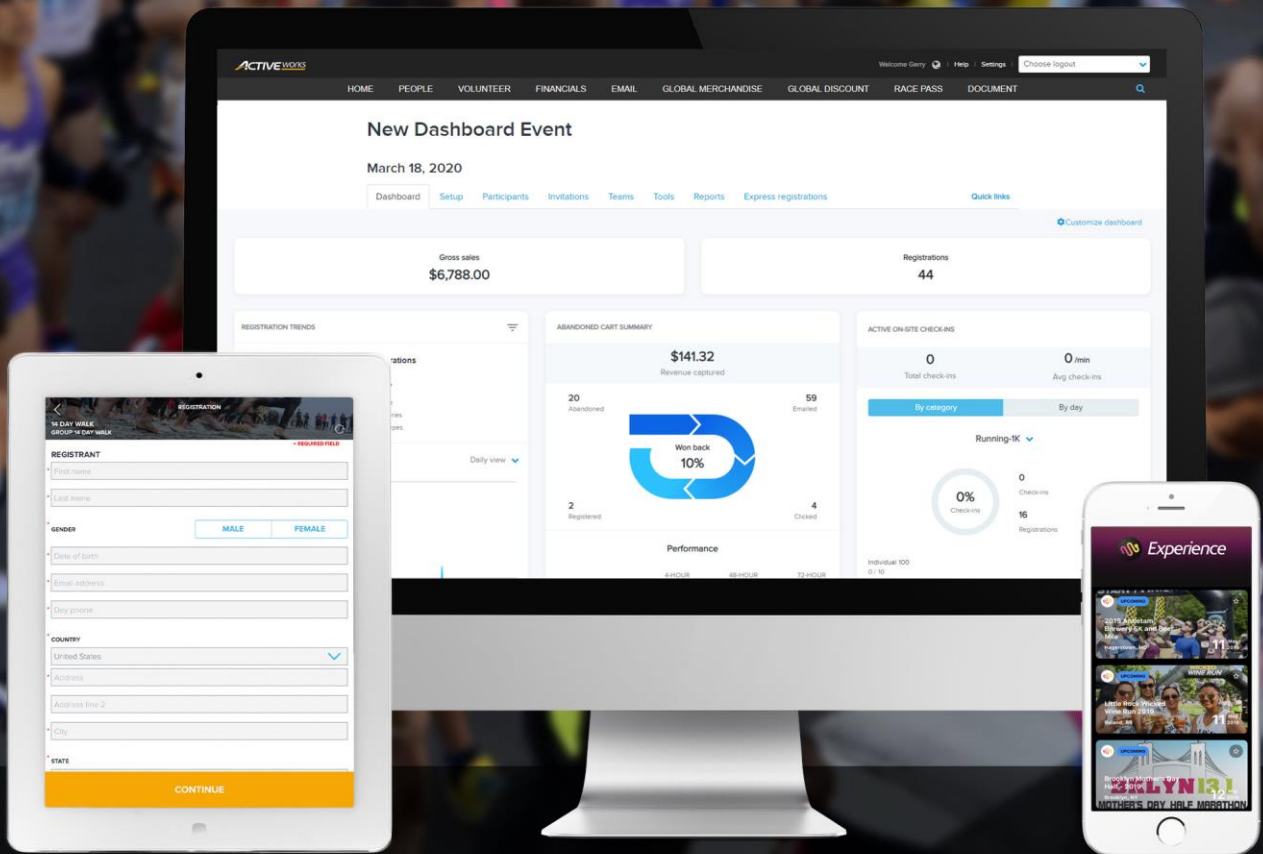# Product Release Notes for ACTIVEWorks – March 8, 2022

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Event setup: MyEvents self-edit setup enhancements

We have relabeled the 6th step in the event creation and management tool from **Self-edit setup** to **MyEvents self-edit setup**, as well as enhanced the overall layout to improve clarity of the many functions.

The **MyEvents self-edit setup** feature allows you to enable participants to self-manage their own registrations via the MyEvents portal without having to call you or your staff.

In this release, this My Events self-edit setup page has been redesigned:

- Your organization's MyEvents portal URL is displayed for your convenience. You can display this link on your website, e.g. as a Manage my registration or Manage my ticket link.
  - This My Events portal (https://myevents.active.com/<your_organization_name>) can be personalized with your organization's URL, branded Favicon, and styled to match the colors and look of your website.
- Each feature in **MyEvents self-edit setup** is now controlled by a toggle switch (on/off).
- When toggled on, all the settings for that feature are displayed so that you can set your organization's restrictions.

MyEvents self-edit setup

Below are toggles to enable the various participant self-edit options in the MyEvents - Participant Portal. Depending on what you enable, it allows your participants to manage their own registration/ticket without needing to contact you. When you toggle on any of the below items this displays the corresponding functionality in your MyEvents participant portal. Participants can log into via myevents.active.com and view their registration.

🔗 Your organization's unique MyEvents URL is https://myevents▢▢▢▢▢▢▢▢▢▢

We recommend placing a link to this URL on your website to give your participants easy access to manage their registration themselves.

Event setup

Event details

Restrictions and settings

Registration categories

Payments and installments

Self-registration team setup

MyEvents self-edit setup

Form questions

Giving

Additional purchases

Waivers

Emails sent out

ACTIVE.com listing

Activation

Additional links

Event summary

Dashboard

Tools

Preview registration form

Questions?

Help center

Enable participants to edit their registration information ❓

Last date to edit * | 12/31/2022

Enable participants to transfer to another event

Transfer fee * | 2.00 | USD

Last date to transfer * | 6/11/2023

If you select a date later than start date, start date will be the last transfer date.

Eligible transfer-to event *

🔍 Filter by event name | Search

☐ EVENT NAME

☐ copynormalEvent

☑ JG event

☑ copy_virtual

☐ event_with_global_question

☐ Copytranferevent0605

☐ event_transfer

☐ Include registration-closed events and completed events

Enable participants to transfer to another category ❓

Transfer fee * | 1.00 | USD

Last date to transfer * | 12/29/2022

Enable participants to transfer registration to another participant ❓

Enable participants to purchase additional merchandise ❓

Enable participant to manage packet pickup group ❓

Change to event posting to Facebook

The **Social media** feature (your specific Event home page > **Tools** > **Social media**) enables:

- you to leverage social media to promote your events
- your participants to share your events with their friends

Due to recent changes on Facebook, as a temporary solution, to post your event to Facebook (in **Social media** > **Organizer Facebook**), please manually copy and paste your event information into the Facebook popup:
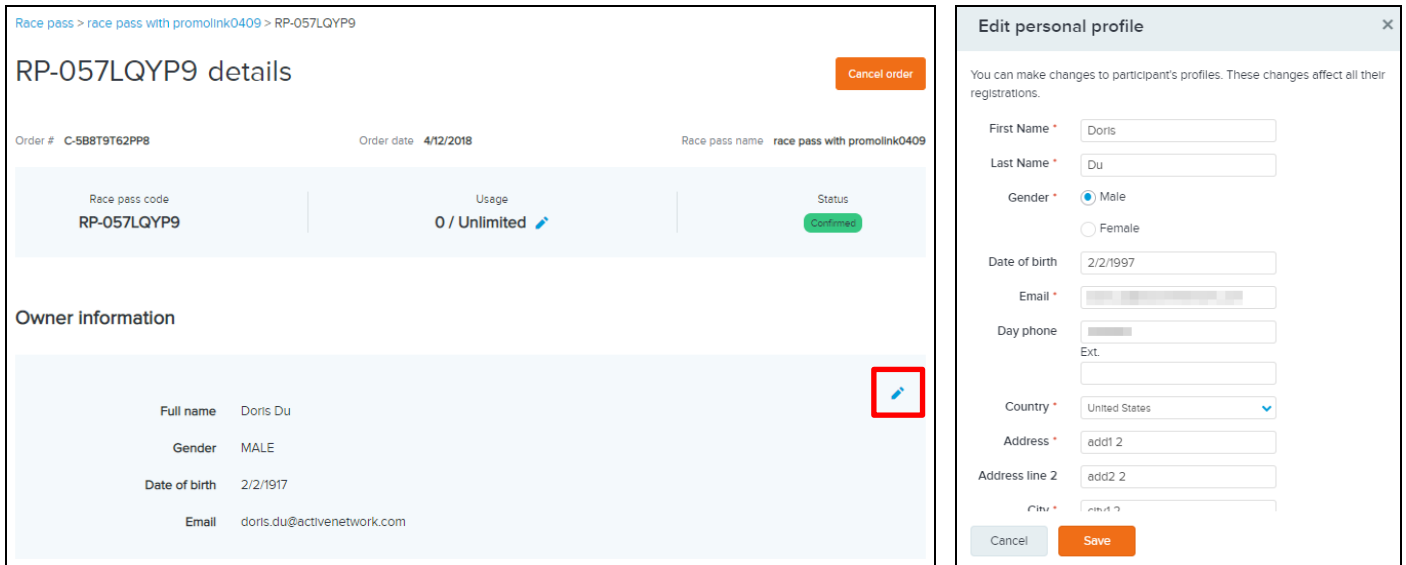

We are working to re-automate the publishing of your event information to Facebook.

Race pass: edit race pass owner information

For purchased race passes (an Elite-tier feature), if your customers have not yet used their race passes, then you can now edit the race pass owner information.

To edit race pass owner information, click the **RACE PASS** > **Race pass** tab > a race pass name, and then click the **VIEW OWNERS** 👥 > corresponding race pass code > **Owner information** > 🖊 icon:

UI layout enhancements

In the last release, the review page in the AUI for the order/race pass cancellation flow had some layout enhancements. In this release, the layouts in the AUI of the completion page in the following flows have also been enhanced:

- an event's home page > **Participants** > **Register someone**.
- an event's home page > **Participants** > a participant > **Actions** > **Cancel**, **Transfer to another event**, **Transfer to another category** or **Apply credit**.
- **RACE PASS** > **Race pass** tab > name of a race pass > **VIEW OWNERS** 👥 > corresponding race pass code > **Cancel order**.

The enhancements are designed to make it easier for you to use the system, they include:

- alignment and font size adjustments.
- margin and layout adjustments for printing.

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.

For more information about ACTIVE Network, LLC products and services, please visit ACTIVEnetwork.com.

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