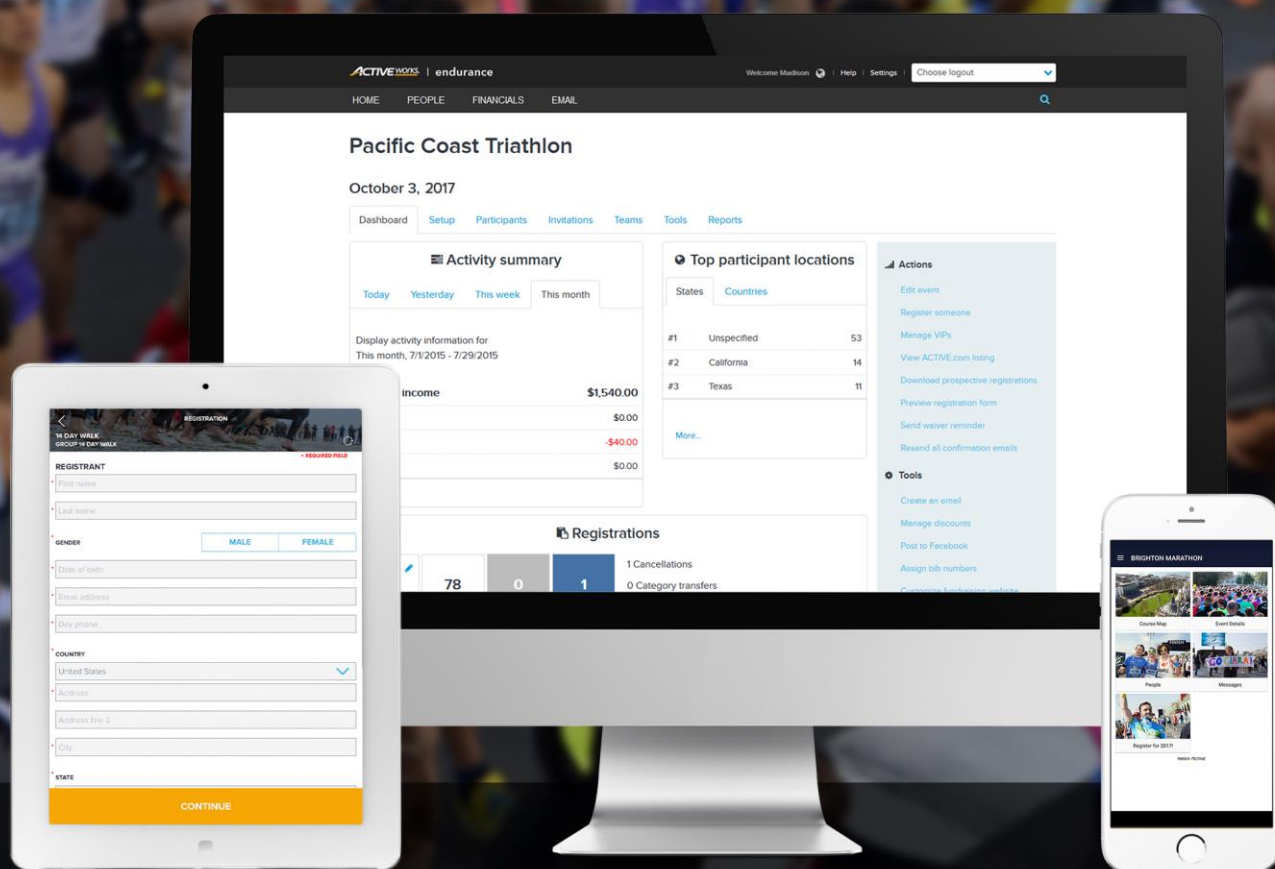




## Product Release Notes for ACTIVEWorks Endurance – March 25, 2018



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## Active Results website support

Organizers and participants can now own their results with the new ACTIVE Results website. The new ACTIVE Results website is easier to navigate, better looking and packed with new features. Some of the features in this release include:

- Support for Live Results, which allows spectators to track participants in real-time on a course.
- Instant uploading of results from ACTIVE Timing.
- Custom branding, so that elite ACTIVEWorks Endurance customers can feature their brand across their website, registration pages, Experience app, and Results pages.
- Multi-language support.
- Improved participant, event and result search.
- More features to come in the coming weeks.

When setting up your event, select the **Use Active Results for this event** checkbox to list the event's results on the ACTIVE Results website:

**ACTIVE works | endurance**

Welcome Charlotte | Help | Settings | Choose logout

HOME PEOPLE VOLUNTEER FINANCIALS EMAIL GLOBAL MERCHANDISE RACE PASS

### Step 12: Activation

**Enable Active Results**

☐ Use Active Results for this event  
List this event's results on Active Results for participants to view and share with friends and family. A link to the event's Active Result page is listed on the event dashboard.

Review and activate your event registration.

☐ Activate registration later

**Event setup**

1. Event details
2. Restrictions and settings
3. Registration categories
4. Self-registration team setup
5. Self-edit setup
6. Event activation

The link to the event's ACTIVE Results page is shown on the event's **Setup** tab:

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### Kona Marathon Championship

April 1, 2018

Dashboard Setup Participants Invitations Teams Tools Reports Express registrations

**Event overview**

Event setup  
Kona Marathon Championship  
4/1/2018 - 4/1/2018  
Kailua-Kona Ironman course  
Kailua-Kona, HI 98764

**Triathlon-Olympic**

Individual Age group/open	\$100.00
Group-registration team Age group/open	\$300.00
Individual Age group/open	\$100.00

**ACTIVE.com**

ACTIVE.com listing

Here's your unique QR code, which links to your ACTIVE.com listing. Click the image to download or view a larger version.

Your event is listed on ACTIVE.com!  
<http://a3coreint06.dev.activenetwork.com/kailua-ko...>

Your registration link!  
<https://endurancevip.qa.aw.dev.activenetwork.c...>

**Your results link**  
<https://resultsvip.qa.aw.dev.activenetwork.com/events/KonaMarathonChampionship>

**Event setup**

- Event summary
- Event details
- Restrictions and settings
- Registration categories
- Self-registration team setup
- Self-edit setup
- Form questions
- Giving
- Additional purchases
- Waivers
- Email sent out



Elite-tier organizations can customize the **Header**, **Footer** and **Content area** of their Active Results pages with their own branding, in the same way as for their registration pages:

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Untitled3/20/2018 10:22 a.m.428

Event Result Page

Edit the layout of a specific event's result pages. This configuration will override your default agency Active Result site custom branding. Click [here](#) for grid system information across multiple devices.

Header

Customize the header using HTML format. Images used in the HTML need to be uploaded before layout.

Logo image

Choose file | No file chosen

Format: JPG, JPEG, PNG or GIF. Size: Less than 3 MB.  
Dimensions: height 100 px, width 480 px maximum.

Image

Choose file | No file chosen

Upload image. A web address to the image will be generated to paste in the header HTML.  
Format: JPG, JPEG, PNG or GIF. Size: Less than 3 MB.  
Dimensions: width 2880 px, height 720 px.

HTML

<div class="event-header-whitelable\_\_default-settings"></div>

This code will affect the header only. We recommend that you supply two different header images sized for desktop and mobile sites.

Footer

Customize the footer using HTML format. Images used in the HTML need to be uploaded before layout.

Image

Choose file | No file chosen

Upload image. A web address to the image will be generated to paste in the footer HTML.  
Format: JPG, JPEG, PNG or GIF. Size: Less than 3 MB.  
Dimensions: height 1536 px, width 3200 px maximum.

HTML

The code will affect footer only.

Content area

Customize the content by uploading a CSS file.

Choose file

No file chosen

Back | Save & continue

Template setup

Registration form

Volunteer registration form

Race pass

Email

Event Result Page

Select events and passes

Additional links

Template list

Preview

Always save your settings before preview.



## Enhanced automatic bib assignment

No longer do organizers have to shut down registrations prior to race day to assign bibs, losing valuable pre-raceday sign ups. The new Bib Assignment tool is more powerful and more flexible and will automatically assign bibs at a more granular level, allowing you to set-it and forget-it, and save time as organizers no longer need to manually groom spreadsheets to assign bibs.

Now, when participants transfer categories, they will lose their previous bib and be assigned a new bib based on the new category's bib rules.

The new bib tool allows you to:

- Assign bibs by event price categories.
- Assign bibs based on registrants' answers to a custom question on their registration form.
- You can also assign bibs by a variety of factors like DOB, gender, and predicted finish time.
- Add prefixes to bib numbers, for example AB001.
- Exclude a number or a range of numbers from a bib sequence, for example a range of numbers set aside for manual assignment.
- Assign the same bib number to all members of a group, based on the group captain's answer to the custom question.
- Support relay groups by allowing a relay group to have the same bib number, but also apply a suffix to the bib number to better identify each member of a relay team (e.g. 232A, 232B, 232C, 232D...).
- We will continue to add enhancements to the bib tool over the coming weeks.
- Additional information below.



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

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## Fun Team

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**  
Fun run  
255 characters or less.

**\*Select one or more categories**

- ☐ Fun Team
- ☒ Running-1K
- ☒ Individual Age group/open
- ☒ Group-registration team Age group/open
- ☐ Open water swim-1K
- ☐ Group-registration team Age group/open

**\*Configure the sequence**

**+ Add condition** Clear

Gender  Equal to Male  
Bib sequence M 001

Gender  Equal to Female  
Bib sequence Prefix Start bib sequence at

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.

☒ Assign the same bib to members of a group.  
☒ Suffix bibs for relay team members with a capital letter.

Cancel Save

In particular, you can now automatically assign a bib to a participant depending on their answer to a:

- Date and/or time question, for example to assign different prefixes or number ranges to participants in different age groups:

**\*Configure the sequence** Clear

**+ Add condition**

Date of birth  Before  12/31/1953  
Bib sequence S 001

Date of birth  Between  12/31/1953 and  12/31/2000  
Bib sequence Prefix 0001

Date of birth  After  12/31/2000  
Bib sequence J 001

- Duration question, for example to assign different prefixes or number ranges to participants with different expected race times:



\*Configure the sequence

+ Add condition Clear

Previous marathon time Less Than 3 : 0

Bib sequence F 001

Previous marathon time Between 3 : 0 and 6 : 0

Bib sequence Prefix 001

Previous marathon time More Than 6 : 0

Bib sequence S 001

Once configured, the tool will automatically assign a bib to each registration. You may also manually or automatically (**Generate bib**) assign a bib on a participant's Registration View page. The assigned bib is checked to ensure that it is not in use by another participant:

Registration information [Edit](#)

Participant name John Smith

Gender Male

Date of birth 9/9/1988

Email address Allie.Tian@activenetwork.com

Day phone 55122

Contact address Oakb

Emergency contact name

Emergency contact phone

How did you hear about this event?

Bib number No bib [Edit](#)

**Edit bib number** ✕

Bib number M001 [Generate bib](#)

Cancel Save

**Edit bib number** ✕

⚠ The bib number M001 is already used by John Smith. Please try another one.

Bib number M001 [Generate bib](#)

Cancel Save

Event check-in staff can also use the On-site app to assign a bib (with up to 29 alphanumeric characters) to a participant during check-in:





## Document management tool

Quickly reject and approve important participant documents like medical waivers with the Document Management Tool. You no longer need to search through piles of paperwork to check the status of required documents.

The document management tool allows you to request participants to upload important documents for specific categories or price types. Once uploaded, event staff can quickly view the documents and participant information and then approve or deny the document. This drastically reduces the time and energy needed to make sure participants are compliant with event guidelines and standards.

You can configure documents, Medical Certificates, Licenses, Parental Authorizations, to be required and approved prior to Registrants being sent their registration confirmation emails.

To protect the privacy of your participants, only staff members with the **Document management** permission can access the Document management tool and view your participant's documents:

The screenshot shows the 'Create custom role' page in the ActiveNetwork interface. The page has a dark header with the 'ACTIVEWORKS | endurance' logo and navigation links. The main content area is titled 'Create custom role' and includes a sub-header 'Create a role with customized permissions.' Below this, there are three main sections: 'Role name' with a text input field, 'Description' with a larger text area, and 'Permissions' with a list of checkboxes. The 'Document management' checkbox is checked and highlighted with a red rectangular box. To the right of the main form is a sidebar with a list of settings: 'Account settings', 'Organization', 'User administration', 'User roles', 'Payment accounts', 'Custom branding', and 'ACTIVE admin settings'.

**Owner** and **Coordinator** role users have the **Document management** permission by default, and it may also be granted to any custom user role created by an organization Administrator.

You can specify required documents and their acceptance conditions for each price type by selecting the **Allow participants to upload document after registration** checkbox:





NAME	TYPE	ACCEPTANCE	ACTION
Cycling license	Licenses	Document uploaded	Delete
Blood pressure	Medical certificate	Document approved in the	Delete

[Add document](#)

Click the **Add document** link to add up to three required documents, and then:

- Enter a descriptive **NAME** for the document.
- Select its **TYPE** (**Medical certificate**, **Licenses** or **Parental authorization**).
- Select the **ACCEPTANCE** condition for the document (when **Payment cleared**, **Document uploaded** or **Document approved in the document management tool**).

After participants complete payment, if they are required to upload documents, then they are sent this reminder email (Elite-tier organizations can customize this email with their branded header):

**ACTIVE** **REGISTRATION CONFIRMATION**

Dear Lee Alexander,

Thank you! We've received your registration for the [Kona Marathon Championship](#).

We'd like to remind you that your registration isn't complete yet.

Please click the following link to upload any required documents for the event or check if any existing documents in your account are valid:

[View My Events](#)

If you don't have an Active account, then please create one before logging in.


If you cannot see your registration after login, then enter your registration number R-10PT3TFLFD7 in the CLAIM REGISTRATION section at the top of the page.

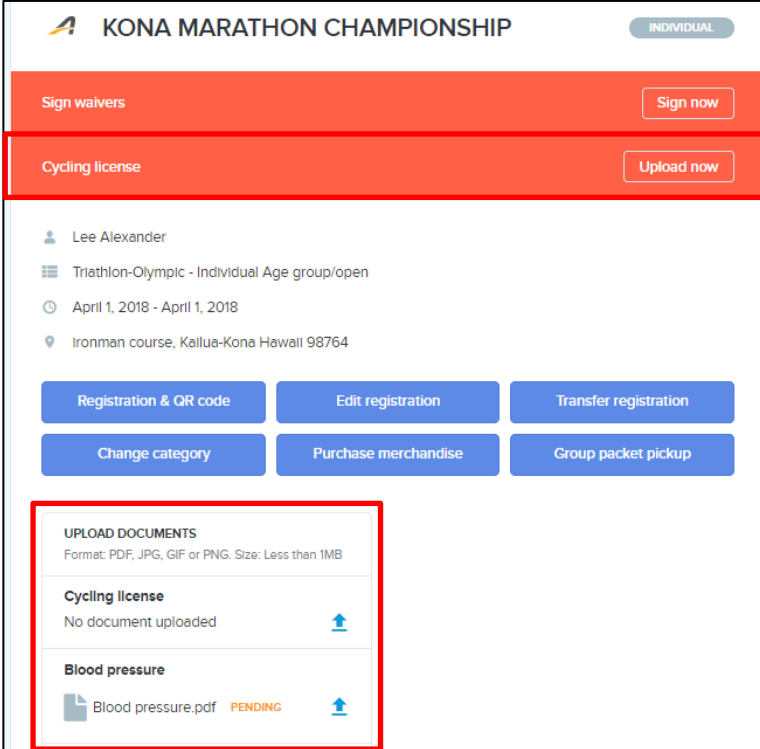
If you have any questions, then please email me at [charlie.iiang@activenetwork.com](mailto:charlie.iiang@activenetwork.com).

Looking forward to you joining us!

Simpsons Sports  
[charlie.iiang@activenetwork.com](mailto:charlie.iiang@activenetwork.com)



Registrants can click the link in the email to open their MY EVENTS page, and click either the **UPLOAD** button or  icon to upload the corresponding document:



**KONA MARATHON CHAMPIONSHIP** INDIVIDUAL


Sign waivers Sign now



**Cycling license** Upload now

Lee Alexander  
Triathlon-Olympic - Individual Age group/open  
April 1, 2018 - April 1, 2018  
Ironman course, Kailua-Kona Hawaii 98764

Registration & QR code Edit registration Transfer registration  
Change category Purchase merchandise Group packet pickup

**UPLOAD DOCUMENTS**  
Format: PDF, JPG, GIF or PNG. Size: Less than 1MB

**Cycling license**  
No document uploaded 

**Blood pressure**  
 Blood pressure.pdf **PENDING** 

The approval status of uploaded documents is displayed:

- **PENDING** – the document is awaiting review and approval by the organization.
- **APPROVED** – the document has been approved by the organization.
- **REFUSED** – the document has been refused by the organization and the participant must upload a replacement document.

On the **DOCUMENT** tab, staff users who have the **Document management** permission can see a list of all documents uploaded by participants and their review **STATUSES**:



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## Document

Manage your participants' documents.

Review Delete

	FILE NAME	TYPE	PARTICIPANT	STATUS
<input checked="" type="checkbox"/>	Parental waiver	Parental authorisation	Lee Alexander	Pending
<input type="checkbox"/>	Blood pressure	Medical certificate	Lee Alexander	Pending

Click a document **FILE NAME** to open it for review:

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## Document Management

Manage the documents for your organization.

Blood pressure.pdf

Normal Blood pressure.txt

MEDICAL CERTIFICATE

### Blood pressure

Name Lee Alexander  
alexander.fu@activenetwork.com

Date of birth December 19, 1975

Event Kona Marathon Championship  
Triathlon-Olympic - Individual Age group/open

VALIDATION RULES

1. Certificates must be legible
2. The certificate must be less than one year old on the date of the race
3. The name on the certificate must be the same as the name of the registered participant
4. The certificate must state no contraindications to competitive running or athletics.
5. Only a French Athletics Federation license can be presented instead of a medical certificate for the race
6. The certificate must state "Certified copy of the original", followed by the runner's signature

Refusal reason Refuse

Approve

Back to list

Zoom in (+), zoom out (-) or rotate (🔄) the document. After verifying the participant's personal information and that the document complies with the **VALIDATION RULES**, staff users can:

- Click the **Approve** button to mark the document as approved.
- Select a **Refusal reason** and click the **Refuse** button to mark the document as refused.



Staff users can quickly navigate between documents **PENDING** approval by clicking the < or > buttons.

Once a registration's document requirements are completely fulfilled, the participant is sent their registration confirmation email.

**APPROVED** documents which are over a year old are marked as **Expired** in the Document management tool and on the participant's My Events page.



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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).

ACTIVE Network, LLC

717 North Harwood Street

Suite 2500

Dallas, TX 75201