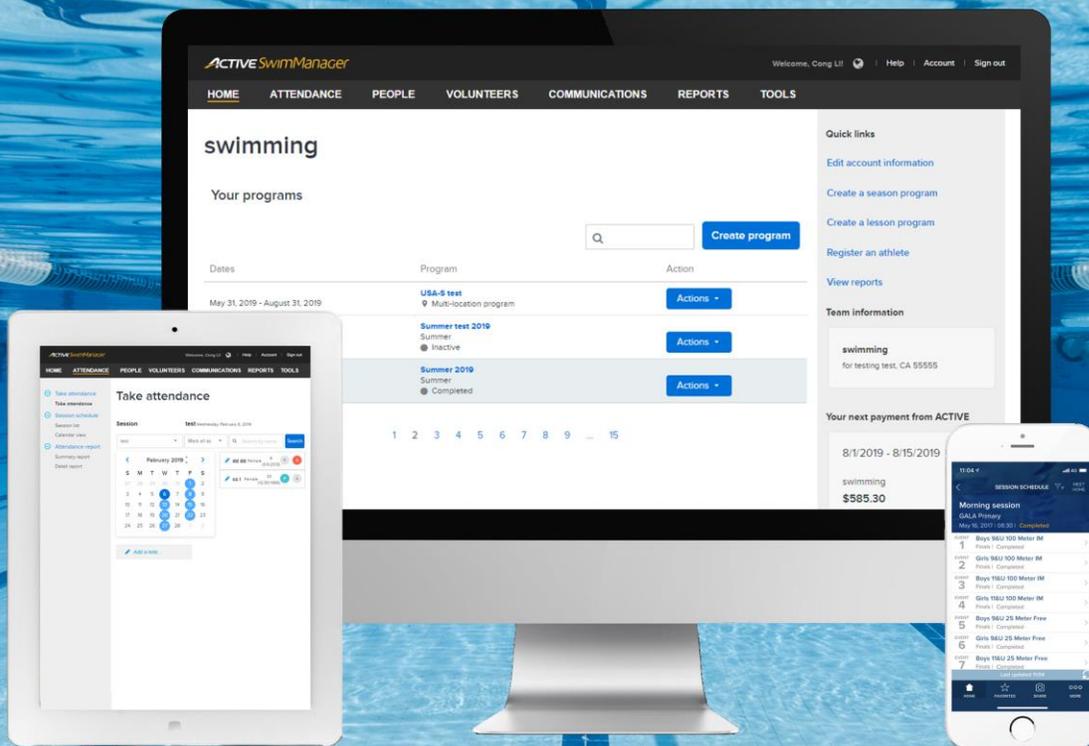




## Product Release Notes for ActiveWorks Swim Manager – June 23, 2020



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## Enhancements

### Email Tool Enhancements

You can now create more visually appealing emails in a simpler workflow with the following enhancements to the Email tool:

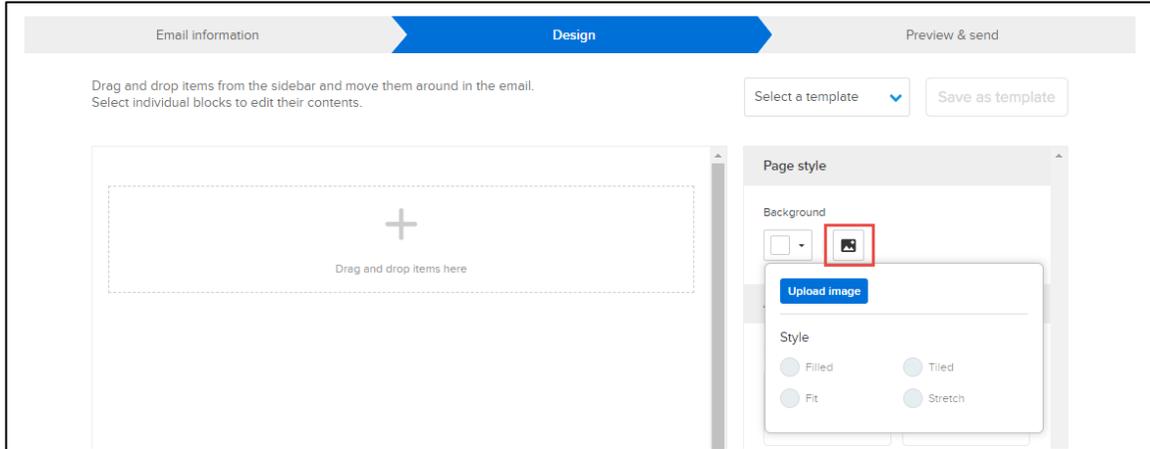
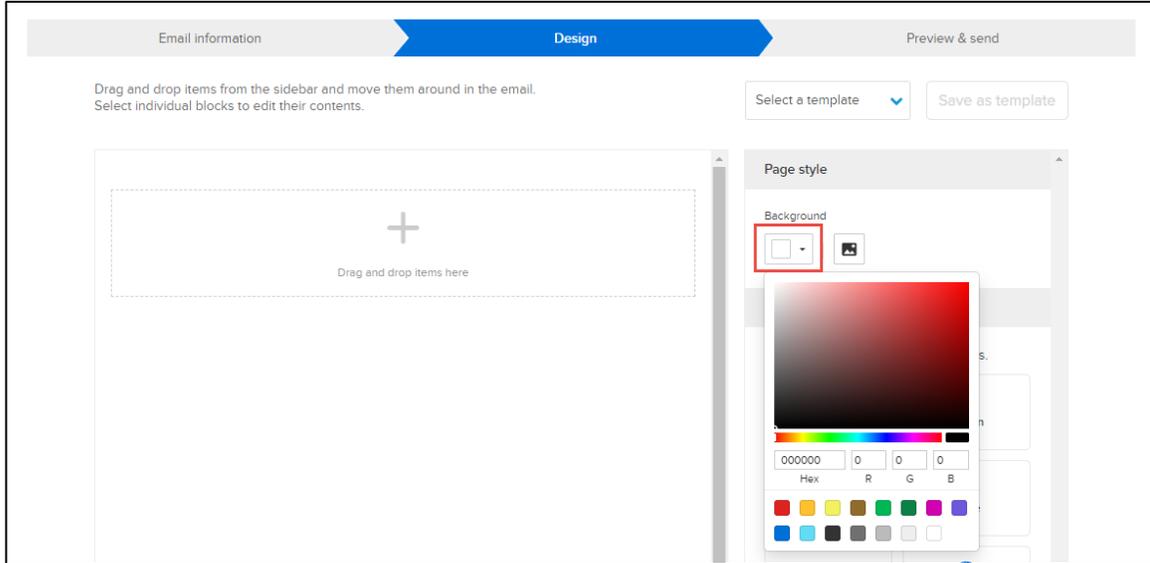
- On the **Email information** page:
  - The **From** field is no longer editable (the pencil icon has been removed).
  - A **Sender name** field has been added and is pre-filled with your organization's name.
  - A **Reply to** field has been added and is pre-filled with your organization's primary contact email address (if no contact address is available, then this field is pre-filled with the same email address as in the **From** field).

The screenshot shows the 'Create email' interface with the 'Email information' step selected. The form contains the following fields and elements:

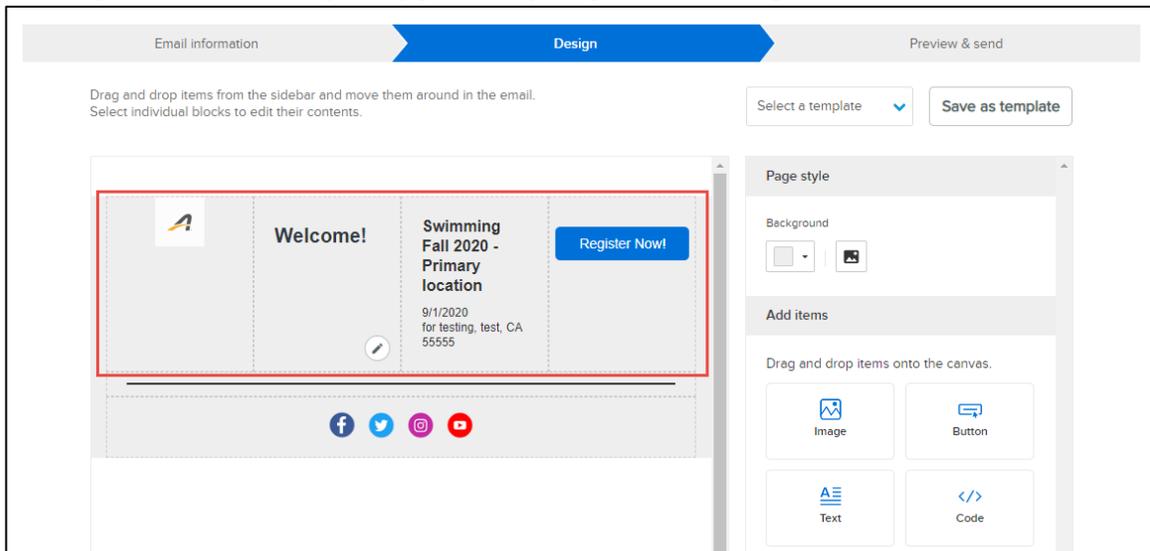
- Subject \***: An empty text input field.
- From**: A text input field containing 'no-reply@active.com', highlighted with a red box.
- Sender name \***: A text input field containing 'swimming', highlighted with a red box.
- Recipients \***: A text area with placeholder text 'Click Add recipient lists to choose contacts. Or, type email addresses, separated by comma or semicolon' and an 'Add' button with a dropdown arrow.
- Reply to**: A text input field containing 'swimming@gmail.com', highlighted with a red box.
- Description \***: A text input field with placeholder text 'Briefly describe the purpose of this email'.

Below the description field, there is a note: 'For internal reference only, email recipients will not see this description'. At the bottom of the form, there are 'Exit' and 'Continue' buttons.

- On the **Design** page, the email editor has been upgraded to the latest version, so that you can:
  - Add a **Background** color or image to the email (note: the added background color or image is not saved to the email template):



- Add up to four columns (items) per row (except when adding a **Divider** or **Social media** item):

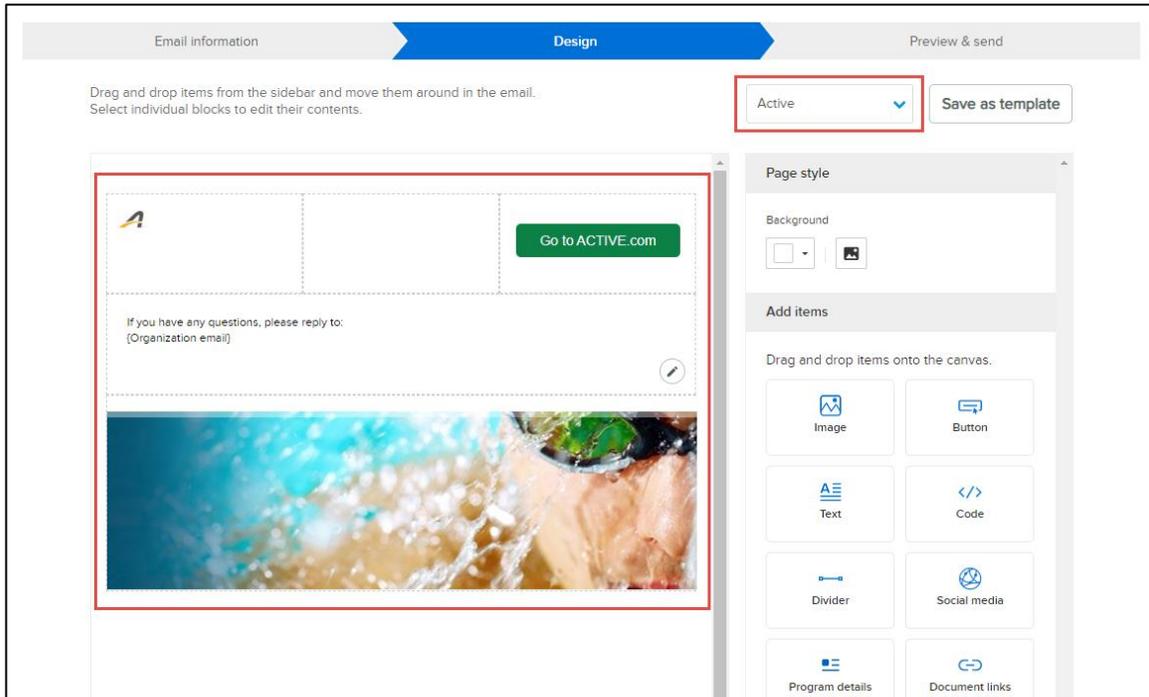


Note:

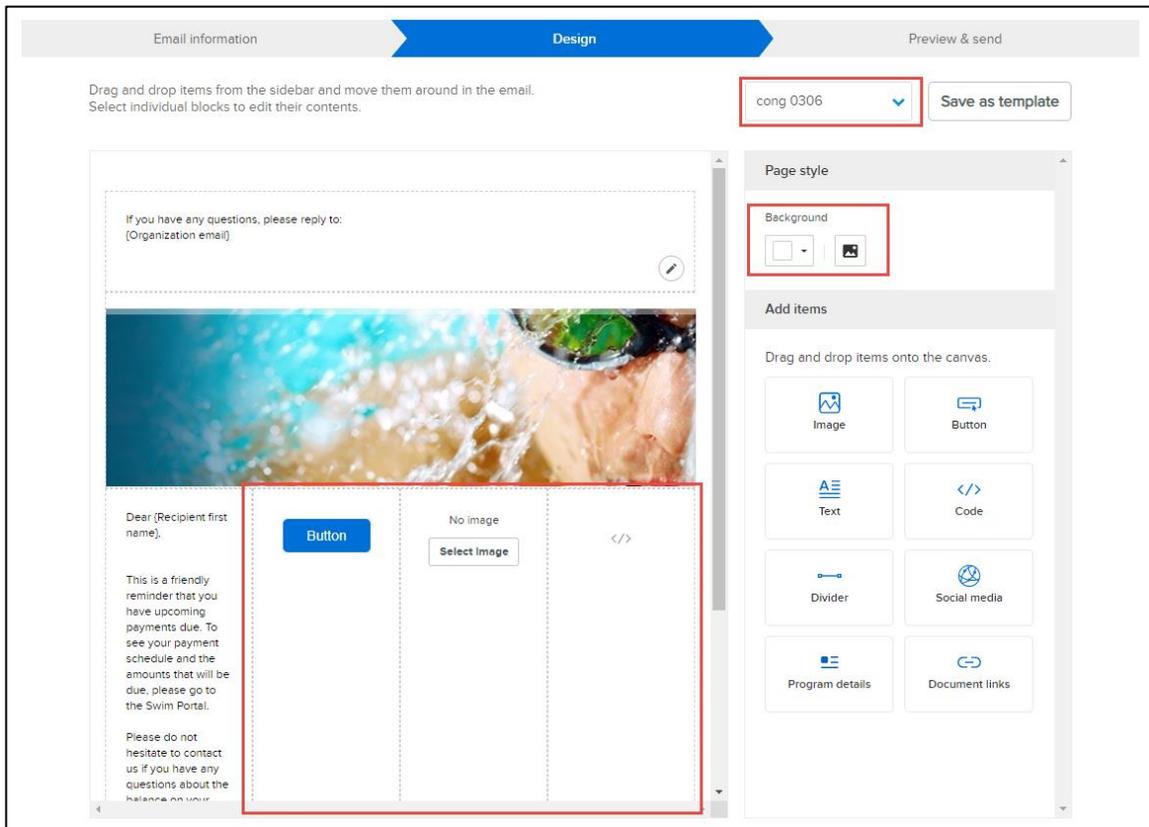
- Emails that have already been sent are unchanged.



- The default **Active** template has been changed to a 3-column style:



- The upgraded email editor features are also available when editing an existing draft or template, for example:





## OME Enhancements

### Before the team entry deadline:

For OME meets prior to the team entry deadline (including prior to the team entry start date), when clicking ACTIVE Swim Manager > a meet > **Actions** > **Entry by event/Entry by name** > an invited athlete with the **Not attending** status, the **Confirm** message is not displayed until when saving the entries (this also applies to athletes with the **No response** status).

When saving the entries, if you click **Confirm**, then the status of any invited athletes with the **Not attending** or **No response** status is changed to the **Attending** status.

### After the team entry deadline:

For OME meets after the team entry deadline, you can now edit team entry dates on the following pages (relevant **Team entry date** fields are enabled):

- ACTIVE Swim Manager > a meet > **Edit meet** page

Meet Name: \*  
2020-Winter YMCA Pacific Championships

Swimmer surcharge:  
\$ 150.00  
Per declared swimmer

[Meet details](#) | [Eligibility requirements](#)

**Meet details**

Meet date(s): \*  
12/1/2020 to 2/28/2021 US/Pacific

Team entry date(s) for meet entry: (US/Eastern) \*

5/23/2020 12:00 a.m. to 8/31/2020 12:00 a.m.

August 2020

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

- ACTIVE Swim Manager > a meet > **Edit OME meet** page



OME meet setup / 2020-Winter YMCA Pacific Champion... 12/1/2020 PDT

**Entry dates**

Customize your team entry dates to your specific needs.

Team entry date(s):  
5/23/2020 12:00 AM to 8/31/2020 12:00 AM

Team entry date(s) is using the organization time zone: EDT

Meet host entry date(s):  
6/1/2020 -- TO -- 11/30/2020 PDT

**Meet entry method**

Customize your meet entry method to your specific needs.

Meet attendance Athletes confirm their meet attendance.

Event declaration Athletes select their events, and you adjust entries as needed.

August 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Edit OME Meet Setup

Edit settings

Edit invited list

Resend invitation

Entry date changes in the ACTIVE Swim Manager are synced and displayed in the Portal:

- In **Meet attendance** mode:
  - if the meet is past the team entry deadline, then the latest attendance status and eligible events updates are displayed in the Portal until the first event declaration.
  - if the meet has been declared after the team entry deadline, then the declared entries are displayed in the Portal.
  - if the meet's team entry deadline is changed to a future date, then eligible events with current attendance status are displayed again in the Portal and editable until after the new deadline.
- In **Event declaration** mode:
  - if the meet is past the team entry deadline, then the latest entry updates are displayed in the Portal until the first declaration.
  - if the meet has been declared after the team entry deadline, then the declared entries are displayed in the Portal.
  - if the meet's team entry deadline is changed to a future date, then eligible events with current entries are displayed again in the Portal and editable until after the new deadline.

### Group Level Deposits

Previously, in the ACTIVE Swim Manager, deposits were set up at the program level. Now, you can set up different custom deposits for each group (ACTIVE Swim Manager > a program > **Registration setup** > **Prices and billing** > a group):



## Prices and billing

Setup prices and billing for your program.

After registration begins, any changes made on this page will only apply to new registrants and will not affect existing registrations.

### Price & billing options

Use same billing settings for all groups.

Prorate the price when athletes register after the season start date. ⓘ

Offline Payments Note ⓘ

You can add a note to participants here about their offline payment. ex. Please make your payment to 12345 Street, City, State 75075. We accept cash, check, and cards (Mastercard and Visa only).

### Payment Timing

#### Group1

**Deposit amount** ⓘ

\$ 20.00

**Pay in Full**

Allow Pay in Full for \$ 200.00

Customers must pay in full in order to check out.

Customers can check out without making any payment. ⓘ

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#### Group2

**Deposit amount** ⓘ

\$ 30.00

**Pay in Full**

Allow Pay in Full for \$ 300.00

Customers must pay in full in order to check out.

Customers can check out without making any payment. ⓘ

- Registration setup
- Program summary
- Program details
- Groups
- Prices and billing**
- Discounts and fees
- Form questions
- Additional purchases
- Waivers
- Confirmation email
- Registration dates
- ACTIVE.com listing

On the **GL Code > Setup GL codes** popup, GL codes for deposits have also been moved to the group level:



Pay in Full

Allow Pay in Full

Custom

Custom

Recurring and Billing

Allow Recurring Billing

GL Code

Use GL code to track expenses

Setup GL codes

Cancel

### Setup GL codes

Swimming Fall 2020

Enter GL code

Group1

Enter GL code

Deposit

Enter GL code

Pay in full

Enter GL code

Recurring billing

Enter GL code

Schedule 1

Enter GL code

Schedule 2

Enter GL code

Group2

Enter GL code

Deposit

Enter GL code

Pay in full

Enter GL code

Cancel Save

You can also setup group-level deposits when adding a new group (ACTIVE Swim Manager > a program > **Registration setup > Groups > Add group**):

## Edit groups

Season

Group 1 Group 2

Groups enable you to divide your program by specific criteria for registration purposes, such as by price, age range or experience.

**At least one group is required.**

### Your groups

Swimmers have signed up for this group.

Deactivate

Name \* Group1

Description

255 characters maximum

Capacity Unlimited

Allow waitlist registrations when capacity is reached

Deposit amount

\$ 0.00

Pay in Full

Allow Pay in Full for \$

Customers must pay in full in order to check out.

Customers can check out without making any payment.

Registration setup

Program summary

Program details

Groups

Prices and billing

Discounts and fees

Form questions

Additional purchases

Waivers

Confirmation email

Registration dates

ACTIVE.com listing



Note:

- Group-level deposits are available during:
  - Front Desk Registration (FDR)
  - Online registrations
  - Transfers
- For existing programs, the program-level deposit amount and corresponding GL code are automatically copied to each group.
- When copying a program, its group-level deposit settings are also copied to the new program.
- Group-level deposits paid during registrations or transfers and their corresponding GL codes are displayed in the relevant reports.

**Miscellaneous**

When you log into the Self-sign-up page, if you have not yet signed the latest waivers, then you must now log into their Passport account to sign the waivers.



## Resolved Issues

No issues were resolved in this release.



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