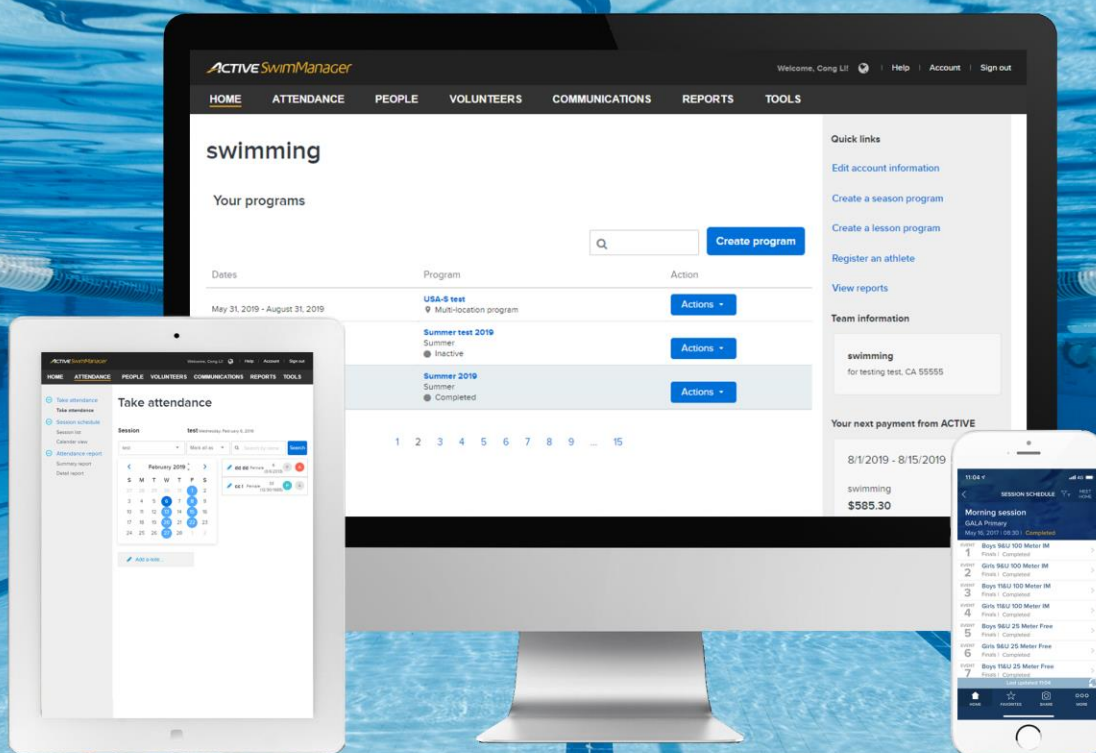




## Product Release Notes for ActiveWorks Swim Manager – March 1, 2022



### Table of Contents

<b>New Features</b> .....	<b>2</b>
Create VIP invitations to a program .....	2
View VIP invitation report.....	4
Invited athletes: complete registration.....	6



## New Features

### Create VIP invitations to a program

Before public registrations open, agency administrators with the **Administrator**, **Administrator Assistant** or **Treasurer** role can now create early-bird registration invitations to VIP groups.

To create VIP invitations, click **HOME > VIP invitation**:

The screenshot shows the 'swimming' program page. At the top is a navigation bar with links: HOME, ATTENDANCE, PEOPLE, VOLUNTEERS, COMMUNICATIONS, REPORTS, and TOOLS. Below the navigation bar, the page title 'swimming' is displayed. Under 'Your programs', there are three buttons: 'Create program', 'VIP invitation' (highlighted with a red box), and 'Archived'. To the right of these buttons is a search bar labeled 'Search here'. Below the buttons, there are filters for 'Status' (Active) and 'View' (All). A table lists the programs, with one entry: 'Teresa's Swimming Club 2021 Summer' with a status of 'Active' (indicated by a green dot). The table has columns for 'Dates' (June 1, 2021 - December 31, 2022), 'Program', and 'Action'. An 'Actions' button is located at the bottom right of the table.

- If there are no VIP groups, then the following page is displayed for agency administrators to create a VIP group:
  1. Edit the **VIP group name**.
  2. **Select athletes to add to VIP group** and then click **Continue**.

The screenshot shows the 'Create VIP group' page. At the top is a navigation bar with links: HOME, ATTENDANCE, PEOPLE, VOLUNTEERS, COMMUNICATIONS, REPORTS, and TOOLS. Below the navigation bar, the page title 'ACTIVE SwimManager' is displayed. The main content area has a form for creating a VIP group. It starts with a label '\* VIP group name' and a text input field. Below this is a section titled 'Select athletes to add to VIP group'. This section includes filters for 'Gender' (Female & Male), 'Age' (Select one...), 'to' (Select one...), and 'Attached' (Attached). Below the filters, there is a table of athletes. The table has columns for 'Name', 'Age(birthday)', 'Gender', and 'ID'. The table lists four athletes: Lee Alexander (Male, 51(1/1/1970)), Anthony Cervantes (Male, 43(1/2/1978)), Bart Simpson (Male, 16(1/1/2005)), and Lucy Smith (Female, 8(3/5/2013)). Each athlete has a checkbox next to their name. At the bottom of the table, there is a pagination bar with links 1, 2, 3, and a next button.

- If there are VIP groups, but the required group does not exist, then agency administrators can create a new VIP group by clicking **Create VIP group**.



HOME	ATTENDANCE	PEOPLE	VOLUNTEERS	COMMUNICATIONS	REPORTS	TOOLS
Home > VIP Invitations						
VIP invitations						
Create VIP group						
Group name	Athletes	Create date	Invitation record	Actions		
VIP group 1	3	December 15, 2021	0	Edit Invitations		
VIP group 2	20	January 7, 2022	0	Edit Invitations		

- If the required group exists, then agency administrators can **Edit** the group or create invitations by clicking the **Actions > Invitations > Create invitation** button:

HOME	ATTENDANCE	PEOPLE	VOLUNTEERS	COMMUNICATIONS	REPORTS	TOOLS
Home > VIP Invitations						
VIP invitations						
Create VIP group						
Group name	Athletes	Create date	Invitation record	Actions		
VIP group 1	3	December 15, 2021	0	Edit Invitations		
VIP group 2	20	January 7, 2022	0	Edit Invitations		

Home > VIP invitations > VIP group 1					
VIP group 1					
Create invitation					
Subject	Program	Status	Send time	Action	
VIP invitation of Teresa's Swimming Club 2021	Teresa's Swimming Club 2021	Sent	Feb 20, 2022	📧	
VIP invitation of Teresa's Swimming Club 2021	Teresa's Swimming Club 2021	Sent	Feb 22, 2022	📧	
VIP invitation of Teresa's Swimming Club 2021	Teresa's Swimming Club 2021	Sent	Feb 15, 2022	📧	

Then select the program/location and click **Next**:

HOME	ATTENDANCE	PEOPLE	VOLUNTEERS	COMMUNICATIONS	REPORTS	TOOLS
Home > VIP Invitations > Create VIP Invitation						
Invitation setting						VIP invitation setup
						1. VIP group setting
						2. Invitation setting
						3. Send invitation email
Please aware the start date and time of the VIP entry will be set as the time when invitation sent, the end date will be set as public registration end date.						
Select program/location						
Program			Program start date			
<input type="checkbox"/> Teresa's Swimming Club 2021 - Primary location			6/1/2021			
Cancel			Next			

Edit the invitation email template and then click **Send**:



Home > VIP invitations > Create invitation

## Send invitation email

**Subject \*** VIP invitation of Teresa's Swimming Club 2021

**From** no-reply@active.com

**Sender name \*** swimming

**Reply to** test@gmail.com

**Recipients** VIP group 1

**Invitation setup**

- 1. Invitation setting
- 2. Send invitation email

**Dear {Recipient first name},**

We are now inviting you to register for this upcoming program  
**{Program name}:**

Registration link  
**{Registration link}**

**{Organization address}**

Email  
**{Organization email}**

Phone number  
**{Organization phone}**


Cancel Send



Invited athletes are then emailed an invitation to the selected program.

## View VIP invitation report

To view the VIP invitation history for a specific group, click the **HOME > VIP invitation > Actions >** corresponding **Invitations** link:

HOME	ATTENDANCE	PEOPLE	VOLUNTEERS	COMMUNICATIONS	REPORTS	TOOLS
Home > VIP invitations						
VIP invitations						Create VIP group
Group name	Athletes	Create date	Invitation record	Actions		
VIP group 1	3	December 15, 2021	0	Edit	Invitation	
VIP group 2	20	January 7, 2022	0	Edit	Invitations	

Click the **Actions >** corresponding  icon:

Home > VIP invitations > VIP group 1					
VIP group 1					Create invitation
Subject	Program	Status	Send time	Action	
VIP invitation of Teresa's Swimming Club 2021	Teresa's Swimming Club 2021	Sent	Feb 20, 2022		
VIP invitation of Teresa's Swimming Club 2021	Teresa's Swimming Club 2021	Sent	Feb 15, 2022		





### View sent email

**Delivery status**  
This email was sent at 2/20/2022 9:27 p.m.

From: swimming (no-reply@active.com)  
To: VIP group 1  
Subject: VIP invitation of Teresa's Swimming Club 2021

**Dear (Recipient first name),**

We are now invite you to register for this upcoming program **{Program name}**:

Registration link  
{Registration link}

Athlete name  
{Athlete first name} {Athlete last name}

Pool location  
{Program pool location}

Address  
{Program address}

**Tracking**  
This email has been tagged to assist in tracking.

Description

**Email report**

**Delivery** [View email delivery details](#)

DELIVERED	<div><div></div></div> 1 (100%)
REFUSED	<div><div></div></div> 0 (0%)

- Communications
- [View all emails](#)
  - [View all texts](#)
  - [Create email/text](#)
  - [Create an email](#)
  - [Create a text](#)
- Frequently asked questions
- [How do I send emails?](#)
  - [How do I create an email template?](#)
  - [How do I customize items on email template?](#)
  - [How do I send text messages?](#)

To view the **Email report** by delivery status or recipient action, click:

- **Delivery > DELIVERED, REFUSED or FAILED.**
- **Recipient actions > OPENED, CLICKED, REGISTERED or COMPLAINED.**

**Tracking**  
This email has been tagged to assist in tracking.

Description

**Email report**

**Delivery** [View email delivery details](#)

DELIVERED	<div><div></div></div> 1 (100%)
REFUSED	<div><div></div></div> 0 (0%)
FAILED	<div><div></div></div> 0 (0%)

**Recipient actions**

OPENED	<div><div></div></div> 0 (0%)
CLICKED	<div><div></div></div> 0 (0%)
REGISTERED	<div><div></div></div> 0 (0%)
COMPLAINED	<div><div></div></div> 0 (0%)



Email Delivery Details			Download
Delivered	Refused	Failed	
Opened	Clicked	Registered	Complained
Recipient	Groups	Email	
J Chen	VIP group 1		

## Invited athletes: complete registration

The invited athletes are then emailed a registration invitation with a registration link:

Dear Pastina,

We are now inviting you to register for this upcoming program **Teresa's Swimming Club 2022**:

Registration link  
<https://example.activenetwork.com/sports-reg/login>

Athlete name  
Pastina Alina

Pool location  
GRETZKY SPORTS CENTRE

Address  
885 W Georgia  
Vancouver, APO, 45678, US

-----

If you have any questions, please contact:

Organization name  
New billing on QA

Address  
TelesisCt. 1024  
San Diego, CA, 92121, US

Email  
[newbilling@activenetwork.com](mailto:newbilling@activenetwork.com)

Phone number  
1-888-888-8882

This email was sent to [firstname.lastname@active.com](mailto:firstname.lastname@active.com) by  
New billing on QA  
TelesisCt. 1024, San Diego, CA, 92121 United States  
To stop receiving these emails, [unsubscribe here](#)

POWERED BY **ACTIVE**



CHOOSE PARTICIPANT

SELECT GROUP

COMPLETE FORM

CHECK OUT

## Teresa's Swimming Club 2022

**📍** GRETZKY SPORTS CENTRE  
**📅** May 1, 2022 to February 29, 2024

\* Required fields

### Who are you registering?

☒ Your child (or a child in your legal custody)  
☐ Yourself (Anila Pastina)

#### SWIMMER'S INFORMATION

\* First name   
\* Last name   
\* Gender ☐ Male ☐ Female  
\* Date of birth   
Enter as MM/DD/YYYY

Please input **your** information below

#### YOUR INFORMATION

\* First name   
\* Last name   
\* Gender ☐ Male ☒ Female  
\* Date of birth  Why we ask for this  
Enter as MM/DD/YYYY  
\* Email

☐ You are this person's parent or legal guardian.  
You must be the parent or legal guardian to register someone under 18 years old. By registering a child under 18, you are consenting to the collection of the child's information you are providing for the purposes of registration.

CONTINUE

What's Your *ACTIVE*?

Terms of Use Copyright Policy Your Privacy Rights Security Advertising Cookie Setting Cookie Policy



## **ACTIVE Network, LLC**

© 2022 ACTIVE Network, LLC, and/or its affiliates and licensors. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without prior written permission. You have limited permission to make hard copy or other reproductions of any machine-readable documentation for your own use, provided that each such reproduction shall carry this copyright notice. No other rights under copyright are granted without prior written permission. The document is not intended for production and is furnished “as is” without warranty of any kind. All warranties on this document are hereby disclaimed including the warranties of merchantability and fitness for a particular purpose.

## **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](https://ACTIVEnetwork.com).

ACTIVE Network, LLC

Dallas Corporate Office

5800 Granite Parkway – 12th Floor

Plano, Texas 75201