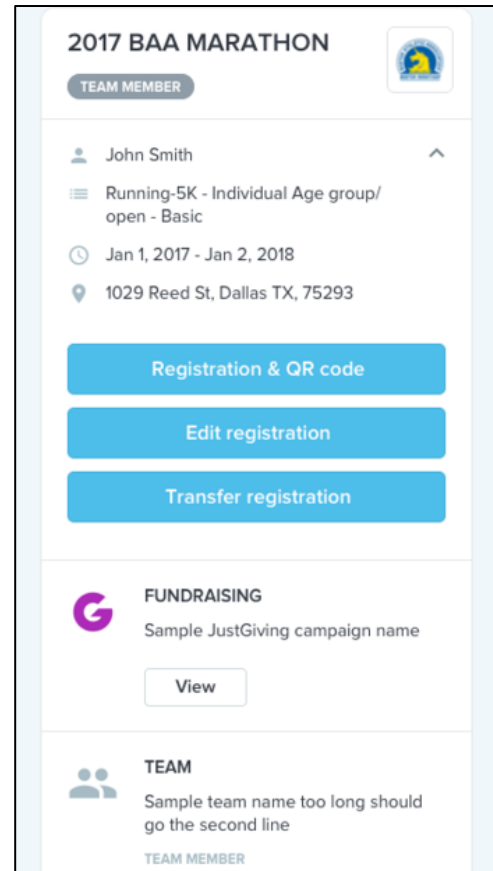
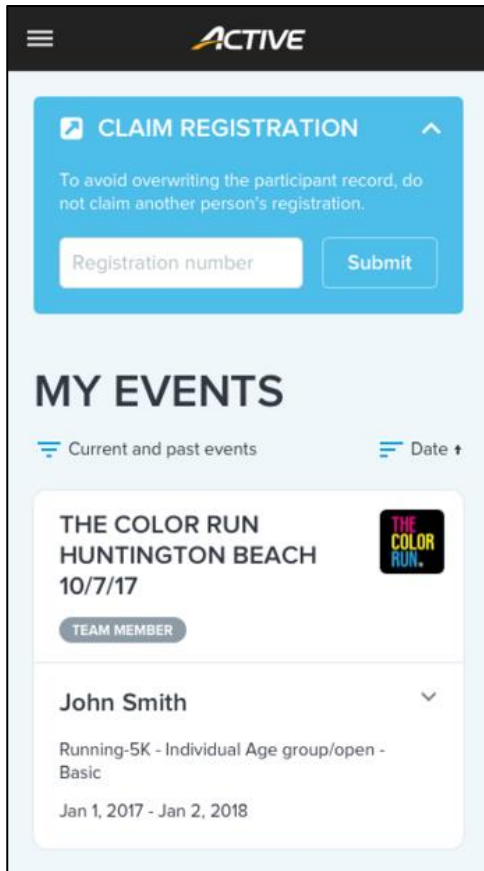
How the Event Director configured the event in Step 5: Self-Edit Setup	Button displayed on My Events
<input checked="" type="checkbox"/> Enable participants to edit their registration information	Edit registration
<input checked="" type="checkbox"/> Enable participants to transfer to another event	Change event
<input checked="" type="checkbox"/> Enable participants to transfer to another category	Change category
<input checked="" type="checkbox"/> Enable participants to transfer registration to another participant	Transfer registration
<input checked="" type="checkbox"/> Enable participants to purchase additional merchandise	Purchase merchandise

If a participant is fundraising for an event or needs to upload files for a registration, then buttons for these features are also displayed. Furthermore, if the participant is a Team Captain, then clicking the **Team center** button opens the new **Team center** page.

The screenshot displays the registration page for "LAKE RUN TEAM SPRINT". At the top right, a green "TEAM CAPTAIN" badge is shown, with a callout box labeled "Role identifier". Below the header, the user's name "John Snow" and event details "Running-Marathon - self team A" are listed, along with the dates "August 17, 2019 - August 18, 2019" and the location "test, san diego California 98765". A row of buttons includes "Registration & QR code", "Edit registration", "Transfer registration", "Change category", and "Purchase merchandise". Below this, there are two main sections: "FUNDRAISING" with a "View" button (highlighted by a callout "Access to the fundraising page") and "TEAM" with a "Team center" button (highlighted by a callout "Team center for team captains"). At the bottom, there is an "UPLOAD FILES" section with a plus icon and a note: "Format: PDF, JPG, GIF or PNG. Size: Less than 1MB". A "No file yet." message is at the very bottom.



Whether participants use a desktop or mobile device to manage their registrations, the new **My Events** homepage adapts to work well on all screen sizes:





Team Center Page

The new **Team center** makes it even easier for Team Captains to manage their team and reduce the administrative burden on Event Organizers.

At the top of the page, Team Captains can quickly invite people to become team members or pre-paid team members.

The screenshot shows the 'TEAM CENTER' page. At the top, there are two buttons: 'Invite team members' (blue) and 'Invite Pre-Paid' (green). A callout 'Quick member invitation' points to the 'Invite Pre-Paid' button. Below these is a 'Team-up Team' card. The card displays the team captain's name 'JOHN SMITH' and email 'john.smith@example.com'. It also shows 'MEMBERS 3' and event details: 'Prepay20170808', 'September 16, 2018 - September 16, 2018', and 'HongXin Road, JinJiang Zone, ChengDu SiChuan 600000'. A callout 'Team info overview' points to this card. Below the team info, there are two buttons: 'Send invites' and 'Email team members'. A callout 'Email & Invites' points to the 'Email team members' button. Below these buttons is a checkbox labeled 'Email me of team activities' which is checked. Further down is a 'PRE-PAID TICKETS' section with a green 'Invite pre-paid' button. A circular progress indicator shows '1 / 2' with the text 'TICKETS CLAIMED' below it. Below the progress indicator is a text block explaining that anyone clicking the link can claim pre-paid places, followed by a URL: 'https://endurancevip-vip.qa.aw.dev.activenetwork.com/event-reg/select-race?'. A callout 'Resend emails to all pending invitations' points to a 'Resend invitations' button located below the URL. At the bottom is a 'TEAM MEMBERS' section with a 'View: All' dropdown. It lists two members: 'Will Wilson' (will.wilson@example.com) with a 'TEAM CAPTAIN' badge, and 'New Member' (newmember1@email.com). A callout 'Member list' points to this section.

Team Captains can view a summary of the team and **Email team members**. Selecting the **Email me of team activities** checkbox will automatically email Team Captains whenever changes to team membership occur, such as when participants join or leave the team.



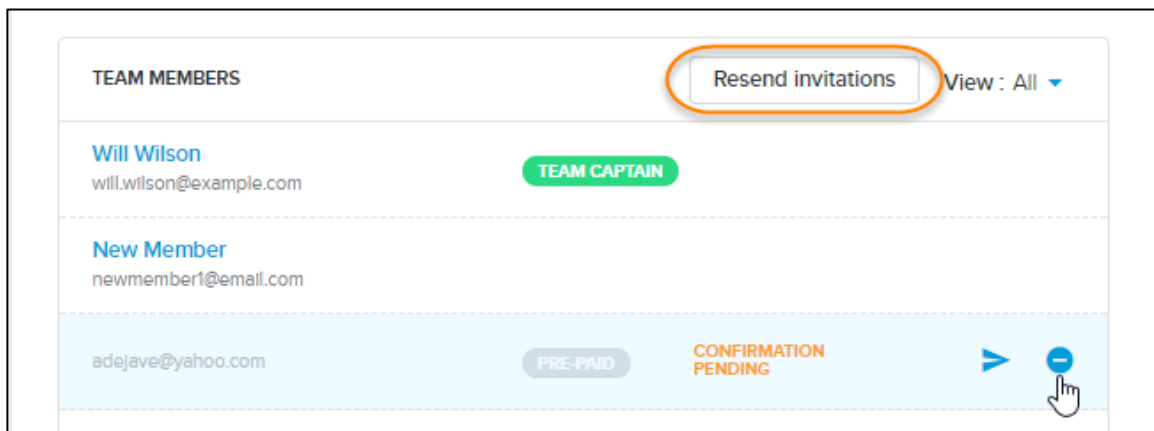
If a team is a charity or corporate team (hidden from public view), then clicking the **Member report** button downloads a CSV-report of all team member registrations.

If a team is using pre-paid invitations, then in the **PRE-PAID TICKETS** pane, Team Captains can see at a glance how many prepaid spots have been claimed.

At the bottom of the page, individual team members are listed. Team Captains can **Resend invitations** to all team members who have yet to claim their spot on the team.

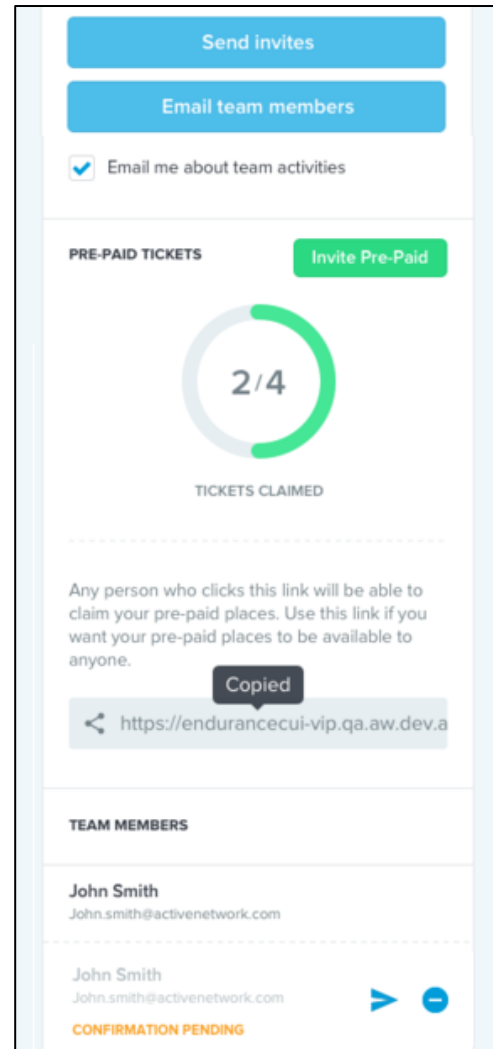
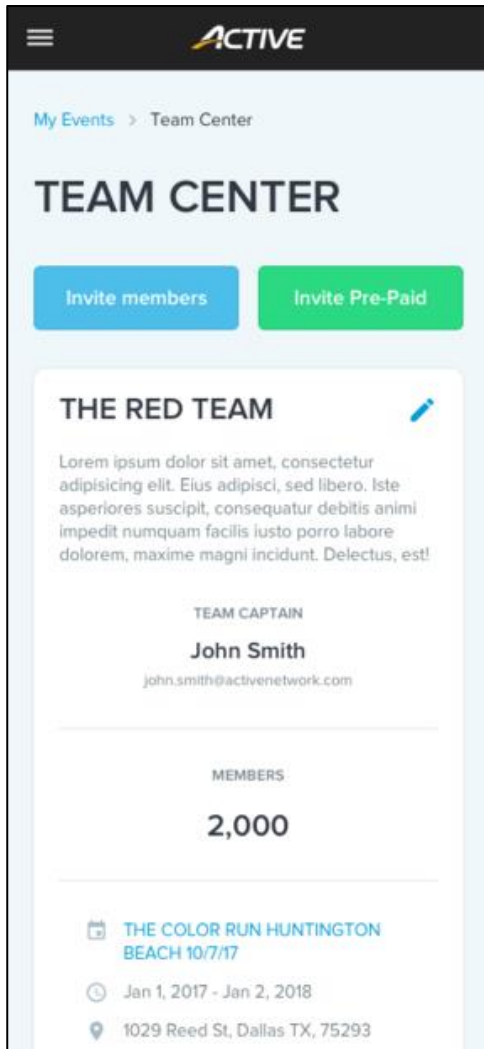
Team Captains can quickly manage individual team members by:

- Clicking ➤ to resend an invitation to that member.
- Clicking ✎ to edit the member's registration details, without requiring permission from the Event Director.
- Clicking - to remove a confirmed pre-paid member from the team, cancel their registration and invite another person to take the spot.





Whether Team Captains use a desktop or mobile device to manage their teams, the new **Team center** page adapts to work well on all screen sizes:





Display Merchandise Items in a List or Dropdown

To change the way merchandise items are offered to participants, Event Directors can now choose to display merchandise items either in a full list or in a dropdown list.

Item details

Add

Edit

Delete

Reorder

	ITEM TO PURCHASE	PRICE	INVENTORY	STATUS	DEFAULT
<input type="checkbox"/>	Small	\$0.00	Unlimited	Everyone	<input type="radio"/>
<input type="checkbox"/>	Medium	\$0.00	Unlimited	Everyone	<input type="radio"/>
<input type="checkbox"/>	Large	\$0.00	Unlimited	Everyone	<input type="radio"/>
<input type="checkbox"/>	Extra large	\$0.00	Unlimited	Everyone	<input type="radio"/>

*Display

☐ list all

☒ option in dropdown list

⚙️ Advanced settings

Cancel

Apply

Effect in the registration flow:

list all:

* Included t-shirt		
Select	Price	Quantity
Small	Free	<div><div>–</div><div>0</div><div>+</div></div>
Medium	Free	<div><div>–</div><div>0</div><div>+</div></div>
Large	Free	<div><div>–</div><div>0</div><div>+</div></div>
Extra large	Free	<div><div>–</div><div>0</div><div>+</div></div>

option in a dropdown list:



• Included t-shirt

Select	Price	Quantity
<div>Medium</div> <div><div>-Select one-</div><div>Small</div><div>Medium</div><div>Large</div><div>Extra large</div></div>	Free	<div>-</div> <div>1</div> <div>+</div>

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Analyze Registrants with Google Analytics

For Premium-tier Agencies who use Google Analytics to understand how their customers interact with the registration process, the following data is now sent to Google Analytics whenever a customer opens the **CHECKOUT** page:

- Region (e.g. US) and language (e.g. en_US)
- Registration step
- Price type
- Order ID
- Total order amount and currency
- Product items, IDs, names, prices, quantities and total product item quantity.
- List of individual fees and amounts, and the total fee amount (excluding discounts)



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