



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

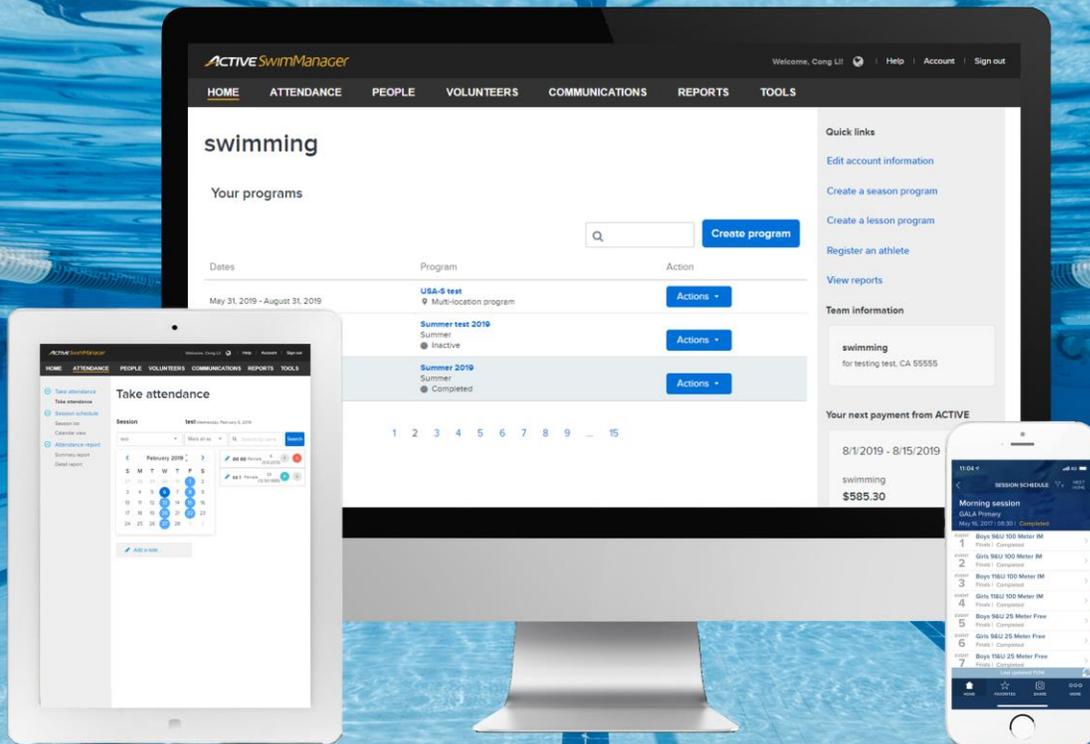


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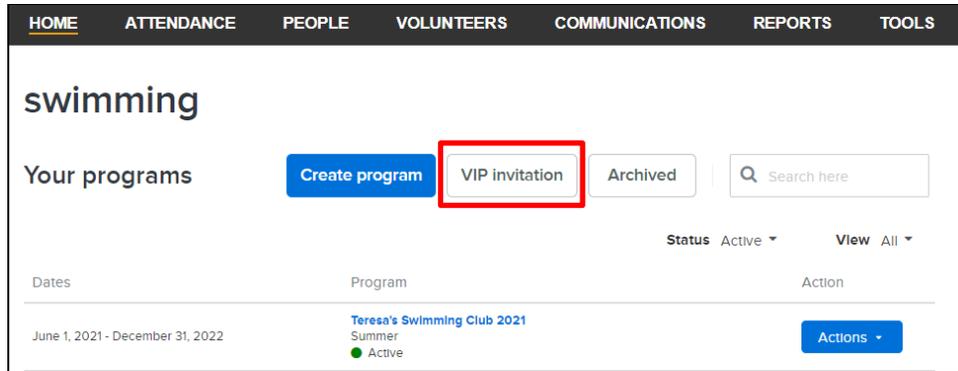


## New Features

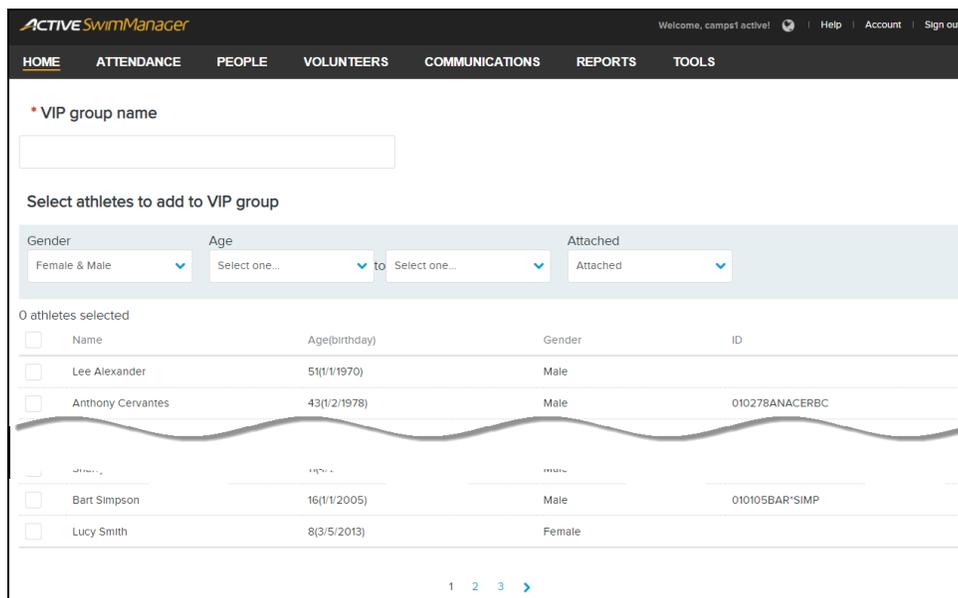
### Create VIP invitations to a program

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**:



- 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**.



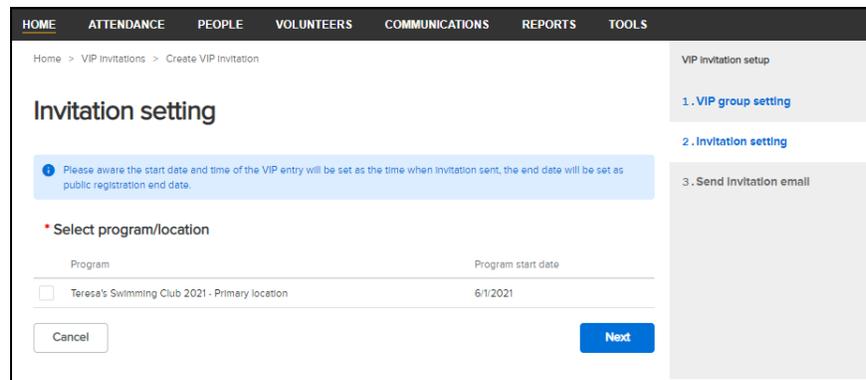
- If there are VIP groups, but the required group does not exist, then agency administrators can create a new VIP group by clicking **Create VIP group**.



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



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



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



Home > VIP invitations > Create invitation

## Send invitation email

Invitation setup

1. Invitation setting
2. 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**

Arial 14 B I U A H1 H2 Insert

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 <b>Invitation</b>
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	1 (100%)
REFUSED	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	1 (100%)
REFUSED	0 (0%)
FAILED	0 (0%)

**Recipient actions**

OPENED	0 (0%)
CLICKED	0 (0%)
REGISTERED	0 (0%)
COMPLAINED	0 (0%)



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

## 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

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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?

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