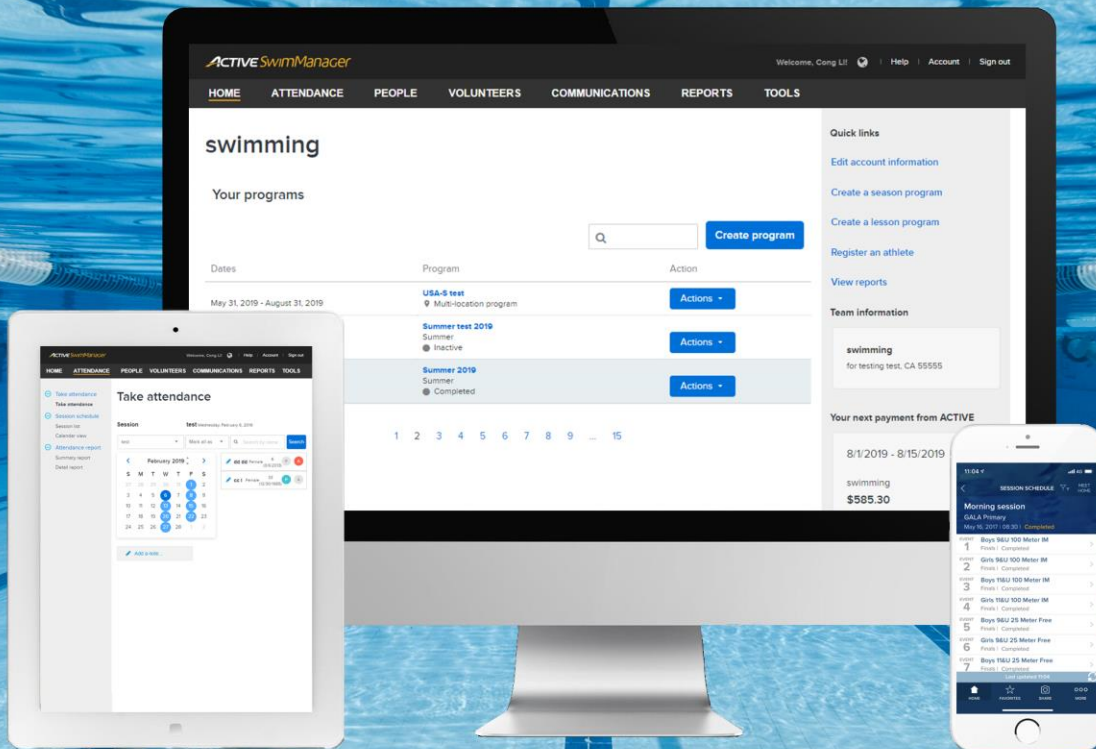




## Product Release Notes for ActiveWorks Swim Manager – February 22, 2021



### Table of Contents

<b>New Features</b> .....	<b>2</b>
Update an existing meet by importing a meet file.....	2
OME setup: editing the invitation email.....	3
Default email template enhancements.....	6
<b>Resolved Issues</b> .....	<b>6</b>



## New Features

### Update an existing meet by importing a meet file

You can now easily update an existing meet by uploading a replacement ev3 file by clicking:

- the required meet > **Actions** dropdown menu > **Update meet file** (not displayed if results have already been uploaded):

The screenshot shows the 'Your meets' interface. At the top, there are buttons for 'Create a meet', 'Import a meet', and 'Import results', along with a search bar. Below this is a table of meets. One meet is selected, and its 'Actions' dropdown menu is open. The 'Update meet file' option is highlighted with a red box. Other options in the menu include 'Attendance status', 'Entry by event', 'Entry by name', 'Create meet entry file', 'Edit OME', 'Manage volunteer jobs', 'Meet complete', 'Bill athletes', 'Bill relay events', 'Meet entry fees', and 'Update meet file'.

- the required meet **Overview** page > **Actions** > **Update meet file** (not displayed if results have already been uploaded):

The screenshot shows the 'Overview / 2021 YMCA Masters Testing Meet' page. The 'Actions' sidebar on the right contains a list of options: 'Update meet file' (highlighted with a red box), 'Edit meet', 'Quick link', 'Edit OME meet', 'Edit invited athletes list', and 'Edit invitation email'. The main content area shows meet details, including the date '8/12/2021 EST', the status 'UPCOMING (OPENS ON 2/13/2021 EST)', and the swimmer surcharge '\$30.00 Per declared swimmer'.

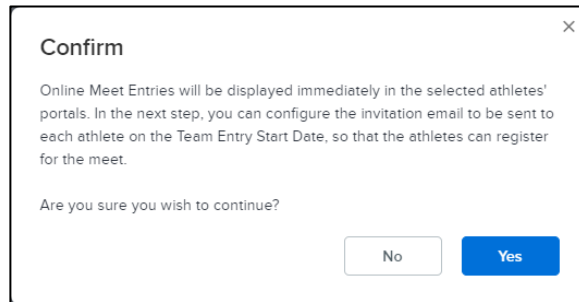
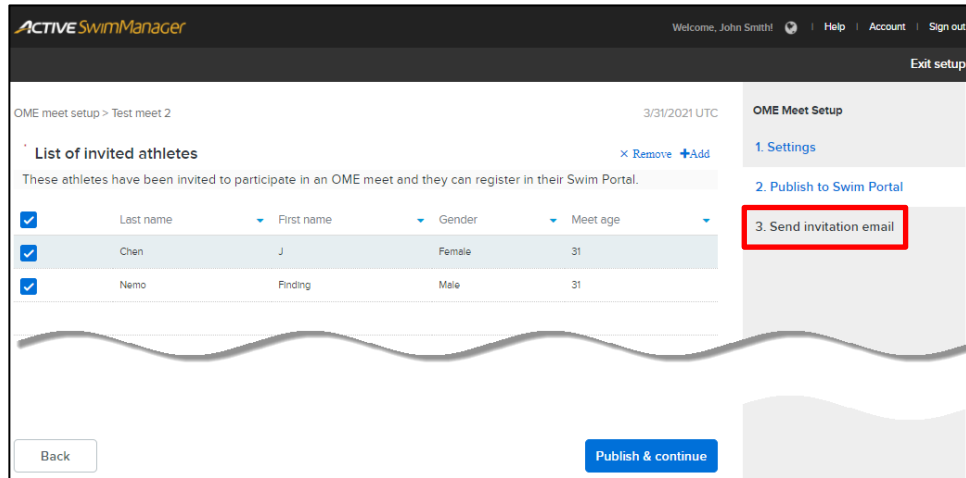
The screenshot shows the 'Upload meet' dialog box. It contains the text 'Select your meet file to upload.' and a 'Choose file' button. Below the dialog are 'Cancel' and 'Save' buttons.



## OME setup: editing the invitation email

When setting up an OME (Online Meet Entry) meet (a meet > **Actions** > **Set up OME**), you can now edit the contents of the invitation email and personalize your communications with your swimmers.

In the OME setup workflow, a new **3. Send invitation email** step has been added:





ACTIVE SwimManager

Welcome, Cong Lit | Help | Account | Sign out

Exit setup

OME meet setup > Test meet 3 3/31/2021 UTC OME Meet Setup

**Send invitation email**

Send invitation emails to invitees

**Email editor \***

Customize your confirmation email

Subject \* You are Invited to participate In the meet Test meet 3 starting M

From no-reply@active.com

Sender name \* swimming

Reply to test@gmail.com

Recipients \* All invitees

Dear {Recipient first name},

We are now accepting entries for this up in to your Swim Manager portal and indi attend the meet {Meet name}. Online Me close date and time). {Swim portal link}

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

{Meet name}  
{Meet start date} to {Meet end date}  
{Meet pool location}  
{Meet address}

Athlete Surcharge: {Swimmer surcharge}  
Event Entry Fee: {Event entry fee}

If you have any questions, please contact:

**Organization**

Organization name: {Organization name}  
Address: {Organization address}  
Email: {Organization email}  
Phone number: {Organization phone}

Back to home Save Save & send

In a similar way to the existing email tool, you can:

- Edit the invitation email content and formatting.
- **Insert** merge fields.
- Save changes to the email so that you can return to this step later to complete and send the email.
- Save and schedule the email to be automatically sent on the team entry start date by clicking the **Save & send** button (if the team entry start date has already passed, then the email is sent immediately).

After the OME setup is complete and the invitation email is scheduled or sent, you can open the **Send invitation email** step to:



- View a history of sent invitation emails and the **Delivery**, **Recipient actions** and **Clicked links** reports by clicking the **History and report** tab:

ACTIVE SwimManager

Welcome, camps1 active! | Help | Account | Sign out

HOME ATTENDANCE PEOPLE VOLUNTEERS COMMUNICATIONS REPORTS TOOLS

OME meet setup > 2021 YMCA Masters 2 8/12/2021 EST

### Emails

History & report Send email

#### Email sent history

Subject	Status	Last updated	Scheduled for/Sent
You are invited to participate in the meet 2021 YMCA Masters 2 starting August 12, 2021	Sent	2/3/2021	2/3/2021
You are invited to participate in the meet 2021 YMCA Masters 2 starting August 12, 2021	Sent	2/3/2021	2/3/2021

#### Meet level email report

##### Email report

##### Delivery

DELIVERED: 2 (50%)

REFUSED: 2 (50%)

FAILED: 0 (0%)


##### Recipient actions

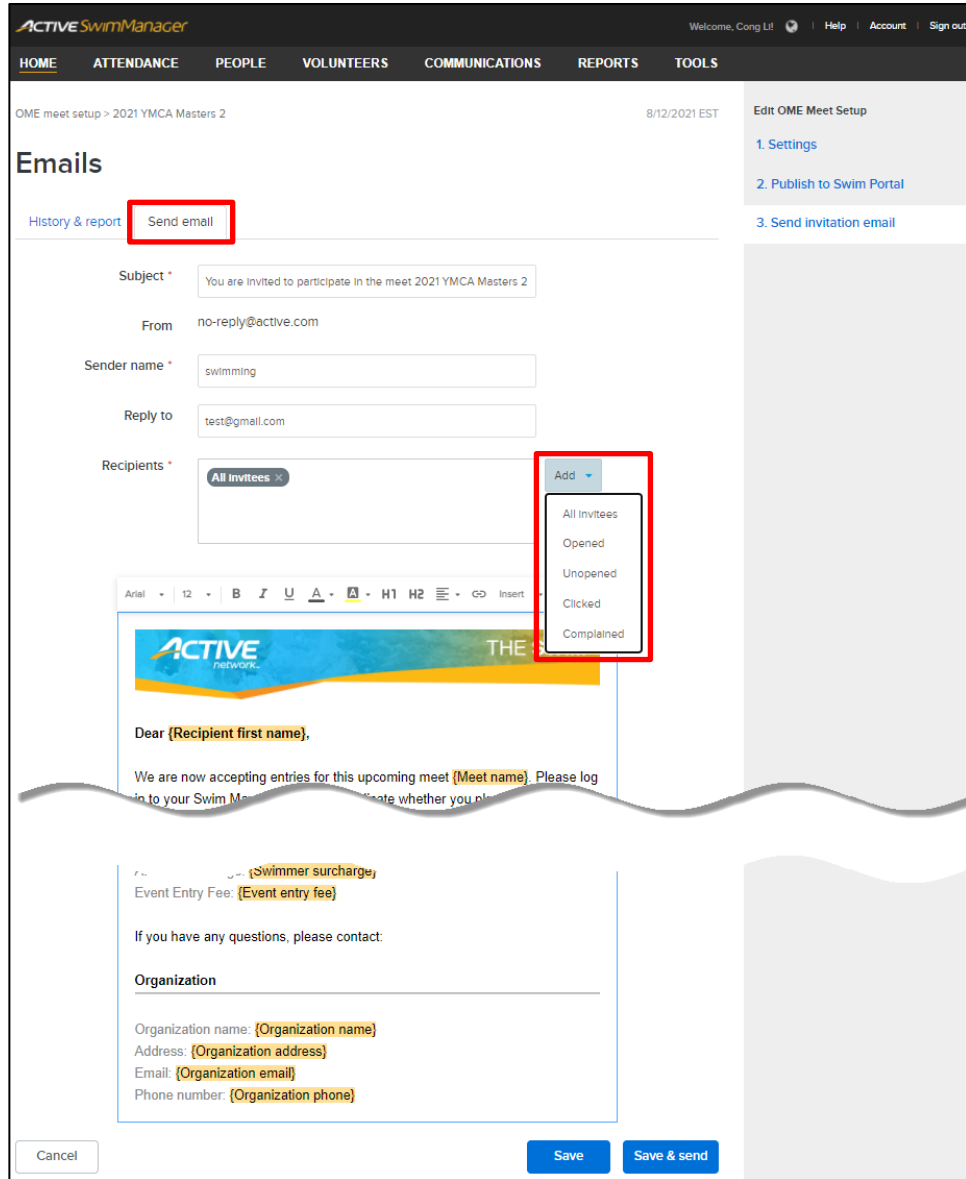
OPENED: 0 (0%)

CLICKED: 0 (0%)

COMPLAINED: 0 (0%)

##### Clicked links

- View a specific email's content and reports by clicking the **Email sent history** > **Subject** link or  icon.
- Edit and resend the invitation email by clicking the **Send email** tab:
  - Before resending the email, you can target the email at specific recipient groups by selecting the **Recipients** > **Add** menu > **All invitees**, **Opened**, **Unopened**, **Clicked** or **Complained** recipient groups to the email as required:



## Default email template enhancements

- In the default volunteer email template, the link to the volunteer portal has been updated.
- All default email templates now use the same font.

## Resolved Issues

- Previously, after paying off all upcoming billing schedule installments in the AUI, the Swim Portal registration view incorrectly continued to display the upcoming billings section with the last payment period. This issue has been resolved in this release.
- Previously, the FAQ links opened outdated online help articles. In this release, these links now open Help Center support articles.



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