Spring 2022 Updates Webinar Outline (3/29/2022)

All examples are on the Demo Training Site (please call client services if you need access). Demo Training site is refreshed in January and July.

System Wide- Refreshers

- Our new Knowledge Base (help area) is live! Check the question mark at the top of the page, in each nav area, or below the management home page quick utilities.
- New user setting feature where admins can choose what users have access to (or which navigation tabs they can access). (Custom User Privileges)
- We have a new email for client services: **support@myrec.com**.

Activities & Advanced Activities

- Program-level advanced activity adjustments offer a choice of all activities in the program that have the selected pricing option.

Facilities and Reservations

- Reservations have been changed to produce one reservation per schedule in a single permit group using the same creation process as before.
- Additional photos can be uploaded to facilities and areas from the Location Notes section.
- All facility requirements can be set as to whether they should be applied to areas within them for reservations and requests or not.
- When modifying times on a reservation, a box can be checked to see all dates in the reservation group then select and edit them together.
- Availability settings on a parent facility can be copied to the areas within it.
- Single-schedule reservations will pre-fill the deposit setting if previously set on the facility involved.
- Reservation deposits may be returned from any reservation in a permit group, but only once.
- When a matrix is used for fees on mgmt reservations, the fees involved can be edited during the creation process, even if not advanced.

- The Reservations tab of facilities has been renamed to Reservations+ and includes a link to see activities happening there.

Reports

- 3 new reports added to show age/grade/gender/residency demographics: 1 each in account reports, activity reports, and membership reports.
- Reports for Income by Reservation and Sales by Reservation have been added in financial reports to show this data by facility.
- All main reports have breadcrumb links for an easy way back to the report section you're in or back to previous levels from interior levels.
- All main reports have help question marks on fields where needed to add information to what the filter does if needed (ex. date type).
- A membership brochure/catalog option, similar to the program catalog, is available in custom reports for memberships.
- A Monthly Revenue report has been added to financial reports to see income totals by payment type and/or item type (by month or day).
- The By The Numbers report has also been updated with registrant/registration counts and more.
- The View/Merge Duplicate Members report shows if a member is set as the "same member as" another member or "shared" with another account.

Accounts

- Receipts and account product purchase area listings have a link to save the barcode to the device when the POS barcode is viewed.
- Membership card numbers are visible in member profiles of public accounts.

What's Coming

- We are dedicating this year to improving our infrastructure to make the experience for you and your customers even quicker with smoother registrations (see Spring Dev Newsletter for specifics, but here's a sneak peek)
- We will be switching from an email-to-text based text blast function to an SMS service, provided by Bandwidth for improved delivery.
- We have plans to update the public programs list area with easy-to-access categories. Take a look at Misc > Upcoming Changes to learn more.
- A way to add facilities to existing reservation groups is coming. The process will include conflict-checking and any requirements from that facility (or area).
- A new Monthly Revenue financial report is coming that shows income totals for the month or each day within the month by payment type and/or item type.

You can and should (on your mgmt home page):
***Update your home page photos with buttons
Check the Updates for the newest functionality weekly
Sign up for our Quarterly Newsletter
Attend quarterly live webinars

Reminders

- We have a Musco connection available to send your event schedule to ControlLink for lighting control
- Need receipt printers, card scanners, sneeze guards, or other equipment? Visit our POS portal – also check out the equipment guide for all items tested to work in our system.
- Our Constant Contact partnership can give you a discount on email advantages, marketing and more.

Help Us Help You Grow

- See what we're working on from Misc > Upcoming Changes.
- Request changes from Misc > Change Requests.
- Ask what others are doing in Misc > Discussion Board.
- View more updates by visiting our Twitter feed.
- We care about your feedback and would love your Facebook Review: https://www.facebook.com/MyRecDept/reviews/