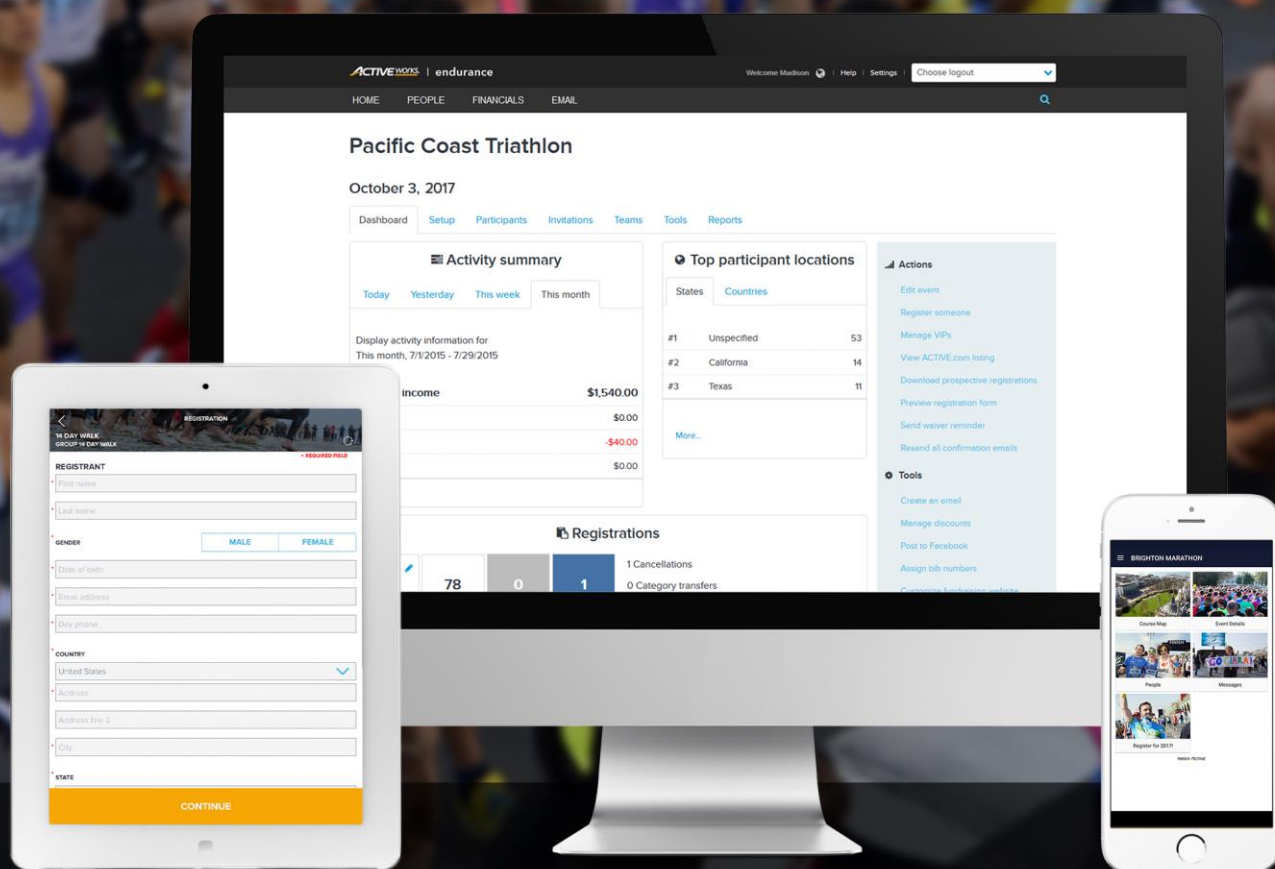




## Product Release Notes for ACTIVEWorks Endurance – January 9, 2019



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## Ticketing

ACTIVE Works is no longer just for endurance sporting events; it can now also provide ticketing for **Concert**, **Gala** or **Festival** events.

When you first set up your event, if you select a **Concert**, **Gala** or **Festival** event type, then the registration workflow is automatically configured for ticketing and all endurance-specific fields and pages (such as race distances, sport types, team registration, giving, contact address) are hidden from your customers:

The screenshot shows the 'Event details' setup page in the ACTIVE Works interface. The 'Event type' dropdown menu is open, displaying four options: 'Endurance event', 'Concert', 'Gala', and 'Festival'. The 'Event type' label and the dropdown menu are highlighted with a red rectangle. Other fields visible include 'Event name', 'Location', 'Event date(s)', and 'Primary language'. A sidebar on the right lists various setup options: 'Event setup', 'Event details', 'Restrictions and settings', 'Registration categories', 'Payments and installments', 'Self-registration team setup', 'Self-edit setup', 'Form questions', 'Giving', 'Additional purchases', 'Waivers', 'Emails sent out', and 'ACTIVE.com listing'.

**Note:** once you have selected and saved the **Event type**, it cannot be changed again between the **Endurance event** and the **Concert/Gala/Festival** options.



**ACTIVEWORKS** Welcome John | Help | Settings | Choose logout

HOME PEOPLE VOLUNTEER FINANCIALS EMAIL GLOBAL MERCHANDISE GLOBAL DISCOUNT MORE

## Registration categories

Create at least one registration category for your event.

### Concert

Category type: Concert

Category restrictions [Edit](#)  
Unlimited capacity | Ages 0 to 120 as of 2/28/2019 | Male & Female | Everyone

Date & location [Edit](#)  
2/28/2019 Springfield

#### Regular

Price type: Individual | Price: \$10.00

Price restrictions [Edit](#)  
Unlimited capacity | Ages 0 to 120 as of 2/28/2019 | Male & Female | Everyone | No password

#### Premium

Price type: Individual | Price: \$100.00

Price restrictions [Edit](#)  
Unlimited capacity | Ages 0 to 120 as of 2/28/2019 | Male & Female | Everyone | No password

[Add a price](#) [Reorder prices](#)

A price is required to add this category.

[Add a category](#)

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

[Event setup](#)  
[Event details](#)  
[Restrictions and settings](#)  
**Registration categories**  
[Payments and installments](#)  
[Self-edit setup](#)  
[Form questions](#)  
[Additional purchases](#)  
[Waivers](#)  
[Emails sent out](#)  
[ACTIVE.com listing](#)  
[Activation](#)  
[Additional links](#)  
[Event summary](#)  
[Dashboard](#)  
[Tools](#)  
**Preview registration form**  
[Questions?](#)  
[Help center](#)

**ACTIVE** English (United States)

SELECT CATEGORY COMPLETE FORM CHECKOUT

## Rock the Park

### Concert

Regular	\$10.00	- 0 +
Premium	\$100.00	- 0 +

[CONTINUE](#)

When you manage a **Concert/Gala/Festival** type event, endurance-specific features such as the **Teams** tab, **Bib tool**, **Bib numbers**, **Chip numbers**, **Waves**, **Divisions** and **Results** are all hidden.



## Bib tool: mixed automatic and manual-import bib assignment

You can now use a mix of both automatic **RULE-BASED** and **MANUAL IMPORT** bib assignment methods in an event to assign bib numbers to participants by their price category.

For example, you can now take advantage of the ease of automatic bib assignments for your mass-market, public price category participants, whilst having full manual control over bibs assigned to your VIP, elite price category athletes.

Dashboard Setup Participants Invitations Teams Tools Reports Express registrations

### New sequence

Create or edit a bib sequence to automatically assign bib numbers to participants during registration. ?

**\*Name the bib sequence**

Kilometer  
255 characters or less.

**Bib image configuration** ?

BIB  
100000  
First name

**\*Select one or more categories**

☐ Clown Run

☒ Running-1K

☒ Individual Age group/open

☐ Running-1 Mile

☐ Individual Age group/open

**Font color**

#0070d9

**RULE-BASED** MANUAL IMPORT

**\*Configure the sequence**

Gender Equal to Male

+ Add second condition

Bib sequence M 000

Gender Equal to Female

Bib sequence F 000

+ Add condition Clear

**Exclude a number or range of numbers from this sequence**

Separate multiple numbers with commas and number ranges with hyphens.  
Example: 237,238,800-850. These numbers will be skipped when bib numbers are assigned automatically.

☐ Re-assign bibs if participants change their answers before this date

Last date to re-assign



The screenshot shows a web interface with two tabs: 'RULE-BASED' and 'MANUAL IMPORT'. The 'MANUAL IMPORT' tab is highlighted with a red rectangle. Below the tabs, there is a section titled 'Upload file' with the text: 'You can change bib numbers, waves and divisions in the downloaded .csv file and then upload the file to overwrite previous values.' Below this text, there is a link: 'Download the latest bib numbers, waves and divisions'. Below the link, there is a 'Choose file' button and the text 'bib template.csv' and 'CSV format, 5MB maximum'. At the bottom, there is an 'Upload file' button.

Just note that if you switch a bib sequence between **RULE-BASED** and **MANUAL IMPORT** or change the bib assignment rule or bib template file, then all existing bib assignments are deleted before the new automatic or manual bib numbers are assigned.

## Manual-import bib assignment: upload participants' Division assignments

If you use the **MANUAL IMPORT** tool to assign bib numbers to your participants, then you can now also assign their **Divisions** in the uploaded CSV file:

The screenshot shows the 'New sequence' page in the ActiveNetwork interface. The page has a header with the 'ACTIVEWORKS' logo and navigation links: 'HOME', 'PEOPLE', 'VOLUNTEER', 'FINANCIALS', 'EMAIL', 'GLOBAL MERCHANDISE', 'GLOBAL DISCOUNT', and 'MORE'. Below the header, there is a section titled 'Clown Run' with sub-tabs: 'Dashboard', 'Setup', 'Participants', 'Invitations', 'Teams', 'Tools', 'Reports', and 'Express registrations'. The 'Tools' tab is selected. Below the tabs, there is a section titled 'New sequence' with the text: 'Create or edit a bib sequence to automatically assign bib numbers to participants during registration.' Below this text, there is a form with two main sections: 'Name the bib sequence' and 'Bib image configuration'. The 'Name the bib sequence' section has a text input field with the placeholder '255 characters or less.' and a dropdown menu with the text '\*Select one or more categories'. The dropdown menu is open, showing two options: 'Clown Run' and 'Running-1K', both of which are selected. The 'Bib image configuration' section shows a preview of a bib number '100000' with the text 'First name' below it. Below the form, there are two tabs: 'RULE-BASED' and 'MANUAL IMPORT'. The 'MANUAL IMPORT' tab is highlighted with a red rectangle. Below the tabs, there is a section titled 'Upload file' with the text: 'You can change bib numbers, waves and divisions in the downloaded .csv file and then upload the file to overwrite previous values.' Below this text, there is a link: 'Download the latest bib numbers, waves and divisions'. Below the link, there is a 'Choose file' button and the text 'bib template.csv' and 'CSV format, 5MB maximum'. At the bottom, there are two buttons: 'Upload file' and 'Cancel'. A 'Save' button is also visible at the bottom right of the page.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Registration ID	Participant name	Email address	Age	Date of birth	Gender	Day phone	Category	Price type	Registration status	Bib number	Wave	Division
2	27039684401602	Lee Alexander	alexander.fu@	48	1/1/1970	MALE		0 Running-1K	Individual Age group/open	CONFIRMED	1		Youths
3	27039684504202	Krusty Clown	alexander.fu@	48	1/1/1970	MALE		Running-1K	Individual Age group/open	CONFIRMED	2		Seniors
4	27039684517901	Lilo Stitch	alexander.fu@	48	1/1/1970	MALE		Running-1K	Individual Age group/open	CONFIRMED	3	Wave 5	Youths
5	27039684687601	Bozo Clown	alexander.fu@	48	1/1/1970	MALE		Running-1K	Individual Age group/open	CONFIRMED	4	Wave 1	Seniors
6	27039686232501	Lee Alexander	alexander.fu@	48	1/1/1970	MALE		0 Running-1K	Individual Age group/open	CONFIRMED	5		Seniors
7	27039686291601	Over Eighteen	alexander.fu@	19	12/19/1999	MALE		0 Running-1K	Individual Age group/open	CONFIRMED	6		Seniors
8	27039686291701	Over Eighteen	alexander.fu@	16	12/19/2002	MALE		Running-1K	Individual Age group/open	CONFIRMED	7		Seniors
9	27039686291801	Lee Alexander	alexander.fu@	48	1/1/1970	MALE		0 Running-1K	Individual Age group/open	CONFIRMED	8		Seniors
10	27039686291901	Lee Alexander	alexander.fu@	48	1/1/1970	MALE		0 Running-1K	Individual Age group/open	CONFIRMED	9		Seniors
11	27039686292001	Older Than18	alexander.fu@	21	12/18/1997	MALE		0 Running-1K	Individual Age group/open	CONFIRMED	10		Seniors
12	27039686292101	Younger Than18	alexander.fu@	16	12/19/2002	MALE		Running-1K	Individual Age group/open	CONFIRMED	11		Youths
13	27039686368201	Lee Alexander	alexander.fu@	48	1/1/1970	MALE		0 Running-1K	Individual Age group/open	CONFIRMED	12		Seniors

Your uploaded **Division** assignments are displayed in each participant's **Registration information** section and in the **Registrations** report:

ACTIVEWORKS

Welcome John | Help | Settings | Choose logout

HOME

PEOPLE

VOLUNTEER

FINANCIALS

EMAIL

GLOBAL MERCHANDISE

GLOBAL DISCOUNT

MORE-

Clown Run

December 31, 2018

Dashboard

Setup

Participants

Invitations

Teams

Tools

Reports

Express registrations

Lilo Stitch

alexander.fu@activenetwork.com

Male | 48

Confirmed: R-10PT3FYZN78

Actions

Resend receipt email

Resend confirmation email

Registration information

Edit

Participant name

Lilo Stitch

Date of birth

1/1/1970

Email address

alexander.fu@activenetwork.com

Day phone

Contact address

Emergency contact name

Emergency contact phone

How did you hear about this event?

Bib number

3 Edit

Chip number

No chip number Edit

Wave

Wave 5 Edit

Division

Youths Edit



	A	B	C	D	E	F	G	H	I	J	AH	AI	AJ	AK
1	Registration Number	Event Number	Unique person ID	Registration ID	order_line_id	Registration Price type	Event start date	Registration time	On		scaptain	Bib Number	Division	Wave
2	R-10PT3TV2MNL	E-00NDL1BZ	D3D58C44-A5C3-4: 27039684401602	1489068191902	Running-1 Individual	12/31/2018	7/10/2018 6:53				No		2 Youths	
3	R-10PT3TV0VSW	E-00NDL1BZ	D3D58C44-A5C3-4: 27039684399901	1489068205201	Running-1 Individual	12/31/2018	7/10/2018 7:08				No			
4	R-10PT3TWX107	E-00NDL1BZ	E37E22F5-2BDB-4E 27039684455801	1489072911602	Running-1 Individual	12/31/2018	7/30/2018 7:35				Yes			
5	R-10PT3TYJDBL	E-00NDL1BZ	12194606-B152-4C 27039684504202	1489076049702	Running-1 Individual	12/31/2018	8/15/2018 2:36				No		2 Seniors	
6	R-10PT3TYJPZJ	E-00NDL1BZ	12194606-B152-4C 27039684504501	1489076050402	Running-1 Individual	12/31/2018	8/15/2018 2:39				No			
7	R-10PT3TYZYN76	E-00NDL1BZ	E46DE049-641D-4E 27039684517901	1489077651901	Running-1 Individual	12/31/2018	8/20/2018 9:05				No		3 Youths	Wave 5
8	R-10PT3V4P7FX	E-00NDL1BZ	F57B560A-C919-4D 27039684687601	1489082066301	Running-1 Individual	12/31/2018	9/11/2018 2:12				No		4 Seniors	Wave 1
9	R-10PT3WTJTJX	E-00NDL1BZ	D3D58C44-A5C3-4: 27039686232501	1489090923101	Running-1 Individual	12/31/2018	10/23/2018 2:13				No		5 Seniors	
10	R-10PT3WV02V7	E-00NDL1BZ	D3D58C44-A5C3-4: 27039686246201	1489091741601	Running-1 Individual	12/31/2018	10/30/2018 9:11				No			
11	R-10PT3WWJBCK	E-00NDL1BZ	9F08F54D-AF58-4S 27039686291601	1489094681201	Running-1 Individual	12/31/2018	11/20/2018 2:57				No		6 Seniors	
12	R-10PT3WWJFLW	E-00NDL1BZ	B016CB84-8514-48 27039686291701	1489094681501	Running-1 Individual	12/31/2018	11/20/2018 2:57				No		7 Seniors	
13	R-10PT3WWJJT6	E-00NDL1BZ	D3D58C44-A5C3-4: 27039686291801	1489094681801	Running-1 Individual	12/31/2018	11/20/2018 2:57				No		8 Seniors	
14	R-10PT3WWJN1K	E-00NDL1BZ	D3D58C44-A5C3-4: 27039686291901	1489094587802	Running-1 Individual	12/31/2018	11/20/2018 3:03				No		9 Seniors	
15	R-10PT3WWJR8W	E-00NDL1BZ	7B9082CF-EC1F-4E 27039686292001	1489094588102	Running-1 Individual	12/31/2018	11/20/2018 3:03				No		10 Seniors	
16	R-10PT3WWJVH6	E-00NDL1BZ	86EF918E-7714-48 27039686292101	1489094588402	Running-1 Individual	12/31/2018	11/20/2018 3:03				No		11 Youths	
17	R-10PT3VWZ31BX	E-00NDL1BZ	D3D58C44-A5C3-4: 27039686368201	1489096977401	Running-1 Individual	12/31/2018	12/7/2018 2:34				No		12 Seniors	
18	R-10PT3WZHQWJ	E-00NDL1BZ	D3D58C44-A5C3-4: 27039686380401	1489097683602	Running-1 Individual	12/31/2018	12/11/2018 4:03				No			

## Polish language translation

Polish event organizers can now use the **Tools > Multiple Languages** tool (a Premium-tier feature) to enter Polish translations of their event category names and registration form questions, so that Polish customers can easily complete their registration forms in their native language:

The screenshot displays the ACTIVEworks web application interface. At the top, there's a navigation bar with links like HOME, PEOPLE, VOLUNTEER, FINANCIALS, EMAIL, GLOBAL MERCHANDISE, GLOBAL DISCOUNT, and MORE. The main content area is titled 'Clown Run' and 'December 31, 2018'. A modal dialog box titled 'Add a language' is open, showing a list of languages including Swedish, Chinese, Japanese, Spanish, Chinese, Korean, Malay, Filipino, Thai, and Polish (Poland), which is highlighted with a red box. Below the list are 'Cancel' and 'OK' buttons. In the background, the 'Multiple languages' section shows a message: 'Your event was setup in English. If you want to add another language.' with an 'Add a language' button. The 'Event details' section shows 'Clown Run' and 'Springfield County Oaktree Street St'. The 'Registration categories' section shows 'Running-1K' and 'Individual Age group/open'.





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## **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.

For more information about ACTIVE Network, LLC products and services, please visit [ACTIVEnetwork.com](http://ACTIVEnetwork.com).

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