



Product Release Notes for ACTIVEWorks Endurance – May 4, 2017

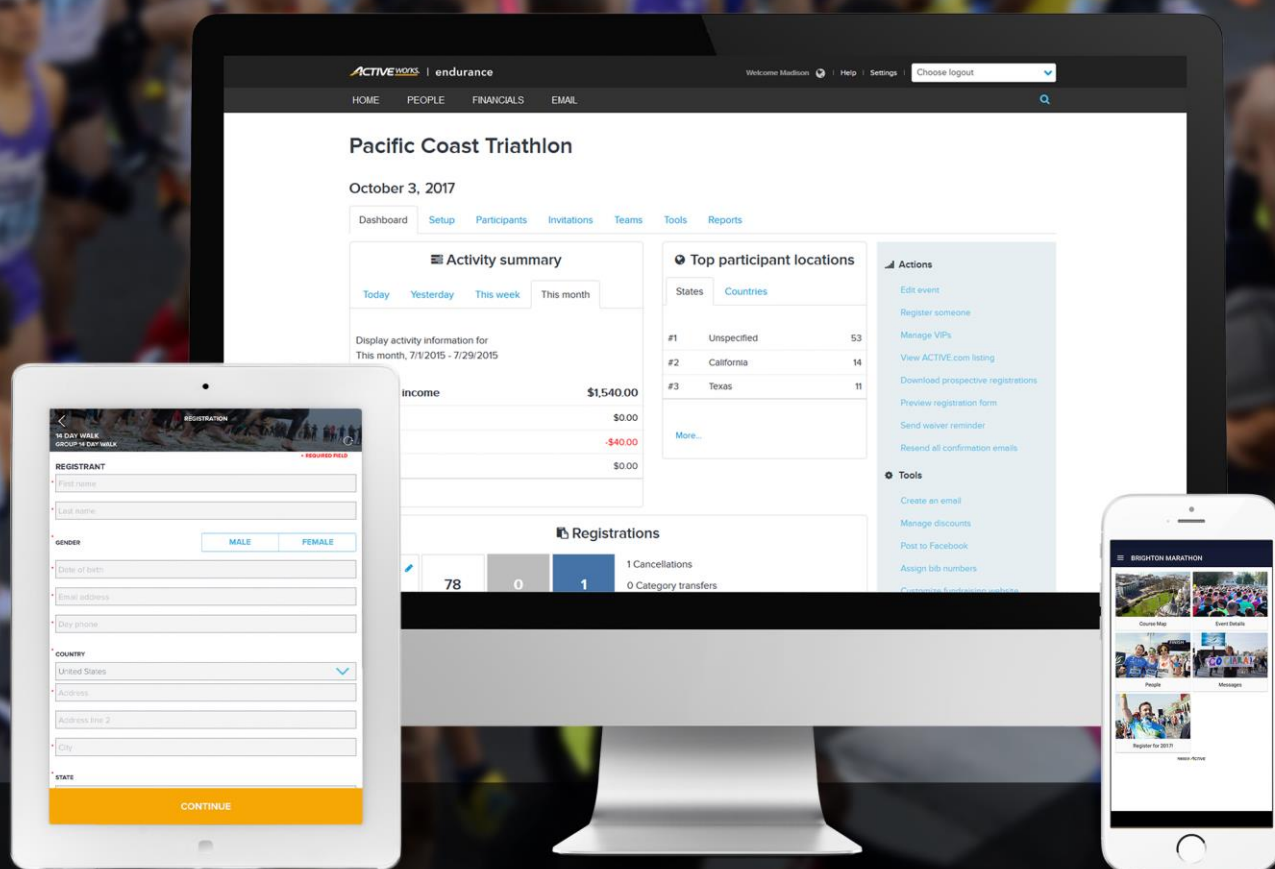


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Event Series

After many months of careful development, the Event Series feature is now ready for release.

We noticed that amongst the thousands of race participants every year, there are many participants who like to participate in a specific set of races every year. To build up and reward the loyalty of these frequent participants, ActiveWorks Endurance now provides organizers with the ability to sell event series, which allow participants to purchase specific races together and to apply discounts to the event series.

For race organizers

Configuring an event series is simple. Just bundle certain races together, select included purchases, and then set an activation date. You can choose whether all or a certain number of selected races are required to purchase the event series at a full or discounted price.

- Step 1. In ActiveWorks Endurance, click the **Create an event series** link from the side menu.
Then, on the **Series details** page:
 - Name the series and add a description
 - Select the series currency
 - Select the events to be included in the series
 - Select whether all or only a certain number of events are required to purchase the series
 - Set a percentage discount for the series
- Step 2. On the **Additional purchase** page, expand each event and then select the additional purchases to be included with each event in the series. Items marked **Required** must be included.
Participants will only see additional purchase items for their selected events.
- Step 3. On the **Activation** page:
 - Select to activate the event series registration later, now, or on a future date
 - Preview the event series registration form
- Step 4. Click **Save** to create the event series.
The event series is displayed on the **Your event series** tab.

Event series are another way of diversifying your event revenue and help you to identify and reward your frequent runners, whose participation brings steady revenue to your agency. Before an event starts, you can estimate your revenue from existing event series registration data. After the event ends, event series registrations are recorded per race and revenues are streamed to each individual race. You can check the transactions for each race in the event series, or use the new event series report to review the whole event series.



Step 1: Series details

Series name *

Description

Series currency *

Select one

Events *

☐ Select all

Participants can register for only one price type per event.

☐ Include registration-closed events and completed events

Required events *

All

Discount *

☐ No discount ☒ 10 %

Step 2: Additional purchase

Select which purchases to include in your series. Participants will only see items from events they've selected.

Springfield Fun Run 2017

December 31, 2017

0 items selected

☐

REQUIRED

NO IMAGE

Included t-shirt

\$0.00-\$0.00

Simpsons Theme Run

August 31, 2017

0 items selected

Step 3: Activation

Preview and activate your event series registration

Activate registration *

☐ Activate registration later
Save and come back later to activate registration.
☒ Activate registration now or on a future date
Set up registration open and close dates to activate registration.

Start date/time *

11/22/2016

12:00 a.m.

End date/time *

12/22/2017

12:00 a.m.

Only events which are open for registration within the event series registration period are available for participants.

Preview your event series

Try out your event series registration to see what it looks like and test out how it works. (Preview will open in a new browser window.)



For participants

Frequent participants will appreciate the discounts provided by event series. Other runners may also be attracted by the discounts or the theme of an event series. The event series discount applies to the registration fee for each individual event.

Event series registration is easy. Participants only need to go through a single registration process to complete registrations for all races in the event series. All required information is collected together. Participants do not need to repeatedly enter information that can be shared between races (for example, personal information, identical questions, waivers, etc.).

ACTIVE

English (United States) ▾

SELECT CATEGORY

COMPLETE FORM

CHECKOUT

Springfield Pack

Simpsons Theme Run

8/31/2017 - 8/31/2017

Running-5K

☒ Individual Age group/open

\$150.00

Ages 12 to 80 as of 8/31/2017

Running-10K

☐ Individual Age group/open

\$120.00

Ages 12 to 80 as of 8/31/2017

Springfield Fun Run 2017

12/31/2017 - 12/31/2017

Running-5K

☐ Individual Age group/open

\$150.00

Running-10K

☒ Individual Age group/open

\$120.00

Continue



Other Enhancements

Refunding surcharges

In the event that a registration with a custom fee is cancelled or refunded, organizers can now configure the custom fee to be non-refundable or partially refunded in proportion to the refunded order amount.

Create a custom fee

Large
Extra large

Refund: Proportional refund

Proportional refund
No refund

Cancel Save

Refining filter results in Custom Registration Reports

When organizers create custom registration reports, they can now add the following filters to refine the results in the report:

- Date registered
- Gender
- Date of birth
- Country
- Registration status
- Check-in date
- Fundraising
- Bib number
- Waiver signed
- Team role
- Question response
- Purchased merchandise

To filter results even more precisely, organizers can add up to five filter criteria.

Organizers no longer need to manually send Excel spreadsheets to their stakeholders. Stakeholders can now click the live report link, select their required reporting period and then view the report.

Filter results

Refine the list of people who will appear in your report.

People who match all of the following conditions

- Date registered: Between 4/1/2017 and 4/30/2017
- Gender: Male
- Question response: How did you hear about this: Active.com
- Bib number: Above 10000

+ Add condition Clear

Payment Account in Thai currency

Organizers can now contact our ActiveWorks Endurance Support Team to open a payment account that accepts participant payments in Thai Baht (THB).

Additional personal information in merchandise reports

The event merchandise report/global merchandise report is enhanced with the following personal information: Email address, Date of birth, Gender, Registration number, and Day phone.



Requiring registrant photo and finger print for On-Site registrations

To improve event security, organizers can now choose to require collection of registrants' photos and fingerprints during check-in or registration.

HOME PEOPLE VOLUNTEER FINANCIALS EMAIL GLOBAL MERCHANDISE GLOBAL DISCOUNT RACE PASS

Dashboard Setup Participants Invitations Teams Tools Reports Express registrations

On-Site mobile app configuration

CHECK-IN

Fast check-in ☐ Enable check-in without checking waivers or modifying bib numbers

Bib numbers ☐ Use bib number for this event

Waiver check ☒ Require waivers to be signed before check-in

☒ Allow review and signing of digital waivers

☒ Take picture of registrant

☒ Allow finger print signature

REGISTRATION

Auto check-in ☐ Automatically check-in registrants after registration

Cash ☒ Allow cash purchases

Waivers ☒ Display the digital waivers for the event

☒ Take picture of registrant

☒ Allow finger print signature

Back Save

Verifying registrants' addresses

For any U.S.-based organizers who have struggled with returning a shipment, participant addresses are now automatically validated using the United States Postal Service. Address typos made by a registrant are flagged and the registrant is prompted with a suggested change.

SELECT CATEGORY COMPLETE FORM REVIEW & CHECK OUT

Edit personal info

Warning! Any changes you make to your personal information will update your profile on ALL registrations and purchases (past, current and future).

ACTIVE.COM ACCOUNT

Email address tema.chen@activenetwork.com

First name * Tema

Last name * Chen

Date of birth * 1/20/1990

Gender * ☐ Male ☒ Female

Cell phone * 666-555-7777 Ext. 7307

Country * United States

Address * 717 North Harwood Street

Address line 2 Suite 2500

City * Dallas

State * Texas

ZIP * 75201

SUGGESTED ADDRESS

Tema Chen, 717 North Harwood Street, Dallas, TX, 75201-6105, United States

USE THIS ADDRESS

CANCEL CONTINUE



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ACTIVE Network, LLC
717 North Harwood Street
Suite 2500
Dallas, TX 75201