

Training 02 - Events, Classes, Activities and Programs



In this training, we will review:

- Creating & scheduling events and congregate meals
- Managing changes, cancelations & closures
- Events: archiving vs deleting
- Registering and checking in
- Viewing and printing rosters and calendars
- Finding available space for events
- Creating and managing group day and multi-day trips
- MyActiveCenter

Creating and Scheduling an Event

1

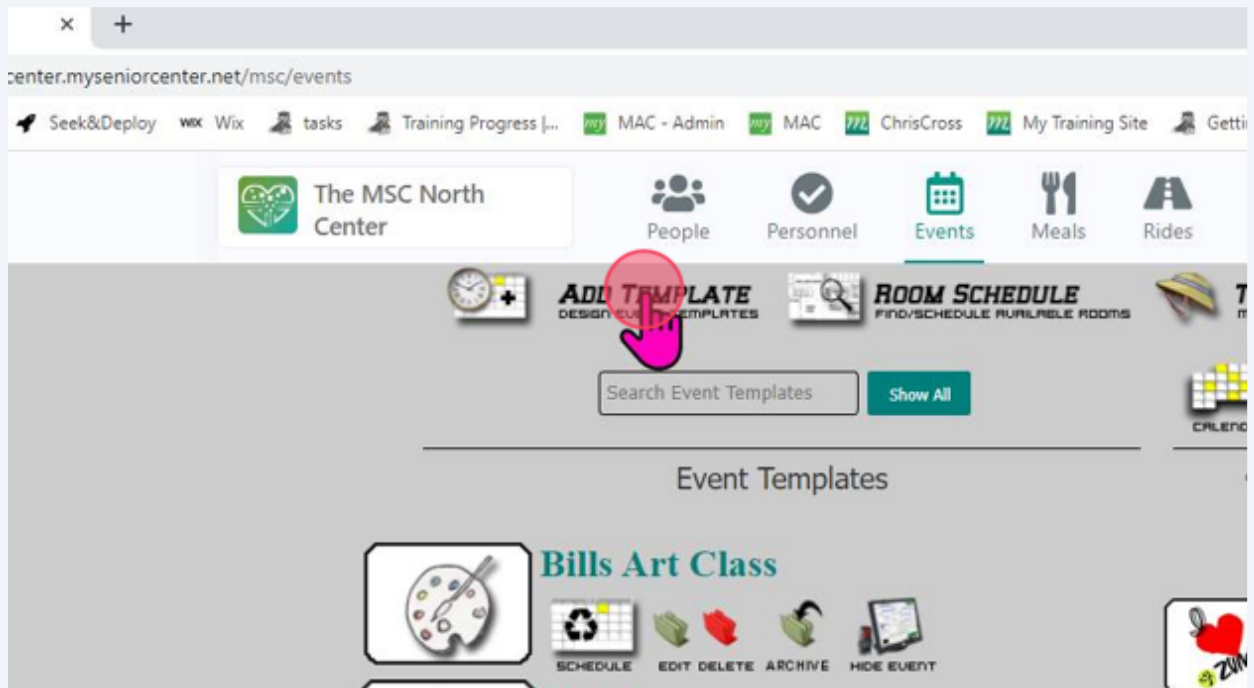
In this training we'll be working mostly within the events tab. We'll do a little bit under the people tab and we'll take a look at the touchscreen. But most of what we're going to do is right here under the events tab.

The screenshot displays a software interface for event management. At the top, there's a navigation bar with a search box containing 'The MSC North Center' and several icons: 'People', 'Personnel', 'Events' (highlighted with a pink hand), 'Meals', 'Rides', 'Equipment', and 'Reminders'. Below this is a section for 'Event Templates' with buttons for 'ADD TEMPLATE', 'ROOM SCHEDULE', 'TRIPS', and 'RES'. A search bar for 'Event Templates' is present. The bottom section shows a list of events, including 'Bills Art Class' and 'Zumba - 9:00 AM' with a 'Checked In' status of 100.

2

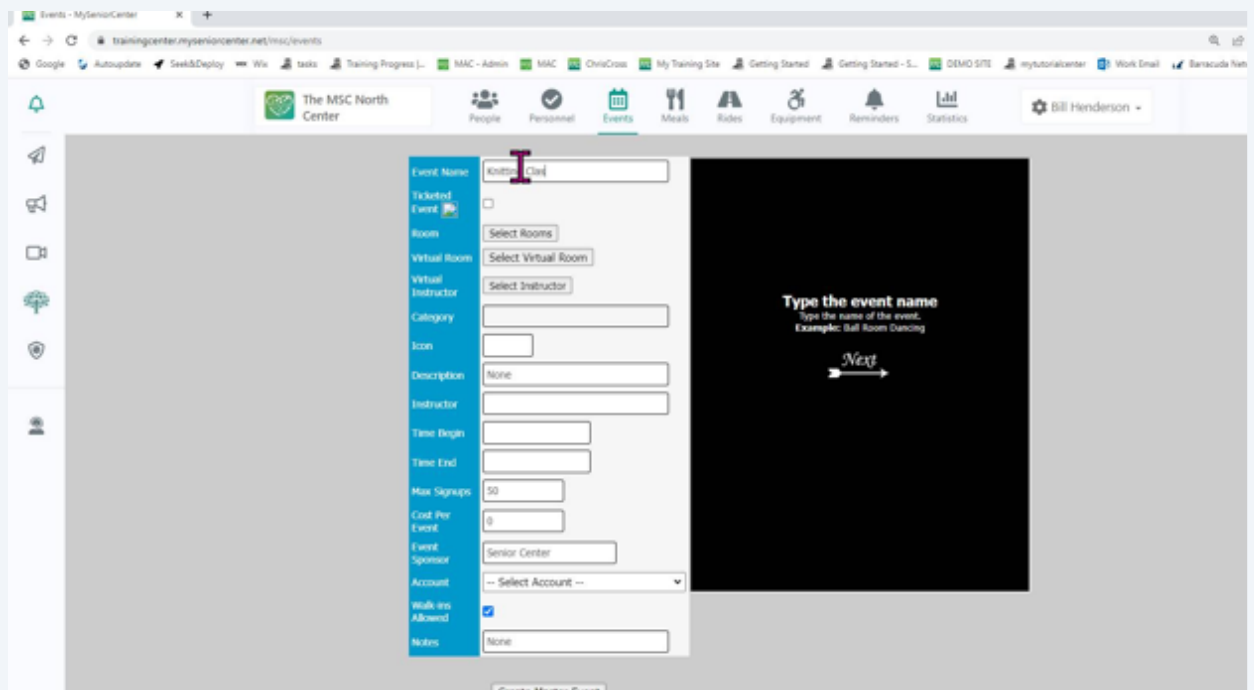
The 1st thing to know is that we refer to everything as an event. You might call it an event or you might call it a class or a program or an activity. We refer to everything as an event. The 1st thing you'll learn is how to create an event and to create an event we need to create what's called an "Event Template".

Click "Add Template"

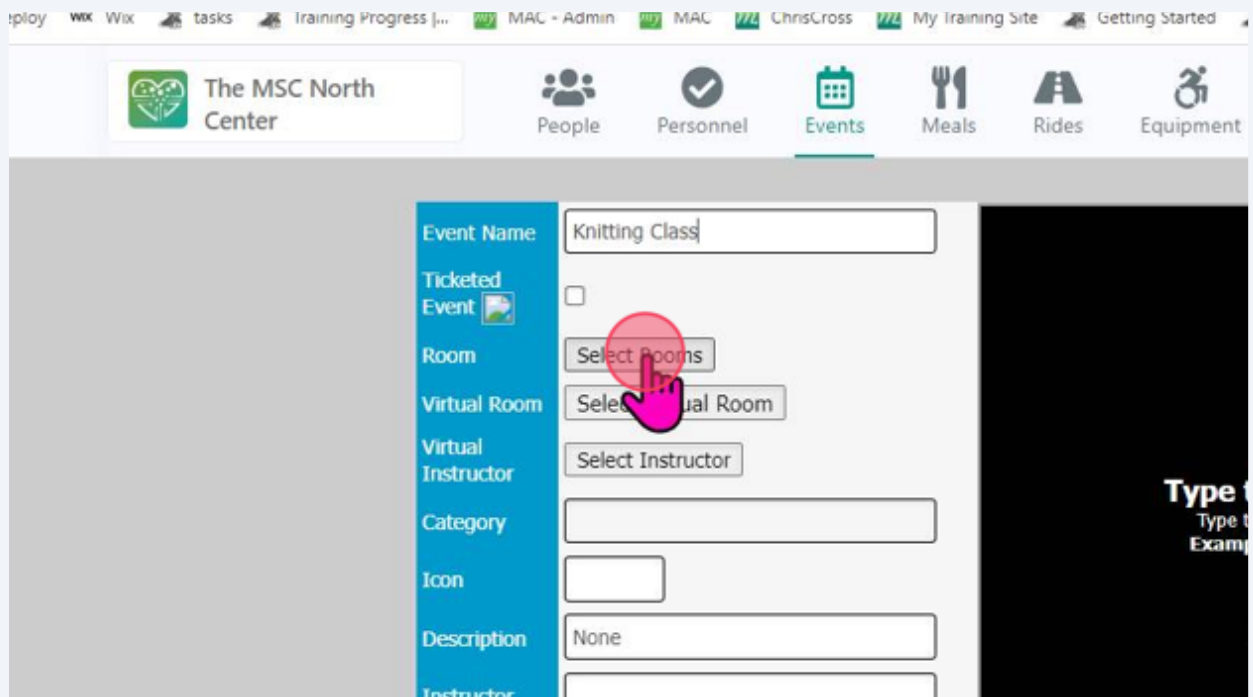


3

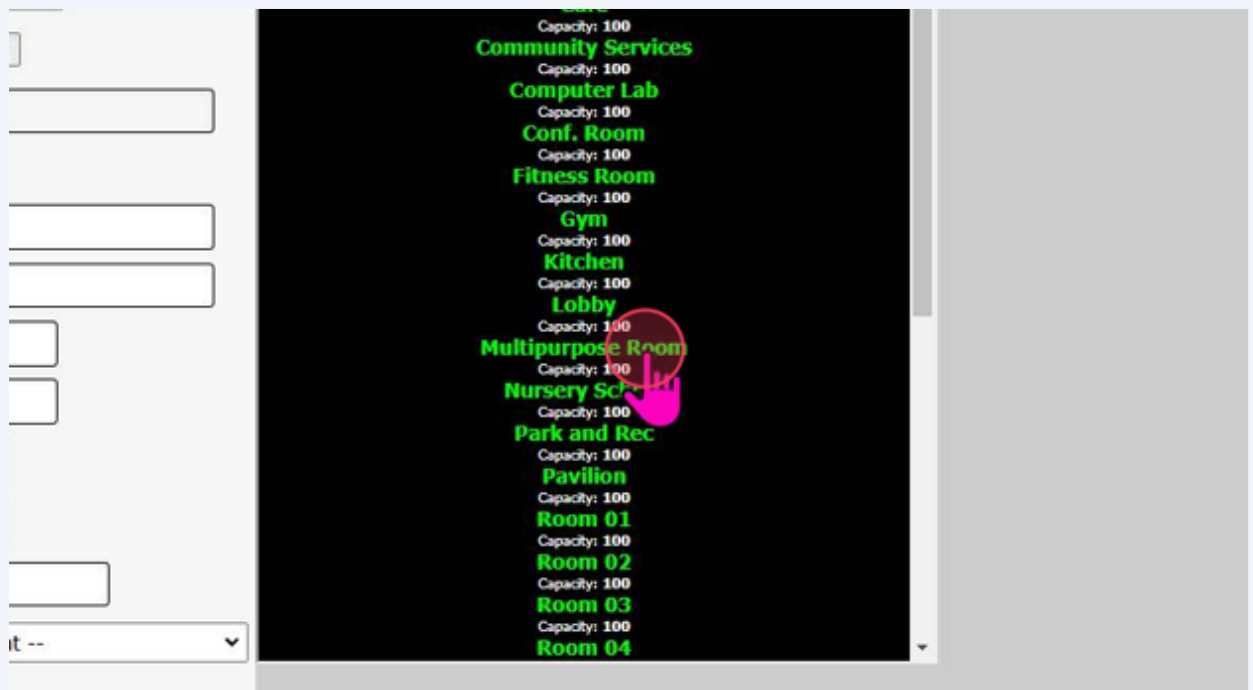
Give your event a name. You can name it anything you like.



4 Click "Select Rooms"



5 Here you can click on the room you wish to select. You can also edit this room list by clicking "Manage Rooms List" at the top of the page.



6

Now you'll choose a category. The category is what organizes your statistics. Later on when you run your events statistics, the top tier of your data will be the list of categories. You'll see how many people went to something under each category, how many times they all went, and how many hours and minutes they all spent doing that. Dig into the category and you'll see the event within that category and you'll get those same numbers again but now per event. Dig into the event and you'll see the individuals along with their individual attendance, hours and minutes and all of that data within whatever date range you set.

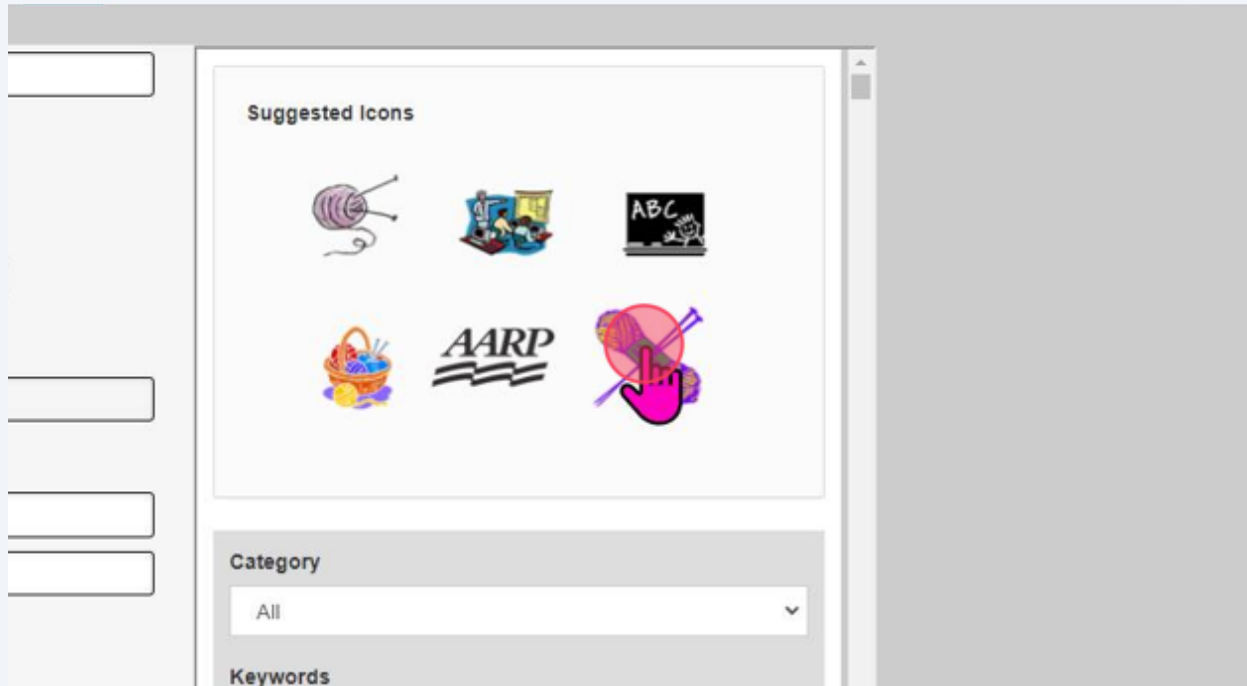
The screenshot shows a web interface with a sidebar on the left containing several input fields and a dropdown menu labeled "Account --". The main content area displays a list of categories for selection, each with a brief example:

- Health Screenings/Clinics**
Example: Blood Pressure, Eye Sight, general checkups
- Health/Fitness**
Example: Meditation, Workout routines, Group Stretching
- Nutrition**
Example: Lunches, Dinners
- Off Site Excursions**
Example: Restaurants, The Beach, Parks
- Raffles**
Example: Speed Boat Raffle, etc.
- Recreation/Entertainment**
Example: Bingo, Chess, and other related games
- Special Events**
Example: Dances, Parties, Plays, Speakers
- Special Groups**
Example: WWII Veterans, Flat, Common Interest Groups
- Volunteer Opportunities**
Example: Create an activity for volunteers to sign in to

A pink hand icon is positioned over the "Volunteer Opportunities" category.

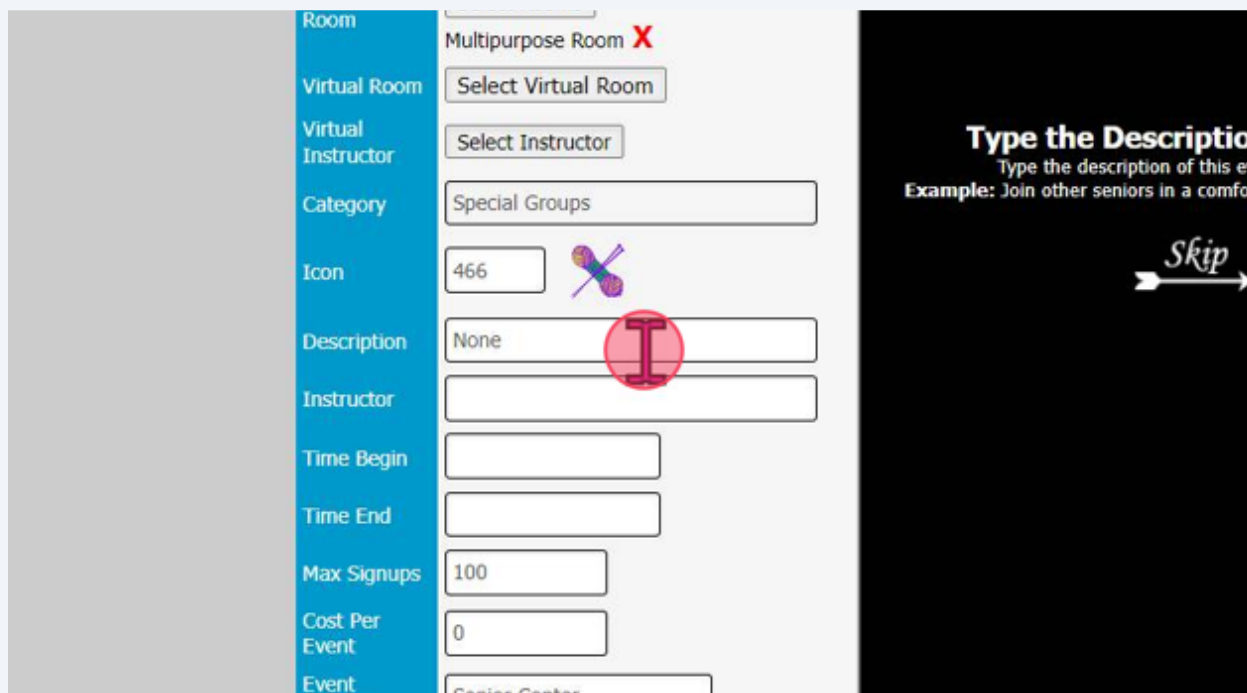
7

Now you'll choose an icon. You do not have to choose from our icons. You cannot upload your own icons at this time. The icon will appear on the touchscreen check-in station.



8

Next you can type in whatever you would like for a description. The description will display on MyActiveCenter.com. For more info on MyActiveCenter please complete the supplemental training.



9 Click the Instructor field.

Virtual Room

Virtual Instructor

Category

Icon

Description

Instructor

Time Begin

Time End

Max Signups

Cost Per Event

Event Sponsor

Type the Description
Type the description of the event.
Example: Join other seniors in...

10 Here you can choose an instructor from the list we learned to create in the first training. Click the link below to see that part again.

[scribeshow.com/shared/MSCTraining_01_People an...](https://www.scribeshow.com/shared/MSCTraining_01_Peopleand...)

Personnel Events Meals Rides Equipment Reminders Statistics Bill Hendersor

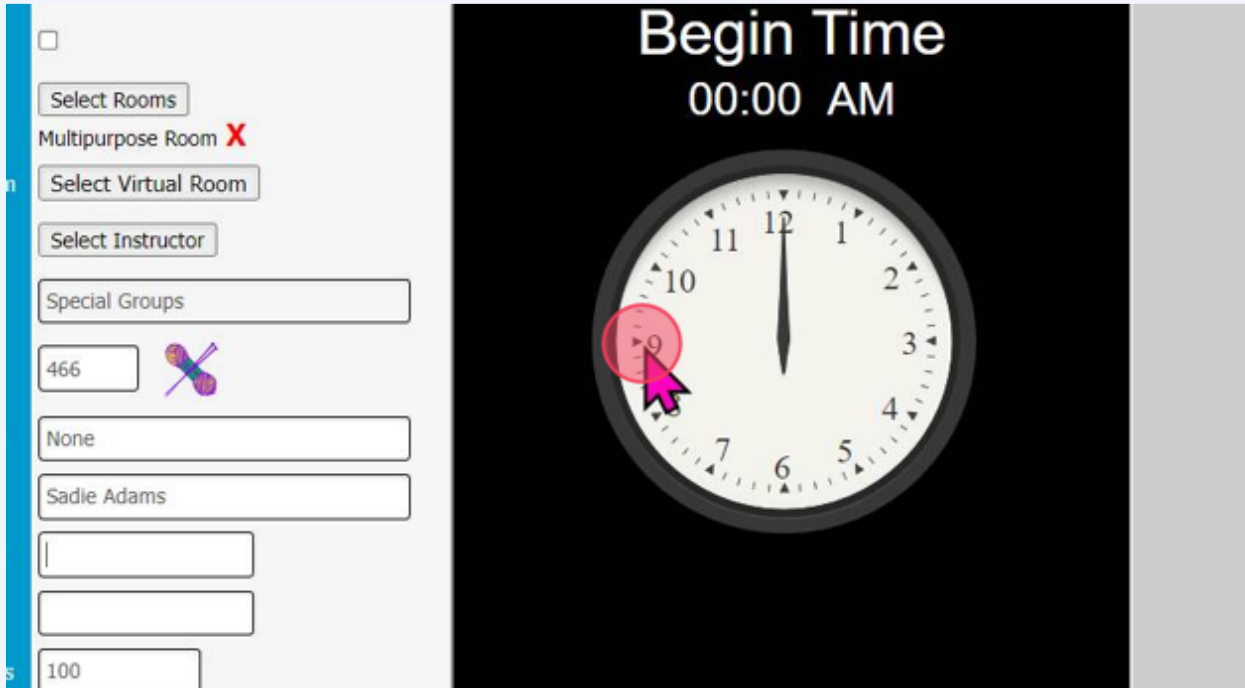
Select or Click Instructor
Select or Click this event falls under.
Also will pre-set the max signups which you can then edit if needed.

Judie Adams
Facilitator/Training Person

Skip

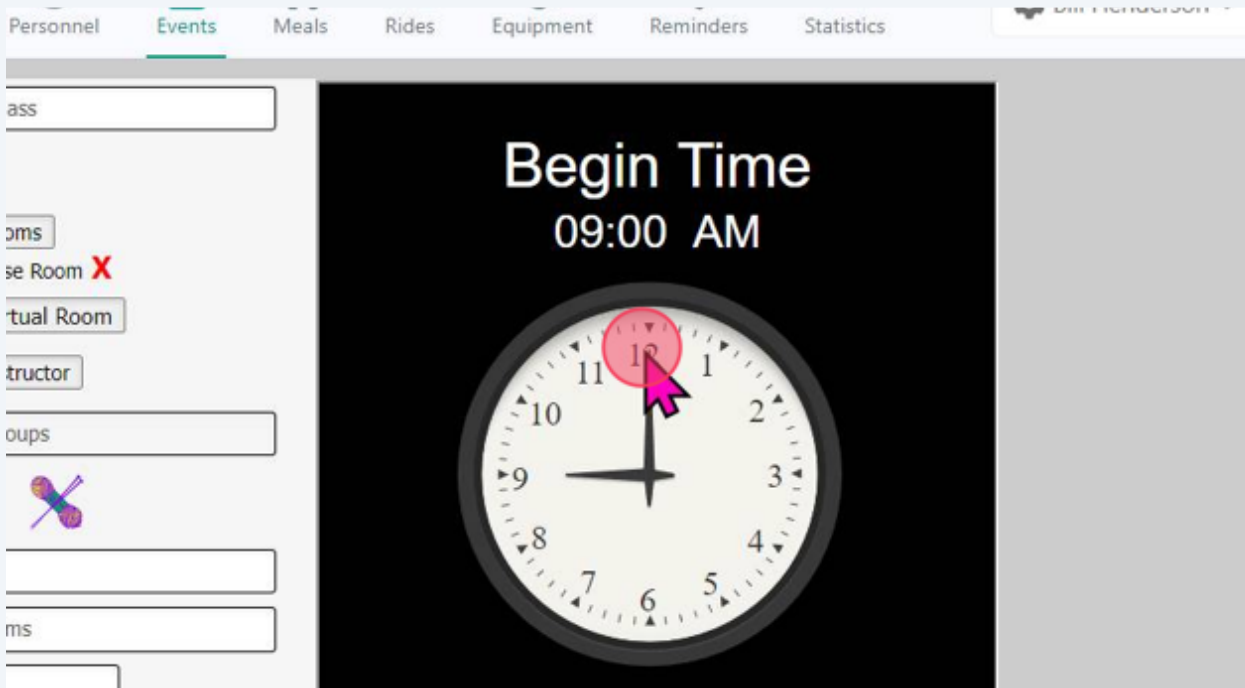
11

To set the time we'll be clicking directly on the clock. If this activity starts at nine AM, click on the nine...

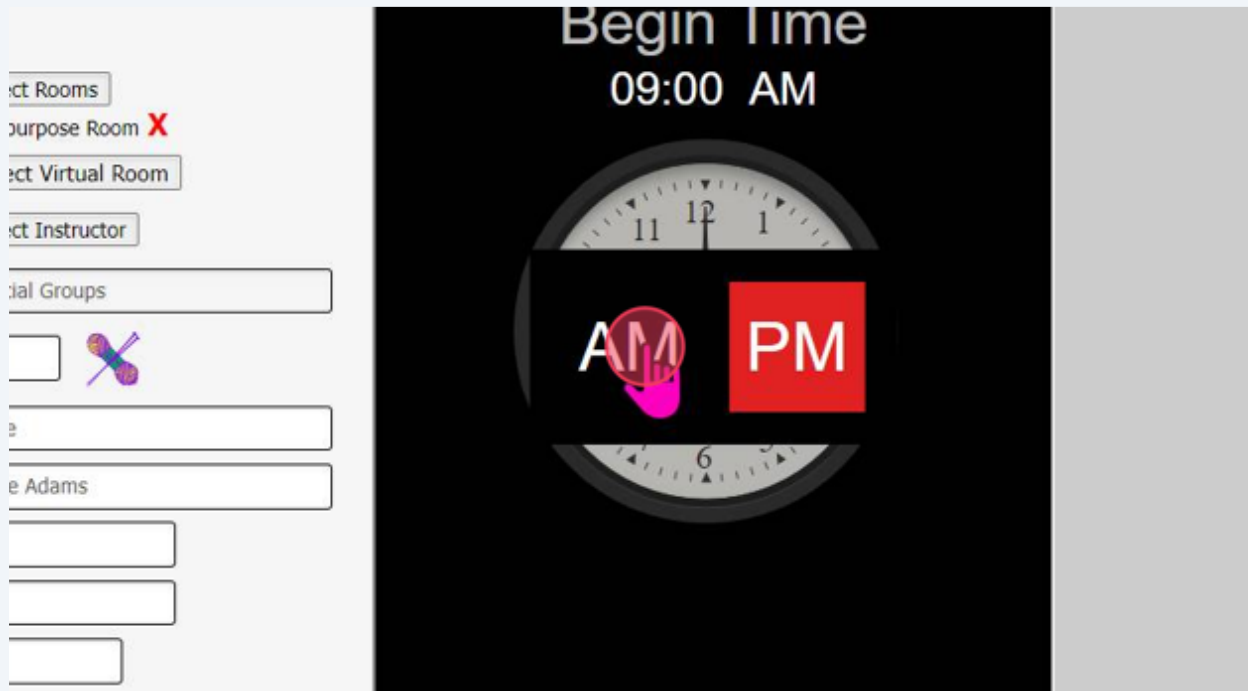


12

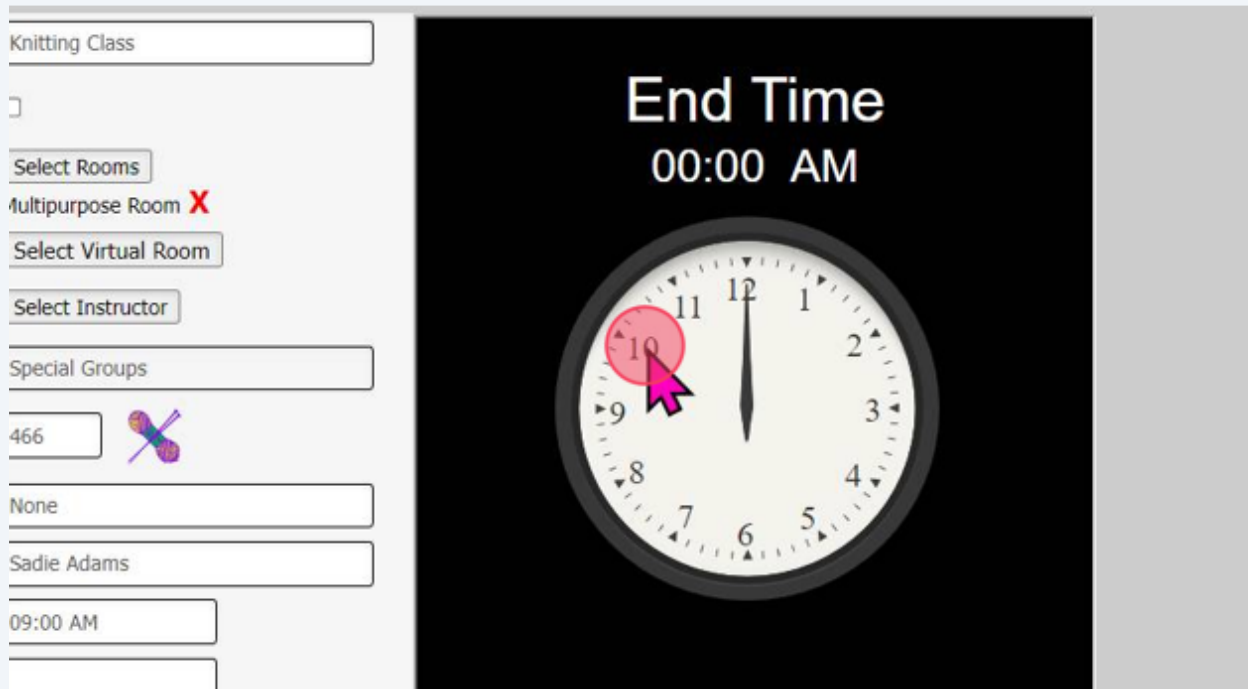
Click on the twelve...



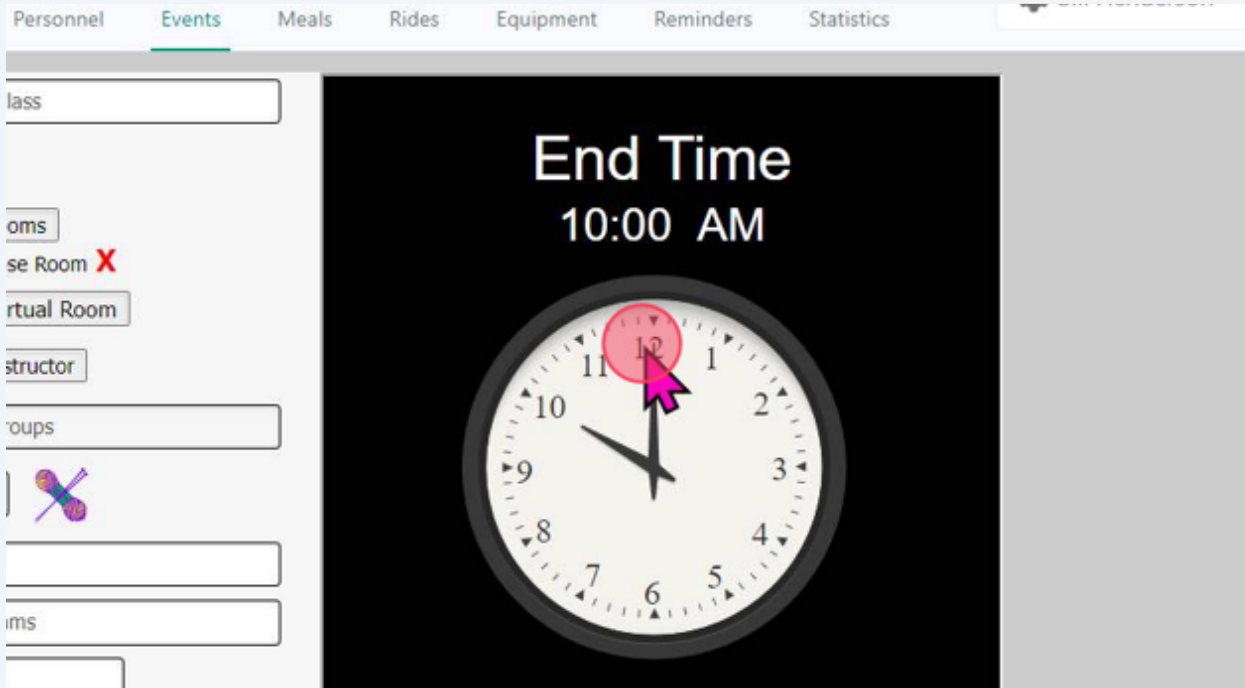
13 Then click AM.



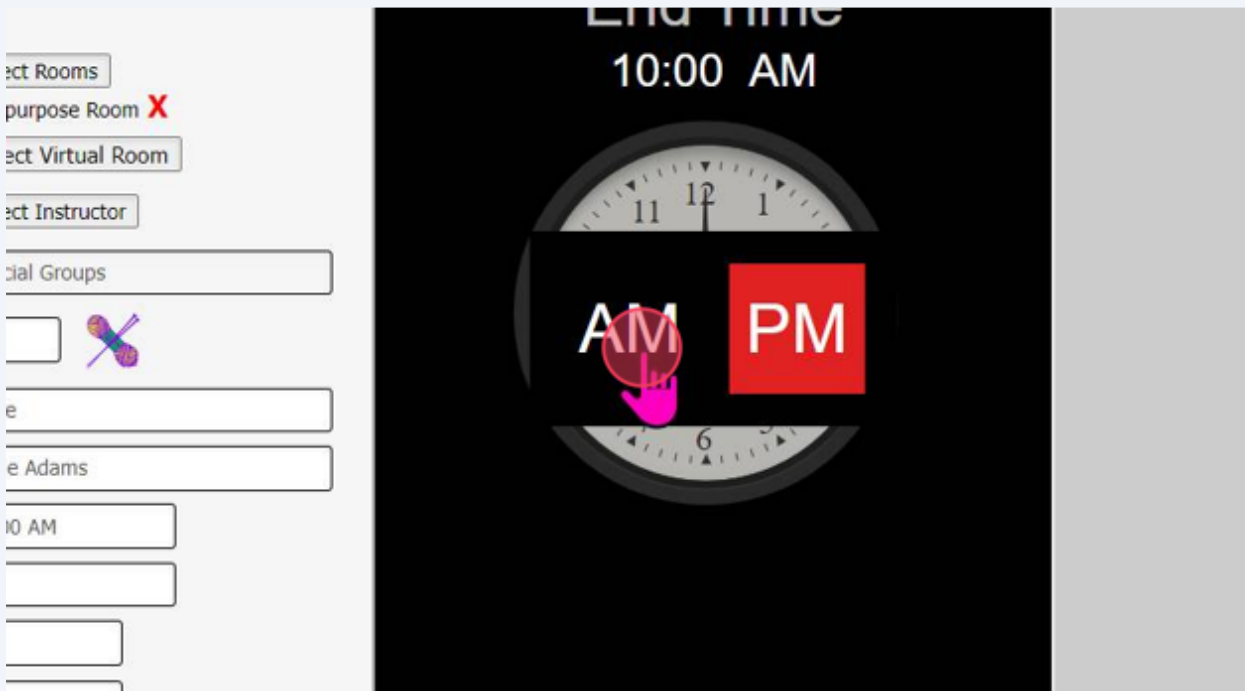
14 If it ends at ten AM, click the ten...



15 Then click the twelve...



16 Then click AM.



17

Here you can enter a cost. This field represents a per attendance price. If the Payment System is being used then each time anybody registers for this event, a charge will be created within their payments area. To get more information on payments please complete the supplemental training on payments.

The sponsor field is a textbox. You can type whatever you like in the sponsor field.

The account dropped down is for the payment system. Here you can build a list of payments received accounts. You can choose from any of those accounts to allocate money to that you're charging for this particular event. In doing so you're creating a customized payments received report that you can run for any date range and get all of your total payments received organized by account.

Description	None
Instructor	Sadie Adams
Time Begin	09:00 AM
Time End	10:00 AM
Max Signups	100
Cost Per Event	0
Event Sponsor	Senior Center
Account	-- Select Account --
Walk-ins Allowed	<input checked="" type="checkbox"/>
Notes	None

18

The notes field is for internal use and should be used for any helpful notes at all for your staff. Usually notes about setting up for the event. For example, maybe tables and chairs need to be set up in a certain way. If you use this field you'll be able to print out all of your notes for the entire week. You can go to the calendars area to print them and see the names of the events, the rooms they take place in, the time they start and finish along with whatever notes you have entered.

What we have so far is all of the default information that's going to be used when we schedule any event. We have not indicated any of the days that this happens on yet as that's going to be in our next step but every time we schedule a day this is all of the information that will be used.

Click "Create Master Event"

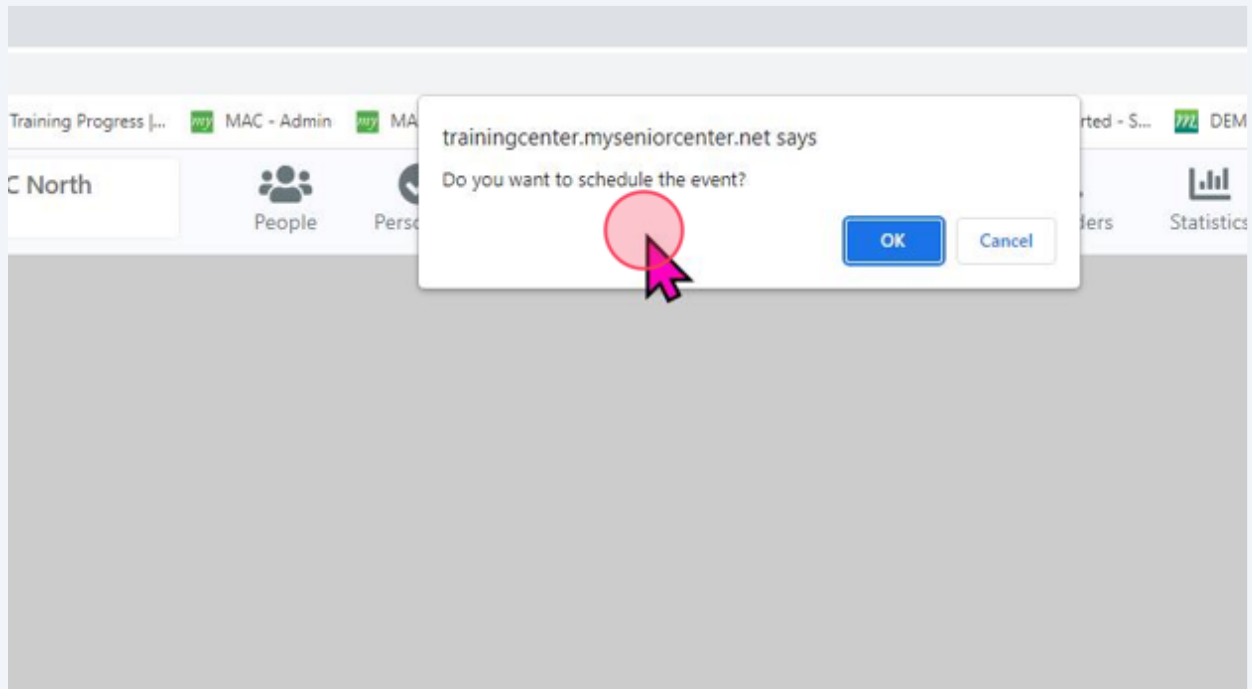
The screenshot shows a web application interface for creating a master event. The form is displayed on a desktop environment with a Windows taskbar at the bottom. The form fields are as follows:

Time End	10:00 AM
Max Signups	100
Cost Per Event	0
Event Sponsor	Senior Center
Account	-- Select Account --
Walk-ins Allowed	<input checked="" type="checkbox"/>
Notes	None

Below the form is a button labeled "Create Master Event", which is highlighted with a pink hand cursor. The Windows taskbar at the bottom shows the Start button, a search bar, and several application icons including Edge, Calendar, Chrome, Excel, Teams, Outlook, and OneDrive.

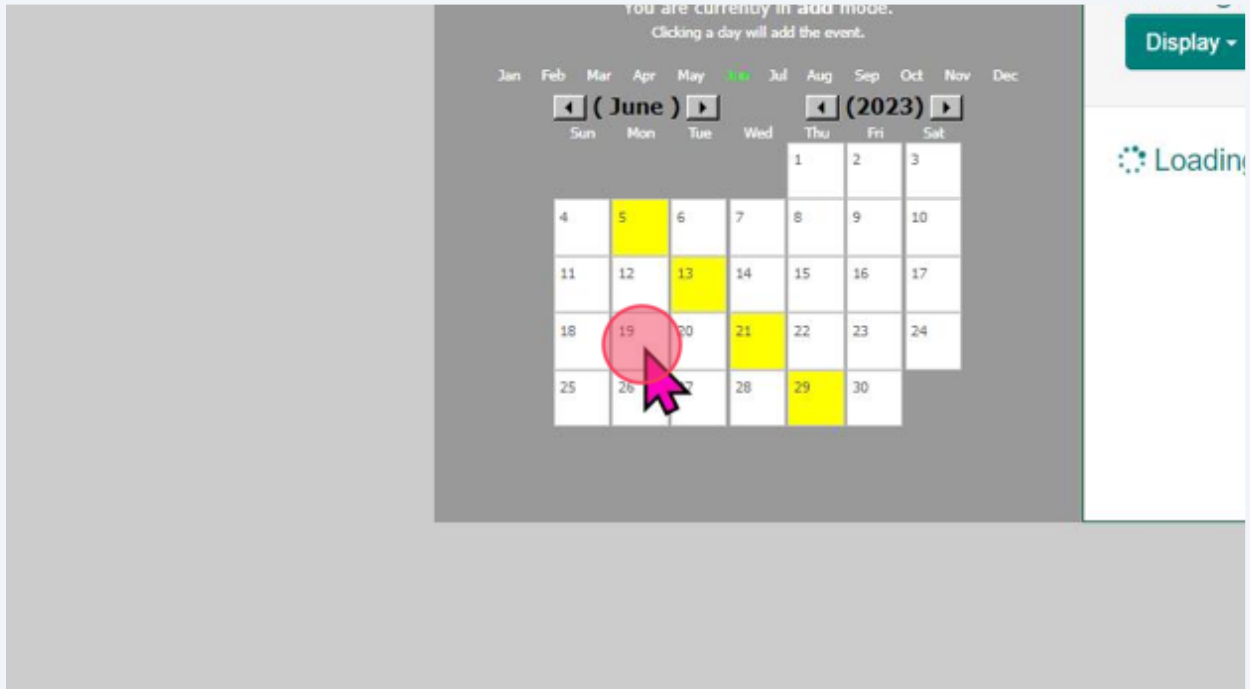
19

Our default template is saved and now MSC wants to know if we want to schedule the event. If you click set cancel you're not going to lose anything as your template is already saved you just wouldn't be scheduling it right now but let's click OK and schedule the event.

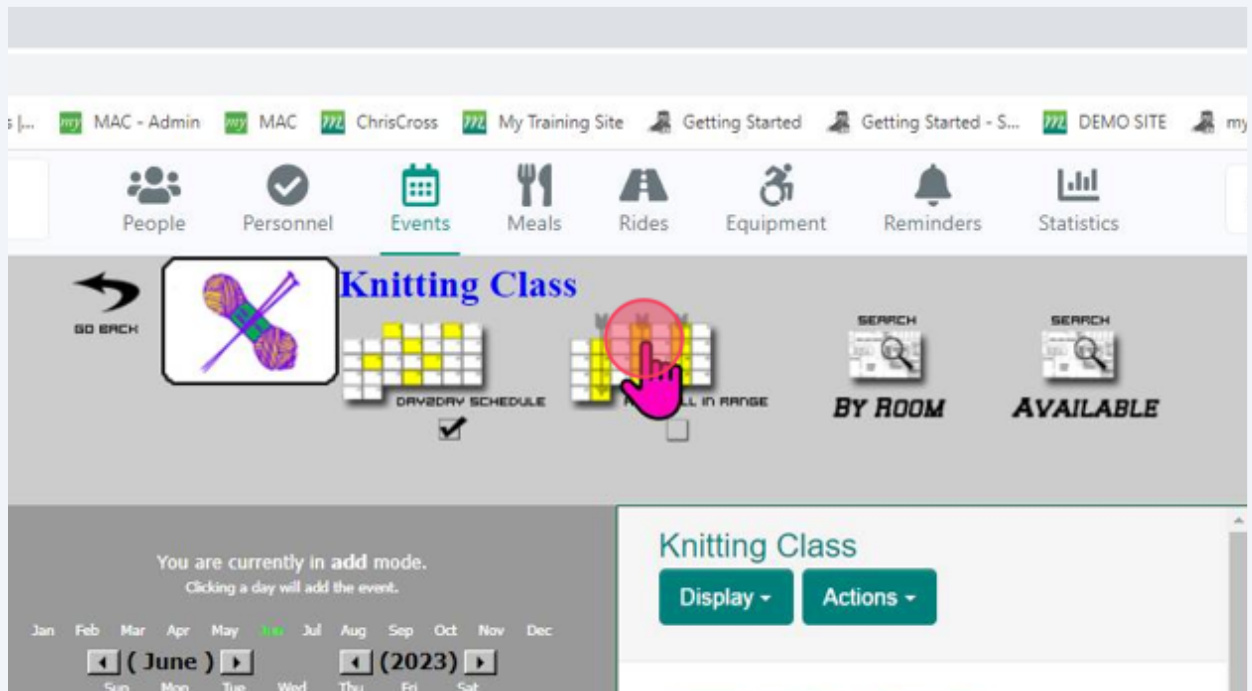


20

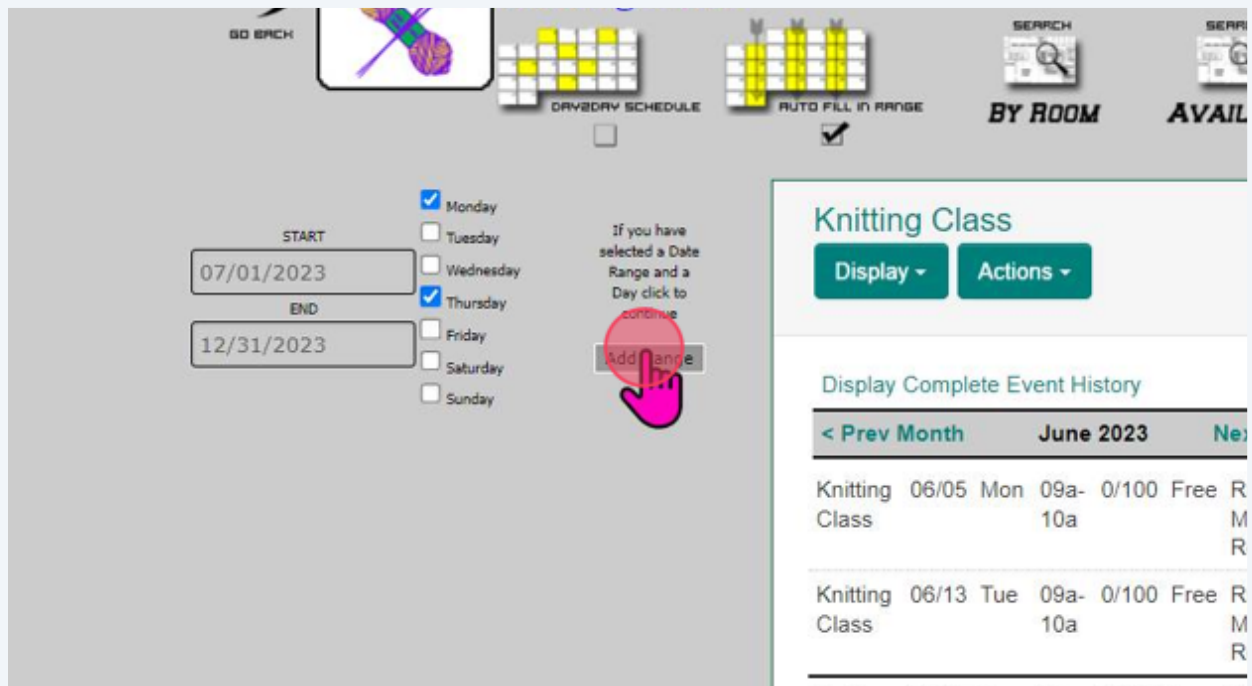
There are 2 ways to schedule any event. "Day-to-Day" schedule mode and "Auto Fill in Range" mode. In Day-to-Day schedule mode you're just clicking on the calendar. Anywhere you click, it schedules it for that day. You can move forward and backward within the months and years by clicking the arrows. Day-to-Day mode is for things that are not on a regular occurring basis and just happen here and there. They might happen once a month or they may happen every 2nd Tuesday or every 3rd Wednesday. Events like this have to be scheduled in Day-to-Day mode.



21 Auto Fill in Range as for things that are normally on a regular occurring basis.



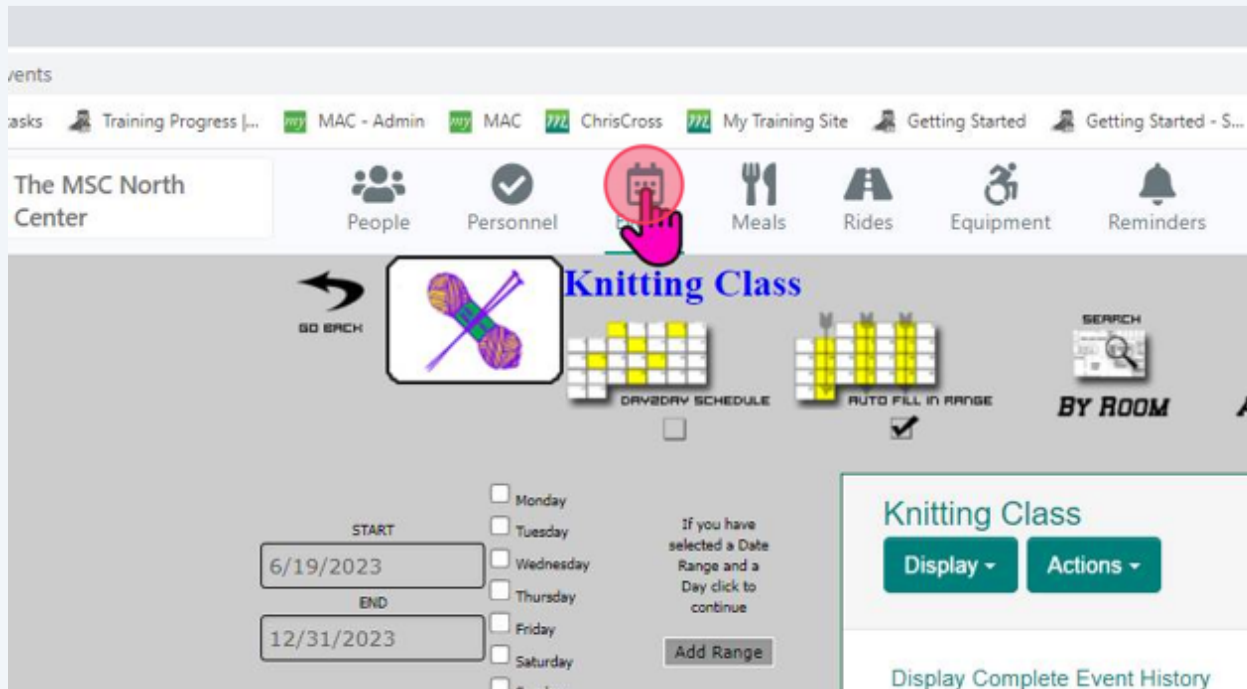
22 Here you can choose whatever date range you like along with any combination of days of the week and schedule multiple weeks at the same time. Choose a date range and days of the week and click add range.



23

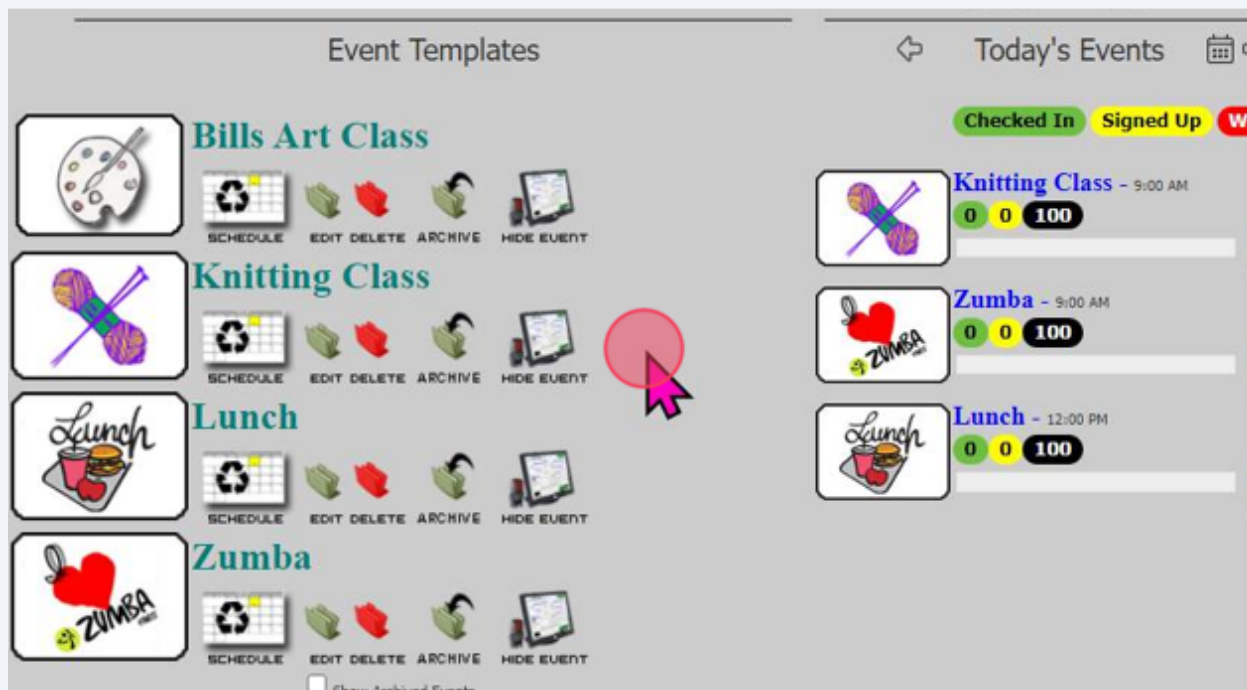
Once the screen refreshes we've finished. We've created an event and we've scheduled it out.

Click on the events tab.

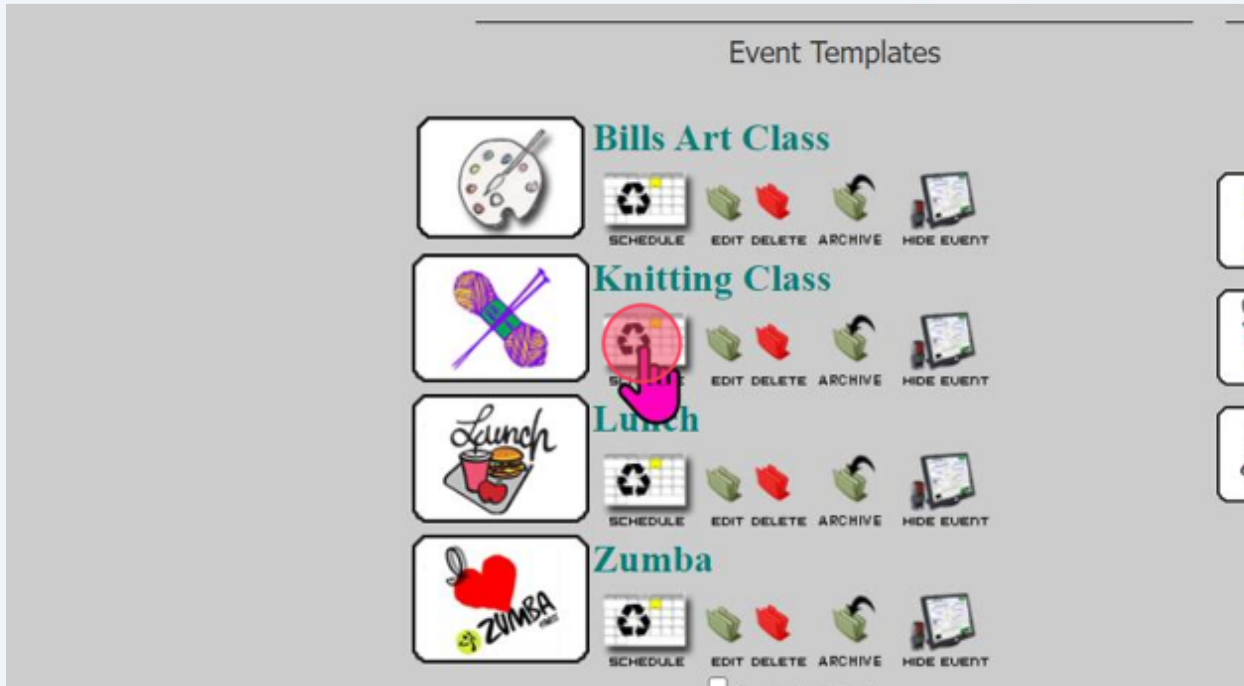


24

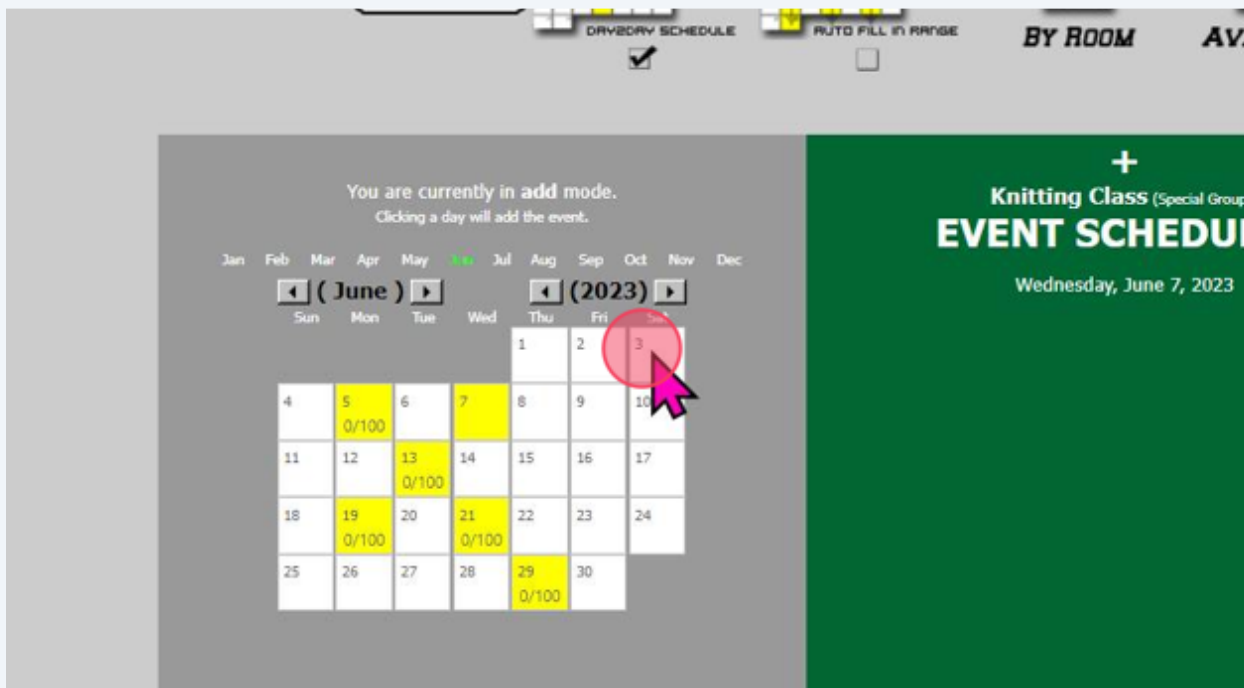
Now that we've created the event and scheduled it we may need to make changes. There could be cancelations, closure's, holidays and so on.



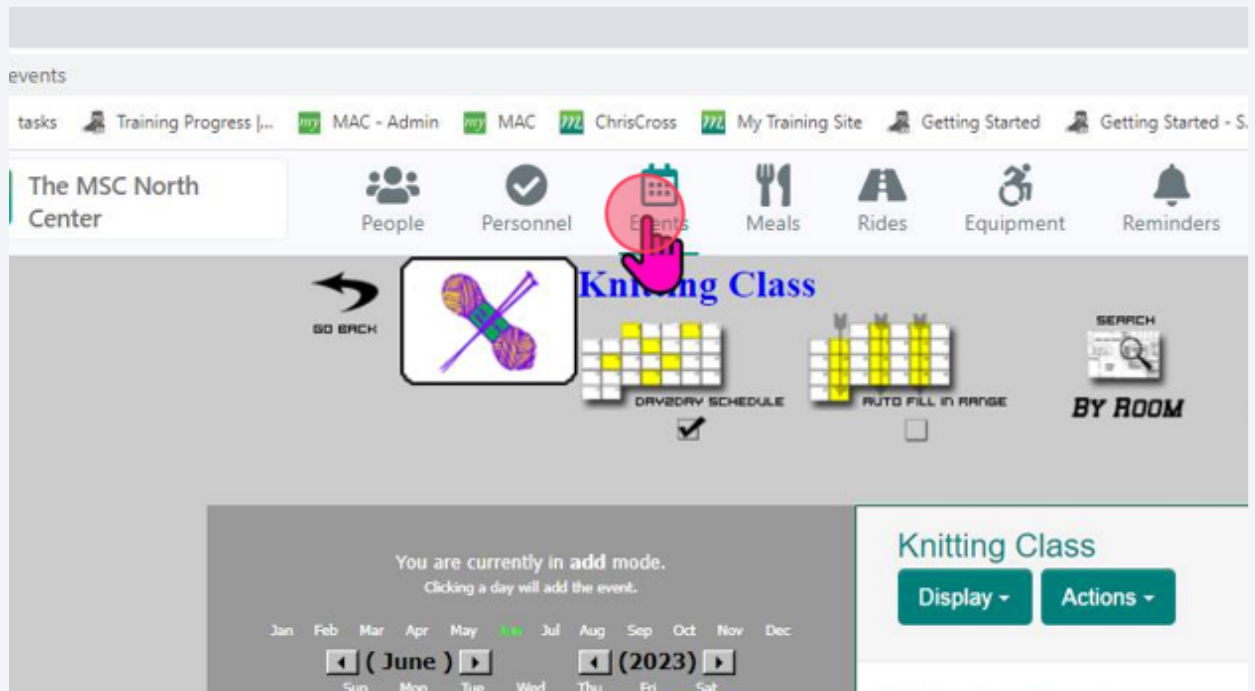
25 Click the Schedule Icon.



26 The schedule icon brings us right back to the scheduling area so that we can schedule more occurrences. Once we create a template we never have to create it again. We just keep coming back to that template scheduling out more occurrences.

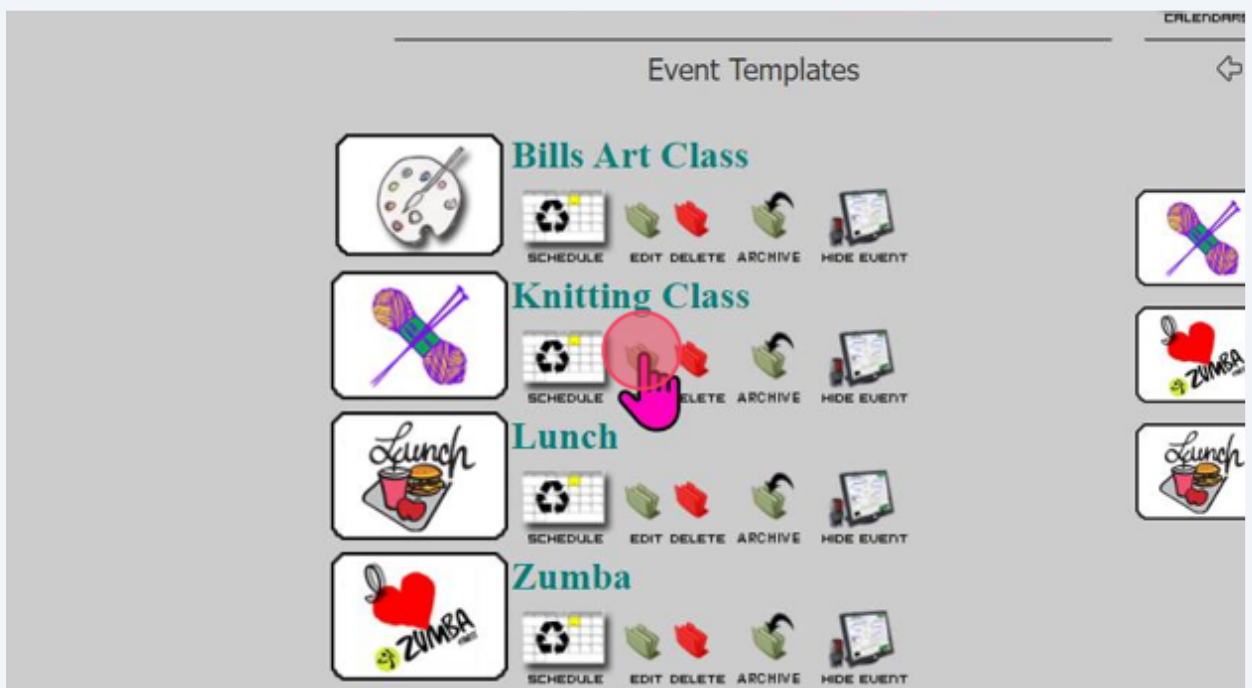


27 Click the events tab

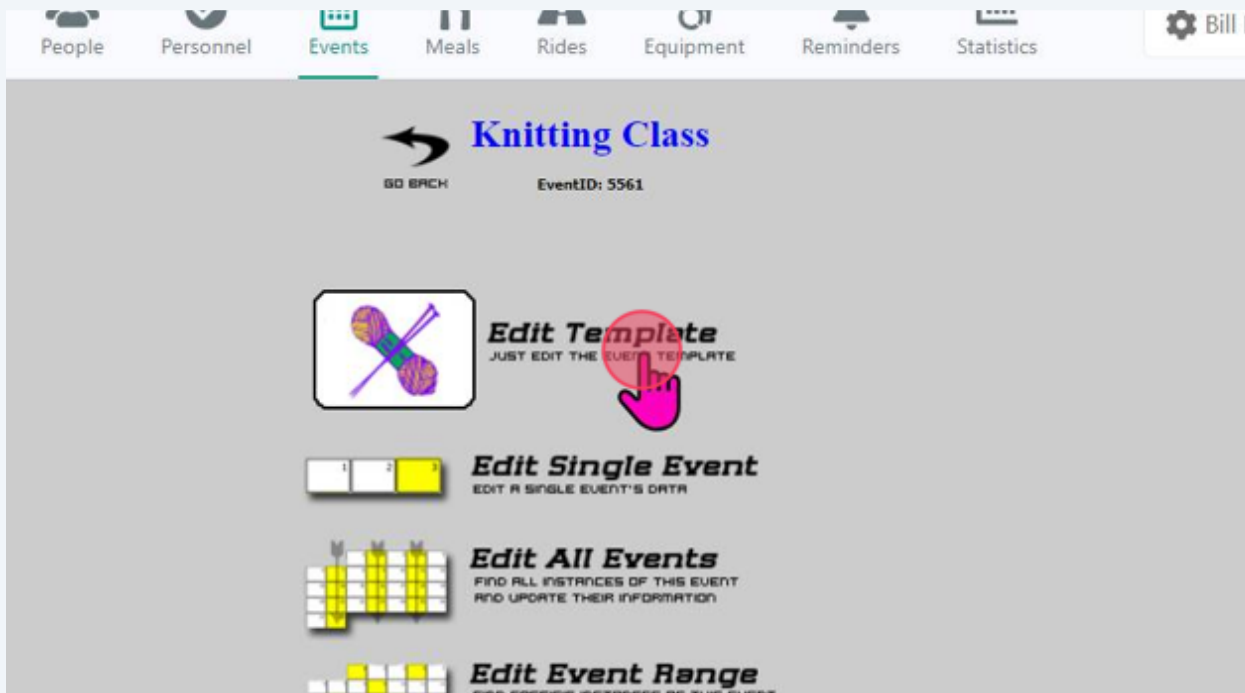


Editing an Event

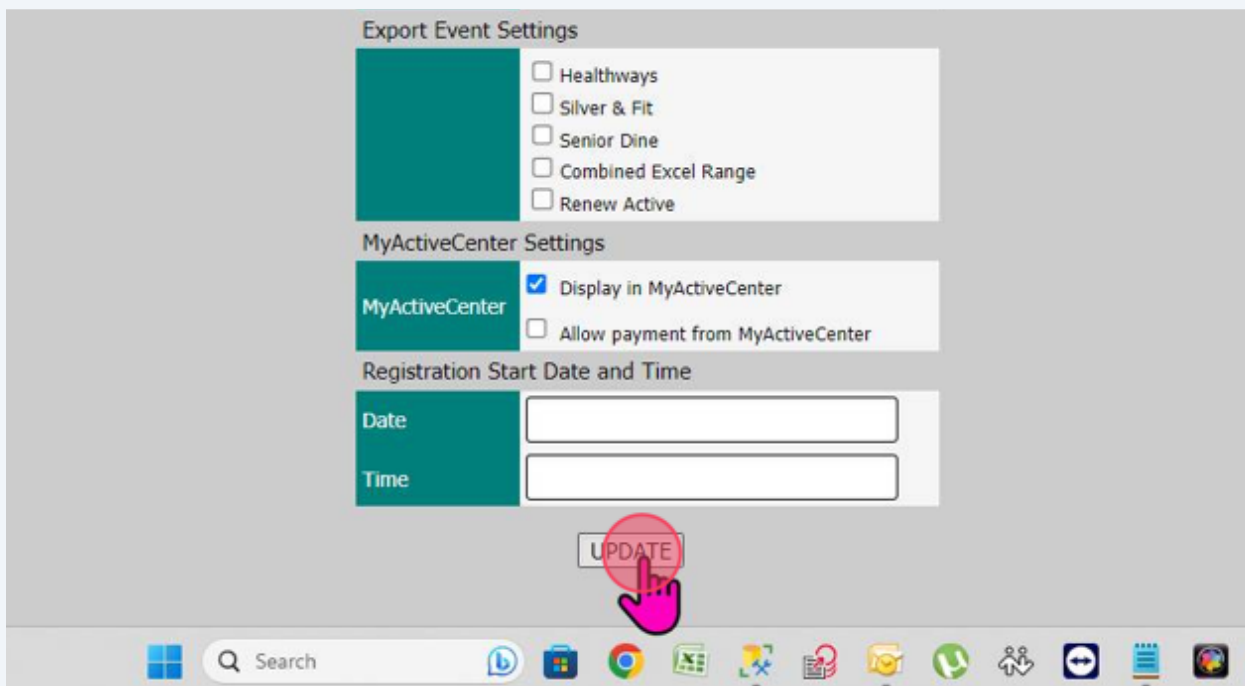
28 Click the edit icon



29 Here we'll get some different choices. Click Edit Template.

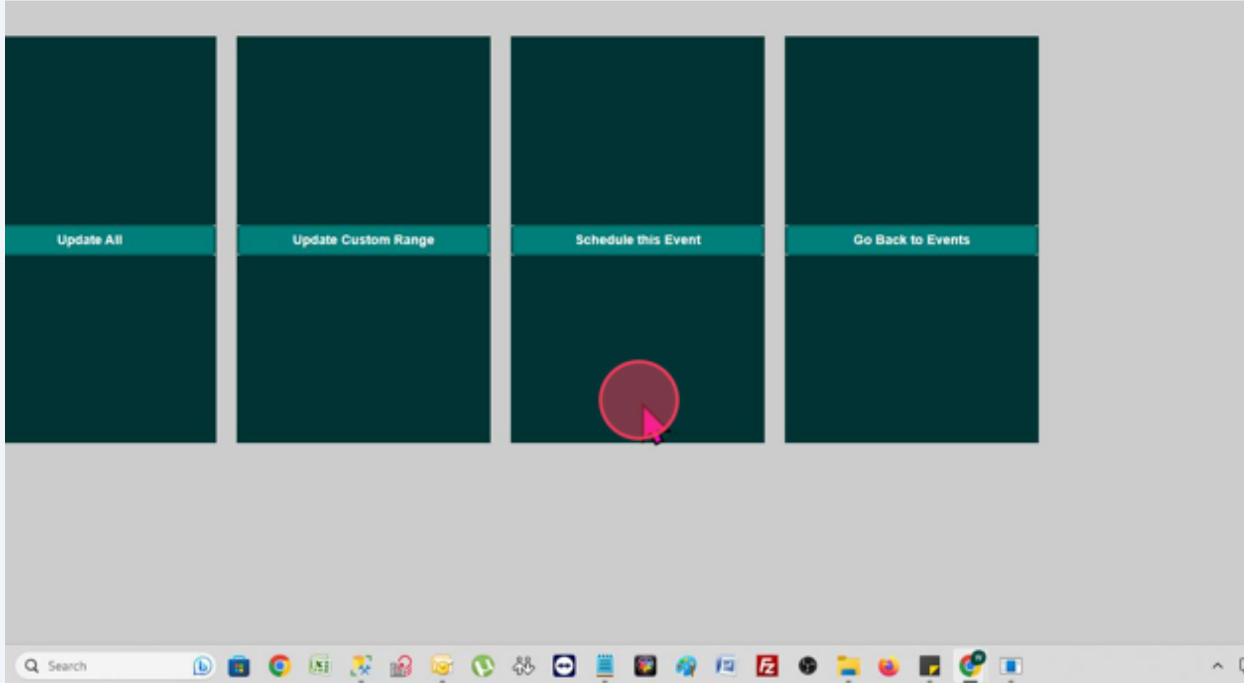


30 Here you can change any of the default information within your template. Remember you're only updating the template and not any of the days that you've scheduled yet. Click update.



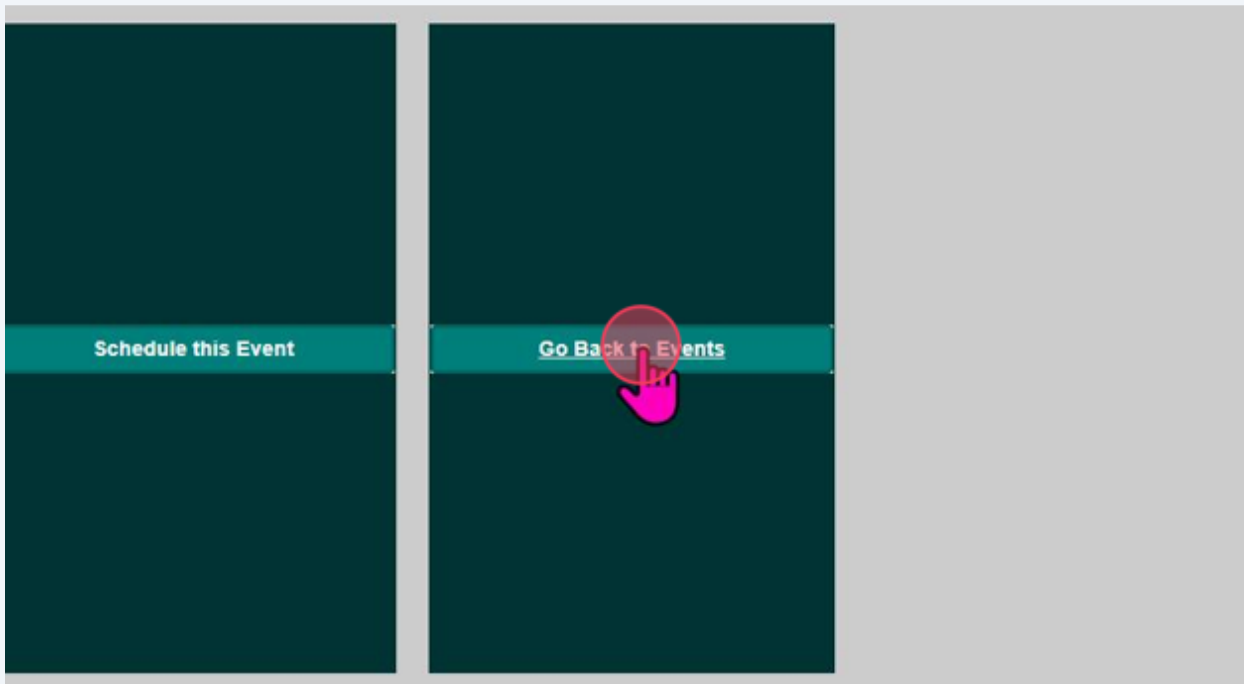
31

Now that you've updated your template you can decide if you want to update any of the days that you've scheduled, scheduled more days, or just go back to the events tab.

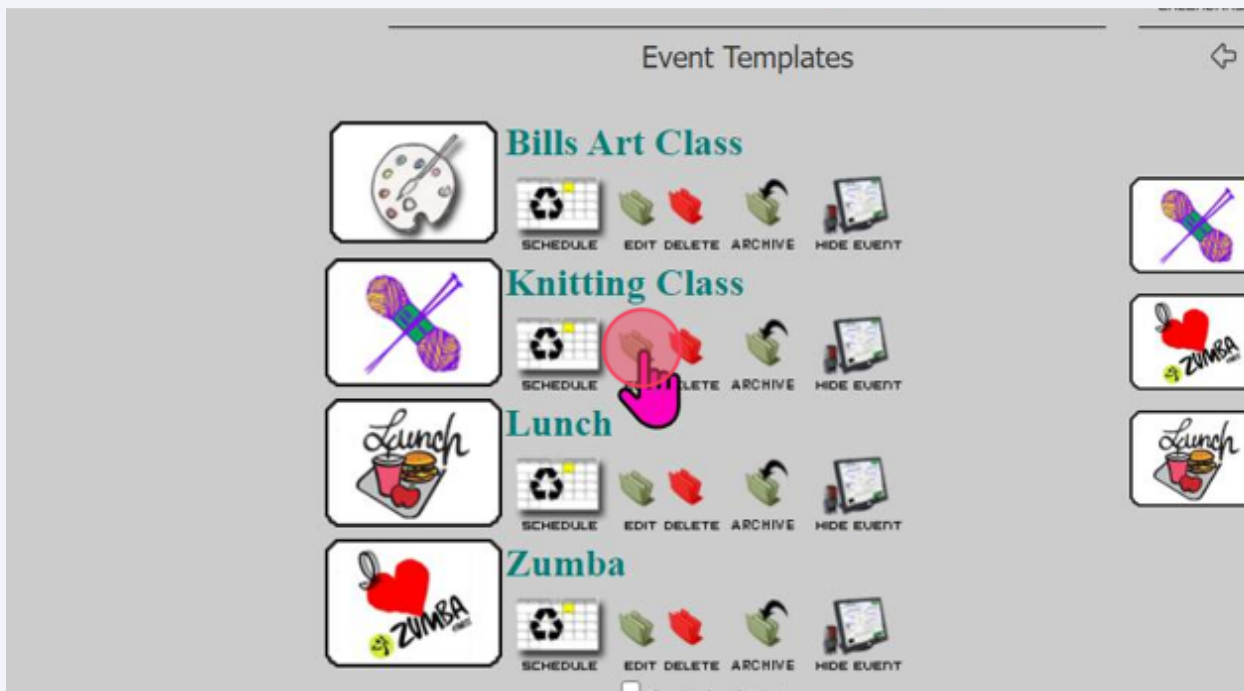


32

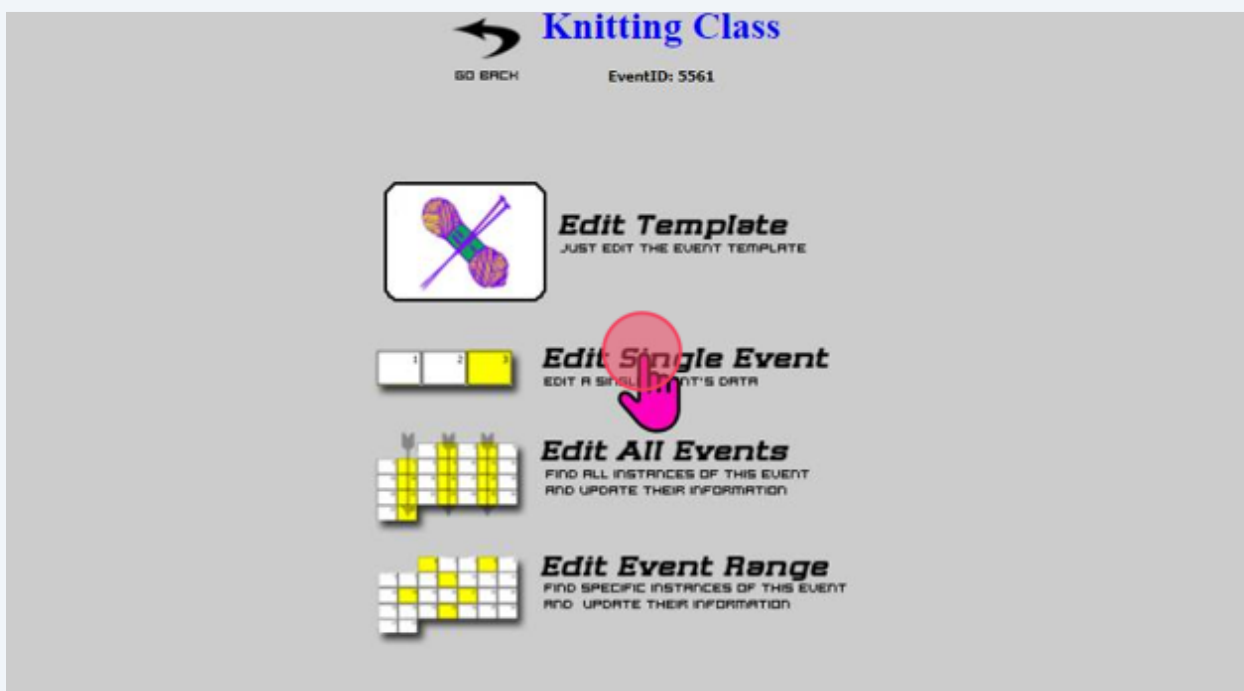
Click go back to events



33 Click the Edit icon again

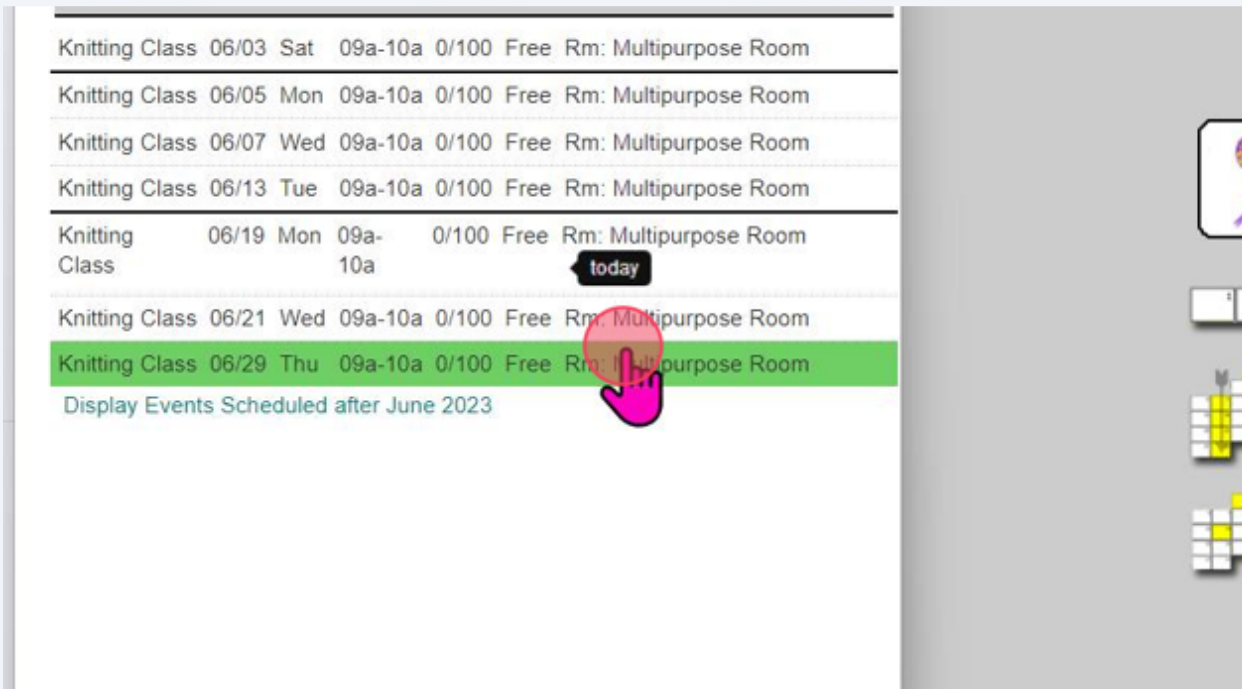


34 Click edit single event



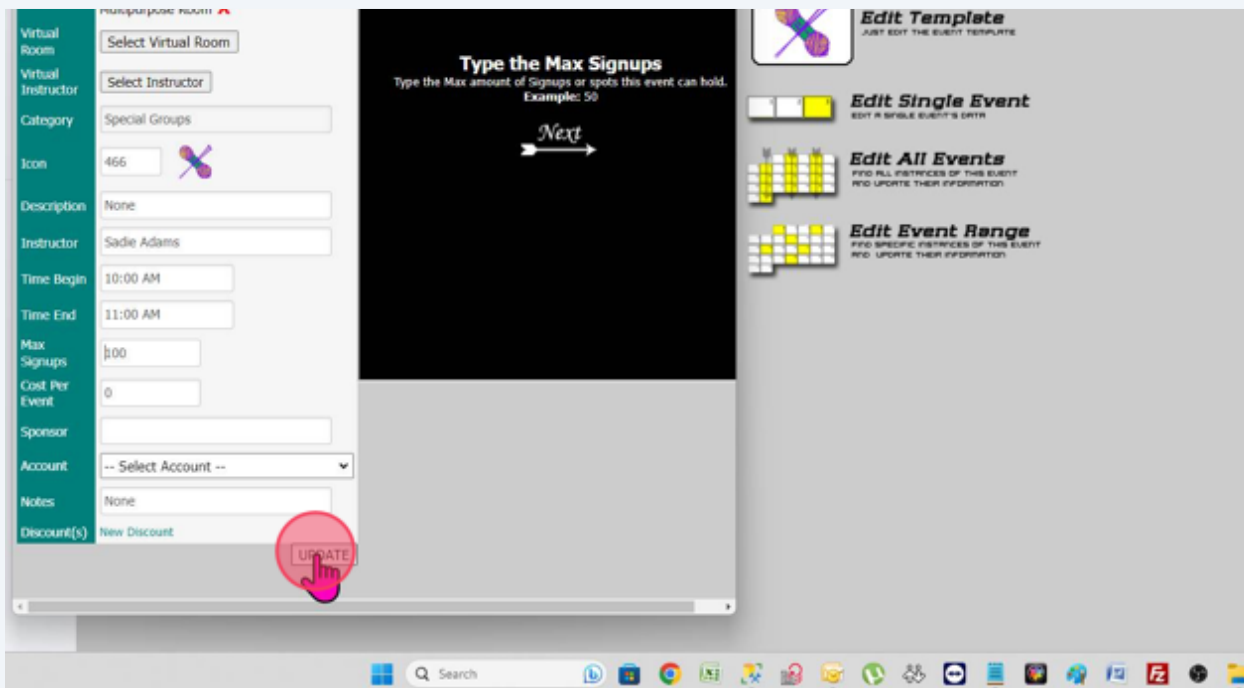
35

Now we can see all of the individual days that we've scheduled so we can edit an individual date. Click on the date you want to edit.

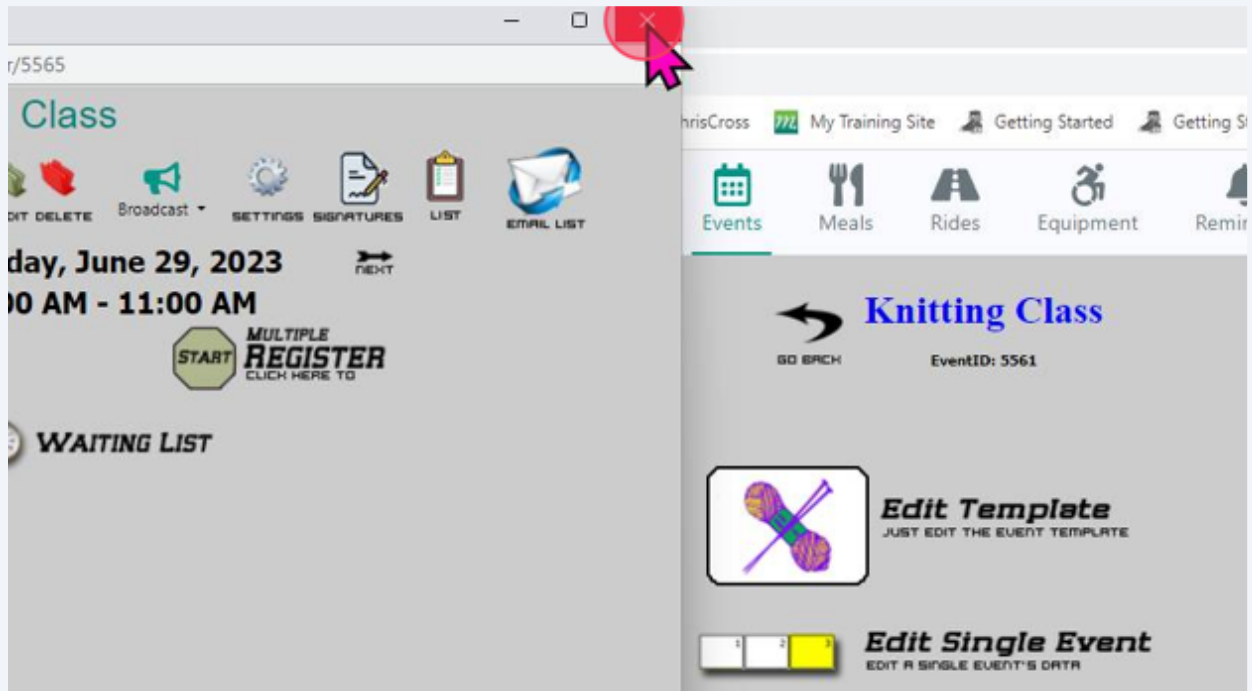


36

Here you can edit anything you would like about this particular date and you're only affecting that one date. click update.

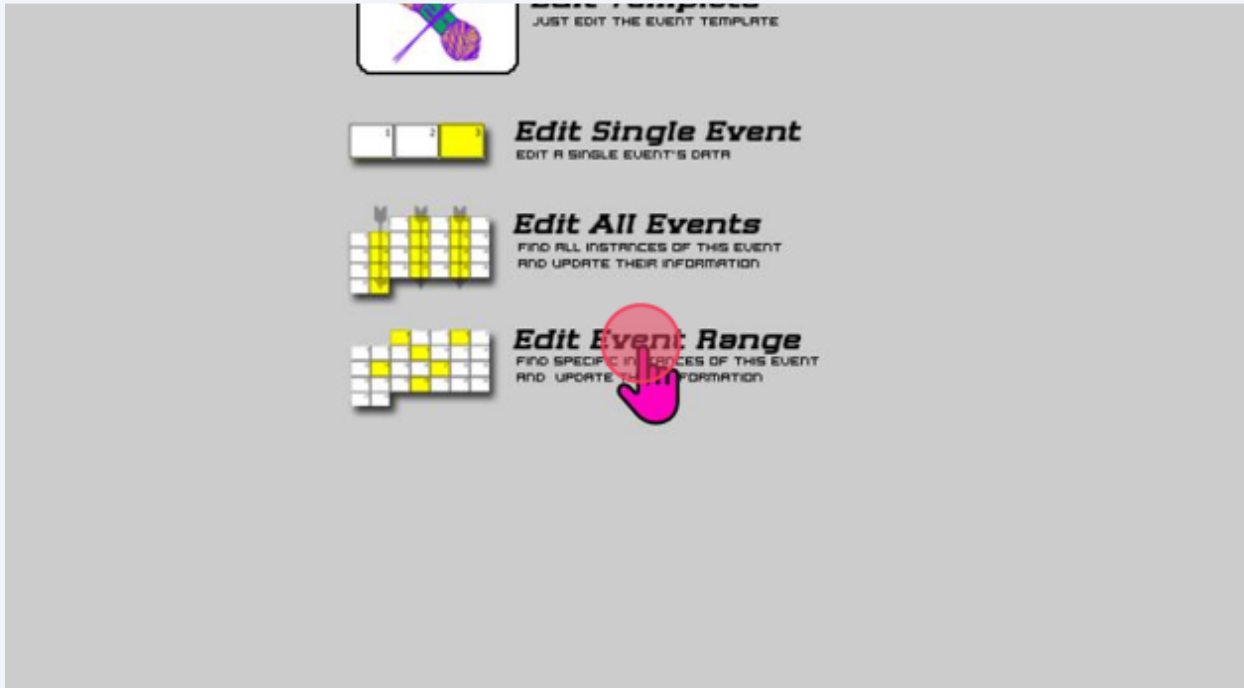


37 Your changes have been saved. Close this window.



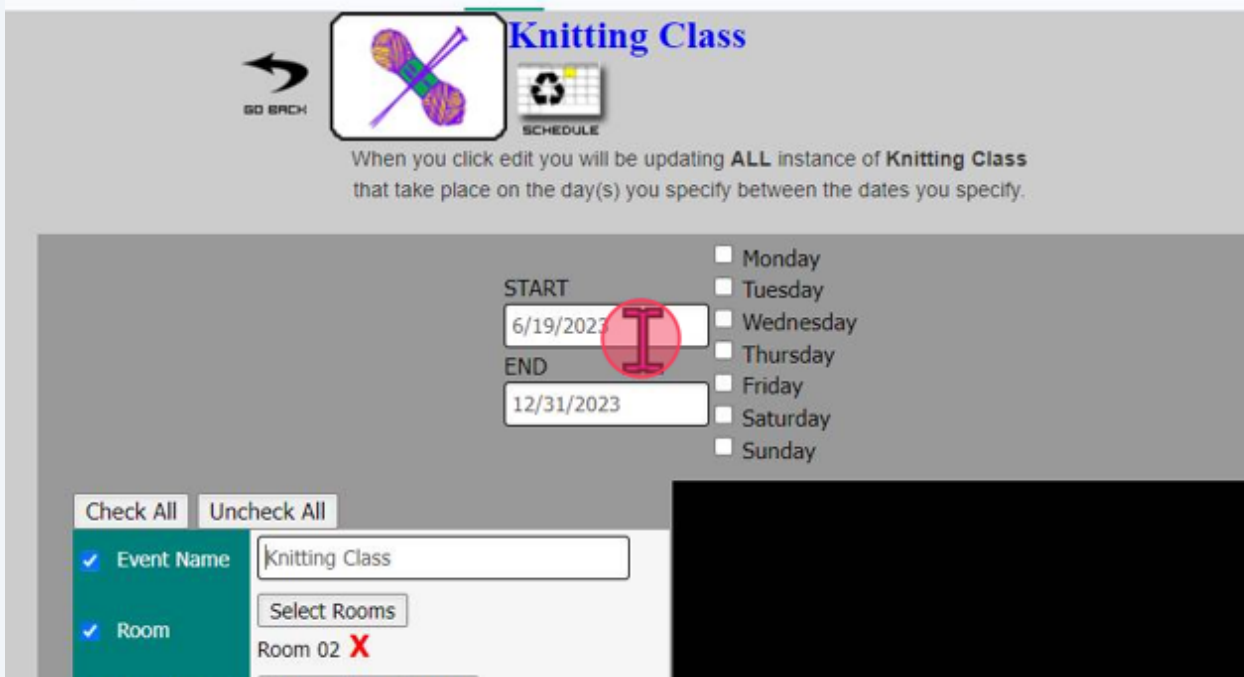
38

Clicking edit all events would edit every single day that you've scheduled, past present and future. If you made a spelling mistake for example, that would be fine. You would want to edit all past, present and future event but if this event was just changing times in the future for example, we would not want to edit the past so we would Click edit event range.



39

Here you can enter in any date range you like and you can even choose the days of the week. For example, maybe we're only making changes to thursdays. I can put in my date range and I can choose thursday.....



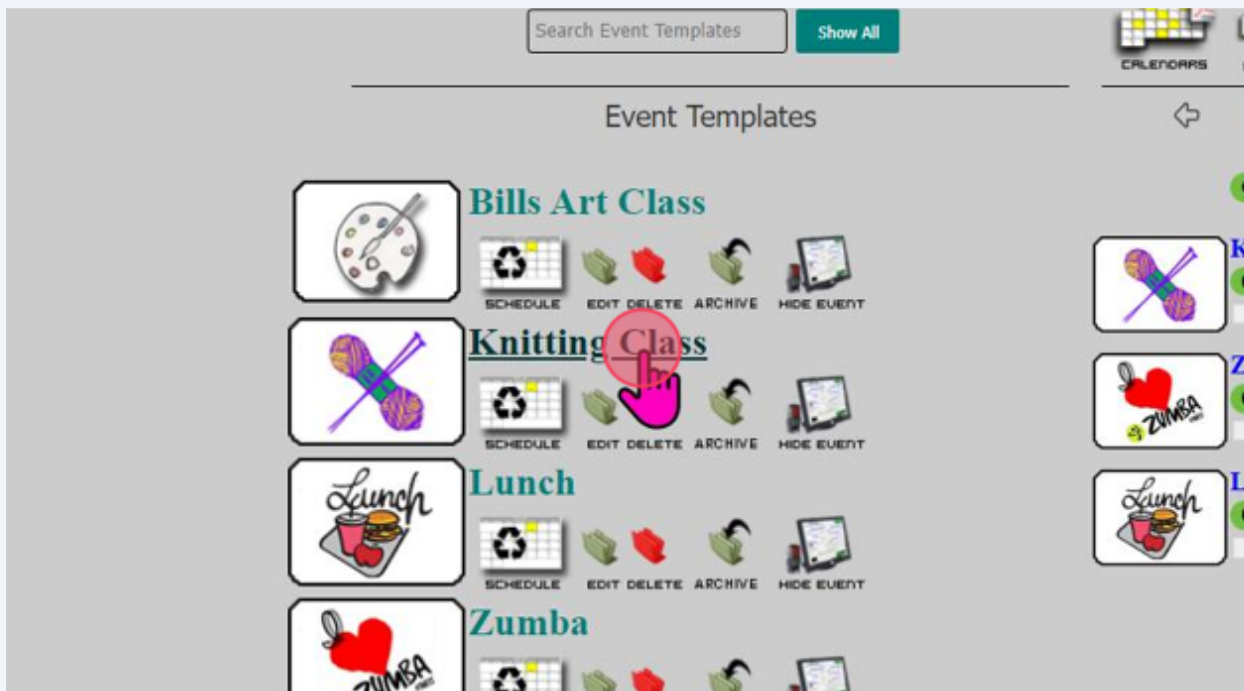
40 Enter in my new time....

The screenshot shows a form with a teal sidebar on the left containing the following fields with checkmarks: Category, Icon, Description, Instructor, Time Begin, Time End, Max Signups, Cost Per Event, Sponsor, Account, and Notes. The main form area contains the following values: Category: Special Groups; Icon: 466 (with a purple bandage icon); Description: None; Instructor: Sadie Adams; Time Begin: 09:00 AM; Time End: 10:00 AM (with a red 'I' icon); Max Signups: 100; Cost Per Event: 0; Sponsor: Senior Center; Account: -- Select Account --; Notes: None. To the right, a preview of a sign-up sheet is visible with the text 'Type the eve', 'Type the name of', 'Example: Ball Ro', and 'Next' with an arrow.

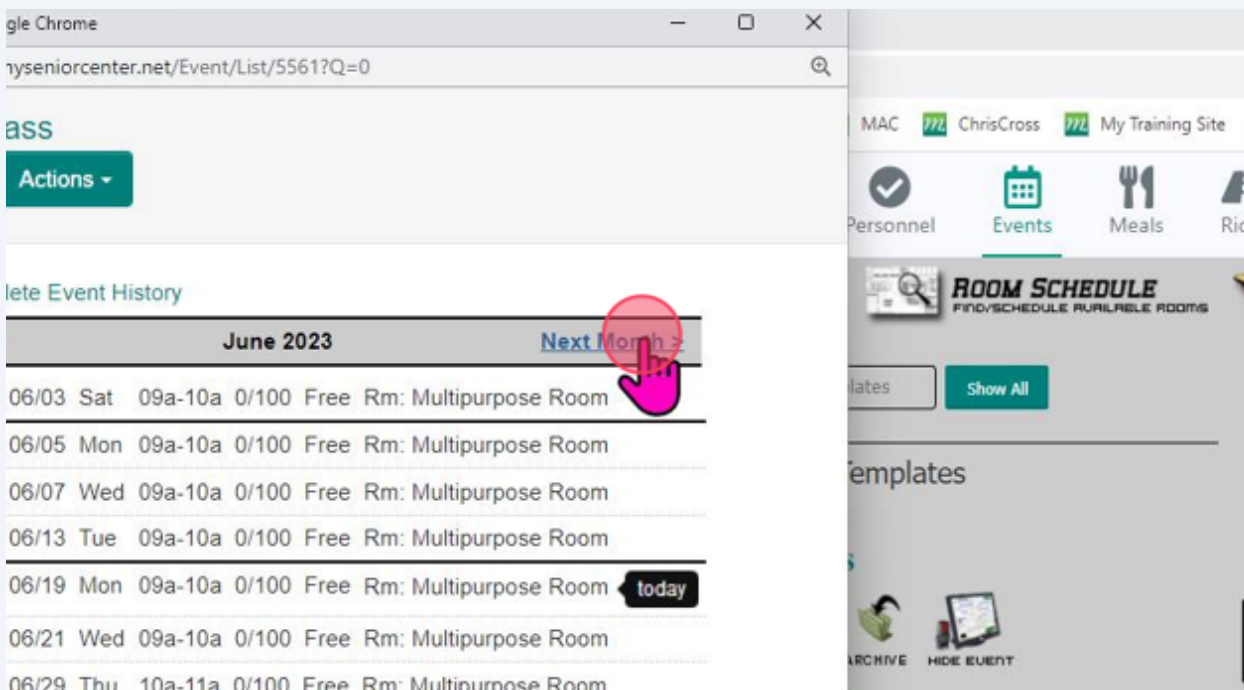
41 And click "Update Range".

The screenshot shows the same form as in step 40, but with the Time End field updated to 11:00 AM. A red hand cursor is pointing to the 'Update Range' button at the bottom of the form. The sidebar and other form fields remain the same as in the previous step.

42 Now if I click the title of the template I can see the full schedule...



43 Click next month.....



44

And now I can see as of next month I have updated just Thursdays to the new time.

history

July 2023	Next Month >
09a-10a 0/100 Free Rm: Multipurpose Room	
10a-11a 0/100 Free Rm: Room 02	
09a-10a 0/100 Free Rm: Multipurpose Room	
10a-11a 0/100 Free Rm: Room 02	
09a-10a 0/100 Free Rm: Multipurpose Room	
10a-11a 0/100 Free Rm: Room 02	
09a-10a 0/100 Free Rm: Multipurpose Room	
10a-11a 0/100 Free Rm: Room 02	
09a-10a 0/100 Free Rm: Multipurpose Room	
10a-11a 0/100 Free Rm: Room 02	

Personnel Events Meals Rides Equ

ROOM SCHEDULE FIND/SCHEDULE AVAILABLE ROOMS

Show All

templates

ARCHIVE HIDE EVENT

ZUMBA

45

Click "Close"

/Event/List/5561?Q=0

July 2023	Next Month >
-10a 0/100 Free Rm: Multipurpose Room	
-11a 0/100 Free Rm: Room 02	
-10a 0/100 Free Rm: Multipurpose Room	
-11a 0/100 Free Rm: Room 02	
-10a 0/100 Free Rm: Multipurpose Room	
-11a 0/100 Free Rm: Room 02	
-10a 0/100 Free Rm: Multipurpose Room	

Personnel Events Meals Rides Equipmen

ROOM SCHEDULE FIND/SCHEDULE AVAILABLE ROOMS

TRIPS MANAGE YOU

Show All

templates

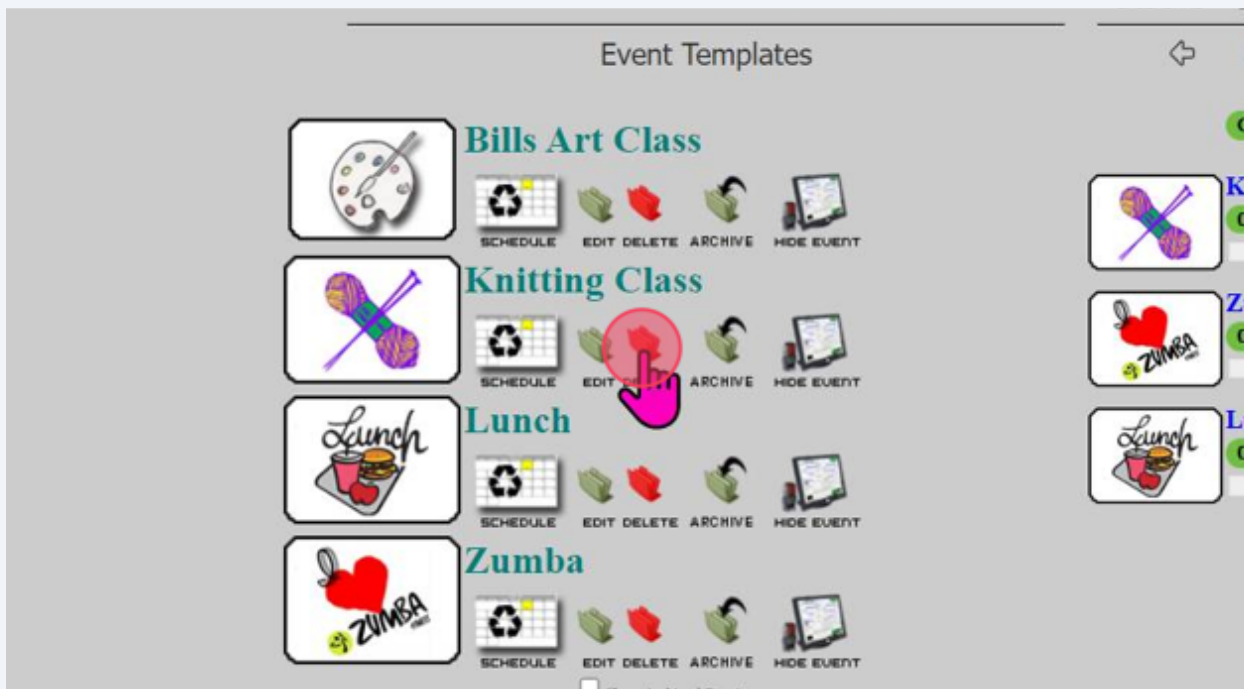
ARCHIVE HIDE EVENT

Kn

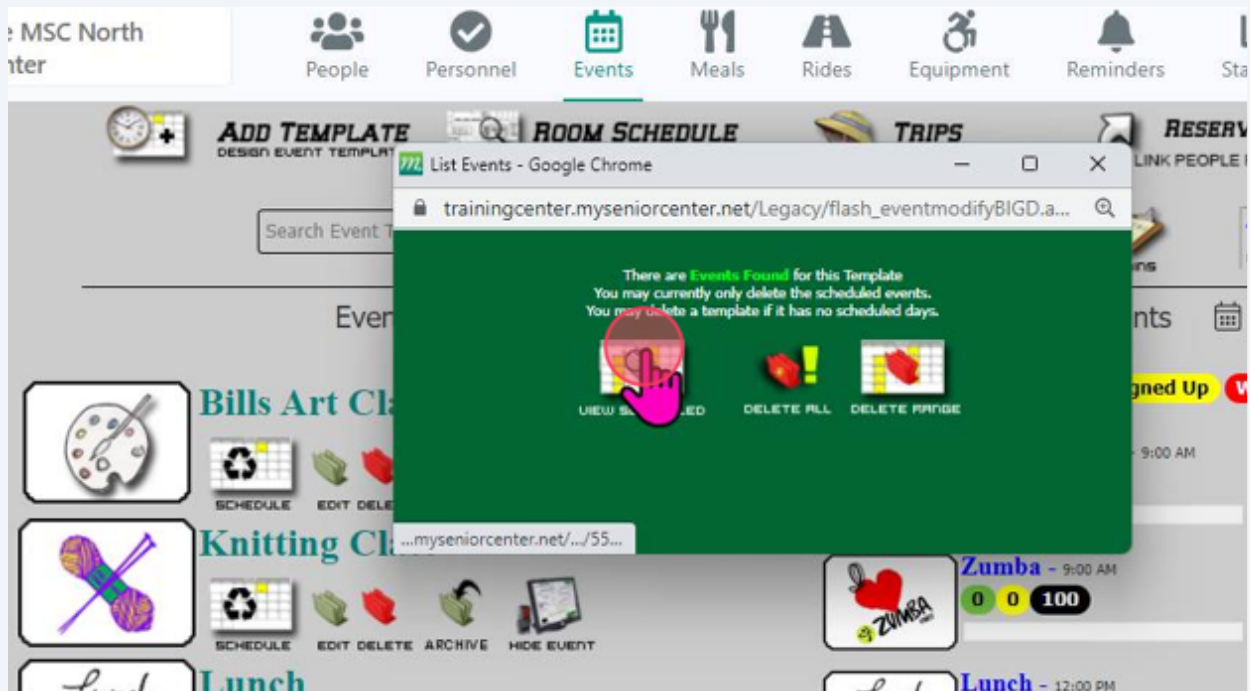
Deleting Events

46

Next click the delete button. It is not going to immediately delete your template so don't be afraid of clicking it.



47 Clicking View Scheduled will show you the full schedule.

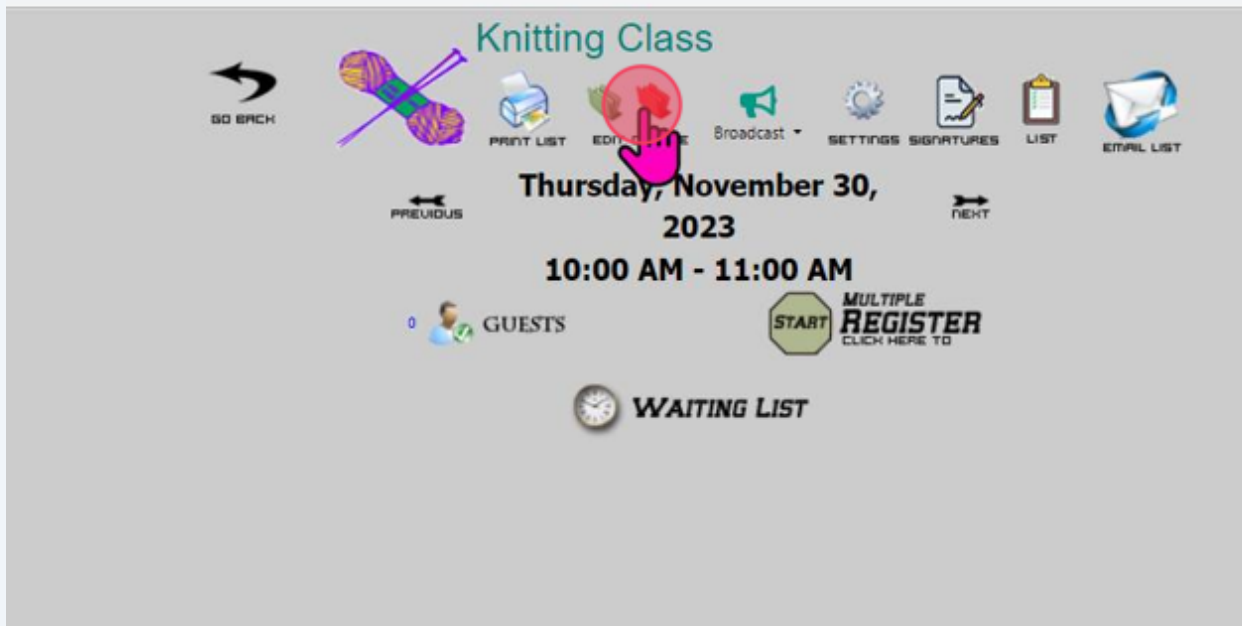


48 In this example I scheduled every Thursday so I know I picked up Thanksgiving. My center is closed on Thanksgiving so I'm going to delete that 1 day. I click on the day.....

Knitting Class	11/06	Mon	09a-10a	0/100	Free	Rm: Multipurpose Room
Knitting Class	11/09	Thu	10a-11a	0/100	Free	Rm: Room 02
Knitting Class	11/13	Mon	09a-10a	0/100	Free	Rm: Multipurpose Room
Knitting Class	11/16	Thu	10a-11a	0/100	Free	Rm: Room 02
Knitting Class	11/20	Mon	09a-10a	0/100	Free	Rm: Multipurpose Room
Knitting Class	11/23	Thu	10a-11a	0/100	Free	Rm: Room 02
Knitting Class	11/27	Mon	09a-10a	0/100	Free	Rm: Multipurpose Room
Knitting Class	11/30	Thu	10a-11a	0/100	Free	Rm: Room 02

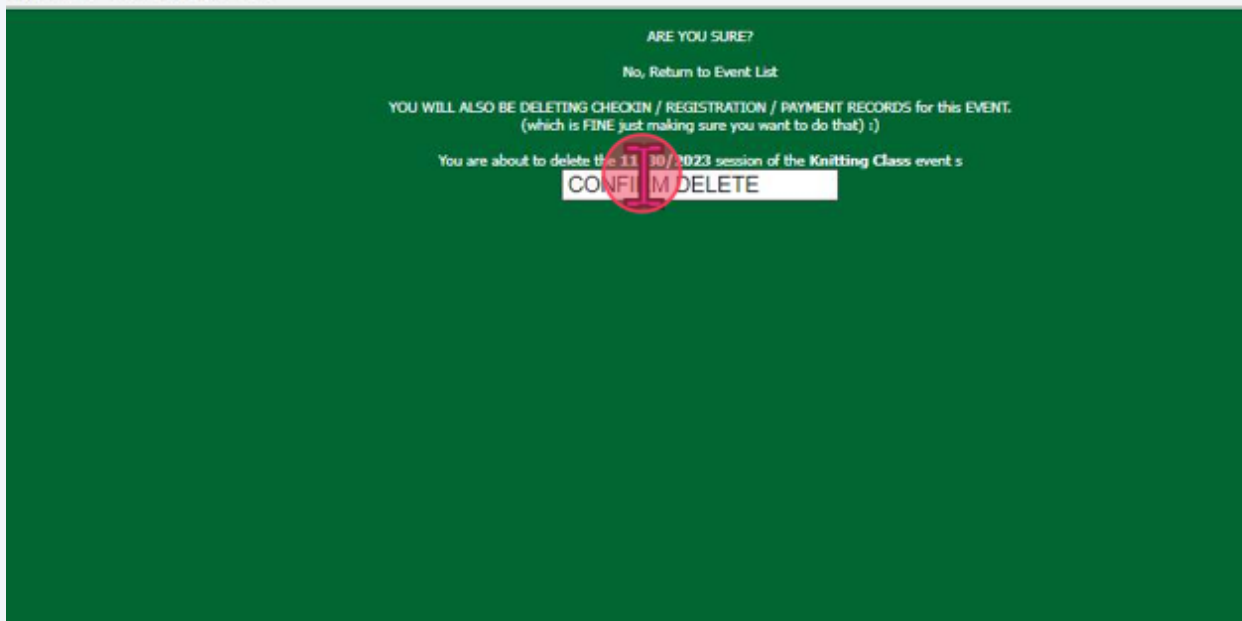
Display Events Scheduled after November 2023

49 Click Delete



50 And then confirm.

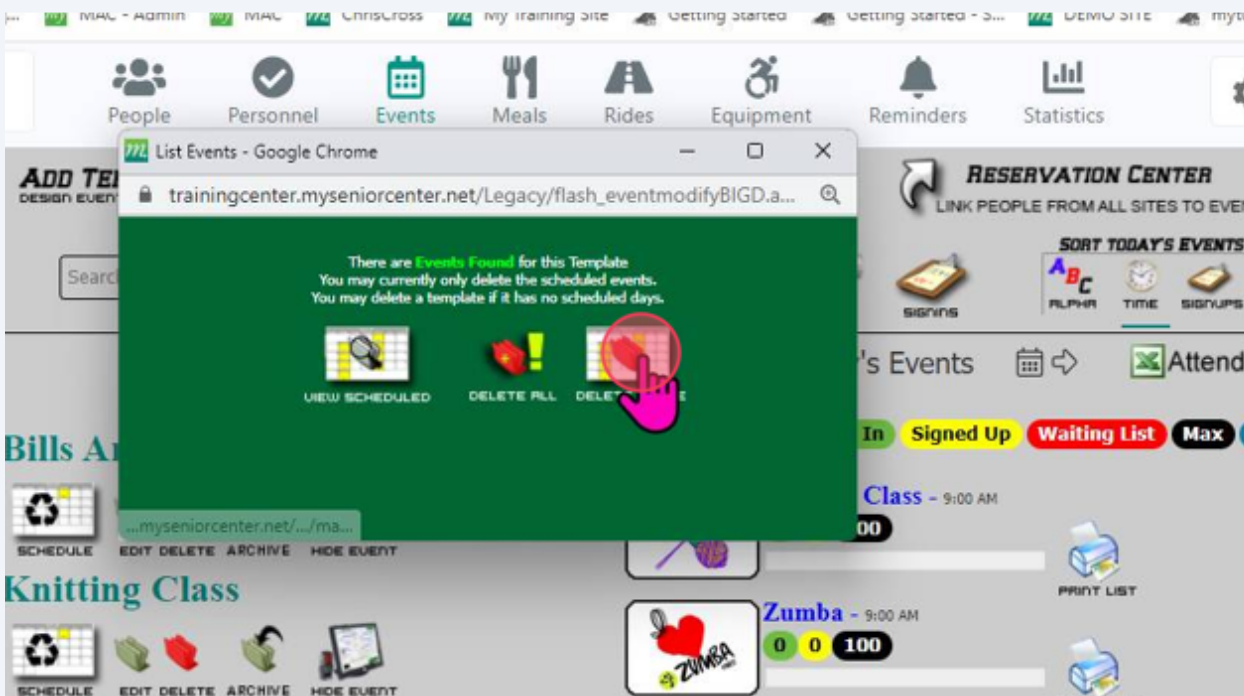
0&MainID=5561&Large=yes



51 Click Delete again.

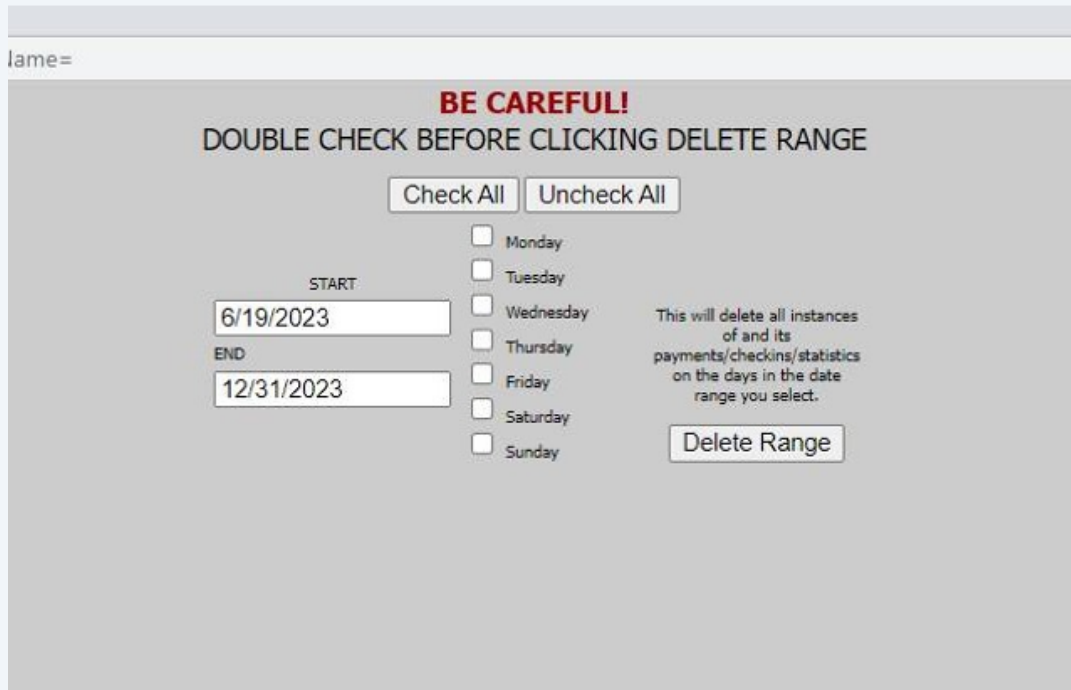


52 Click delete range.



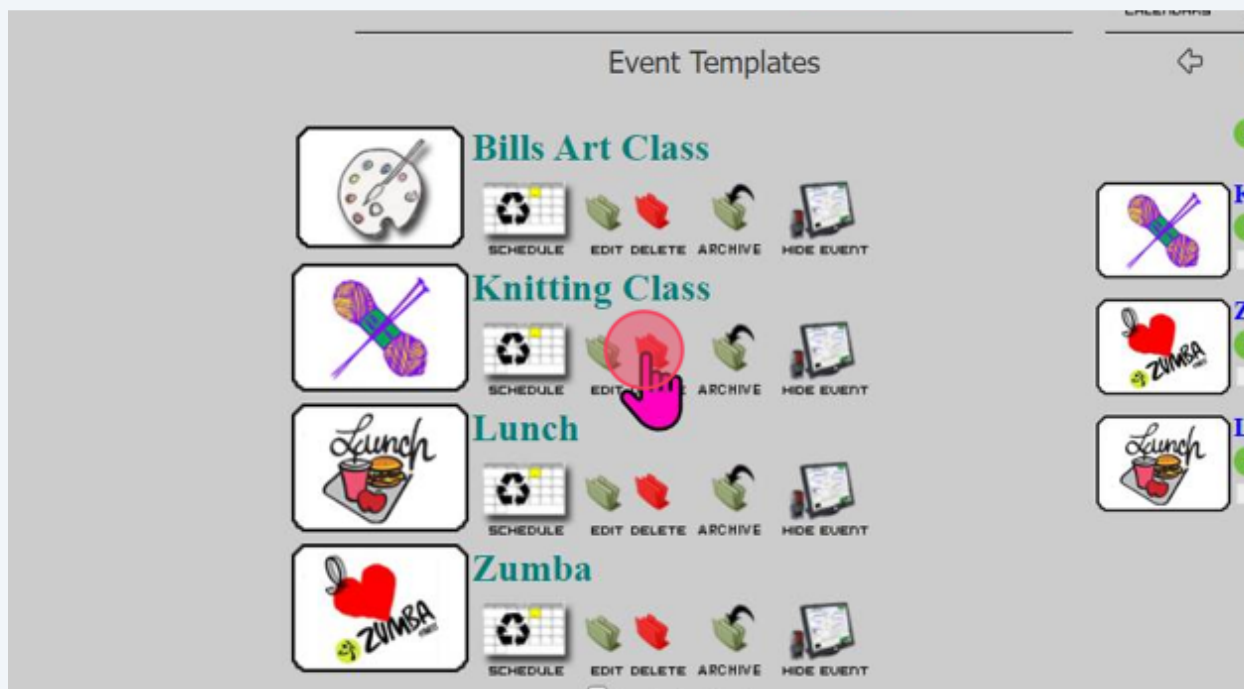
53

Delete range is essentially un-scheduling. If you're discontinuing an event you want to un-schedule it so it no longer shows up on the touch screen, the calendar's , or my active center, Simply choose your date range and the days of the week and then click delete range. It looks exactly like when we were scheduling but the button says delete range instead of add range.



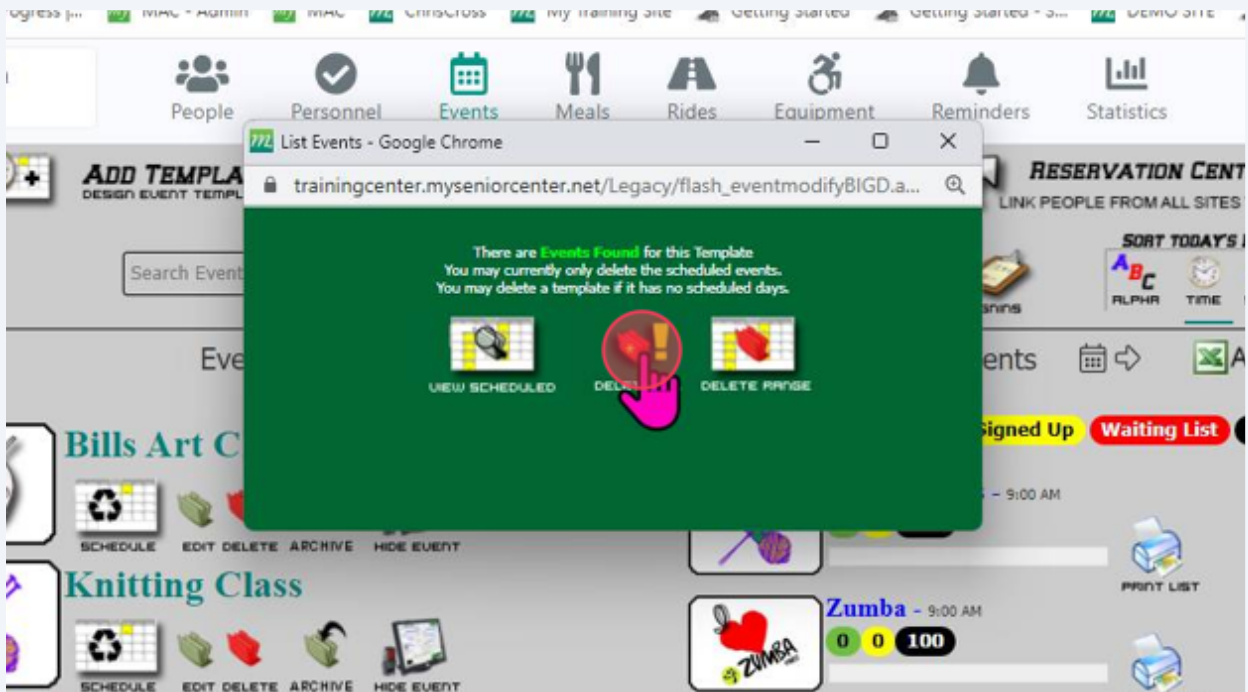
54

Click Delete again.



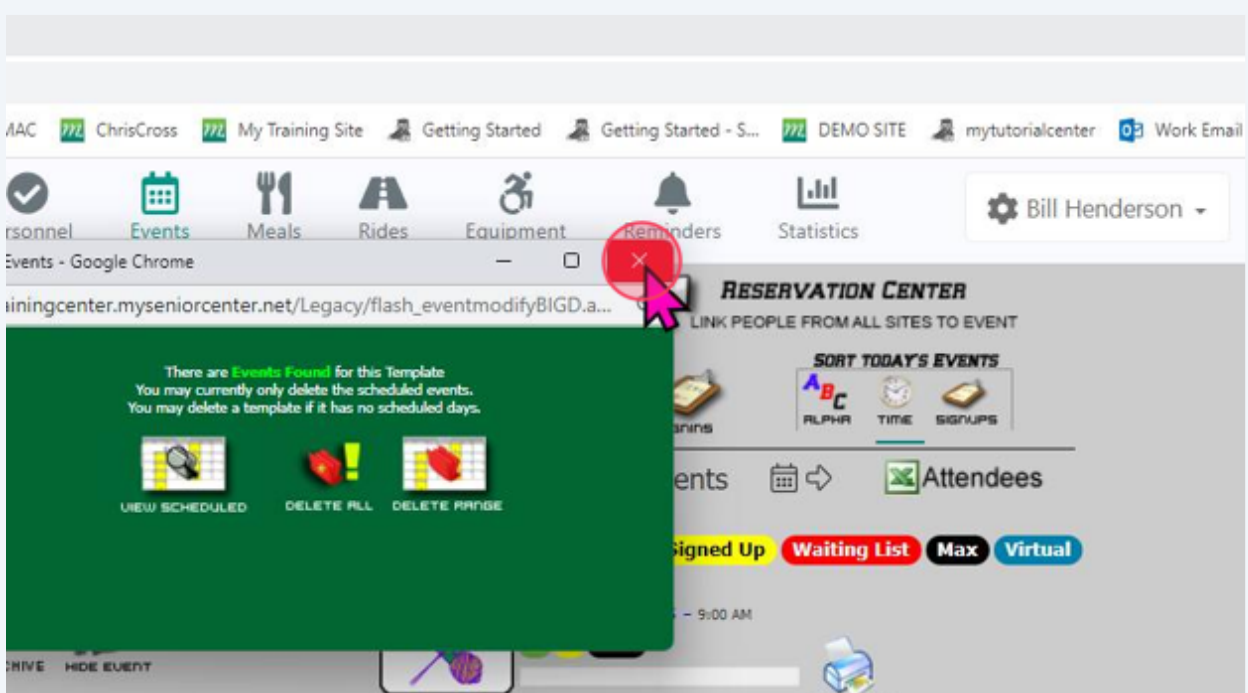
55

Delete all deletes everything about the event even if you've been tracking it for 10 years. All of that data is deleted, so you're not usually doing this with real events that people have attended but maybe you want to delete a template that you never used for some reason or a practice template. That would be fine.



56

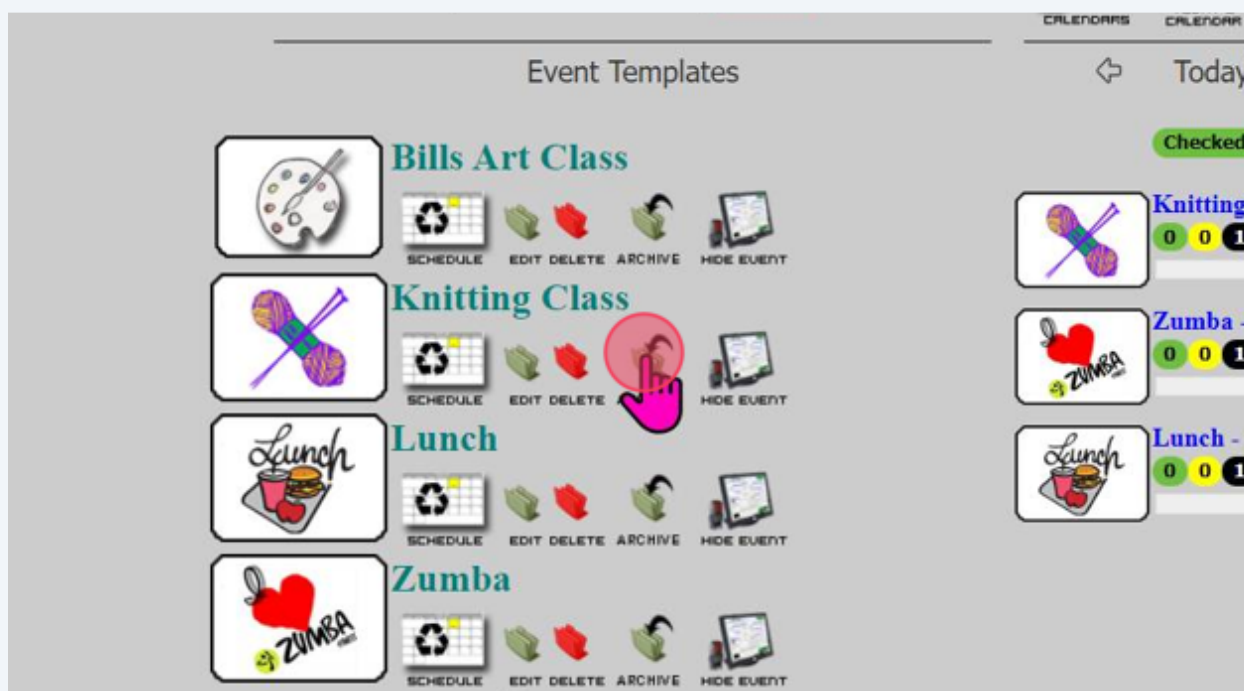
Click "Close"



Archiving an Event

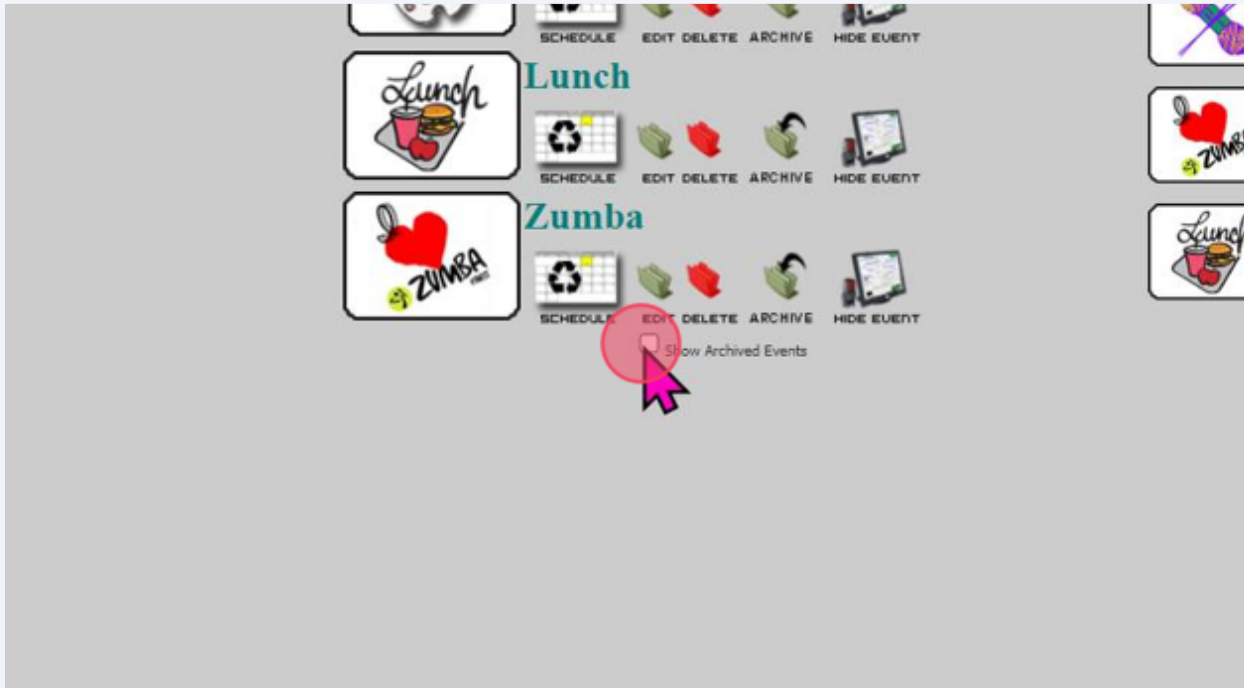
57

If you're discontinuing an event and no longer need the template, you can archive it just like with archiving people. If you click archive the template will be hidden away.



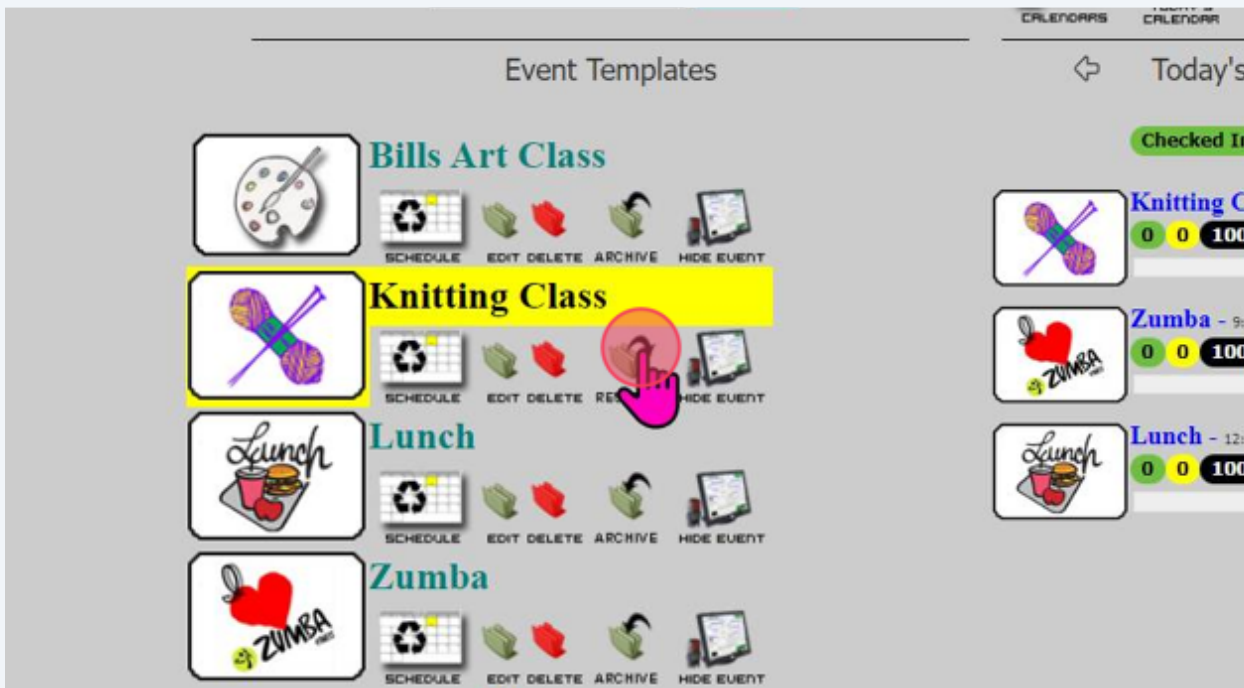
58

If you need to see archived events you can check the box at the bottom of the list of templates.



59

The Archived Templates will show back up again highlighted in yellow. The archive icon now says restore so we can click it to restore the event if we want to.



60

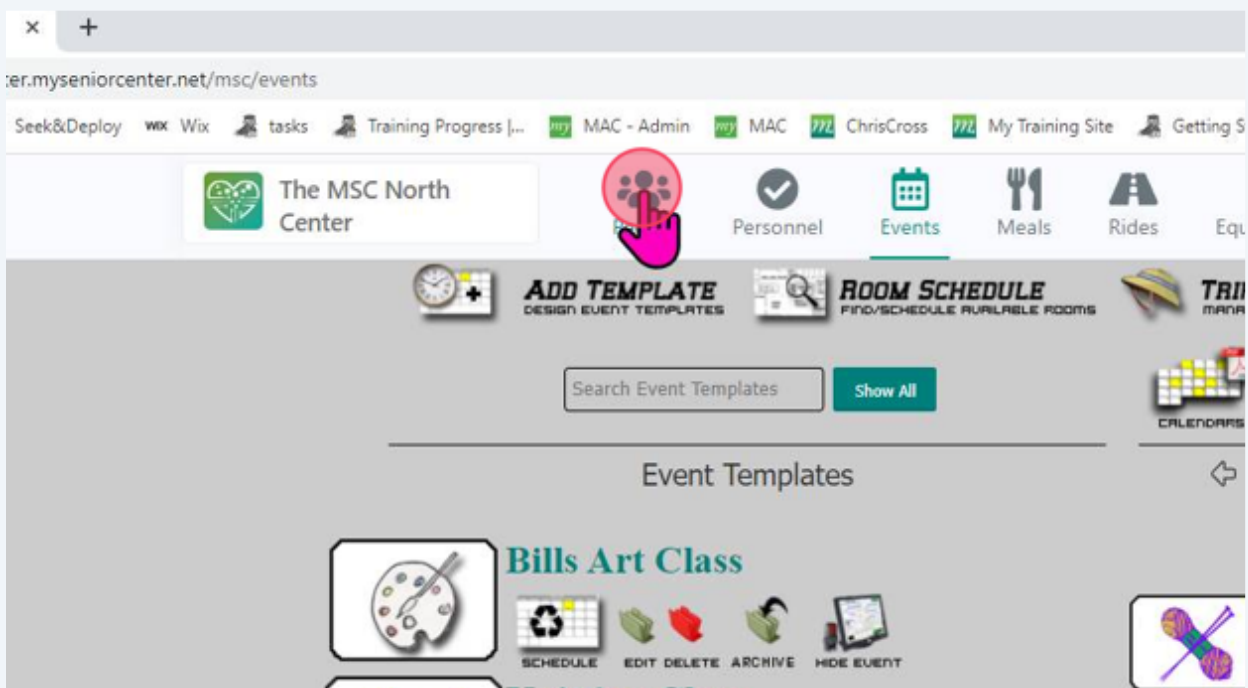
The Hide Event icon simply hides it from the touch screen. It does not hide it from calendars or MyActiveCenter.



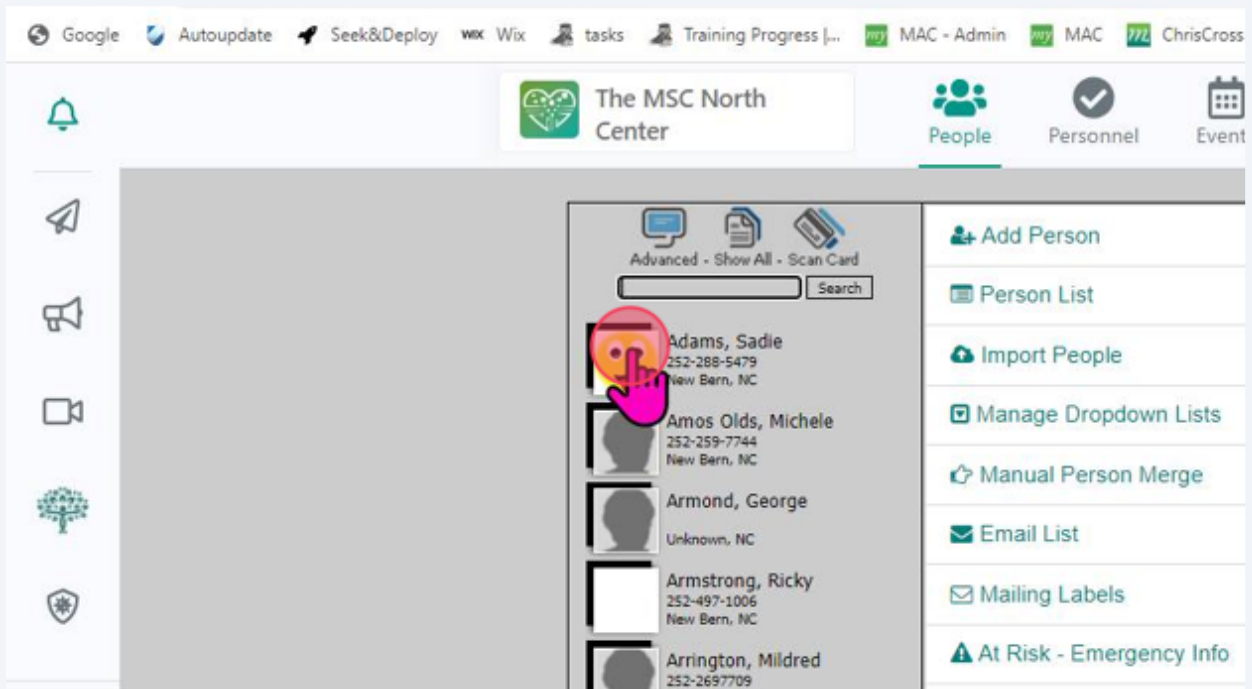
Pre-Register People for Events

61

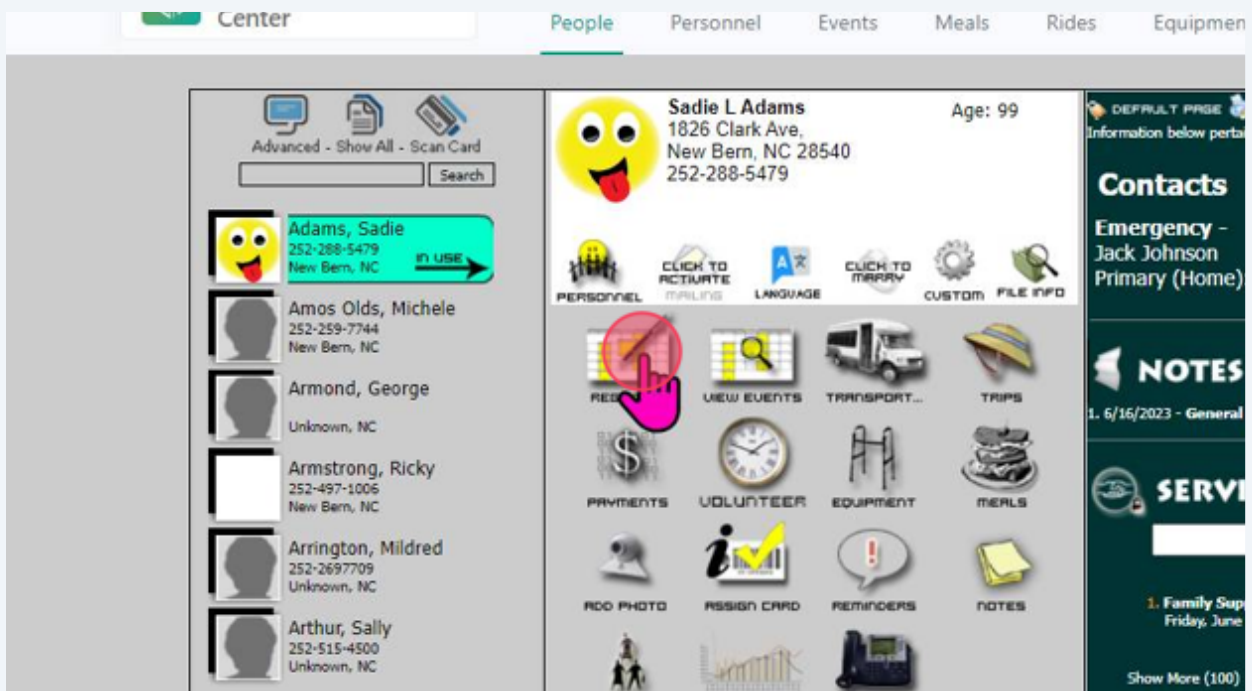
Click the "People" tab



62 Click a person.

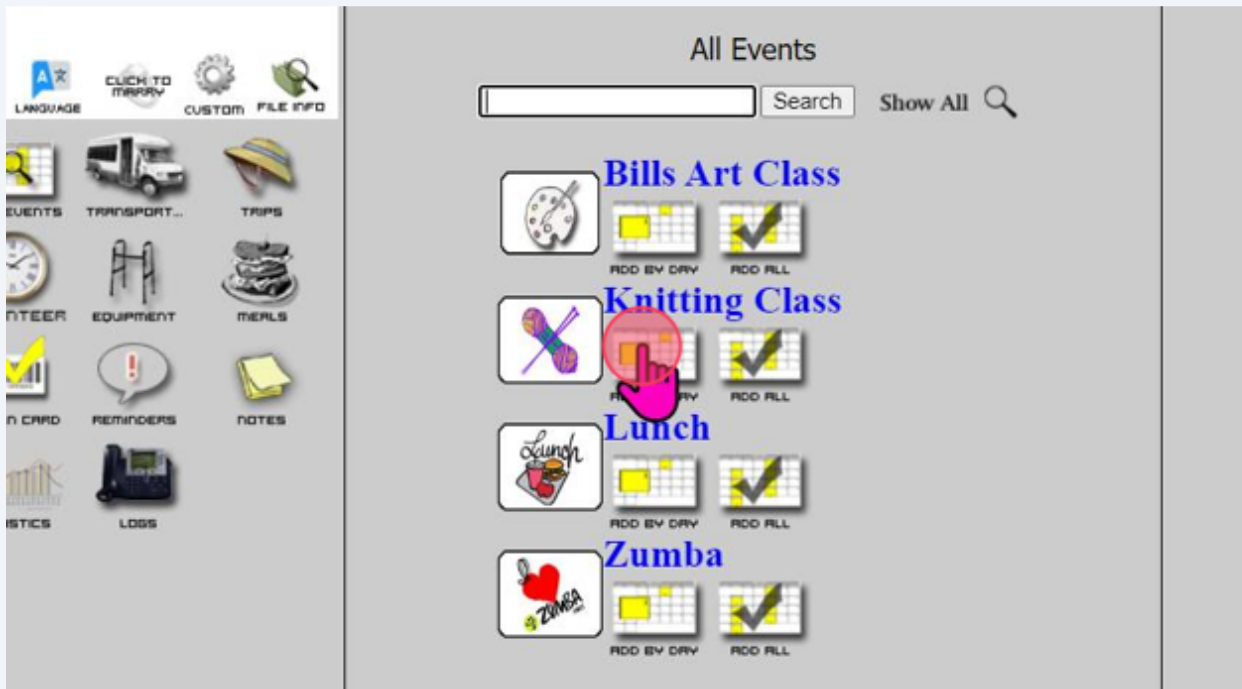


63 Click that person's Register icon.



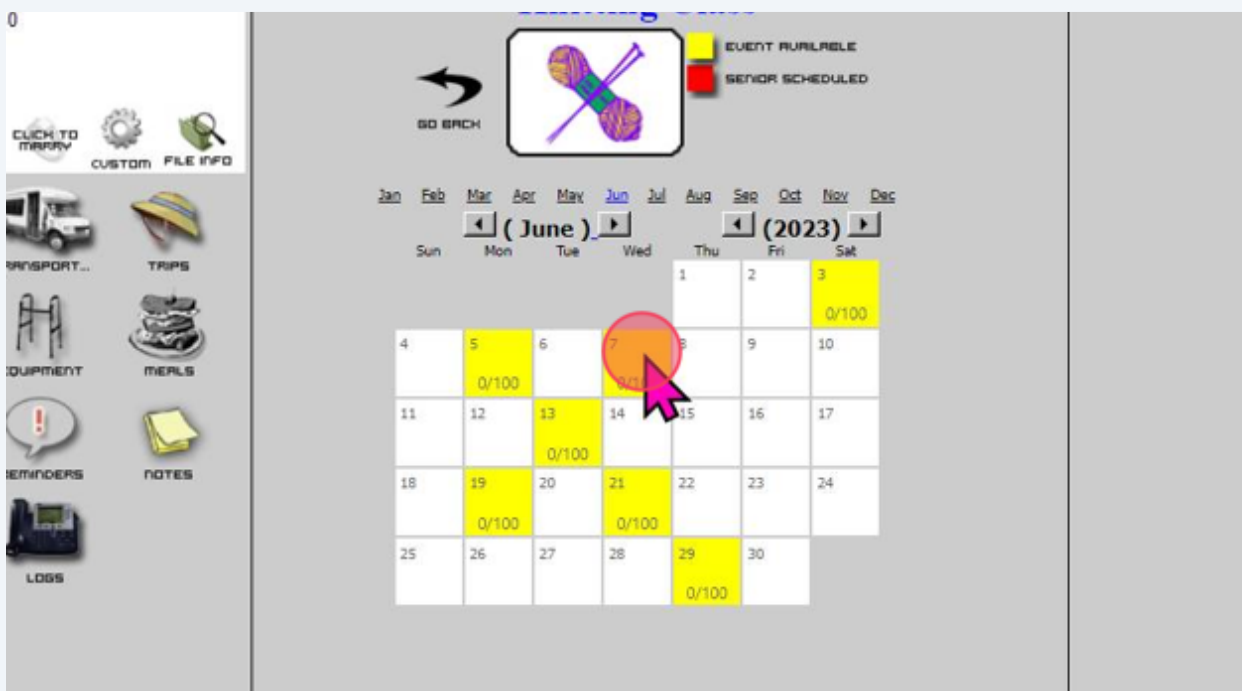
64

Clicking Add All would register this person for every day we have scheduled. Let's Click Add By Day.



65

Any day highlighted in yellow is a day that's scheduled.



66

Clicking a day registers the person for that day and it turns red. If you add a person to today's date or any day in the past you are doing two things at the same time. Adding them to the roster and checking them in. The system is assuming that if you are adding someone to a past date you must know they were there so it's checking them in. Same with the present date. If we add a person to any date in the future we're saving them a spot. They still need to come in on that day and check in or be checked for them to be counted as present.

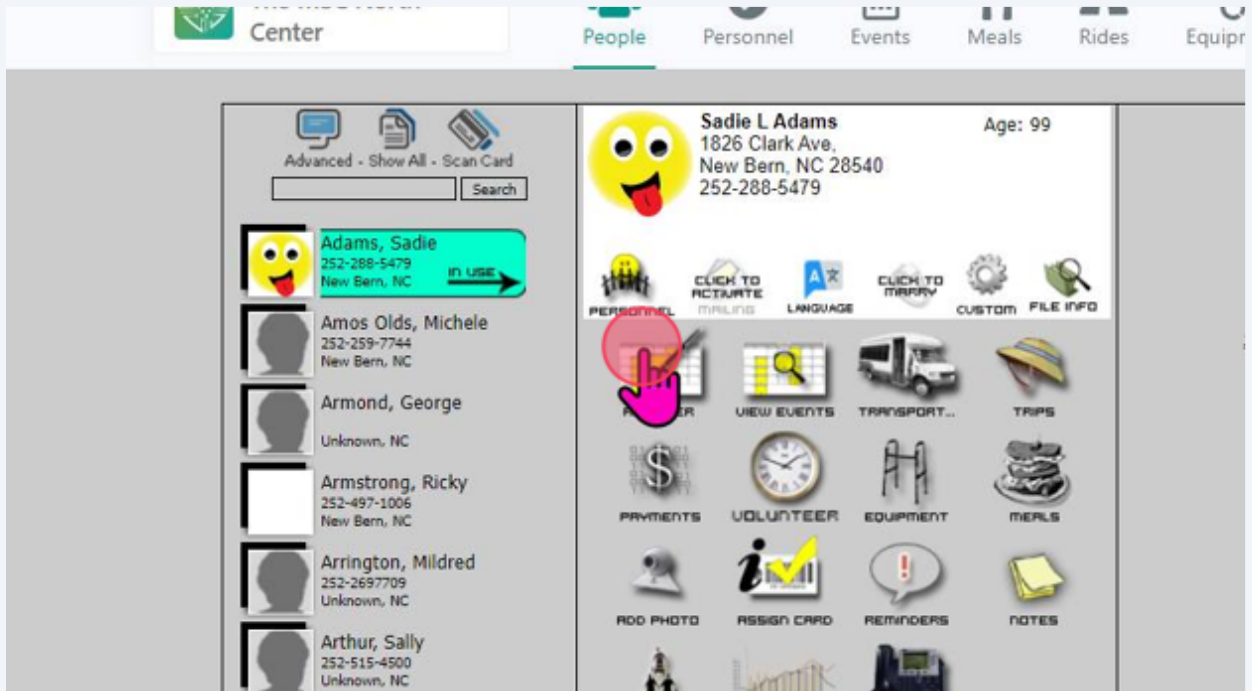
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
(June) (2023)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3 0/100
4	5 0/100	6	7 1/100	8	9	10
11	12	13 1/100	14	15	16	17
18	19 0/100	20	21 0/100	22	23	24
25	26	27	28	29 0/100	30	

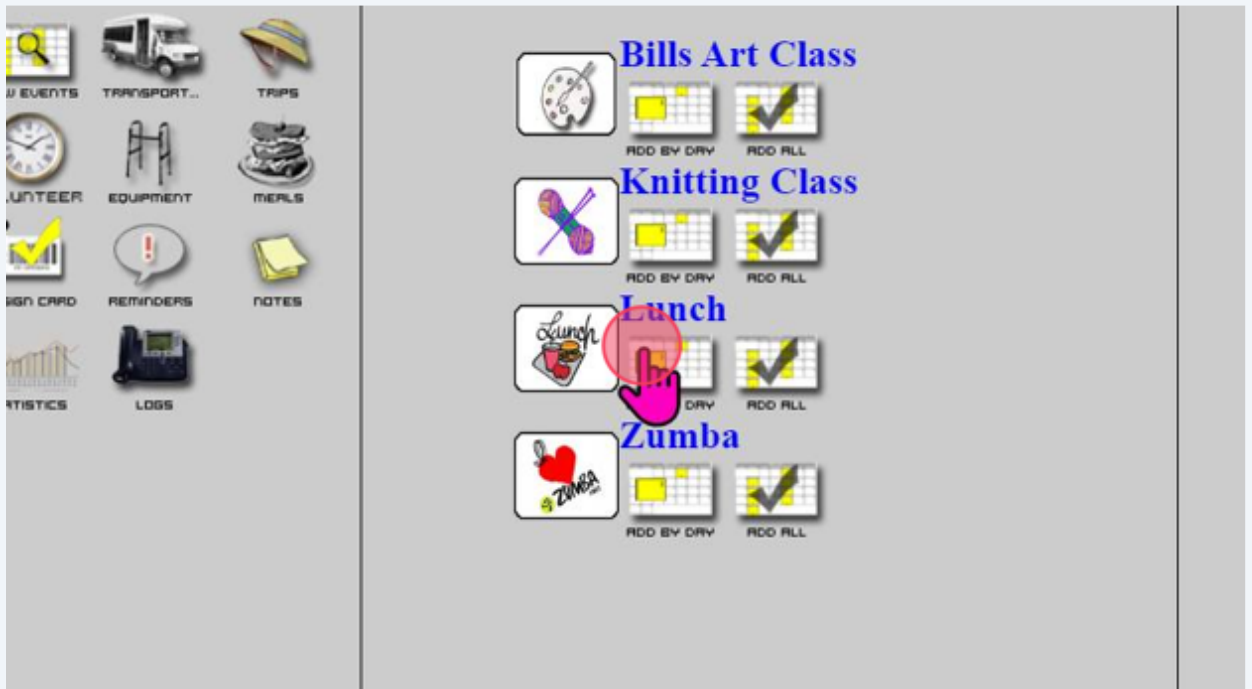
TRANSPORT... TRIPS
EQUIPMENT ITEMS
REMINDERS NOTES
LOGS

START REGISTER
CLICK HERE TO

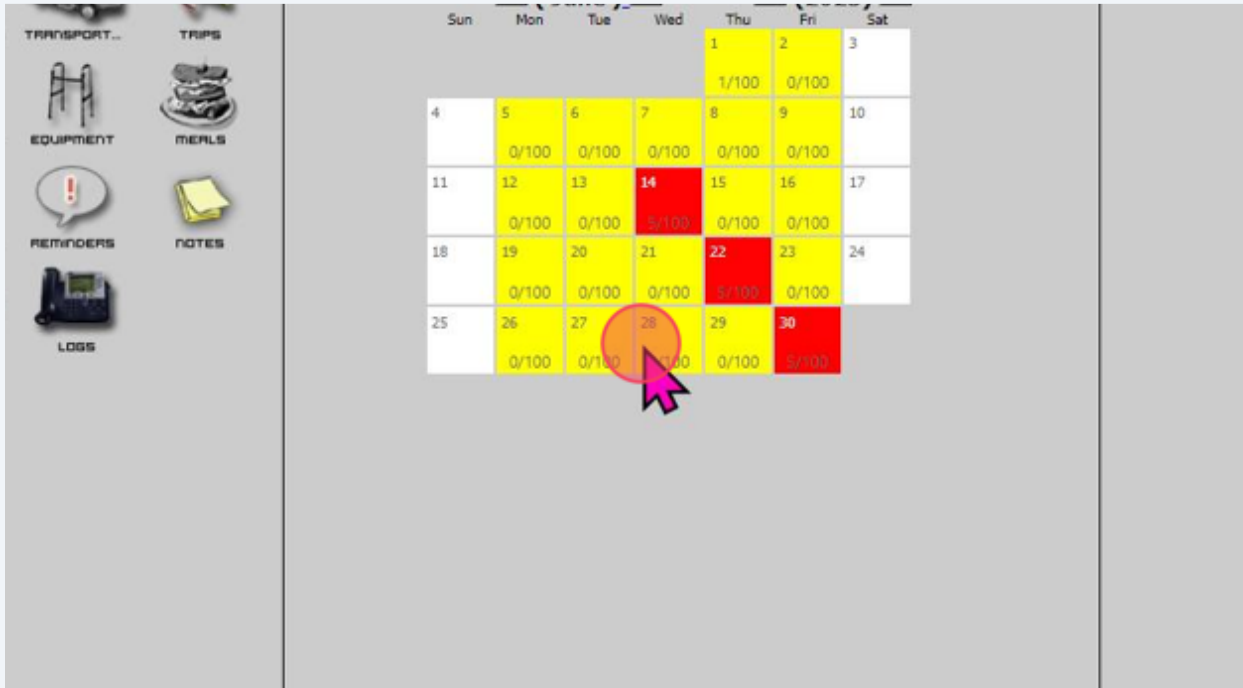
67 You can click back to their register icon.....



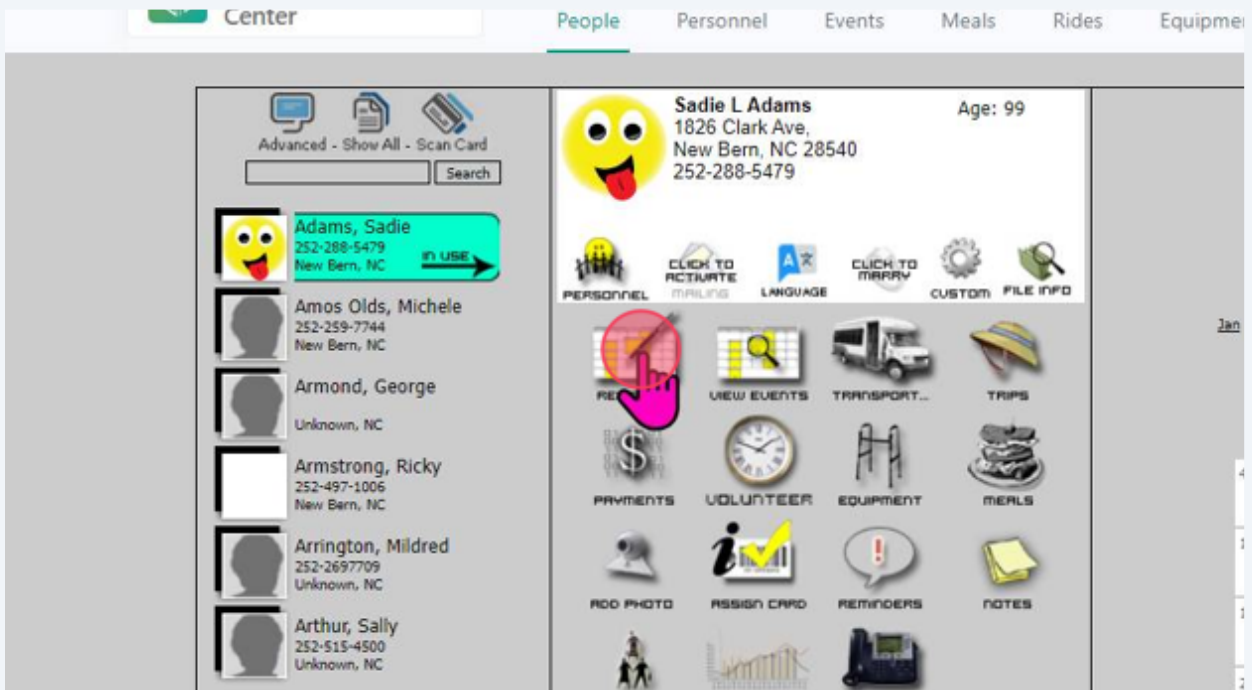
68 Choose another event....



69 and register them for that event.

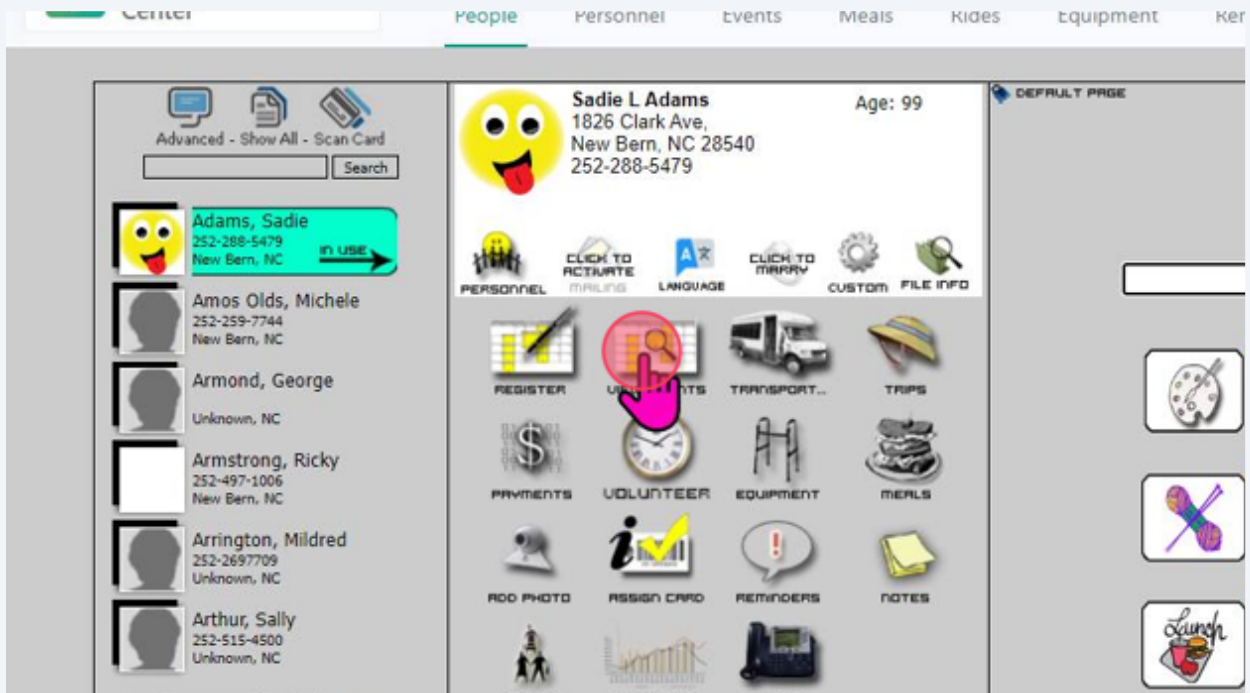


70 You can go back and register them for as many events as you need to.



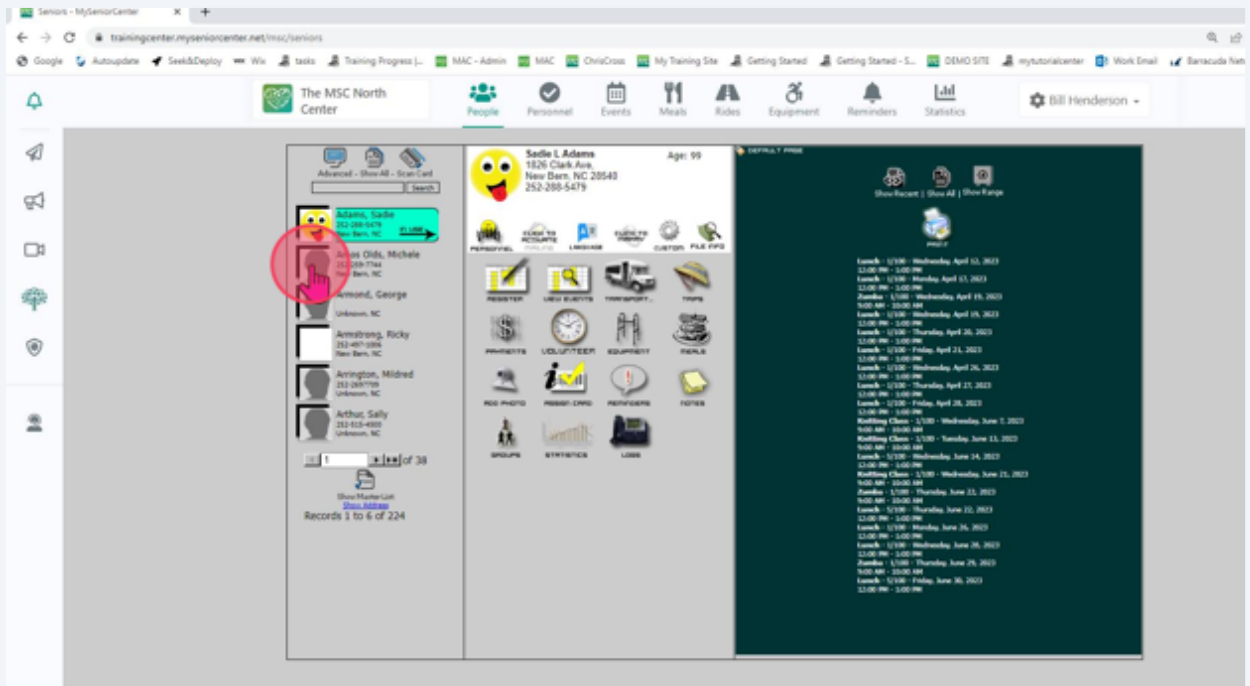
71

Before finishing up with a person, it's always a good idea to double check your work to make sure you didn't miss anything or add them to anything by mistake. Lets click the second icon, View Events.



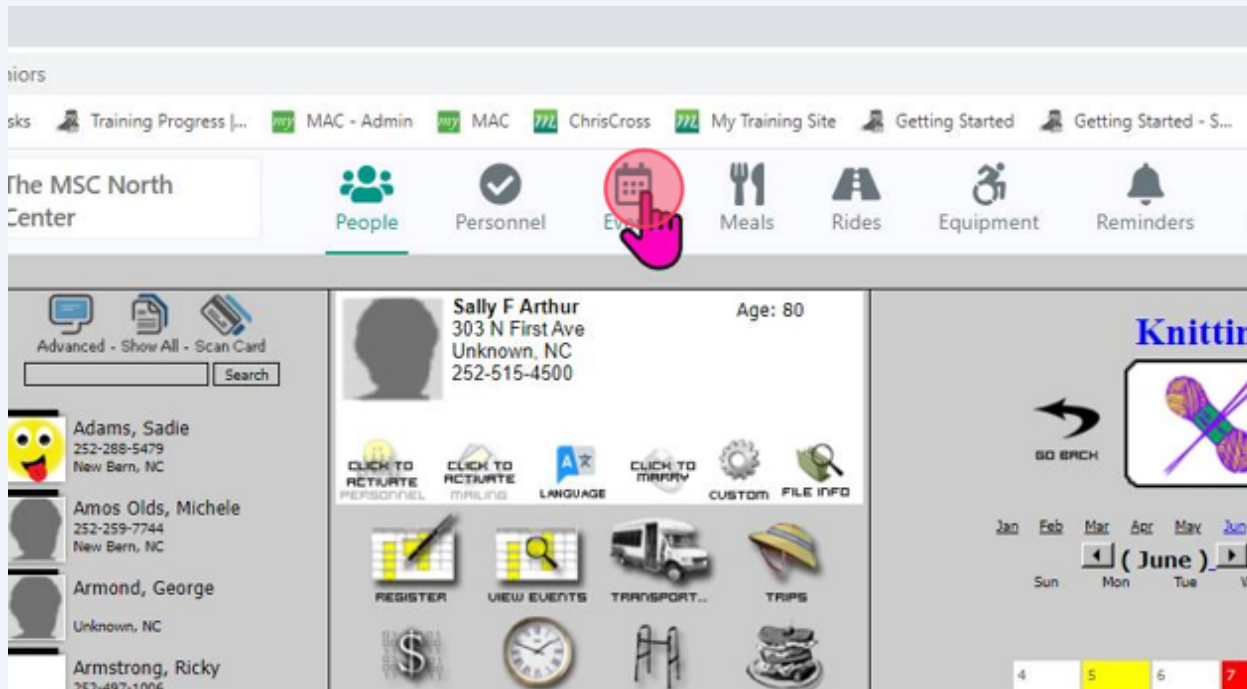
72

By default this will list the most recent events that person has been registered for on the left. Here you can make sure you got it all.

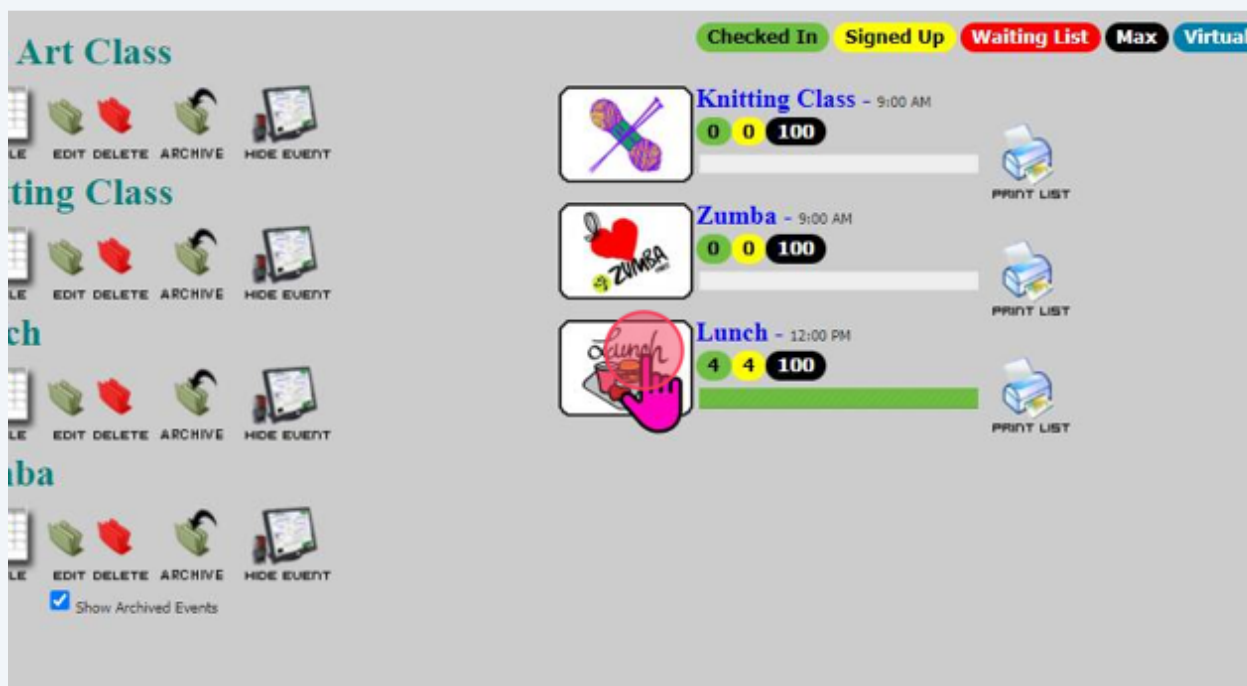


Event Rosters

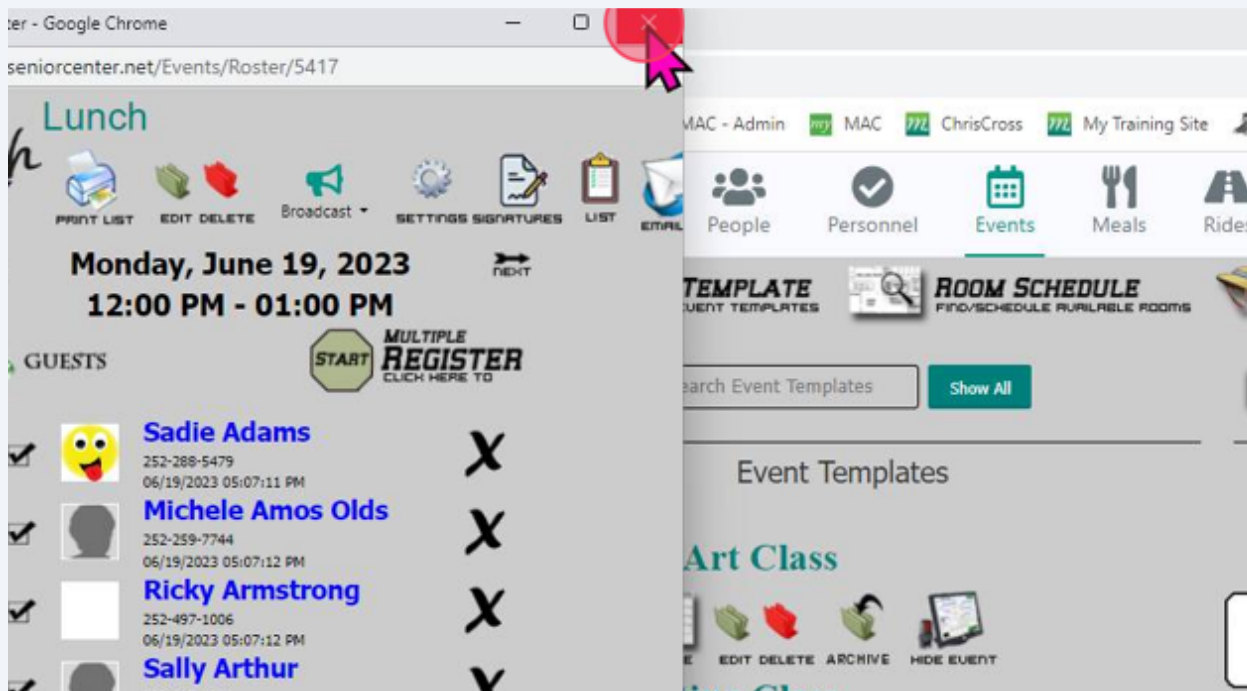
73 Click the "Events" tab.



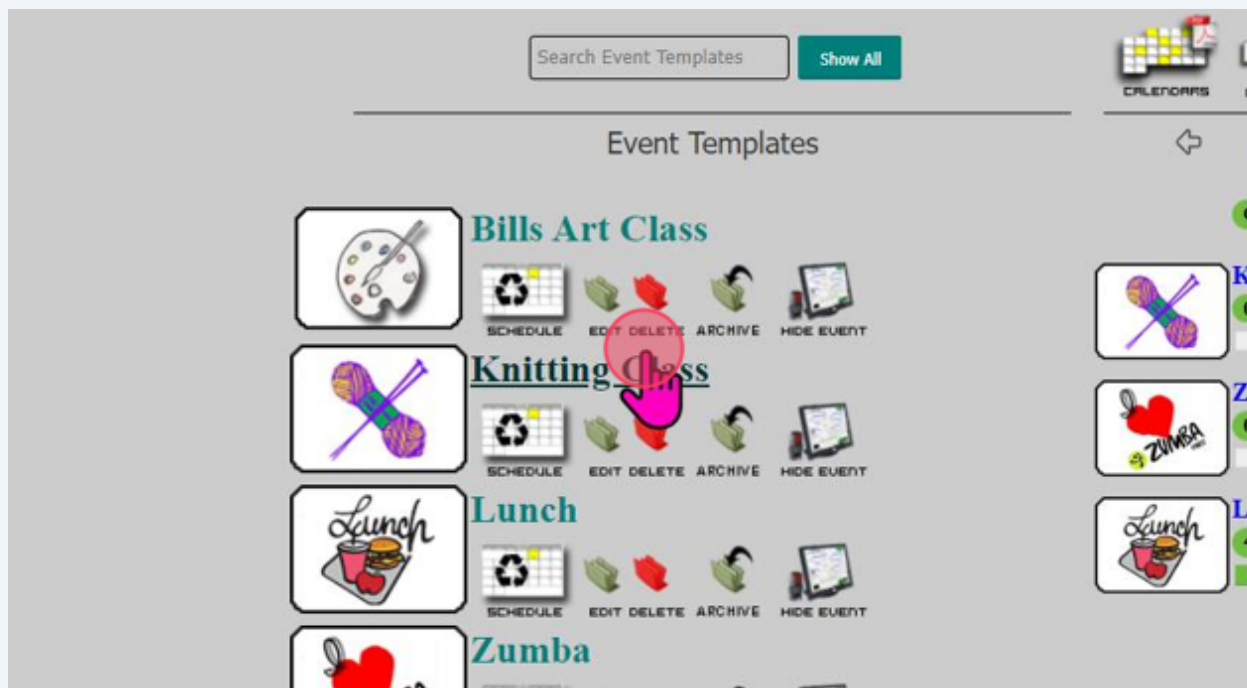
74 The quickest way to get a roster for today is right under today's events. Click an icon under today's events.



75 There's your roster for today. Click close.



76 To see a roster other than today, click the title of the template.



77 Find the day you want to see in the past and click it.

Display Complete Event History

< Prev Month June 2023 Next Month >

Knitting Class	06/03	Sat	09a-10a	0/100	Free	Rm: Multipurpose Room
Knitting Class	06/05	Mon	09a-10a	0/100	Free	Rm: Multipurpose Room
Knitting Class	06/07	Wed	09a-10a	5/100	Free	Rm: Multipurpose Room
Knitting Class	06/13	Tue	09a-10a	3/100	Free	Rm: Multipurpose Room
Knitting Class	06/19	Mon	09a-10a	0/100	Free	Rm: Multipurpose Room
Knitting Class	06/21	Wed	09a-10a	5/100	Free	Rm: Multipurpose Room
Knitting Class	06/29	Thu	10a-11a	4/100	Free	Rm: Multipurpose Room

Display Events Scheduled after June 2023

Personnel Event

ROOM S FIND/SCHED

Show All

templates

ARCHIVE HIDE EVENT

ARCHIVE HIDE EVENT

78 There's your roster for that day. When you're looking at a roster in the past, if you see a person on the list who does not have a checkmark in their checkbox that means they were pre-registered for the event but they did not check in. So, the person either did not show up or they forgot to check in.

GO BACK PRINT LIST EDIT DELETE Broadcast SETTINGS SIGNATURES LIST

PREVIOUS **Wednesday, June 7, 2023** NEXT

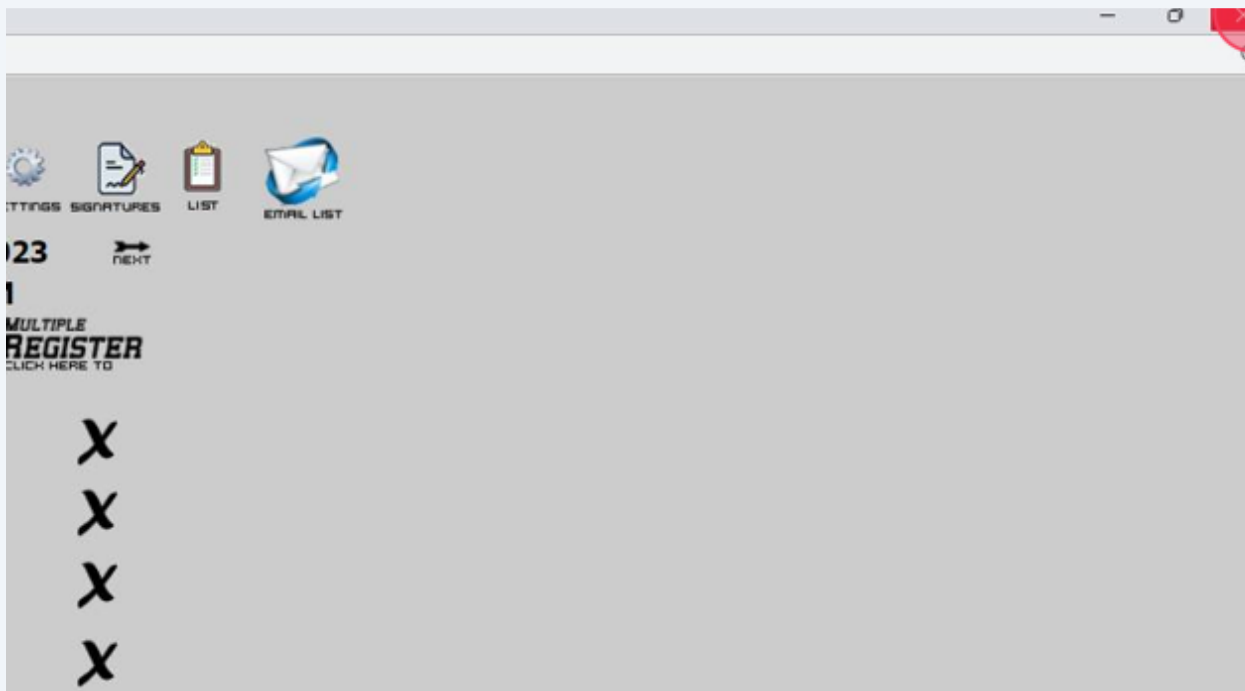
09:00 AM - 10:00 AM

0 GUESTS **START REGISTER**
CLICK HERE TO

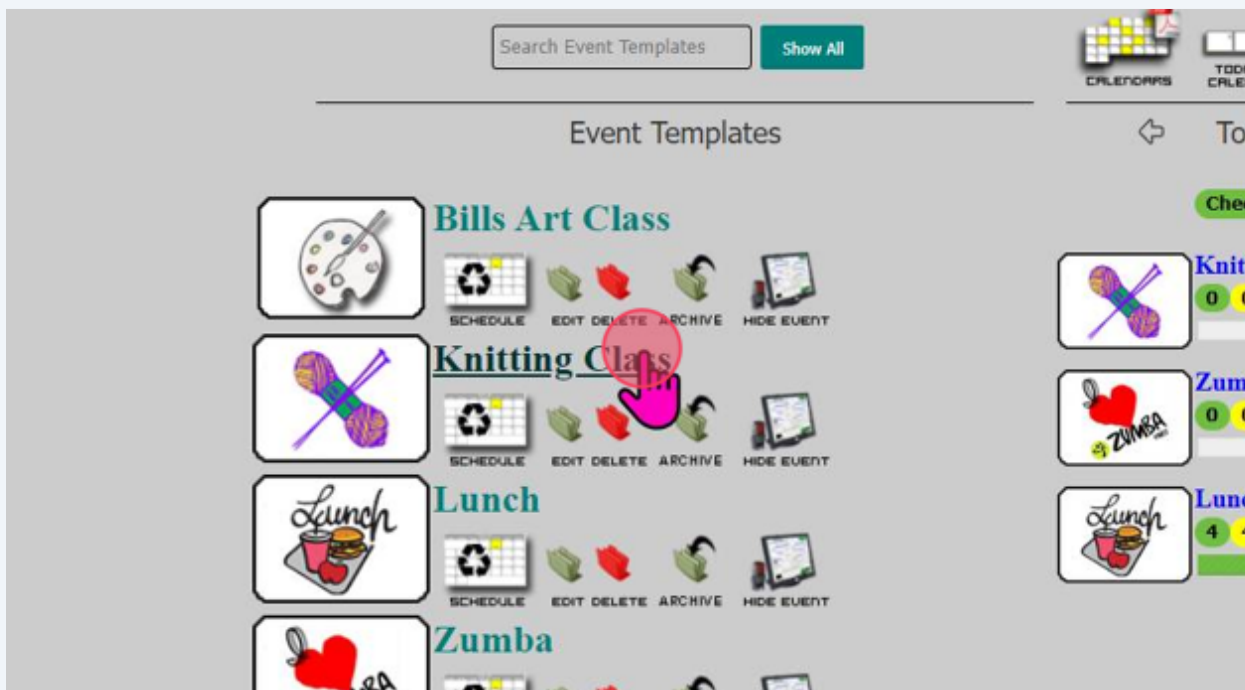
#1	<input checked="" type="checkbox"/>		Sadie Adams 252-288-5479 06/19/2023 05:06:01 PM	X
#2	<input type="checkbox"/>		George Armond 06/19/2023 05:06:40 PM	X
#3	<input type="checkbox"/>		Ricky Armstrong 252-497-1006 06/19/2023 05:06:50 PM	X
#4	<input checked="" type="checkbox"/>		Mildred Arrington 252-2697709 06/19/2023 05:06:56 PM	X
#5	<input checked="" type="checkbox"/>		Sally Arthur 252-515-4500 06/19/2023 05:07:02 PM	X

WAITING LIST

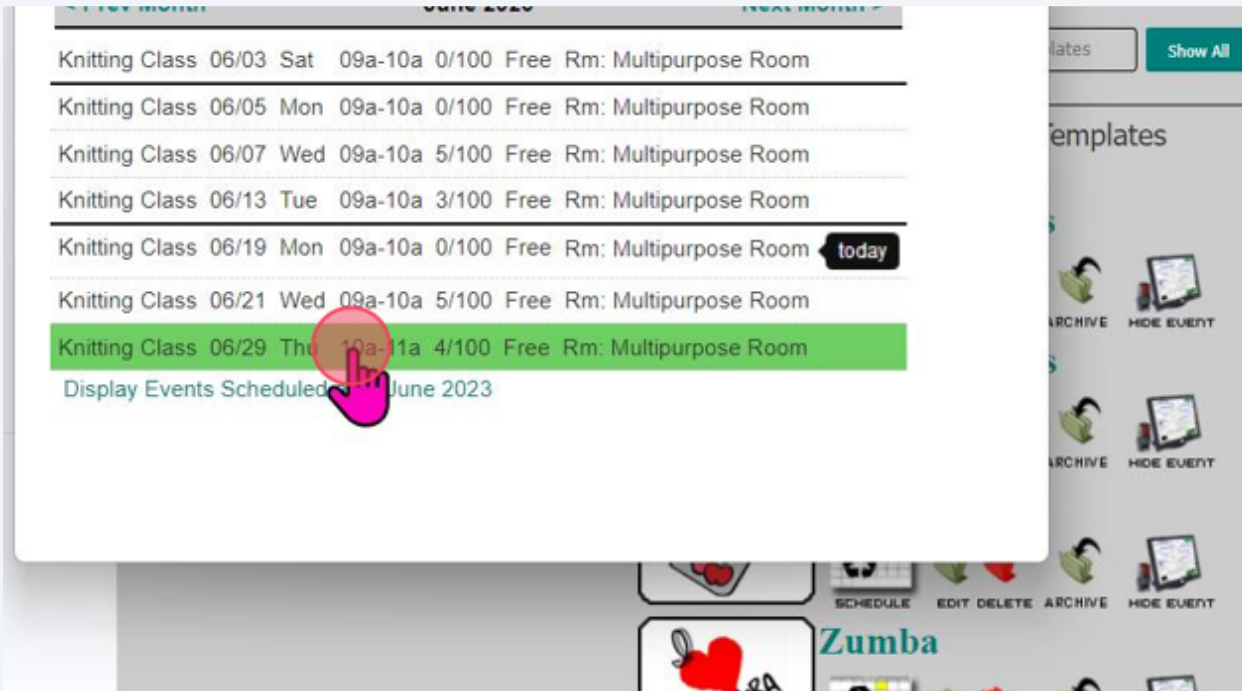
79 Close the window.



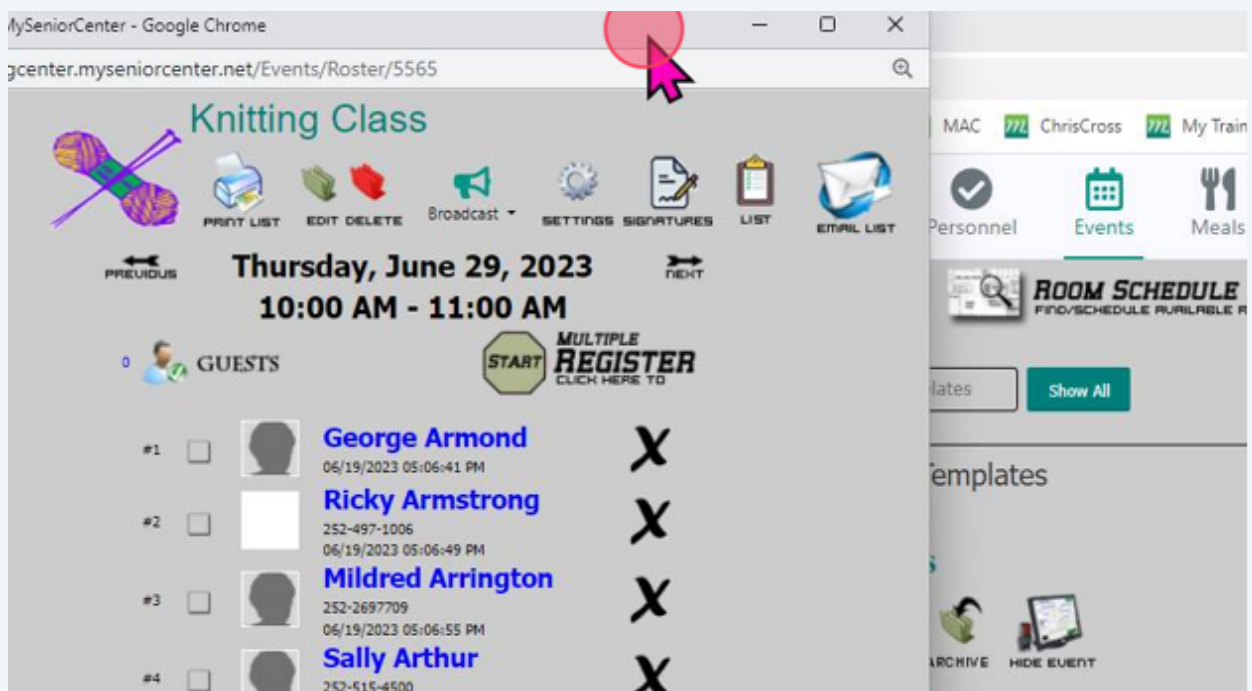
80 Click the title of the template again.



81 Click a day in the future

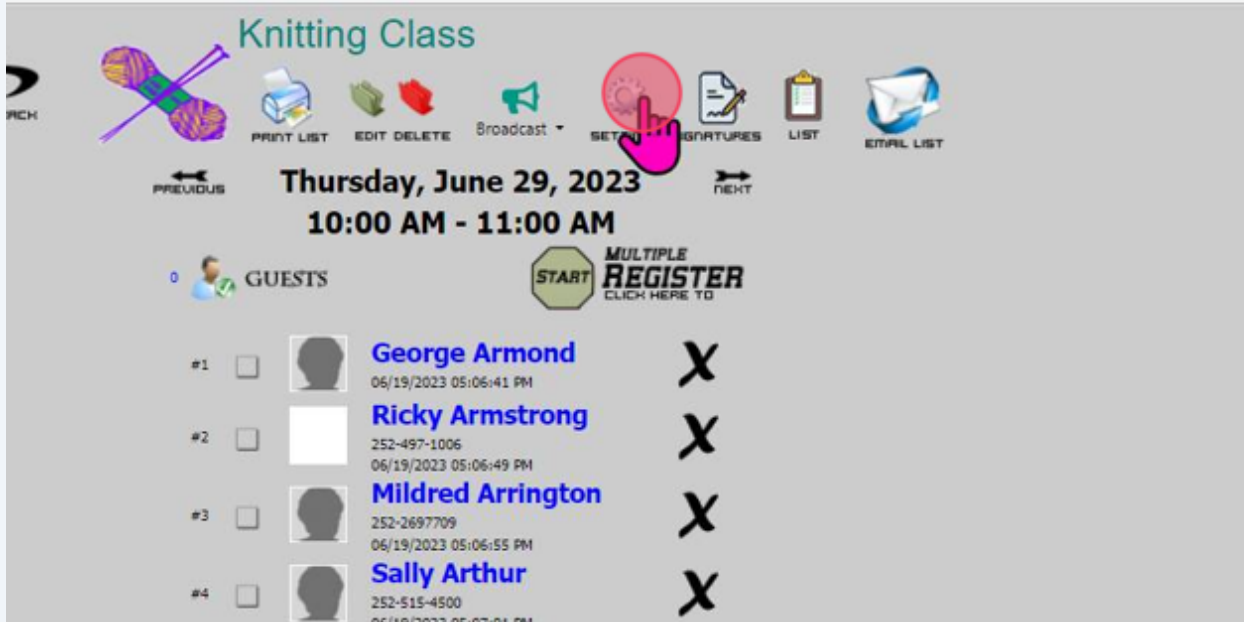


82 For our future event we can see that there are no check marks in the checkboxes because it's in the future and people have not checked in yet. This is what happens when a person checks in at the touch screen, gets scanned by the app or mobile scanner or signs into a MSC generated virtual event. The box gets checked.



83

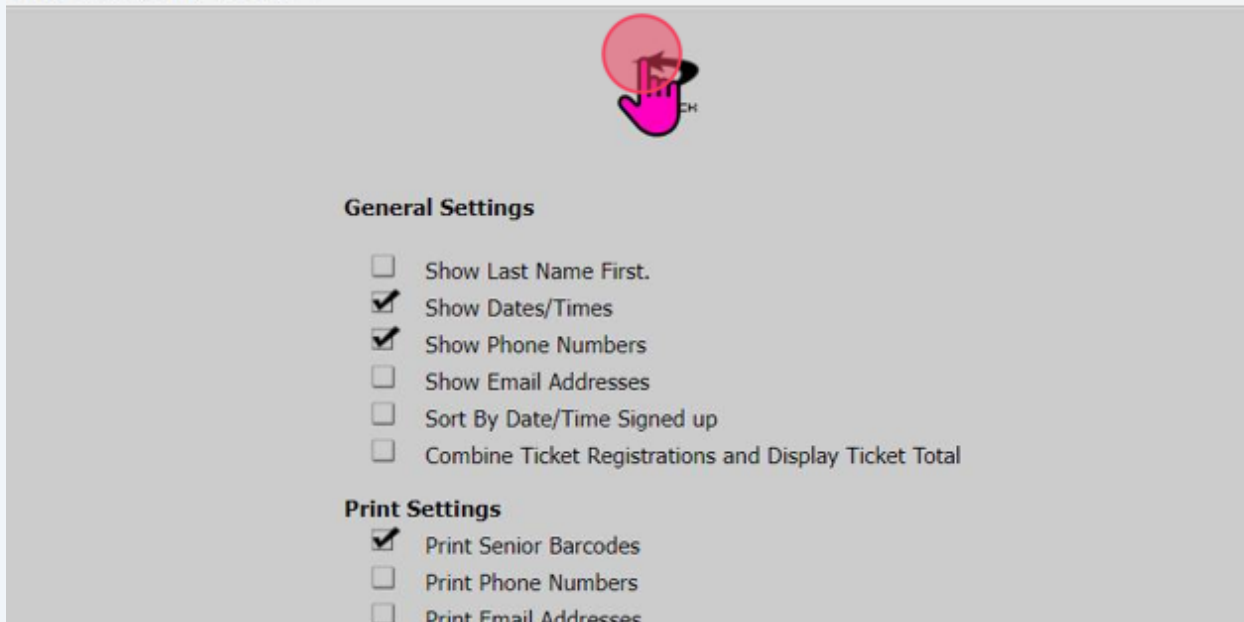
Whether you're looking at a past present? Or future roster all of the same functions are available? You can of course print out your roster but if you click on settings...



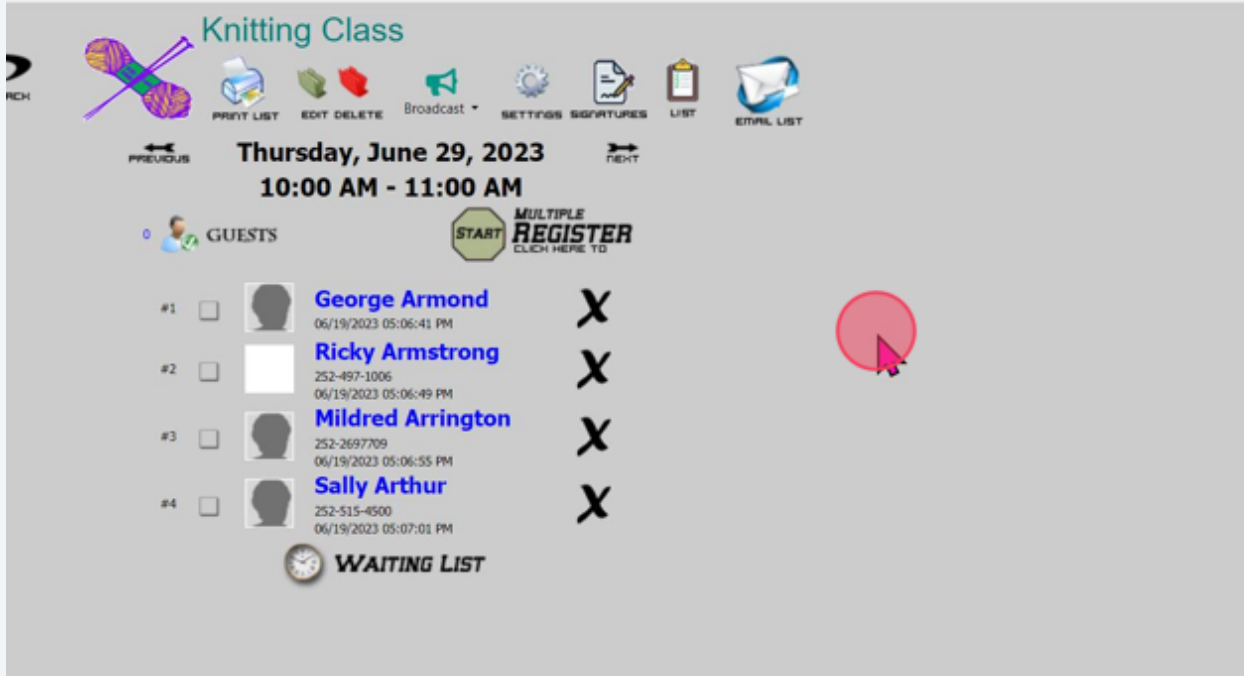
84

You can choose exactly what you'd like to have show up on your roster. Click Go Back

asp?ID=5565&MainID=5561&Q=1

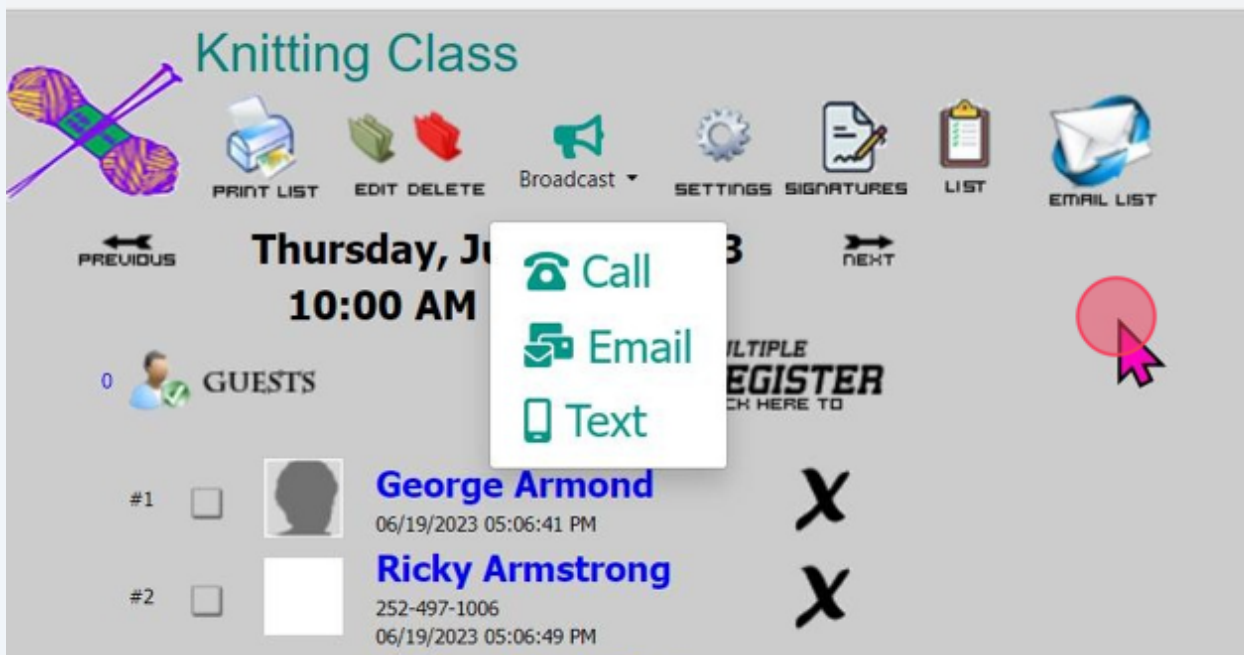


85 You can edit and delete from the roster as well.



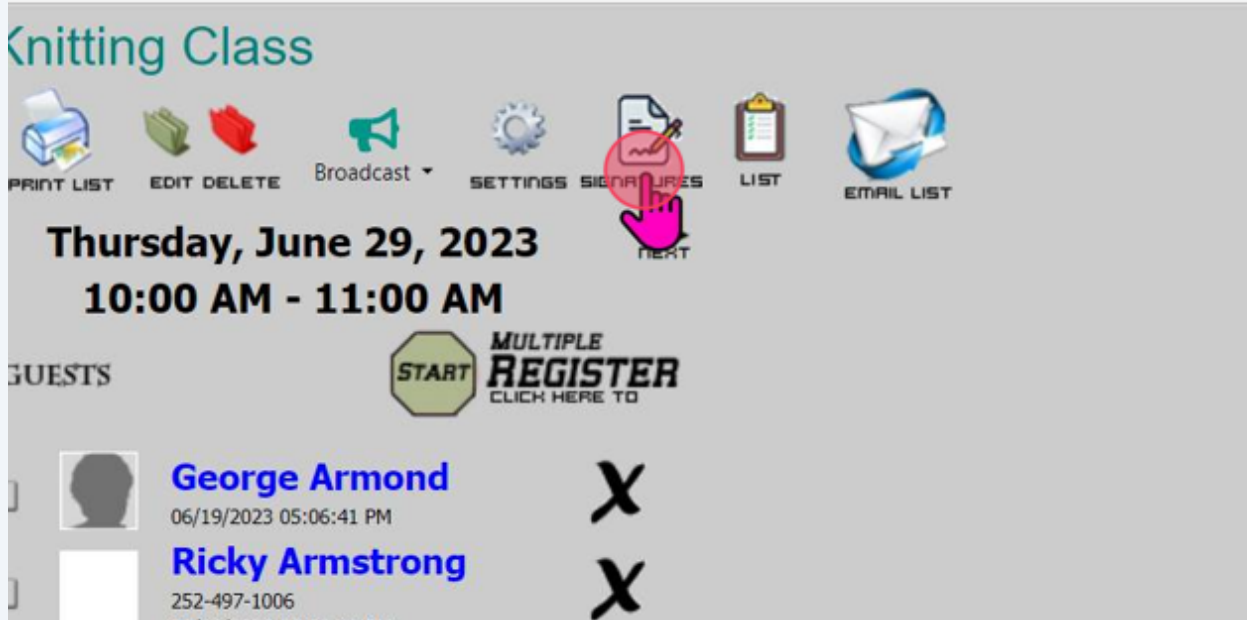
86 You have the Broadcast icon here as well.

To learn more about broadcasts please complete the supplemental broadcast training.



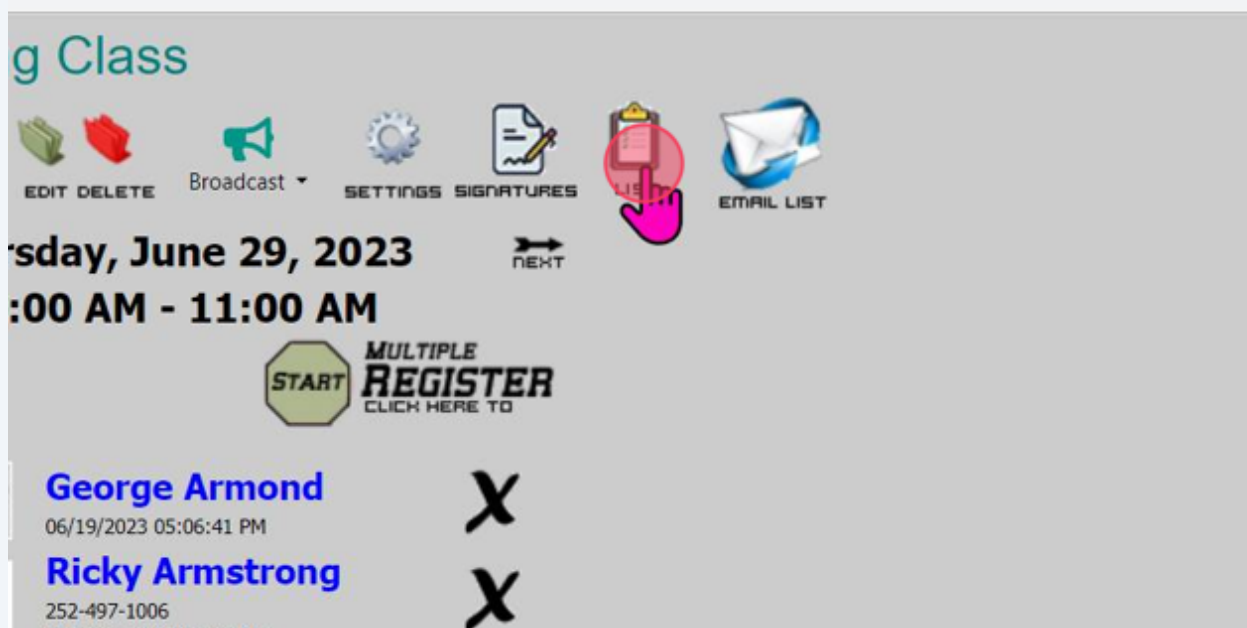
87

If you have a contract (waiver) linked to this event, you can click signatures to see who has signed it.



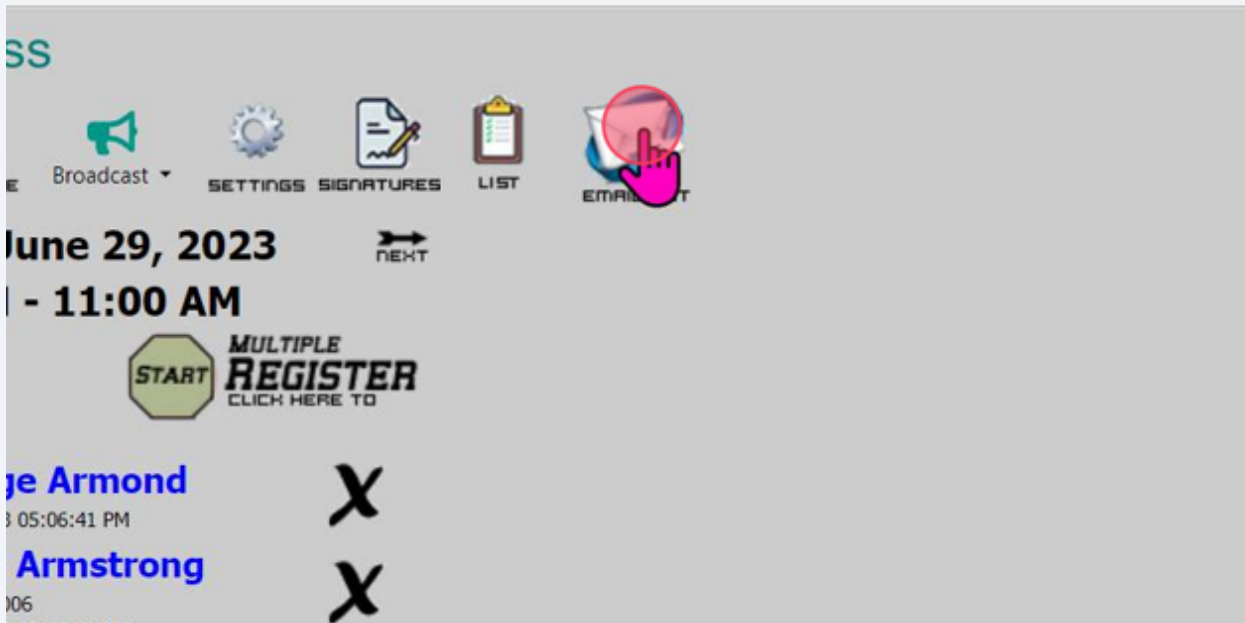
88

The list button allows you to create a list of these people that you can then use later in other areas of MSC like broadcasts for example.



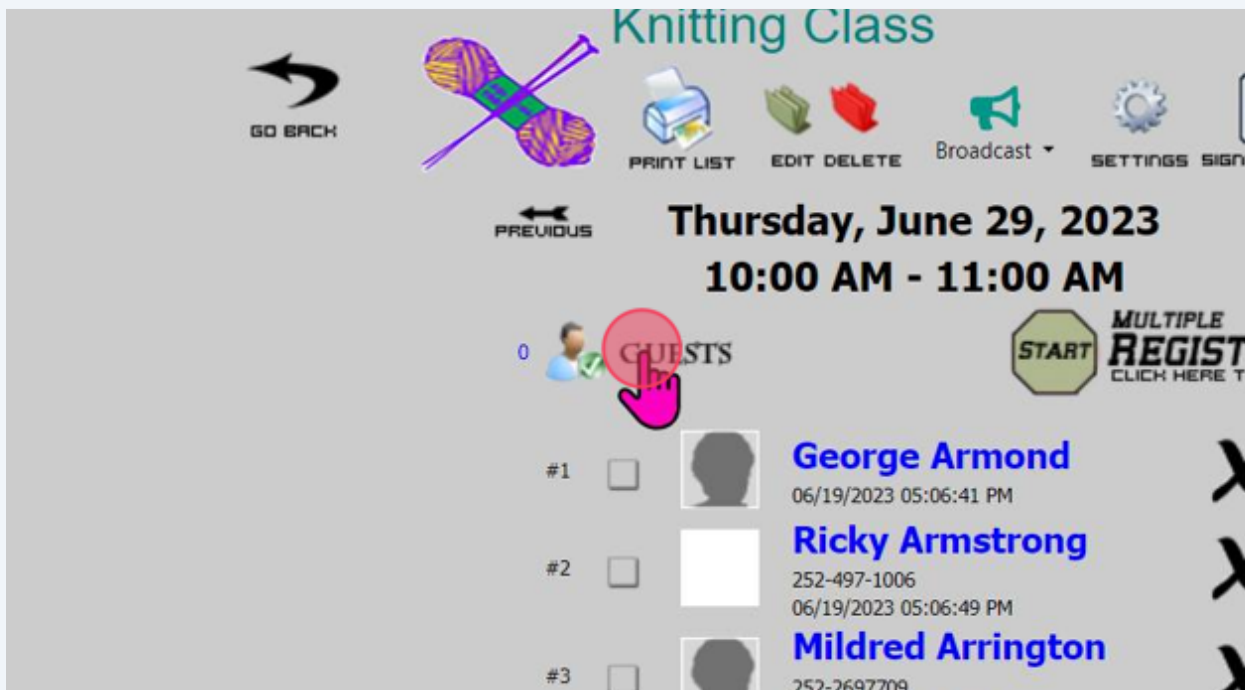
89

The email list icon will give you a list of email addresses you can copy and paste into a third party program.



90

The guests icon allows you to enter an anonymous head count for events that you may have people coming to that are not in your database.



91

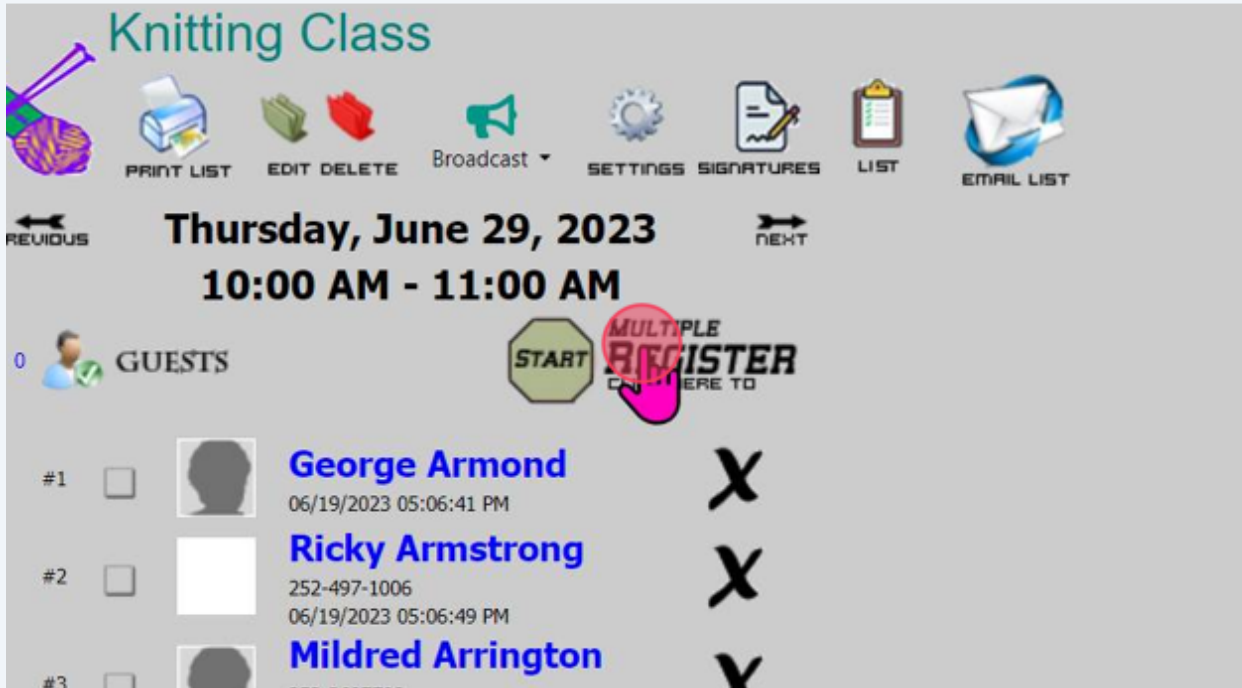
This is only a number. There are no names or any other info.

Close the window.

The screenshot shows a web browser window with the URL `seniorcenter.net/legacy/manage_events_guestdetails.asp?ID=5565...`. The main page is titled "Knitting Class" and displays event details: "Thursday, June 15, 2023" and "10:00 AM - 11:00 AM". There are buttons for "PRINT LIST", "EDIT", and "DELETE". A "PREVIOUS" button is also visible. Below the event details, there is a section for "GUESTS" with a count of "0". A modal window is open over the page, titled "Type a Number", and contains two input fields. The first field is labeled "ests Over 60" and the second is labeled "Guests". Both fields contain the number "0". A red circle and a mouse cursor are pointing to the close button in the top right corner of the modal window.

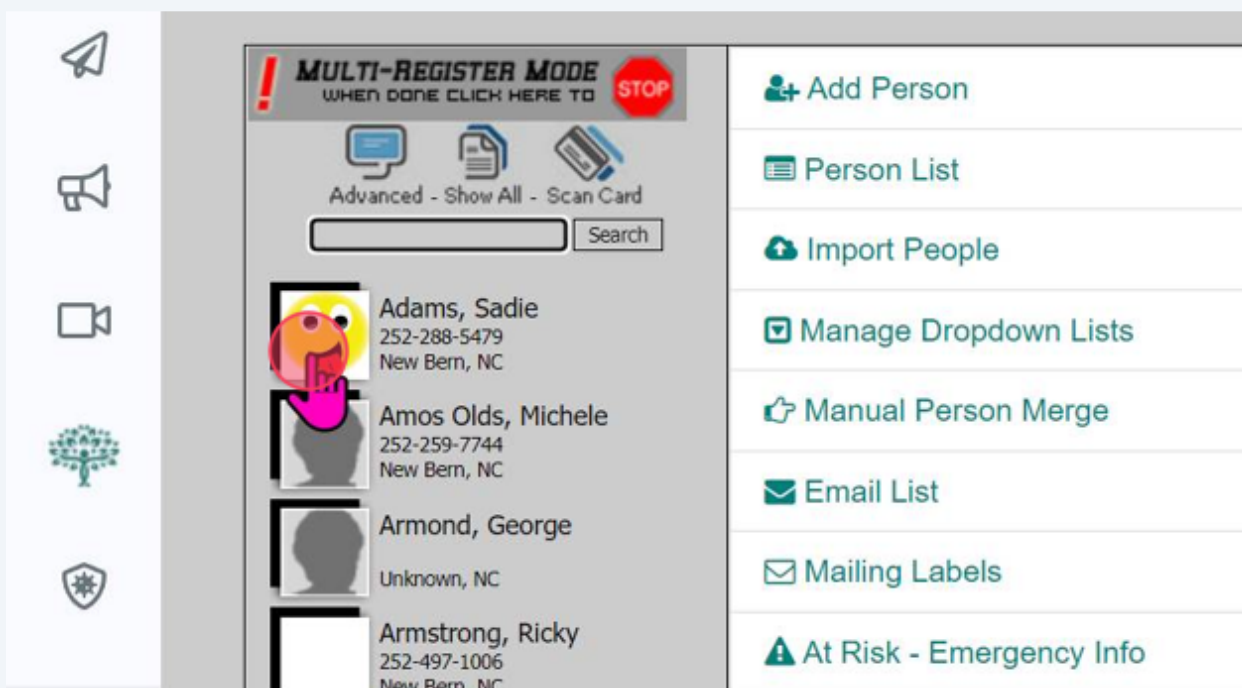
92

The multi register button will come in handy anytime. You need to use a paper sign in sheet. For example. Maybe you have an off site activity where there's no technology available to electronically check. People in or maybe the powers gone out or you've lost Internet so you've used the paper sign in sheet. Click multiple register.



93

That shoots you over to the people tab and put you into multi register mode. Now. You'll use your paper sign in sheet and the search Box and search for each person on your sheet. Every time you click a person they'll be added to the roster for that day.



94 Click here:

Advanced - Show All - Scan Card

Search

Adams, Sadie
252-288-5479
New Bern, NC **in USE**

Amos Olds, Michele
252-259-7744
New Bern, NC

Armond, George
Unknown, NC

Armstrong, Ricky
252-497-1006
New Bern, NC

Arrington, Mildred
252-2697709
Unknown, NC

PERSONNEL

CLICK TO ACTIVATE MAILING

LANGUAGE

CLICK TO MARRY

REGISTER

VIEW EVENTS

TRANSPORT...

PAYMENTS

VOLUNTEER

EQUIPMENT

ADD PHOTO

ASSIGN CARD

REMINDERS

95 Click here:

CLICK TO ACTIVATE PERSONNEL

CLICK TO ACTIVATE MAILING

LANGUAGE

CLICK TO MARRY

REGISTER

VIEW EVENTS

TRANSPORT...

PAYMENTS

VOLUNTEER

EQUIPMENT

ADD PHOTO

ASSIGN CARD

REMINDERS

GROUPS

STATISTICS

LOGS

96 Click here:

The screenshot shows a software interface with a list of names on the left and a grid of icons on the right. The list includes:

- 252-288-5479 New Bern, NC
- Amos Olds, Michele (highlighted in green with 'in USE' and an arrow)
- 252-259-7744 New Bern, NC
- Armond, George Unknown, NC
- Armstrong, Ricky (highlighted with a red circle and a hand cursor)
- 252-497-1006 New Bern, NC
- Arrington, Mildred Unknown, NC
- 252-2697709
- Arthur, Sally Unknown, NC
- 252-515-4500

The grid of icons is titled 'PERSONNEL MAILING LANGUAGE' and includes:

- REGISTER
- VIEW EVENTS
- TRANSPORT...
- PAYMENTS
- VOLUNTEER
- EQUIPMENT
- ADD PHOTO
- ASSIGN CARD
- REMINDERS
- GROUPS
- STATISTICS
- LOGS

At the bottom of the list, there is a navigation bar with a left arrow, a box containing '1', a right arrow, and a double right arrow, followed by 'of 38'.

97 Click here:

The screenshot shows a software interface similar to the one above, but with a different list of names and a 'Show Master List' button at the bottom. The list includes:

- 252-259-7744 New Bern, NC
- Armond, George Unknown, NC
- Armstrong, Ricky (highlighted in green with 'in USE' and an arrow)
- 252-497-1006 New Bern, NC
- Arrington, Mildred (highlighted with a red circle and a hand cursor) Unknown, NC
- 252-2697709
- Arthur, Sally Unknown, NC
- 252-515-4500

The grid of icons is the same as in the previous screenshot. At the bottom of the list, there is a navigation bar with a left arrow, a box containing '1', a right arrow, and a double right arrow, followed by 'of 38'. Below the navigation bar, there is a document icon and the text 'Show Master List' and 'Show Address'.

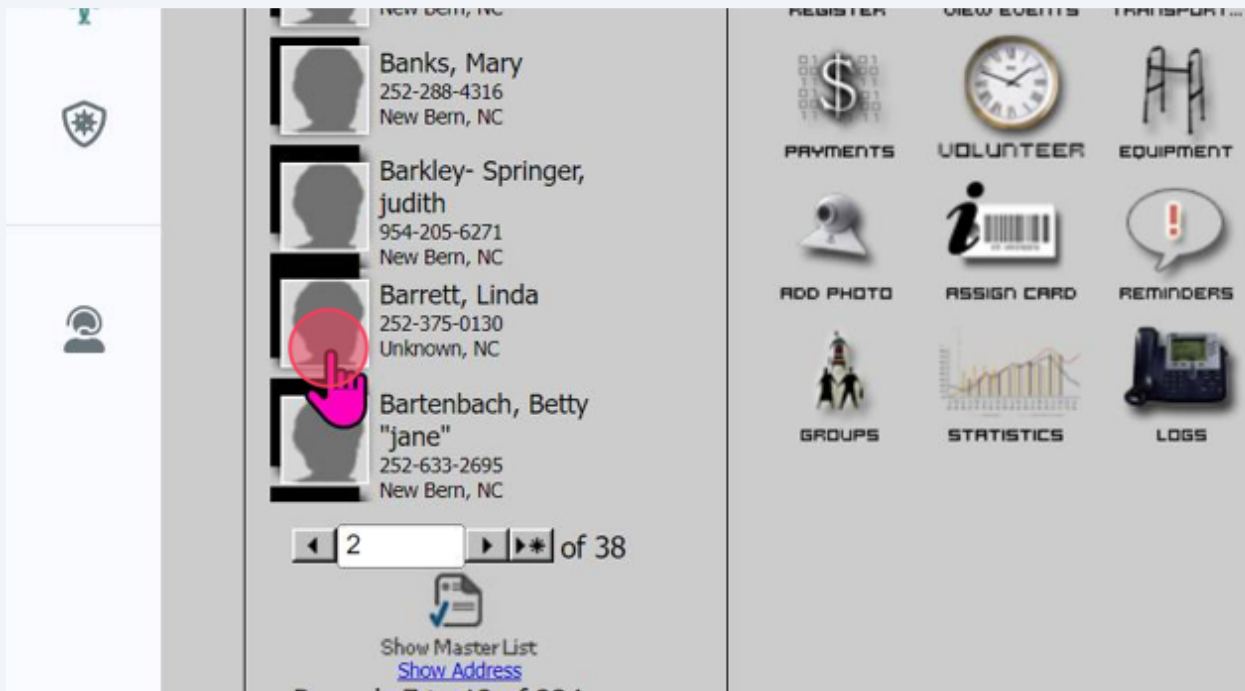
98 Click here:

The screenshot shows a web application interface for managing seniors. On the left, there is a sidebar with a shield icon and a person icon. The main content area displays a list of seniors with their names, phone numbers, and addresses. The seniors listed are: Unknown, NC; Armstrong, Ricky (252-497-1006, New Bern, NC); Arrington, Mildred (252-2697709, Unknown, NC) with a green 'IN USE' label; and Arthur, Sally (252-515-4500, Unknown, NC) with a pink hand cursor pointing to the 'Next' button in the pagination controls. Below the list, there are links for 'Show Master List' and 'Show Address', and a summary of 'Records 1 to 6 of 224'. On the right side, there is a grid of icons for various functions: PAYMENTS, VOLUNTEER, EQUIPMENT, ADD PHOTO, ASSIGN CARD, REMINDERS, GROUPS, STATISTICS, and LOGS. The URL at the bottom is https://trainingcenter.myseniorcenter.net/Legacy/manage_seniors_SeniorButtons.asp?SeniorID=100153.

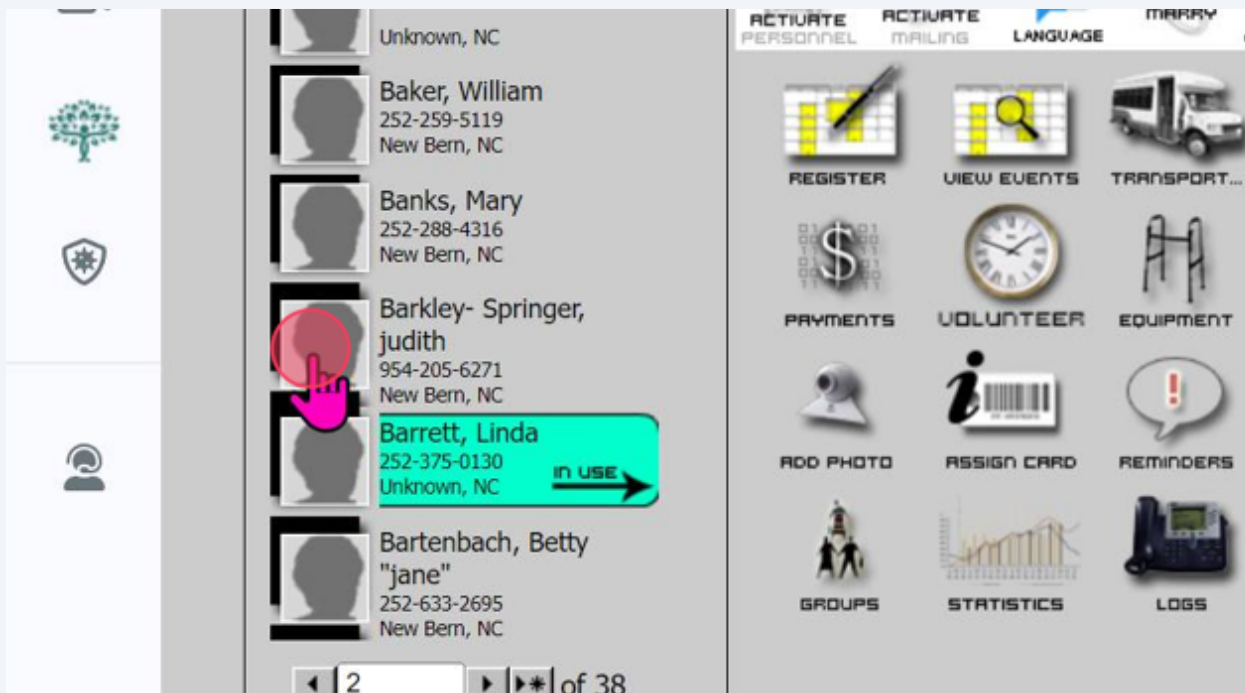
99 Click "Next"

This screenshot is identical to the previous one, but the pink hand cursor is now pointing to the 'Next' button in the pagination controls. The URL at the bottom is https://trainingcenter.myseniorcenter.net/Legacy/manage_seniors_search.asp?start=7. At the bottom of the screen, there is a Windows taskbar with a search bar and several application icons.

100 Click here:



101 Click here:



102 Click here:

A screenshot of a software interface. On the left, there is a vertical sidebar with icons for a video camera, a tree, a shield, and a person. The main area displays a list of names and contact information. A red circle highlights the name 'Banks, Mary' with a pink hand cursor pointing to it. To the right of the list is a grid of icons for various functions. The highlighted name is 'Banks, Mary' with phone number '252-288-4316' and location 'New Bern, NC'. A green 'IN USE' label with an arrow is next to her name.

Name	Phone Number	Location
Ausfeld, Evelyn	Unknown, NC	Unknown, NC
Baker, William	252-259-5119	New Bern, NC
Banks, Mary	252-288-4316	New Bern, NC
Barkley- Springer, judith	954-205-6271	New Bern, NC
Barrett, Linda	252-375-0130	Unknown, NC
Bartenbach, Betty "jane"		

Grid of icons:

- CLICK TO ACTIUVATE PERSONNEL
- CLICK TO ACTIUVATE MAILING
- LANGUAGE
- CLICK TO MARRY
- REGISTER
- VIEW EVENTS
- TRANSPORT...
- PAYMENTS
- VOLUNTEER
- EQUIPMENT
- ADD PHOTO
- ASSIGN CARD
- REMINDERS
- GROUPS
- STATISTICS
- LOGS

103 Click here:

A screenshot of a software interface, similar to the one above. At the top, there are icons for a megaphone, a video camera, a tree, a shield, and a person. Below these is a search bar with the text 'Advanced - Show All - Scan Card' and a 'Search' button. The list of names is the same as in the previous screenshot. A red circle highlights the name 'Banks, Mary' with a pink hand cursor pointing to it. The 'IN USE' label is present. The grid of icons is also present.

Search bar: Advanced - Show All - Scan Card Search

Name	Phone Number	Location
Ausfeld, Evelyn	Unknown, NC	Unknown, NC
Baker, William	252-259-5119	New Bern, NC
Banks, Mary	252-288-4316	New Bern, NC
Barkley- Springer, judith	954-205-6271	New Bern, NC
Barrett, Linda	252-375-0130	

Grid of icons:

- CLICK TO ACTIUVATE PERSONNEL
- CLICK TO ACTIUVATE MAILING
- LANGUAGE
- CLICK TO MARRY
- REGISTER
- VIEW EVENTS
- TRANSPORT...
- PAYMENTS
- VOLUNTEER
- EQUIPMENT
- ADD PHOTO
- ASSIGN CARD
- REMINDERS
- GROUPS
- STATISTICS
- LOGS

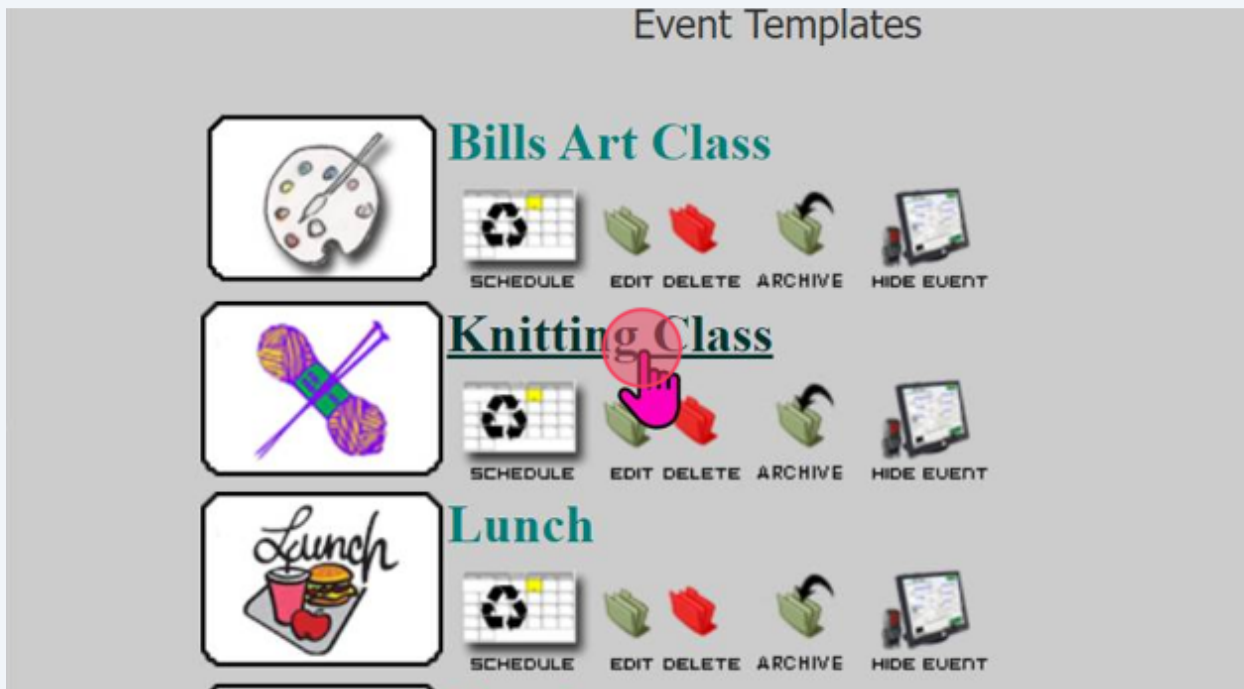
104 When you're done click stop and you can throw away that paper sign in sheet.

The screenshot shows a web application interface. At the top, there is a navigation bar with icons for Meals, Rides, Equipment, Reminders, and Statistics, along with a user profile for Bill Hender. Below this, a warning banner reads: "YOU ARE IN MULTIPLE REGISTER MODE UPON CLICKING A SENIOR THEY WILL BE ADDED BELOW". A red octagonal "STOP" button is highlighted with a pink hand cursor. To the right of the warning, there are two "CLICK HERE TO REGISTERING" links. Below the warning is a card for a "Knitting Class" event, featuring an image of knitting needles and yarn, and the date "Thursday, June 29, 2023". On the left side of the card, there are icons for "CUSTOM" and "FILE INFO", and a "EDIT" button.

105 Click "Events"

The screenshot shows a web application interface for managing events. The browser address bar shows "/msc/events". The navigation bar includes icons for People, Personnel, Events, Meals, Rides, and Equipment. The "Events" icon is highlighted with a pink hand cursor. Below the navigation bar, there is a list of actions: "Add Person", "Person List" (with a badge showing "224"), "Import People", and "Manage Dropdown Lists". On the left side, there is a "Scan Card" section with a search input field.

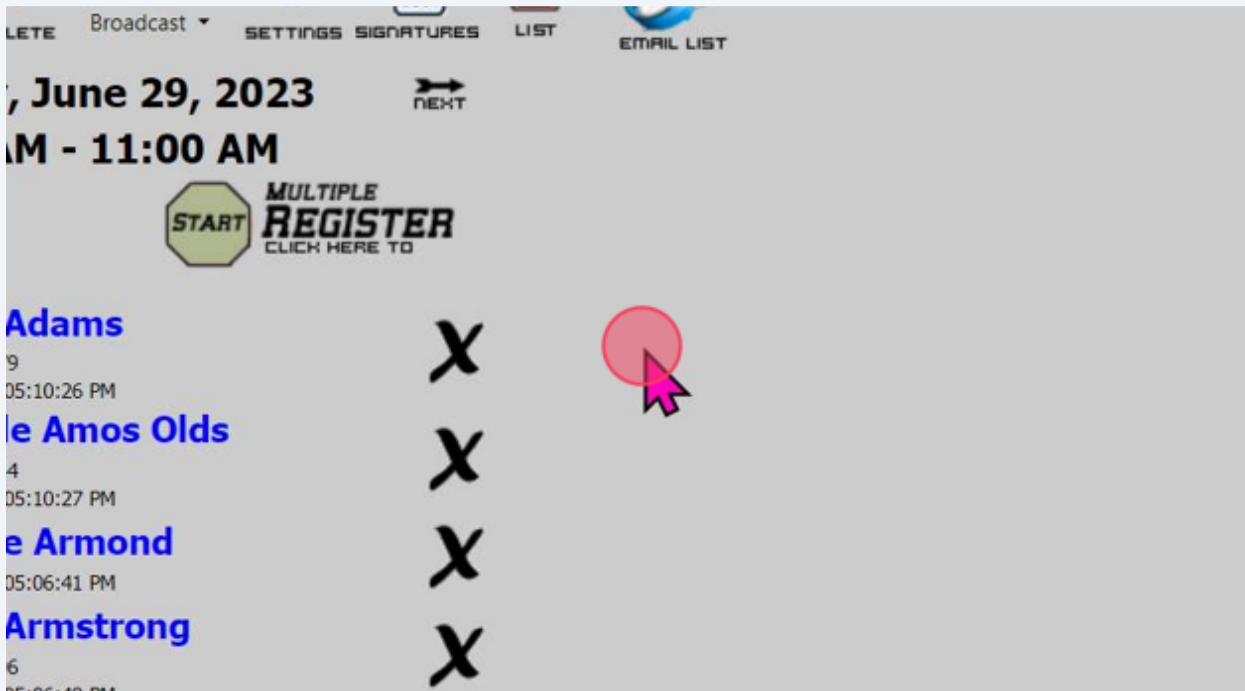
106 Click the title of the event template



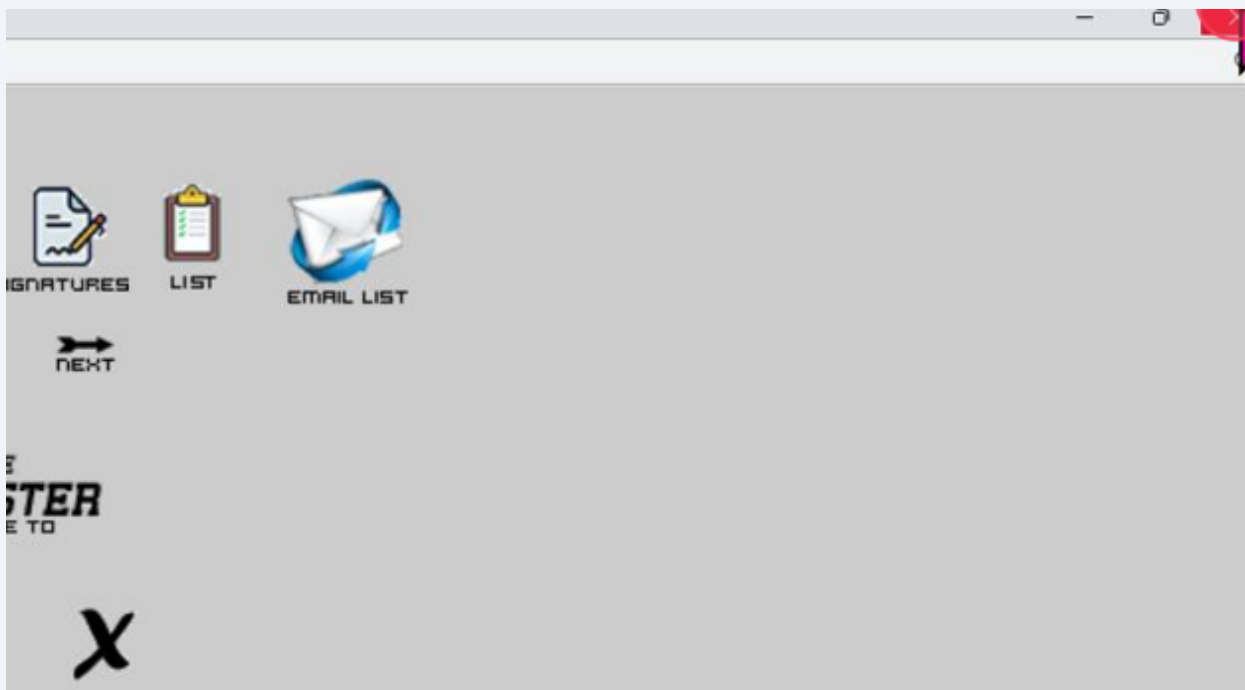
107 Click the same day.....

Knitting Class	06/05	Mon	09a-10a	0/100	Free	Rm: Multipurpose Room
Knitting Class	06/07	Wed	09a-10a	5/100	Free	Rm: Multipurpose Room
Knitting Class	06/13	Tue	09a-10a	3/100	Free	Rm: Multipurpose Room
<hr/>						
Knitting Class	06/19	Mon	09a-10a	0/100	Free	Rm: Multipurpose Room
Knitting Class	06/21	Wed	09a-10a	5/100	Free	Rm: Multipurpose Room
Knitting Class	06/29	Thu	10a-11a	10/100	Free	Rm: Multipurpose Room
Display Events Scheduled after June 2023						

108 Now we can see all of those people on that roster.



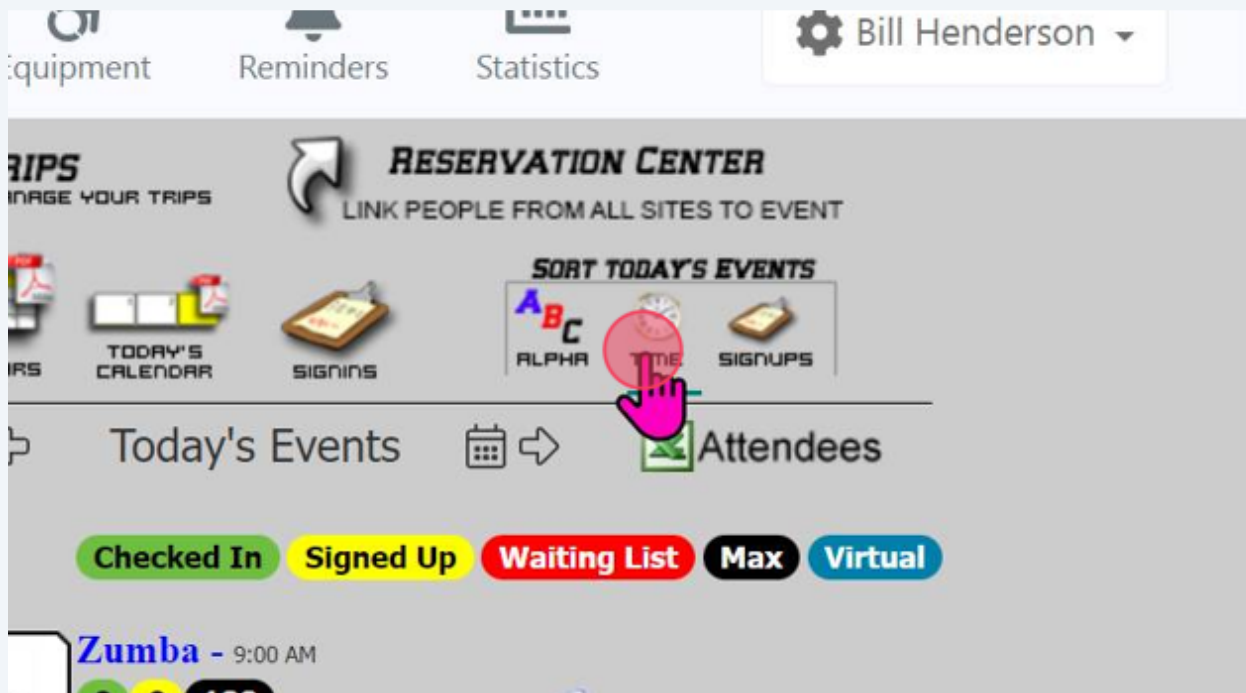
109 Click "Close"



Sorting Events

110

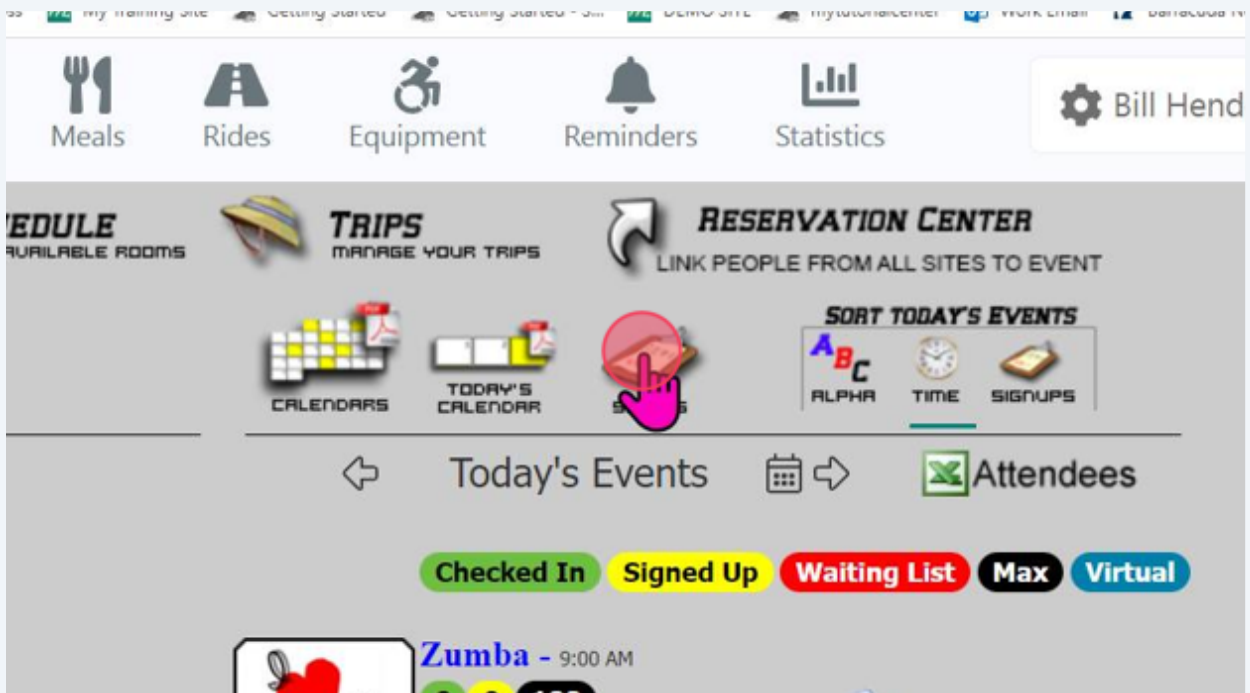
You can sort events alphabetically, by time or by how many people have signed up.



The Sign Ins icon

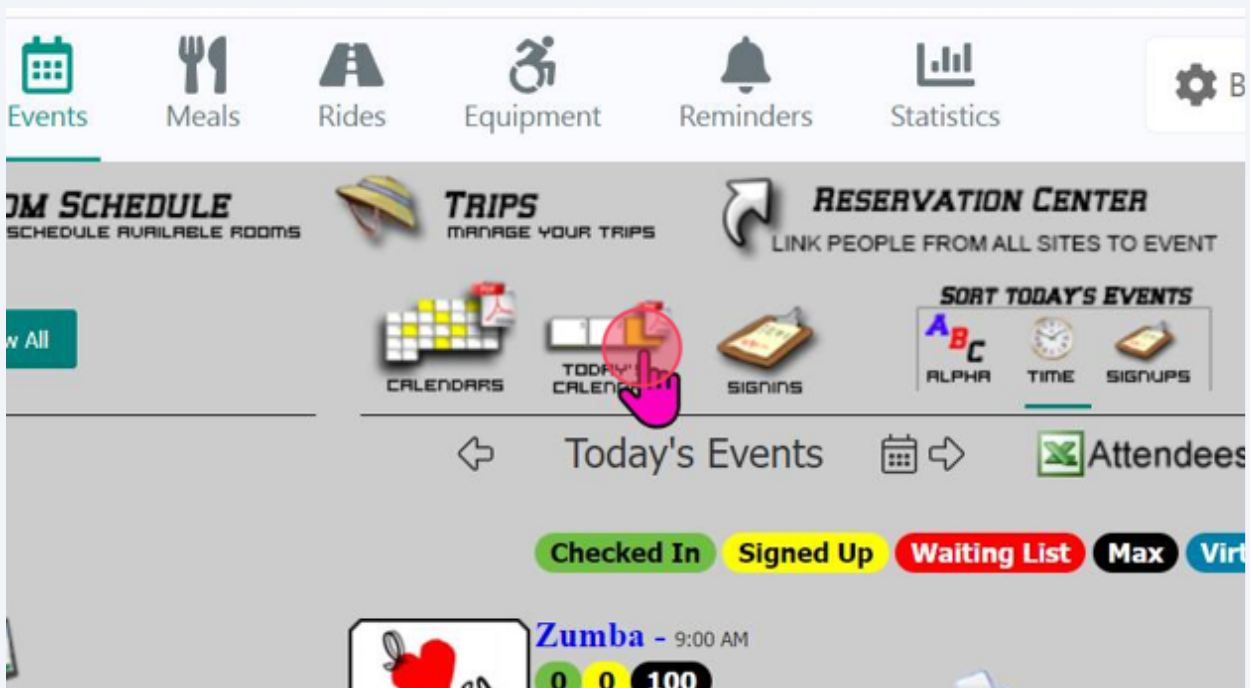
111

The Sign Ins icon will give you a list of people that have signed in at the touch screen. The list defaults to the current day but you can change the date range to anything you like.

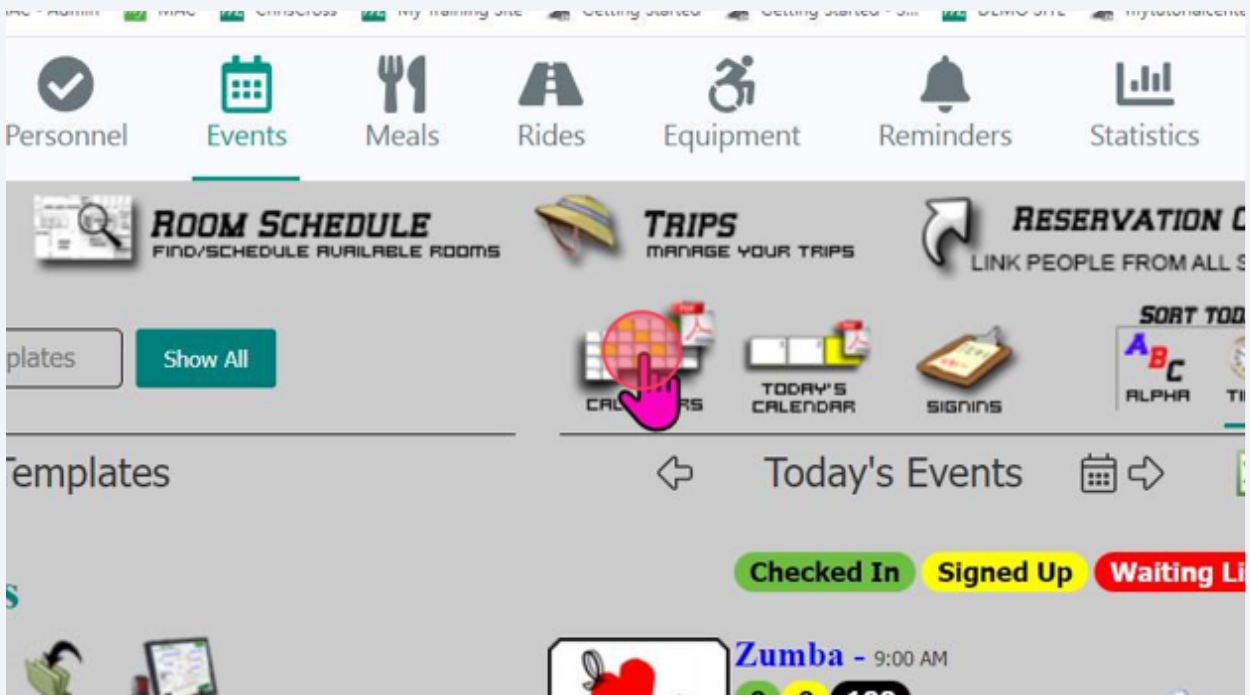


112

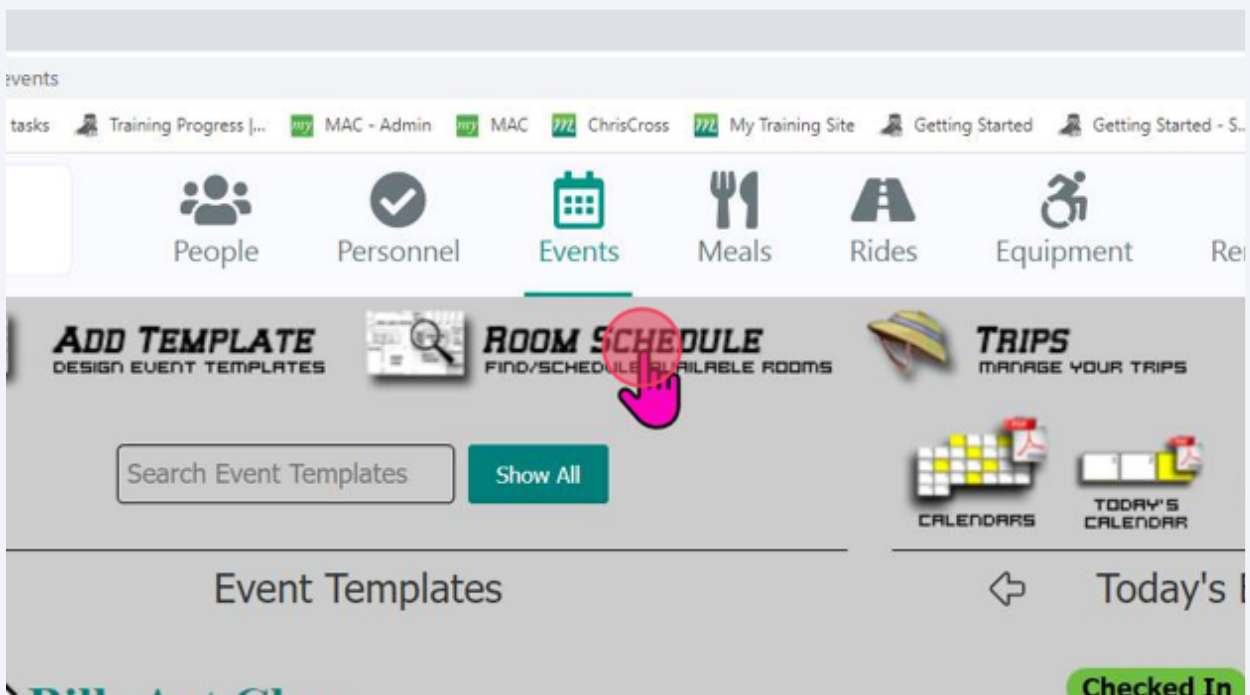
Clicking today's calendar will give you a list of events that are scheduled for the current date.



113 The Calendars Icon will allow you to generate calendars for any single date, any week or any month. All calendars can be printed or downloaded as a PDF.



114 Room Schedule will help you find space available to schedule events. Click Room Schedule.



115 Here you can choose as many rooms as you like.

Cont. Room
Fitness Room
Gym
Kitchen
Lobby
Multipurpose Room
Nursery School
Park and Rec
Pavilion

116 Then you can choose a week of and click Check Availability.

Week Of
6/20/2023

Room Options

Café
Community
Computer Lab
Conf. Room
Fitness Room
Gym
Kitchen

Check Availability
View Current Month's Events
Manage Rooms List
Refresh Rooms List

117 Here you will see where you have space available.

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM		Booked	Booked	Booked	Booked		
9:30 AM		Modify	Modify	Modify	Modify		
10:00 AM							
10:30 AM							
11:00 AM							

118 You can also click View Current Month's Events to get a list of events by room name.

Of

20/2023

Check Availability

View Current Month's Events

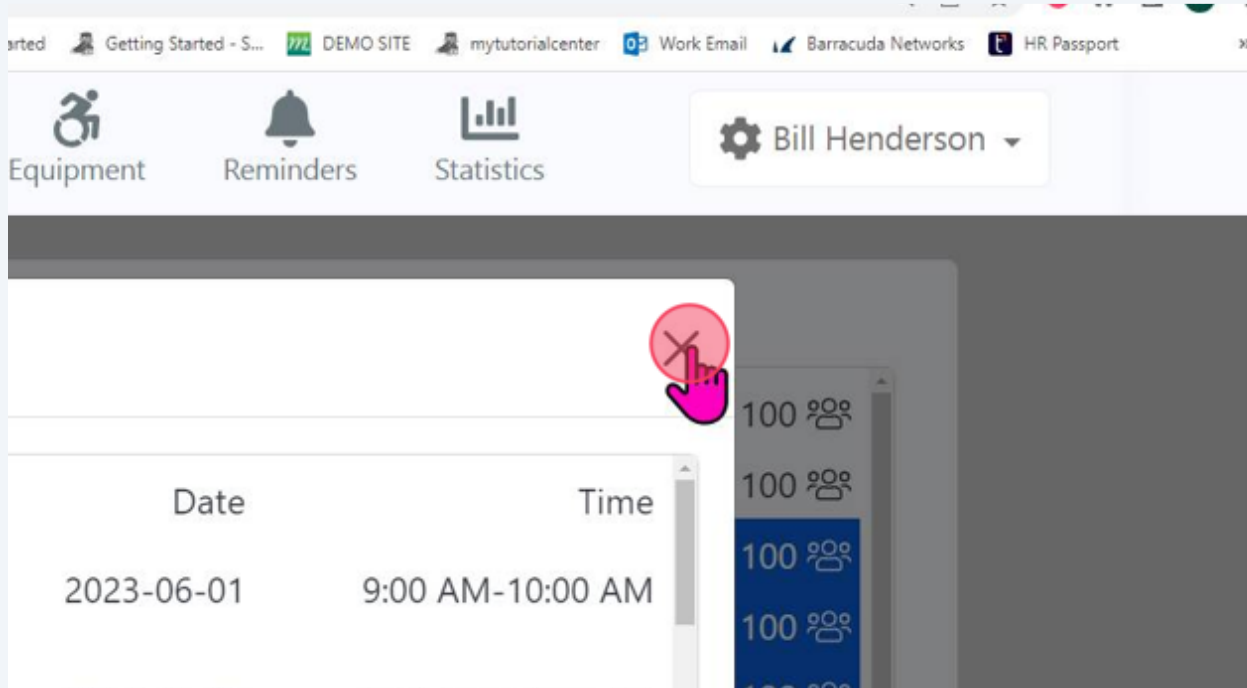
Manage Rooms List

Refresh Rooms List

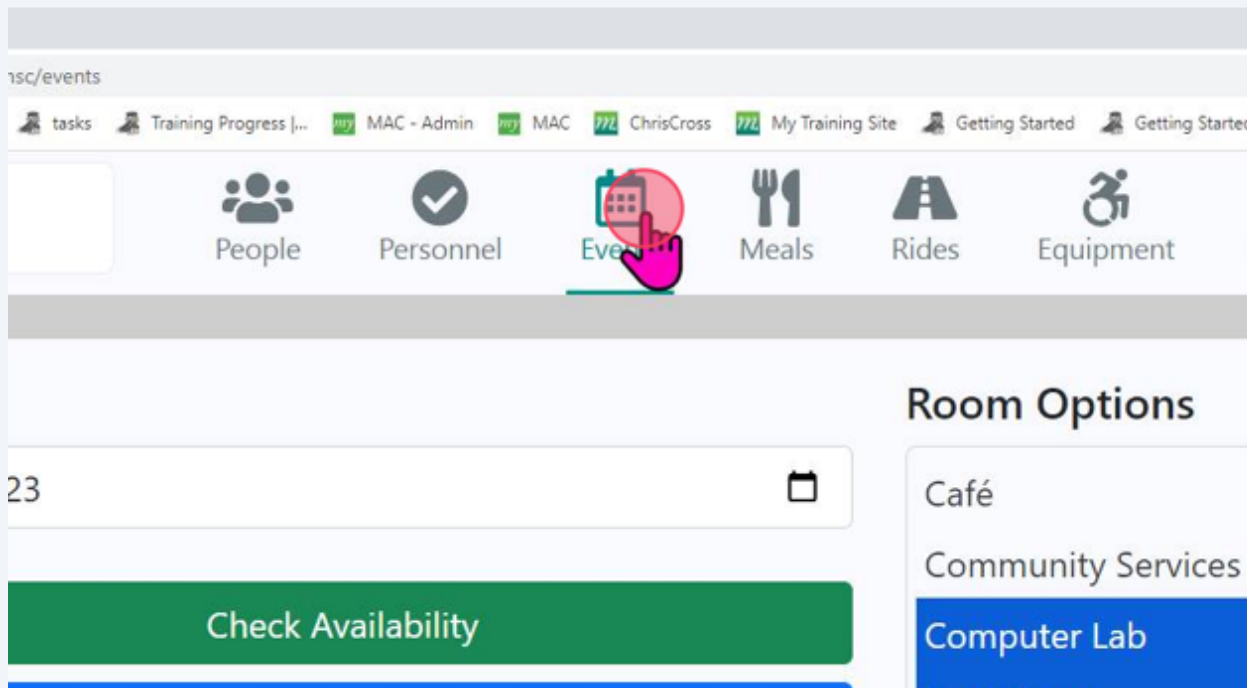
Room Option

- Café
- Community Ser
- Computer Lab
- Conf. Room
- Fitness Room
- Gym
- Kitchen
- Lobby
- Multipurpose R

119 Click "Close"

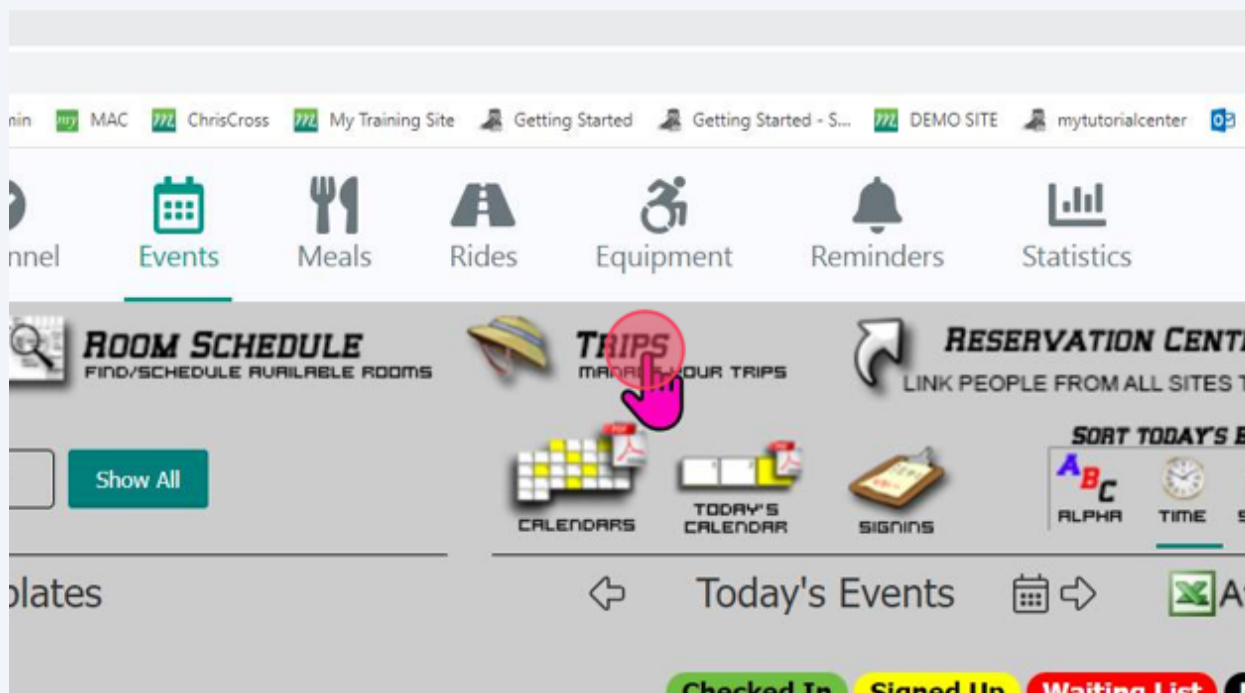


120 Click "Events"

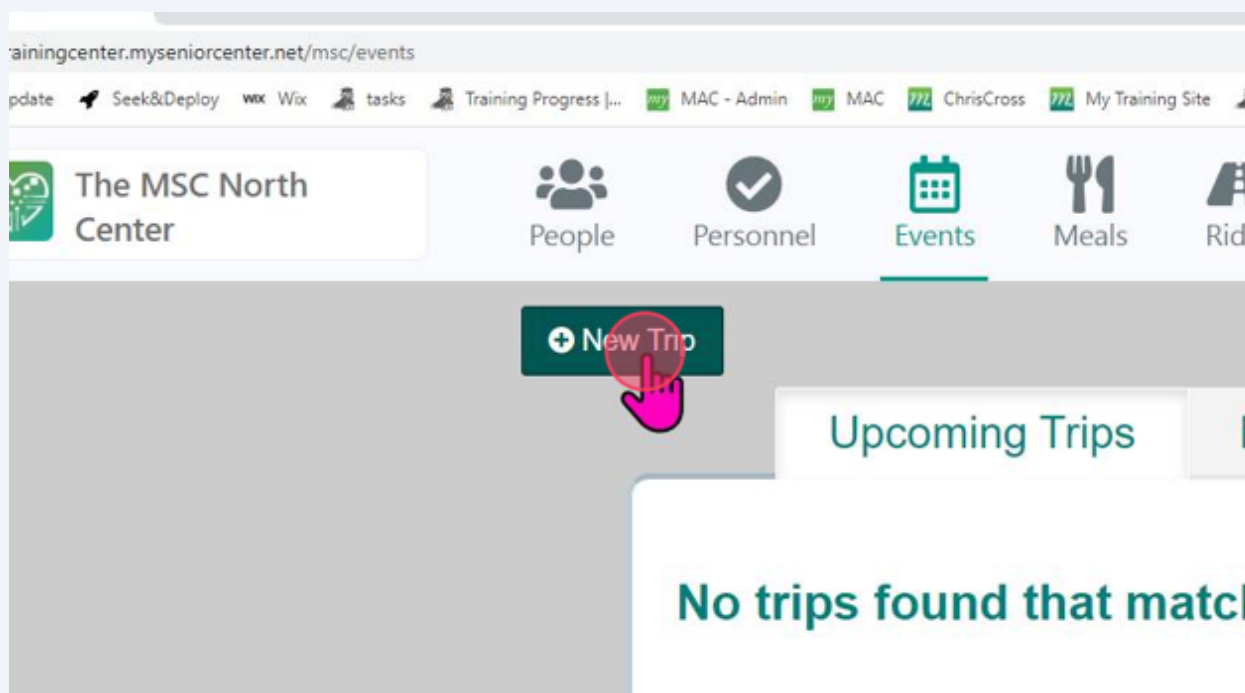


Trips

121 Click here:




122 To create a new Trip click "New Trip".



123 Give your Trip a name. You can name it whatever you like.

Trip Name
Bills Casino Trip

Icon
0 





Category
Choose a category...

Description

124 Choose an icon for your trip.

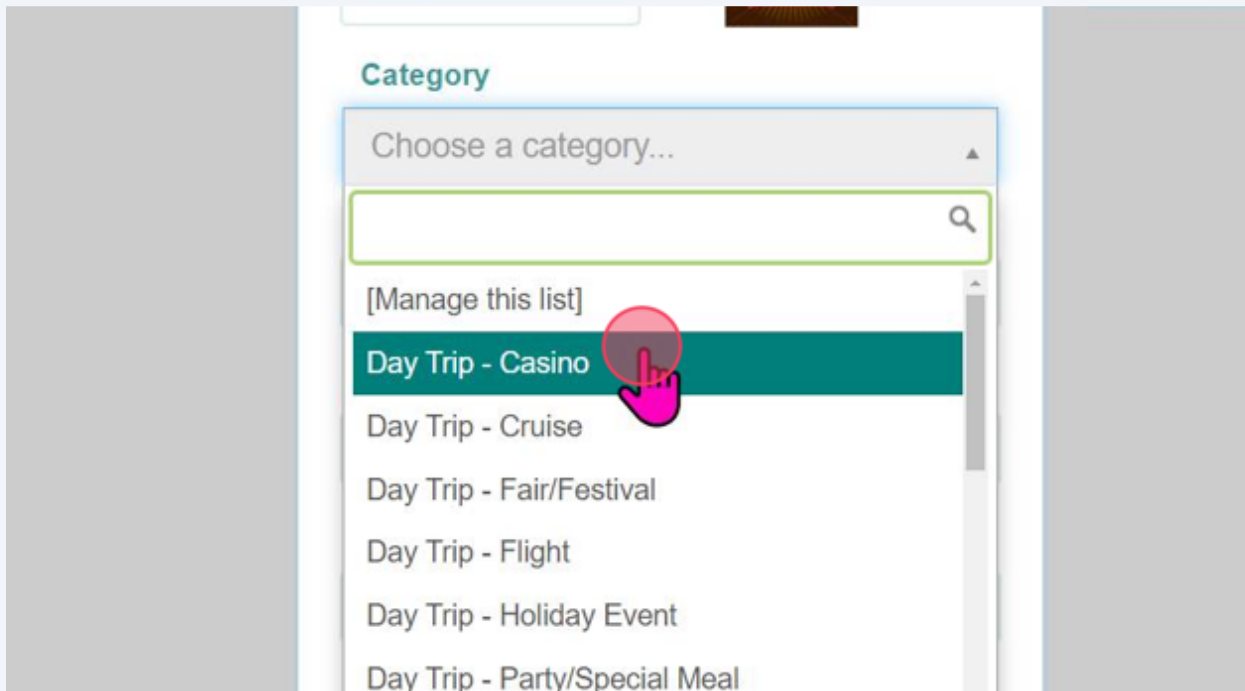
Trip End
06/20/2023

Max Signups
100

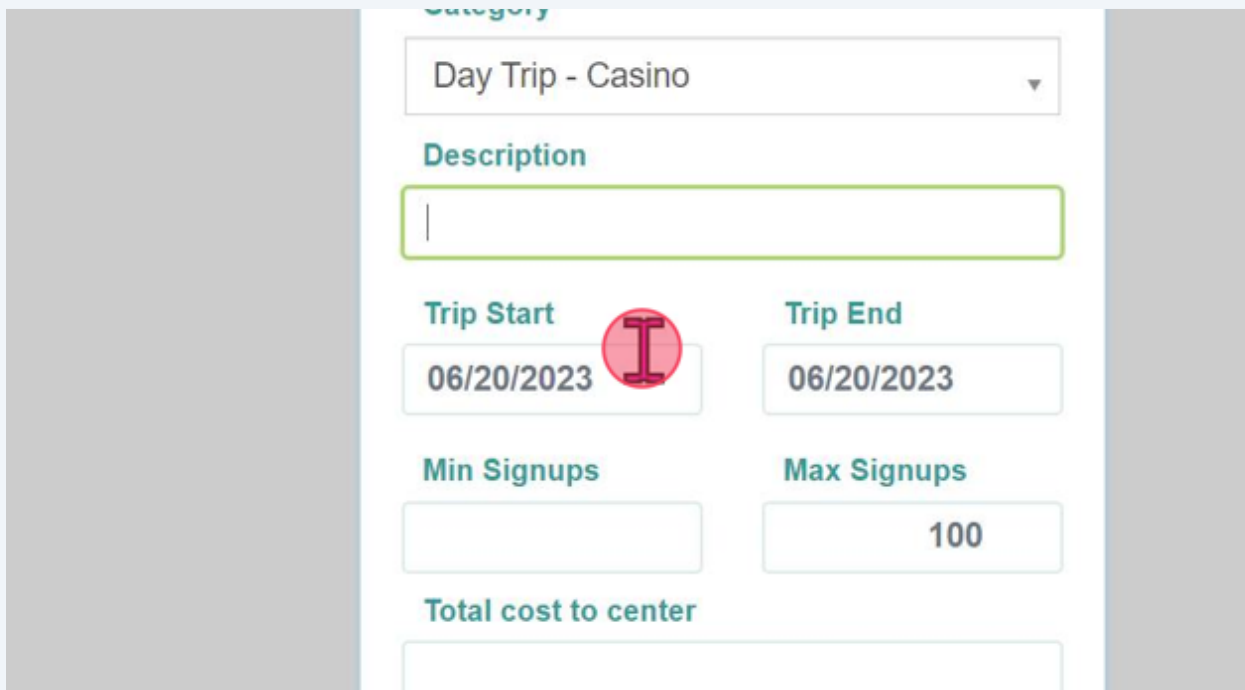
Icon Selection:
 
 

Category
All

125 Choose a category for your trip.



126 You can enter a description if you like.



127 Trips have two dates because you can have as long a trip as you like. To indicate a day trip simply put the same date in both fields.

Trip Start
06/29/2023

Trip End
06/29/2023

Min Signups
I

Max Signups
100

Total cost to center

Trip Agency
Choose an agency...

128 Fill in the max signups and optionally the min signups as well.

The MSC North Center

People Personnel Events Meals Rides Equipment Reminders Statistics

Day Trip - Casino

Description

Trip Start
06/29/2023

Trip End
06/29/2023

Min Signups
1

Max Signups
100

Total cost to center

Trip Agency
Choose an agency...

Trip Sponsor
Choose a sponsor...

Trip Account
Choose an account...

129

Total cost to center is not what you're charging people but the total expenses to the center. This is optional and does not display to participants.

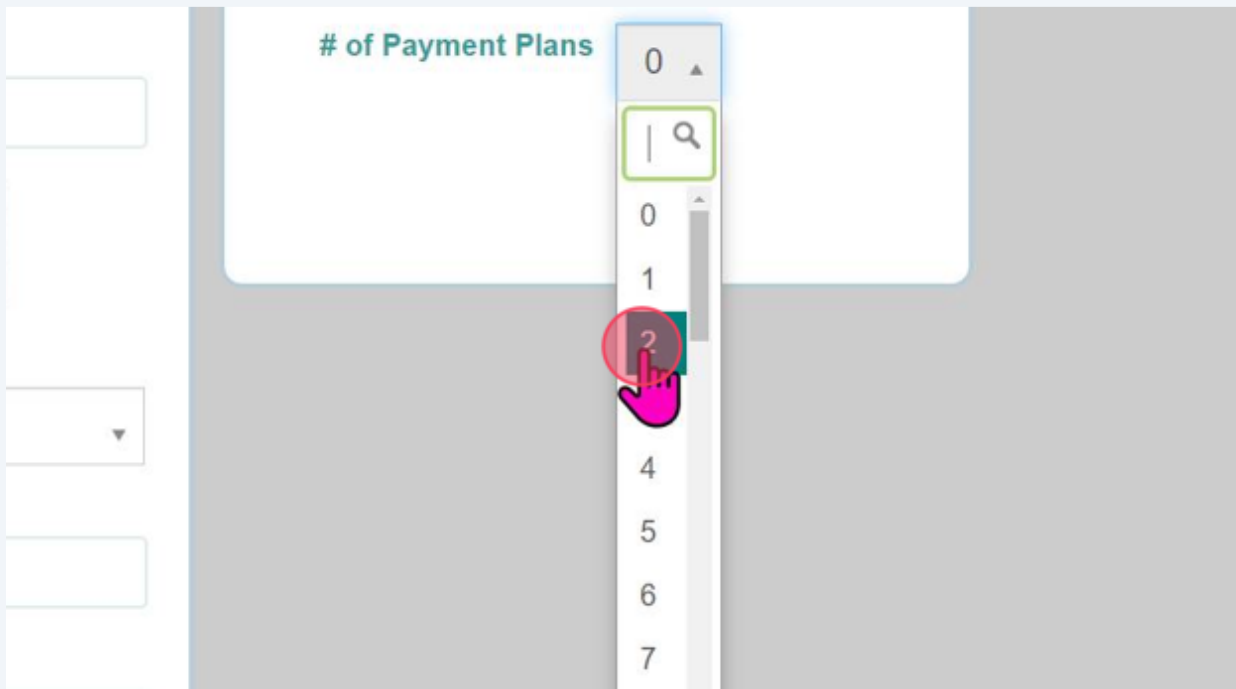
Then you have three optional lists you can build. You can build a list agencies like travel agencies or bus companies.

You can build a list of sponsors.

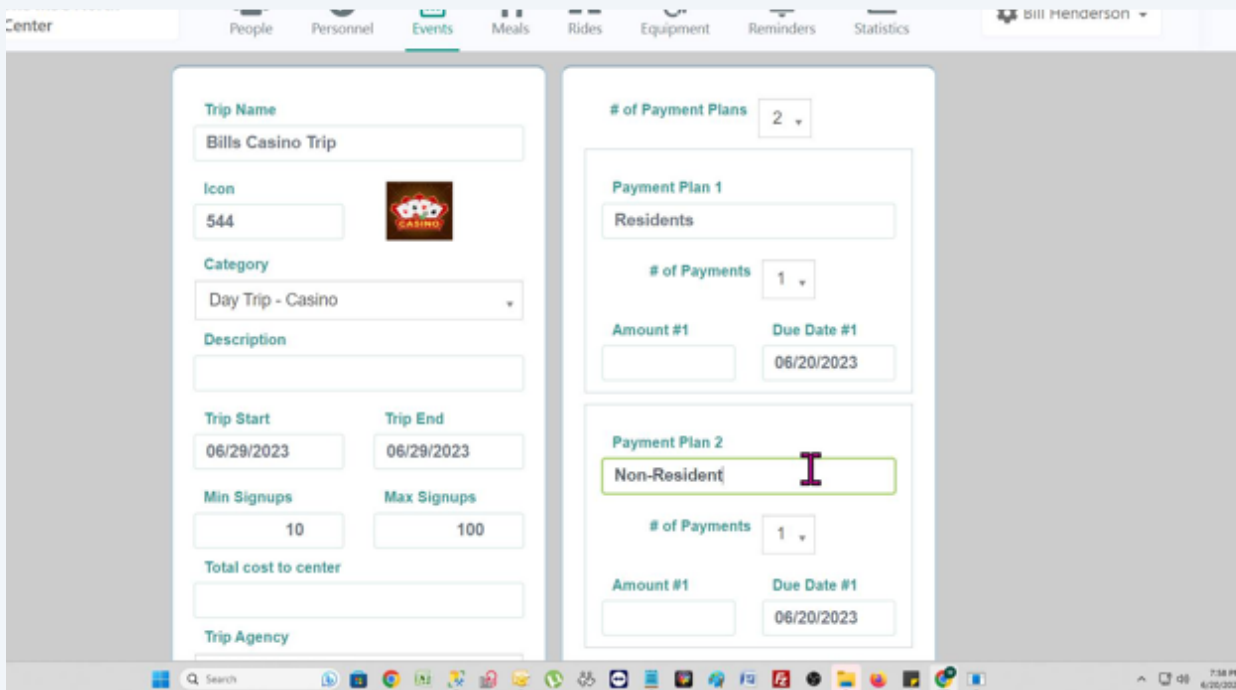
And we have the payments received account list again to allocate payments to.

The screenshot shows a form with several input fields. At the top, there are two buttons labeled '10' and '100'. Below them is a text input field labeled 'Total cost to center'. Underneath that is a dropdown menu labeled 'Trip Agency' with the placeholder text 'Choose an agency...'. Below the 'Trip Agency' dropdown is another dropdown menu labeled 'Trip Sponsor' with the placeholder text 'Choose a sponsor...'. At the bottom is a dropdown menu labeled 'Trip Account' with the placeholder text 'Choose an account...'. A red circle highlights the 'Trip Agency' dropdown, and a mouse cursor is pointing at it.

130 With trips you can create up to 30 different prices for one trip if you have different options available. In this example we'll create 2.

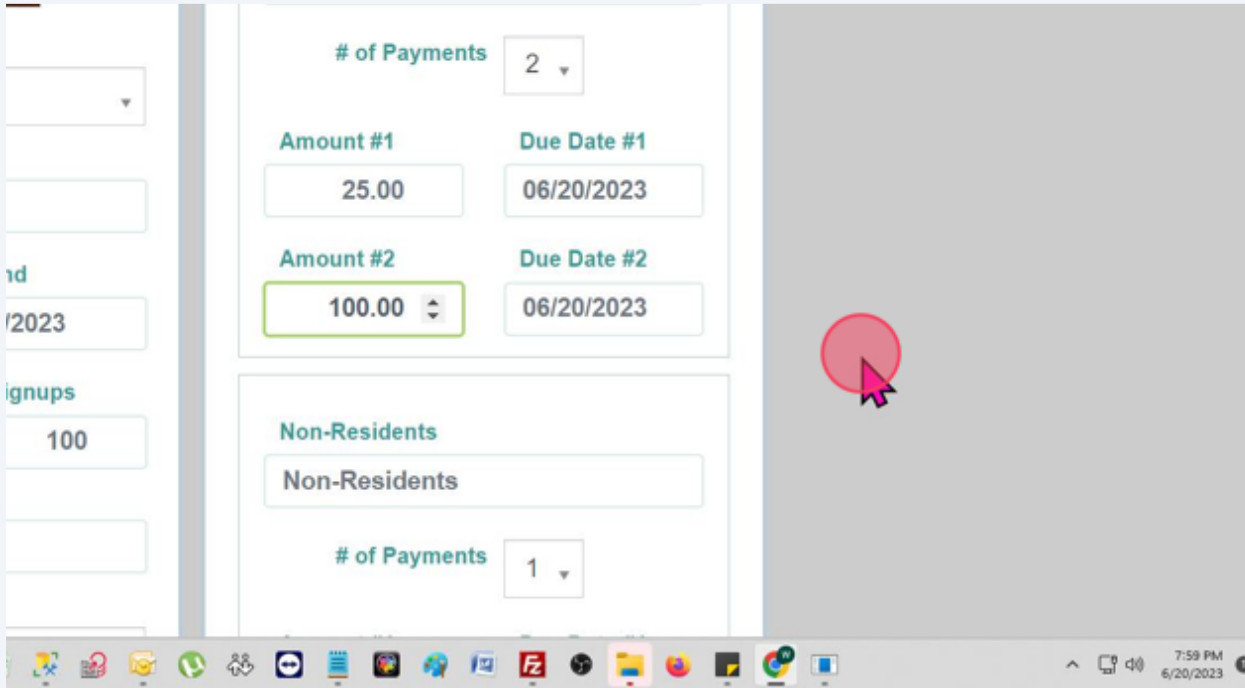


131 We'll name our first plan "Residents" and our second plan "Non-Residents".



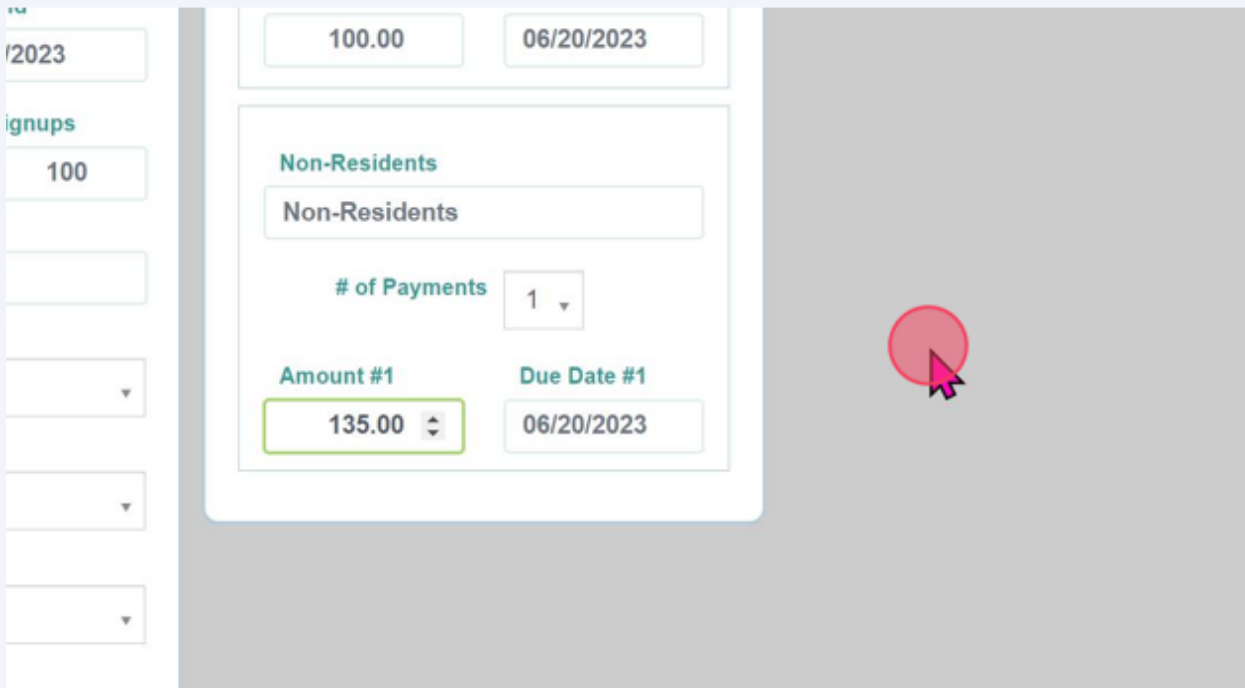
132

We'll give residents the option to make a deposit and then a final payment. If they want to pay it all up front that's fine as well.

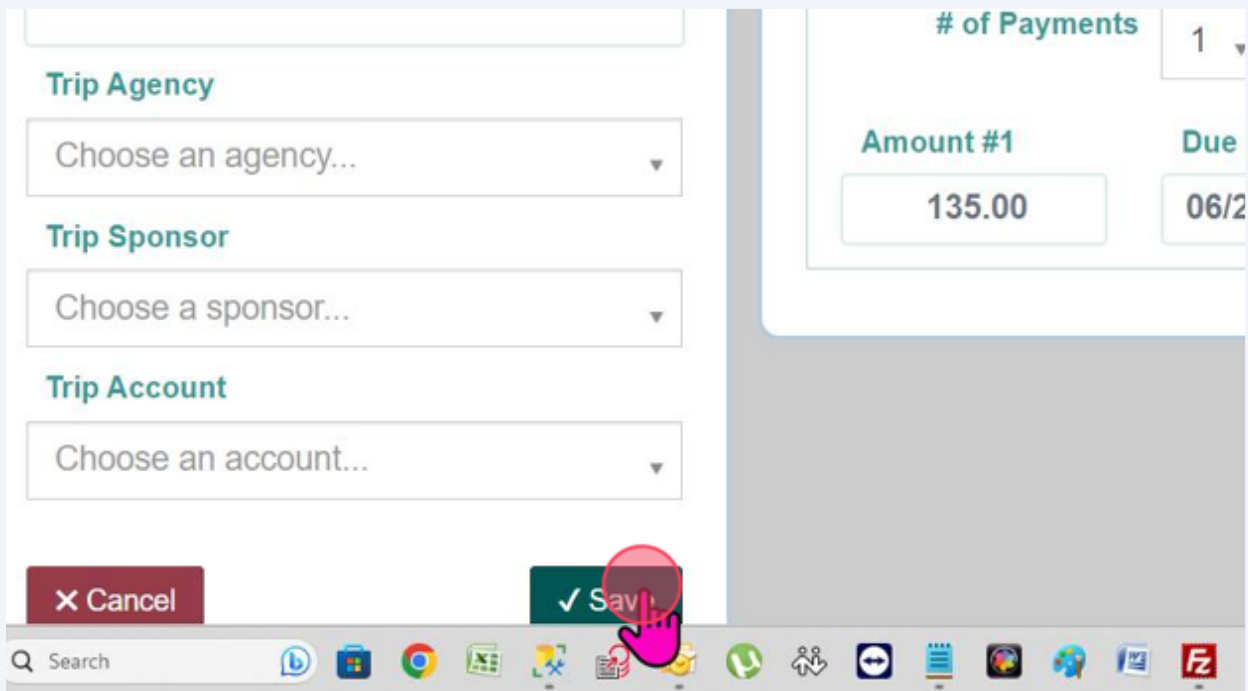


133

Non-residents will have one lump sum payment and it will be a little bit more than residents.

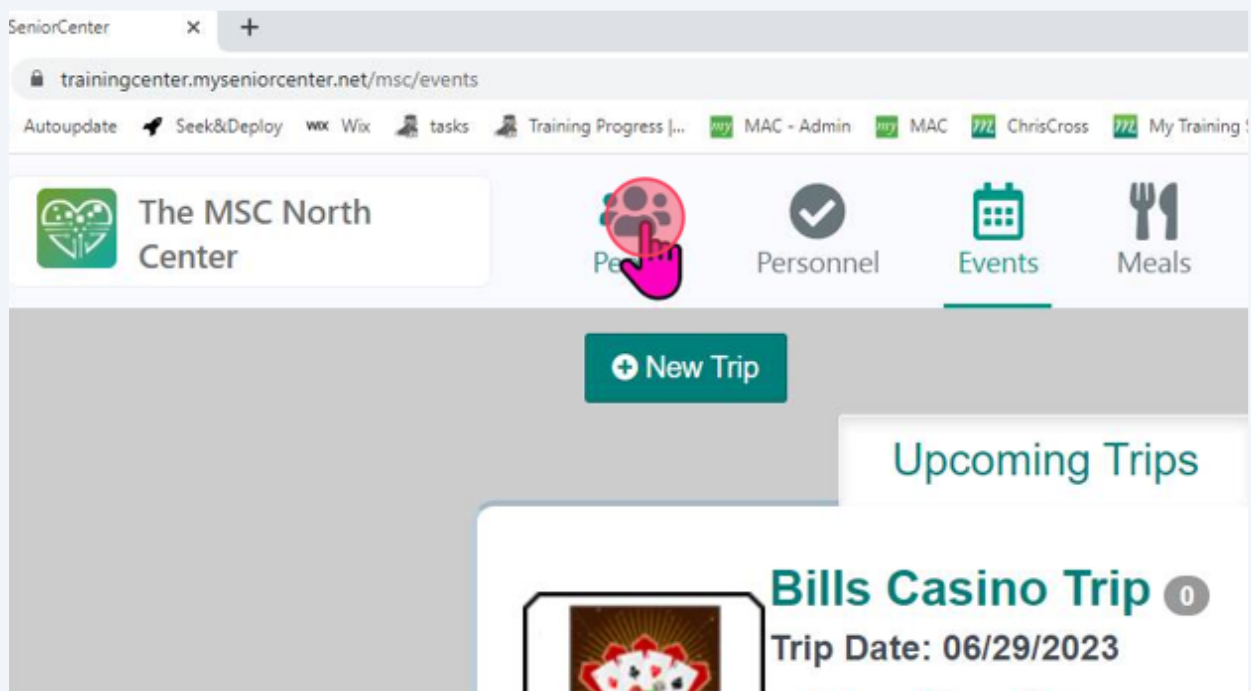


134 Click Save.

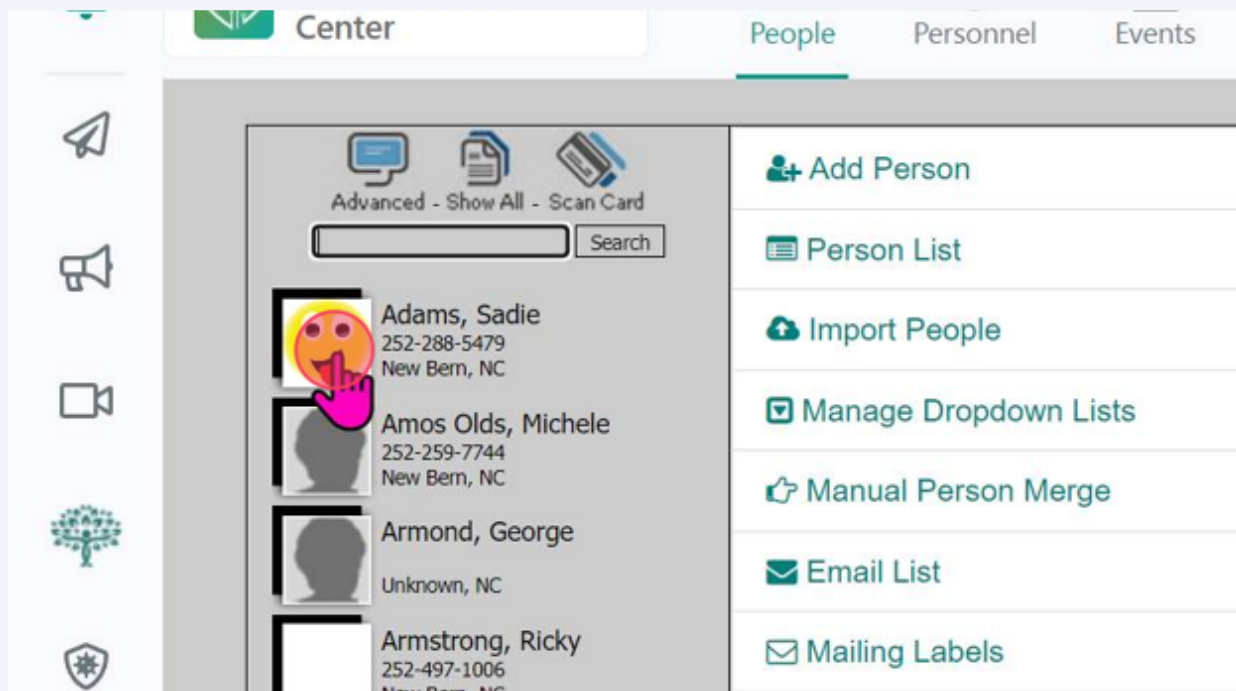


Register People for a Trip

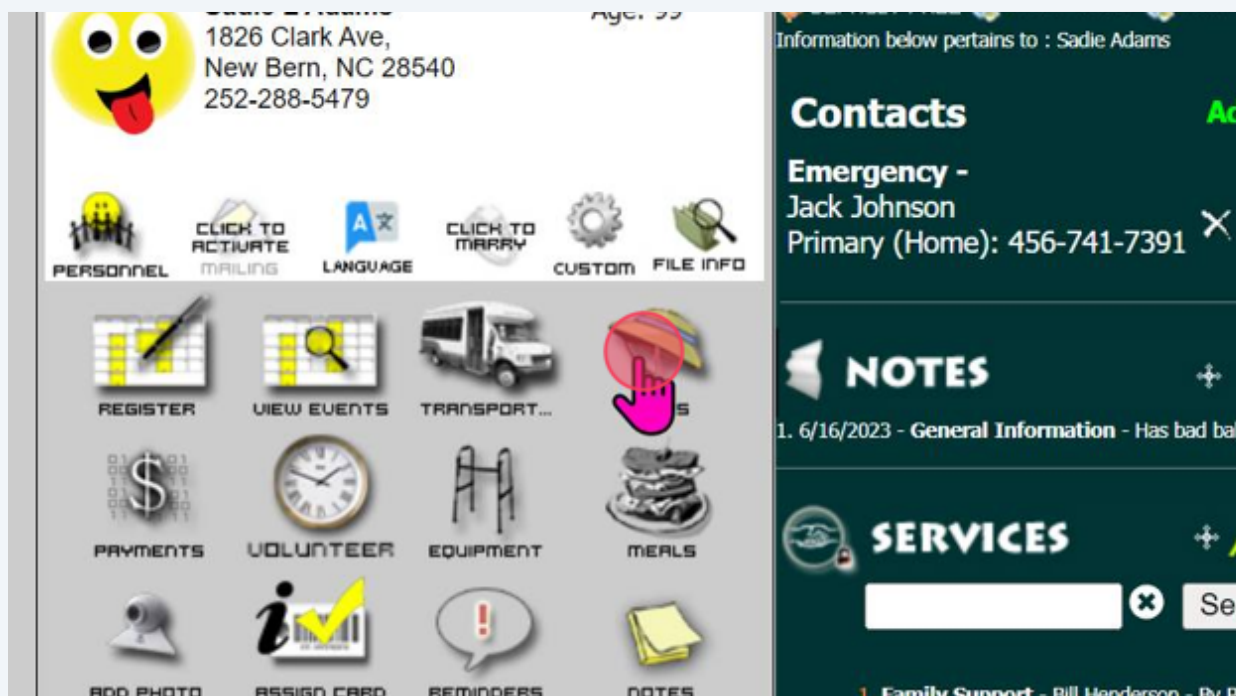
135 Now we'll go register some people. Click the people tab.



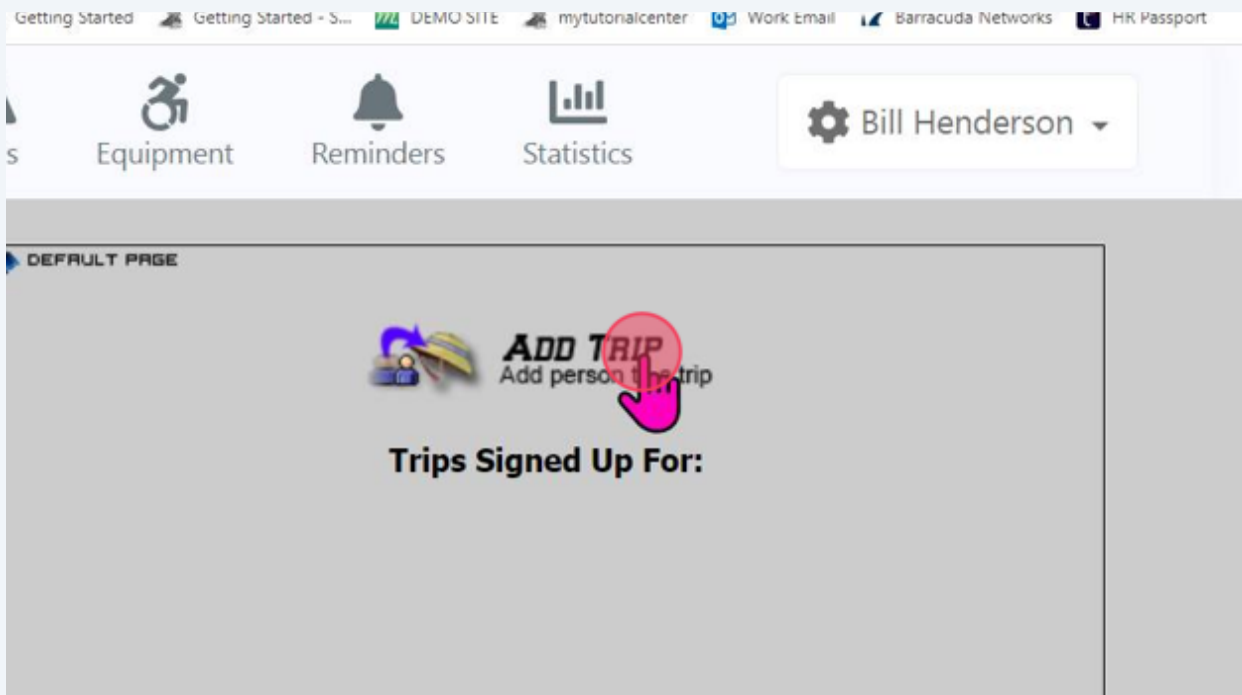
136 Click a person.



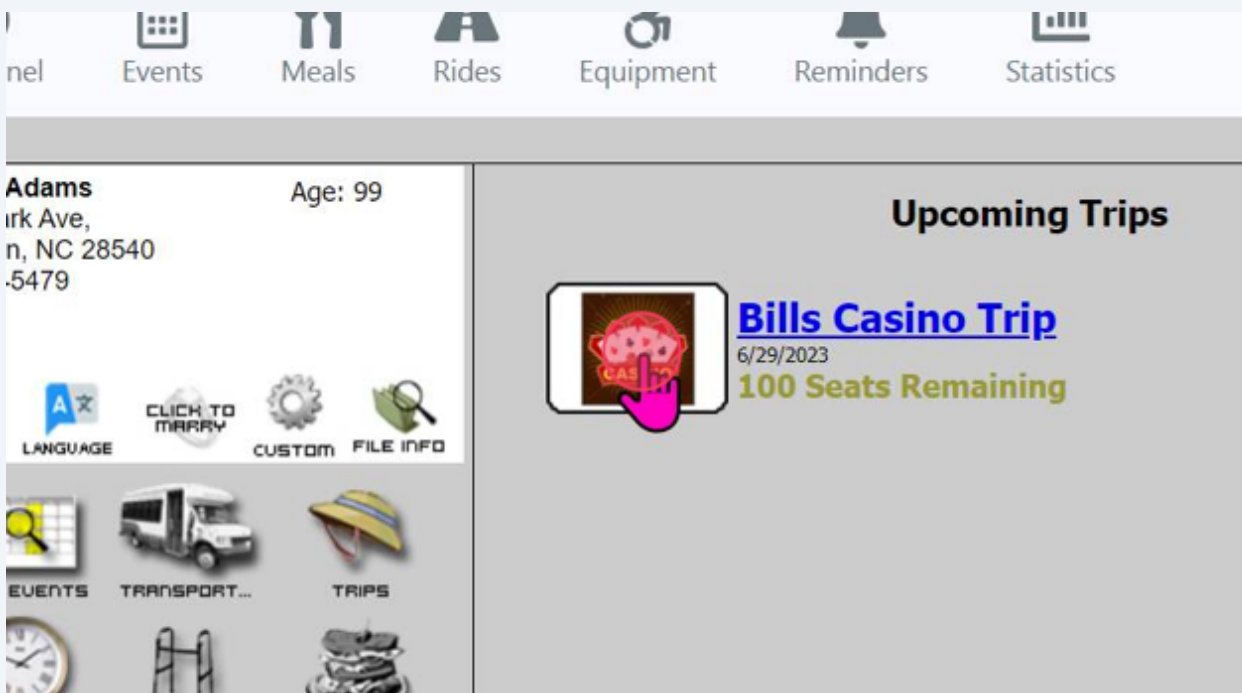
137 Click their Trips icon.



138 To the right, click Add Trip.

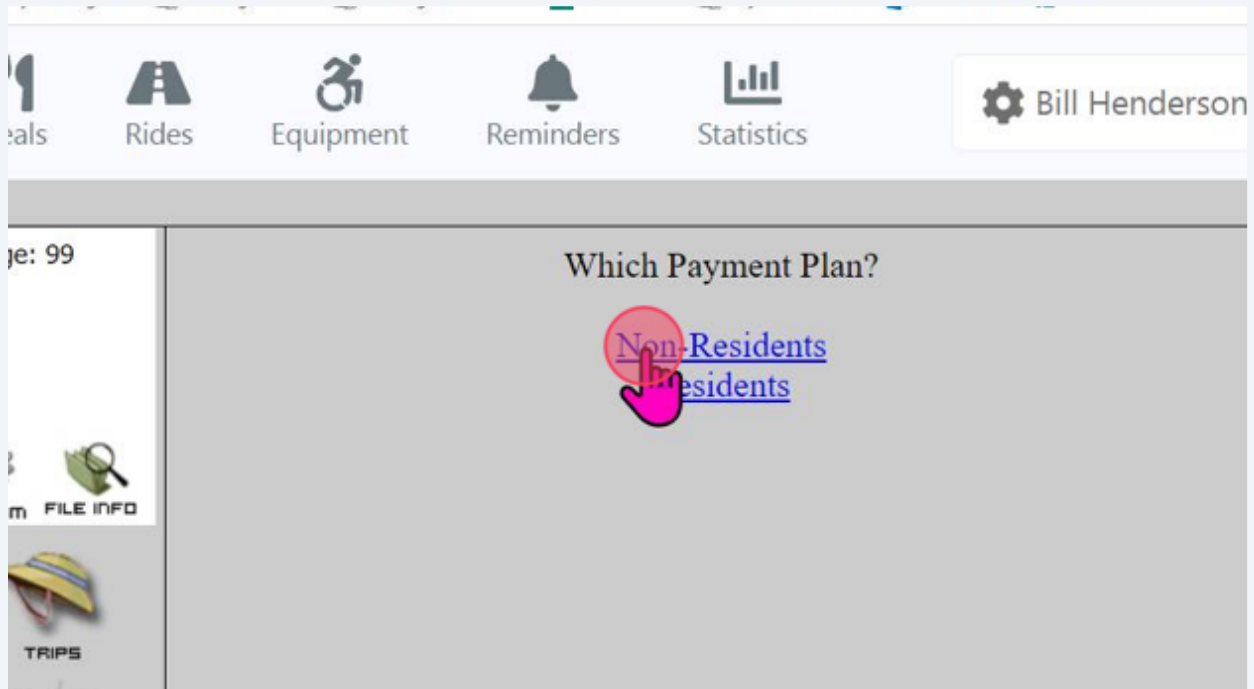


139 Here you'll see any upcoming scheduled trips and you can see how many seats remain open. Click on a trip icon to select that trip.



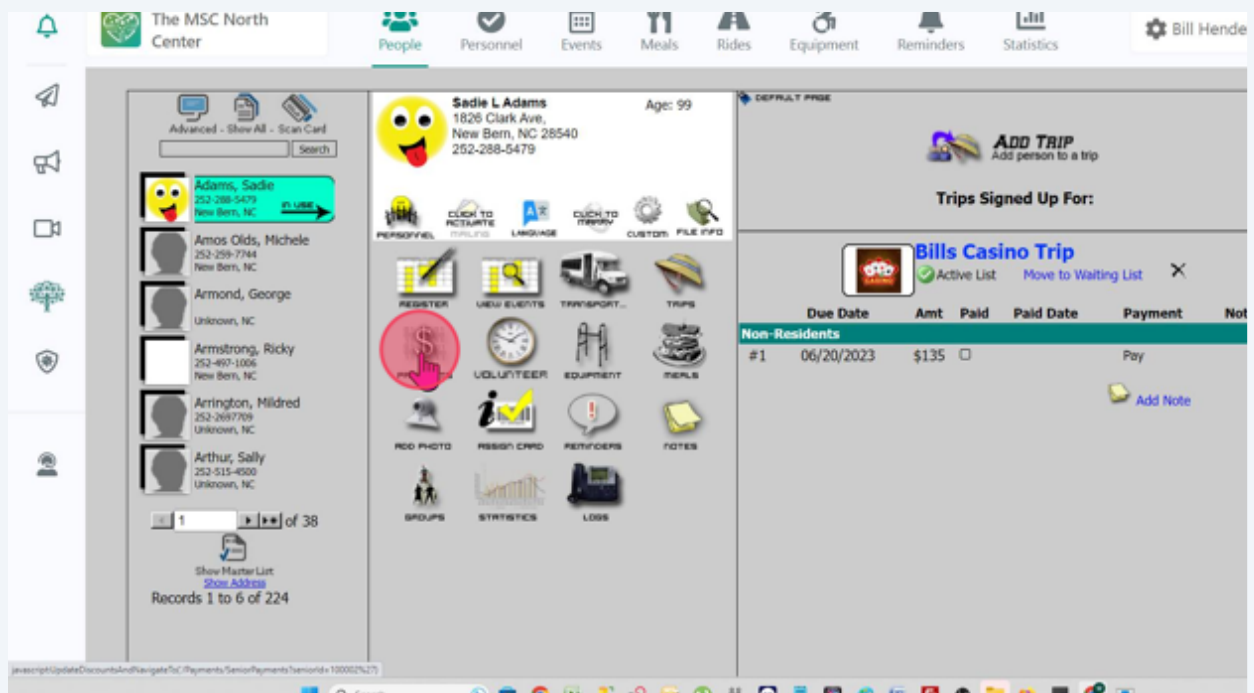
140

Choose a payment plan. If your trip only has one plan it will be selected automatically.



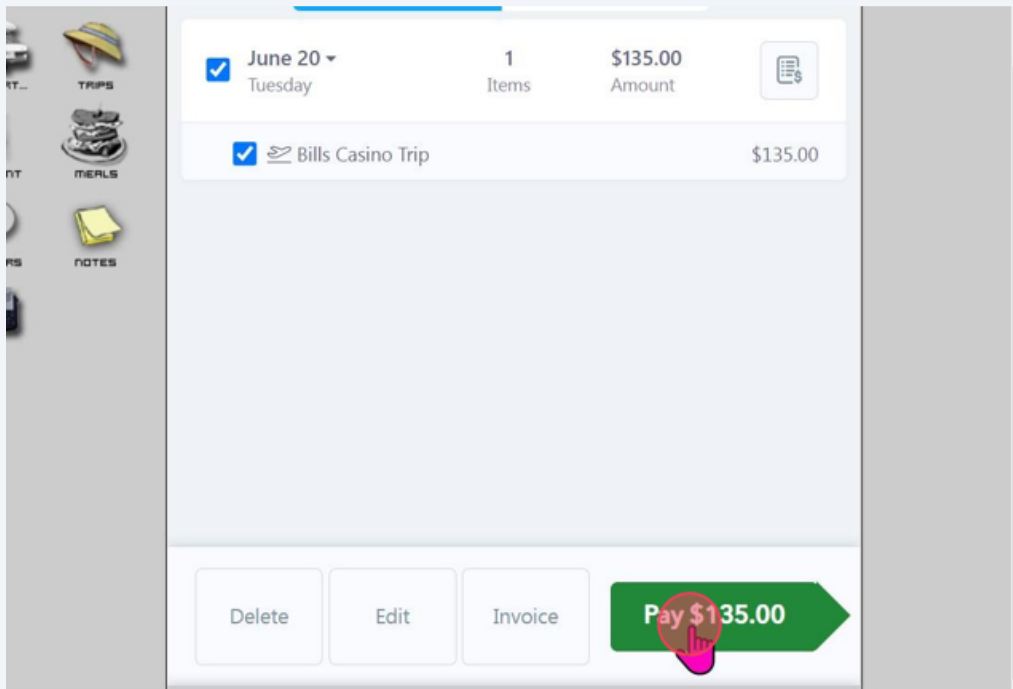
141

That's it. The person has been registered. To settle the payments, click their Payments icon.



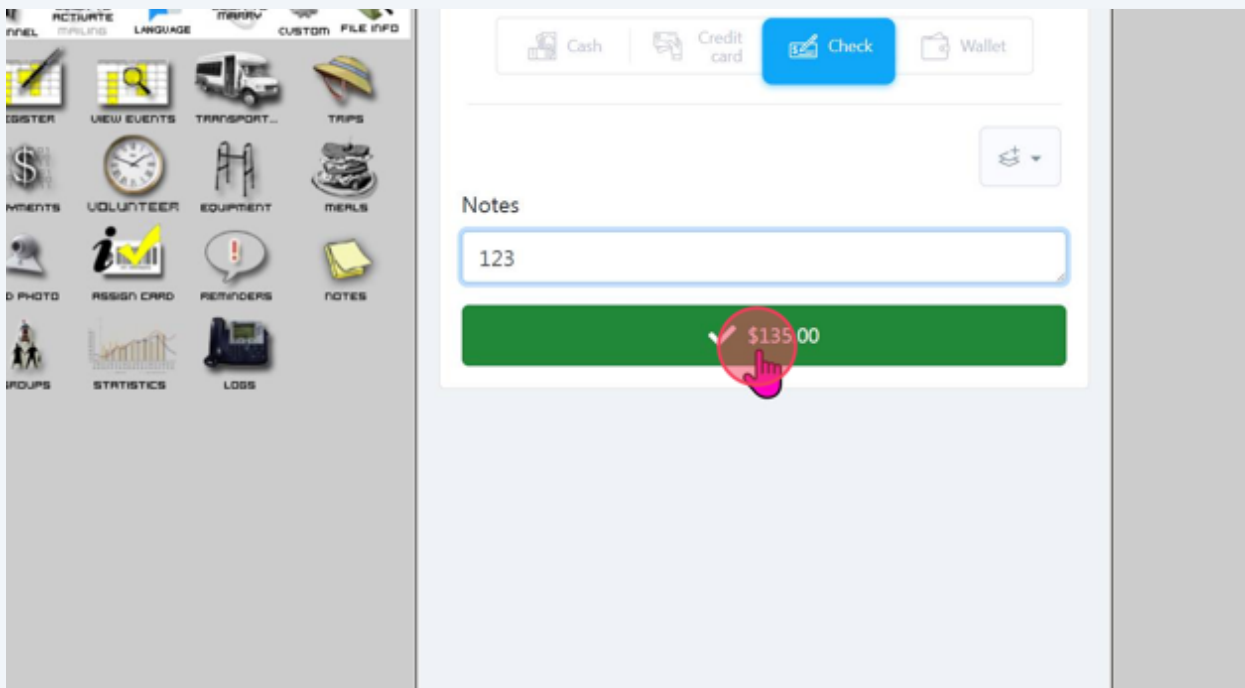
142

Here we can see the charge under unpaid payments. Click the pay button at the bottom.

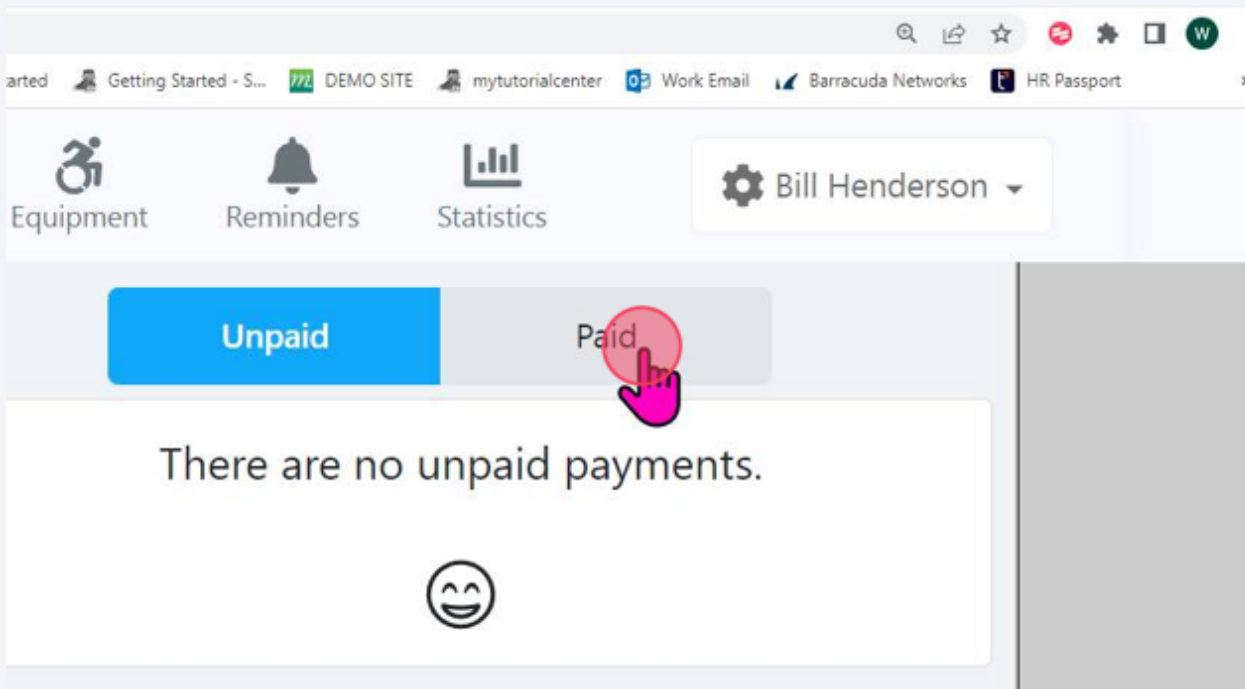


143

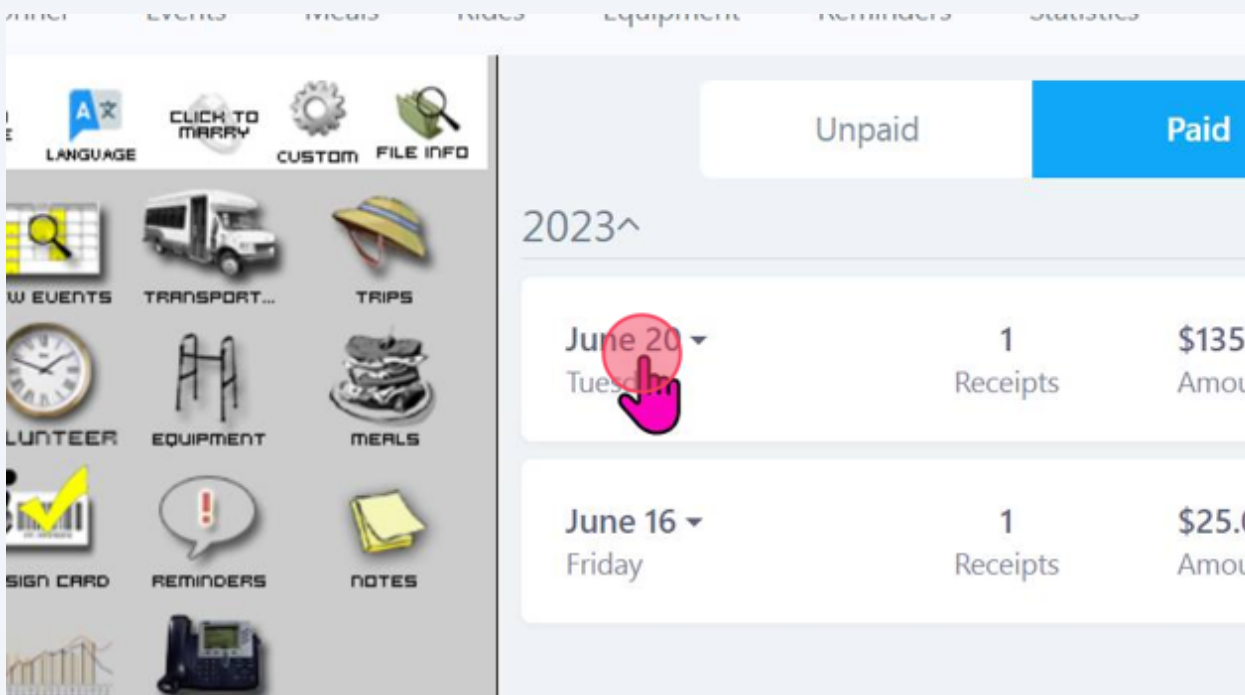
Here you can choose the payment method, enter notes (like a check number) then click the big green button at the bottom.



144 The payment has been settled. To print a receipt, click the Paid tab.



145 Click a date to expand.



146 Check the box for the receipt you want to print.

The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar contains various navigation icons with labels: LANGUAGE, CUSTOM, FILE INFO, NEW EVENTS, TRANSPORT..., TRIPS, VOLUNTEER, EQUIPMENT, MEALS, ASSIGN CARD, REMINDERS, NOTES, STATISTICS, and LOGS. The main content area displays a list of receipts for the year 2023. The list includes entries for June 20 (Tuesday) and June 16 (Friday). A red circle highlights a checkbox next to the entry for June 16, labeled 'Receipt#8105'.

Date	Day	Receipts	Amount
June 20	Tuesday	1	\$135
June 16	Friday	1	\$25

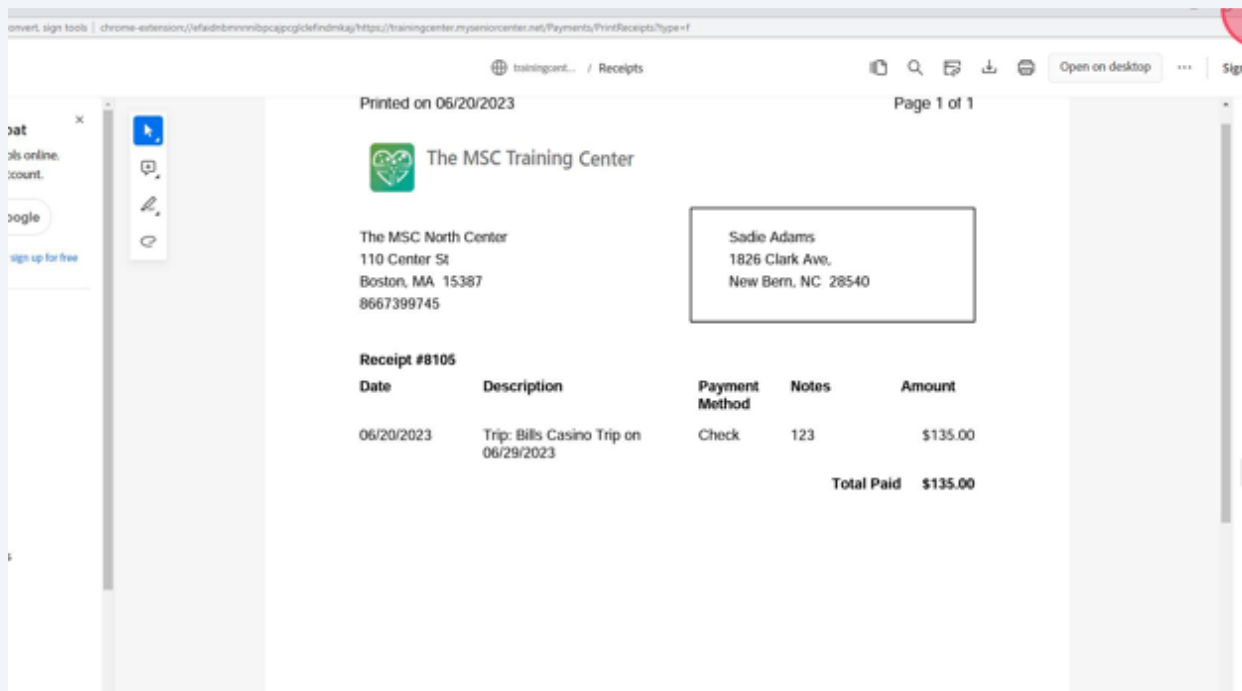
147 Click "Receipt" at the bottom.

The screenshot shows a detailed view of a receipt for June 16 (Friday). The receipt details include the date, day, number of receipts (1), and amount (\$25.00). Below the receipt details is an action bar with four buttons: Edit, Receipt, Mark As Unpaid, and Refund. A red circle highlights the 'Receipt' button. The Windows taskbar is visible at the bottom of the screen.

Date	Day	Receipts	Amount
June 16	Friday	1	\$25.00

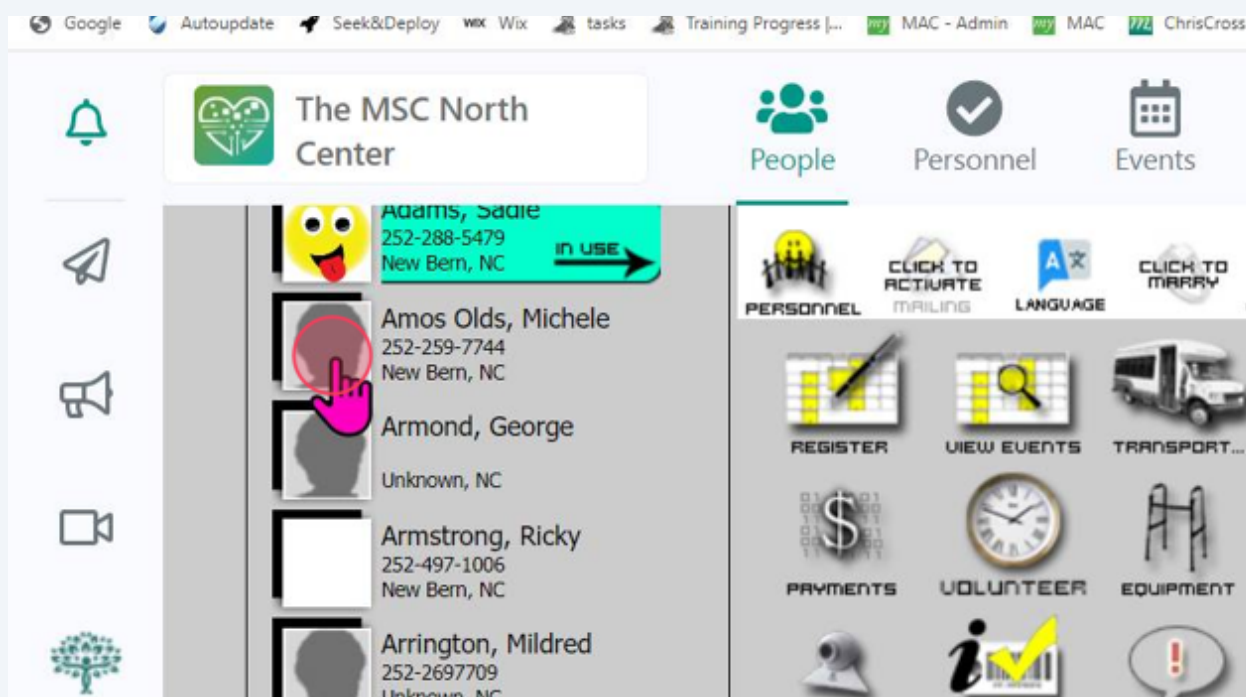
148

The receipt will come up in a pop-up window. You can send it off to the printer or save it as a PDF if you want to attach it to an email. Close the window.



149

Add another person to the trip the same way you just did.



150 Go back to the Trips section and click on the Trip icon to see the roster.

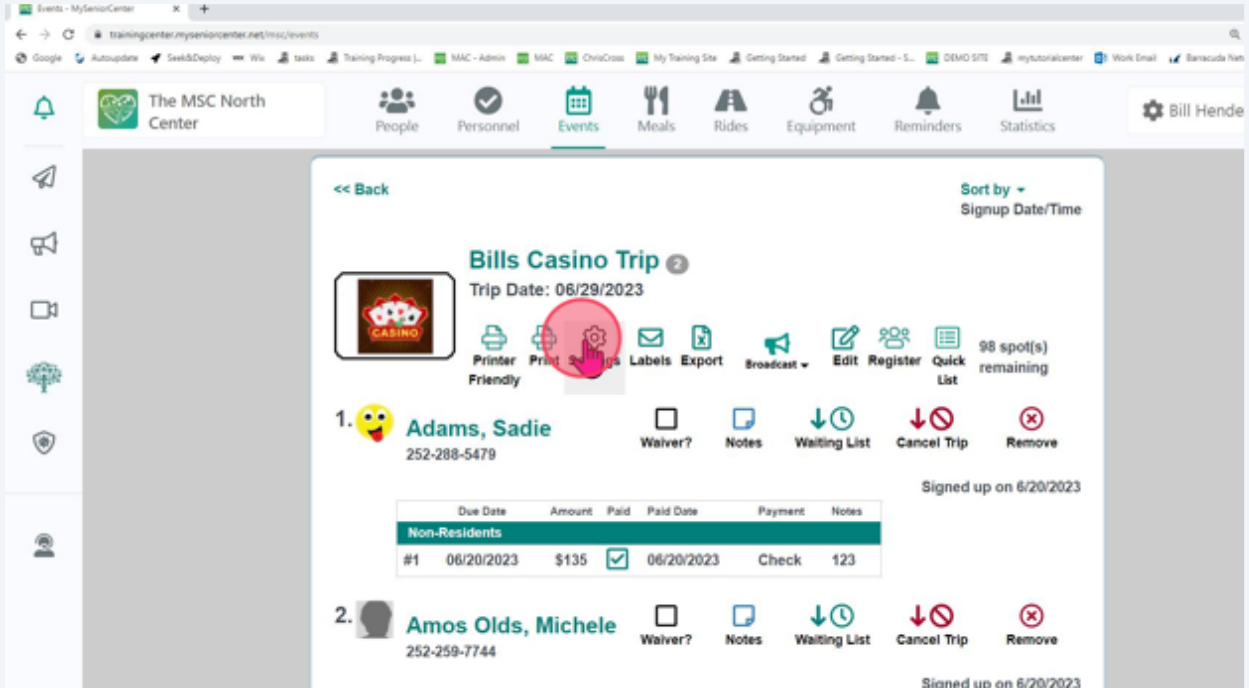
The screenshot shows a software interface for managing trips. At the top, there is a navigation bar with icons for People, Personnel, Events, Meals, Rides, Equipment, and Reminders. Below this, a central panel displays the details for a specific trip: "Bills Casino Trip" with a trip date of 06/29/2023. The panel includes a "New Trip" button, a search bar, and tabs for "Upcoming Trips" and "Past Trips". A table lists participants, categorized into "Non-Residents" and "Residents".

	Due Date	Amount	Payment Status
Non-Residents			
#1	06/20/2023	\$135	Send a reminder
Residents			
#1	06/20/2023	\$25	Send a reminder
#2	06/20/2023	\$100	Send a reminder

The Trip Roster

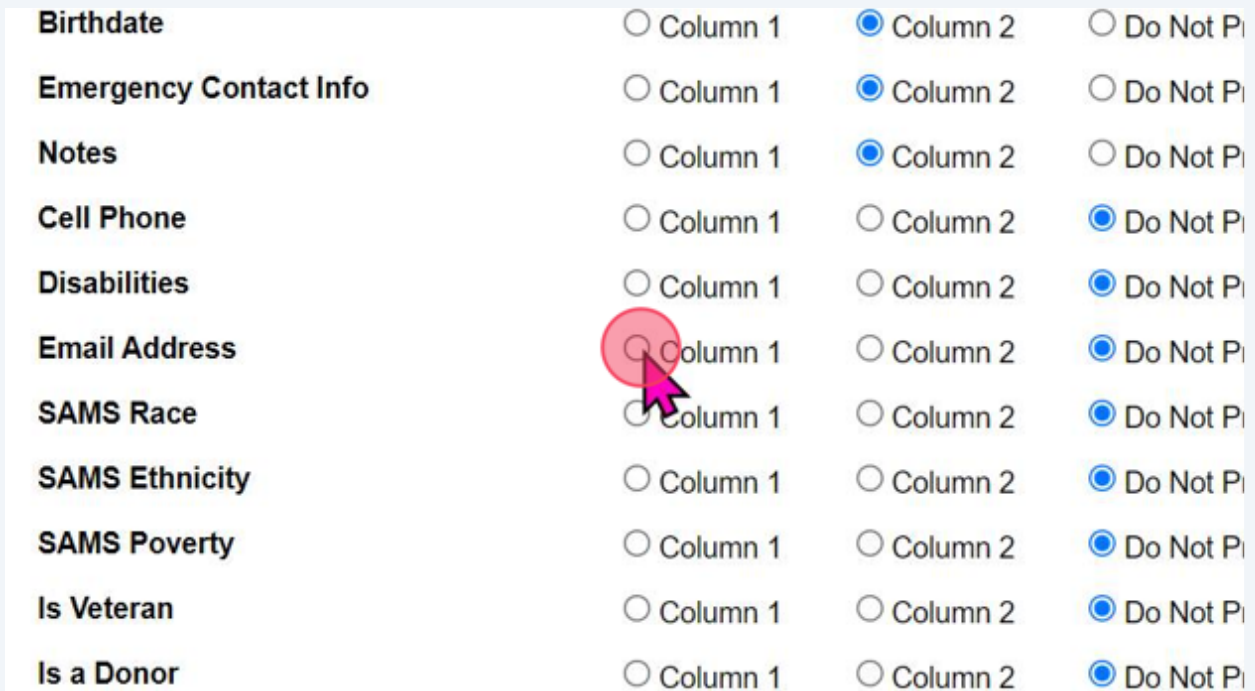
151

The printer friendly icon is a very basic print out of the screen and not usually used for the roster but the 2nd print button is actually a fully customizable roster. Click on settings icon first.

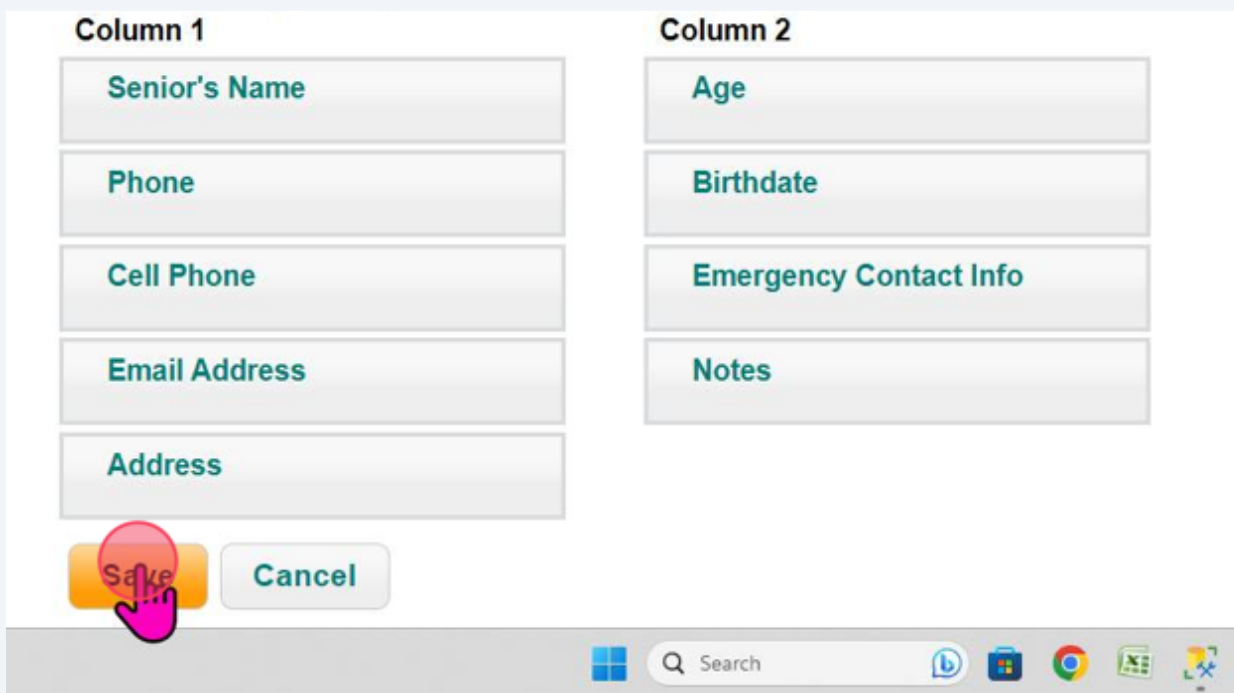


152

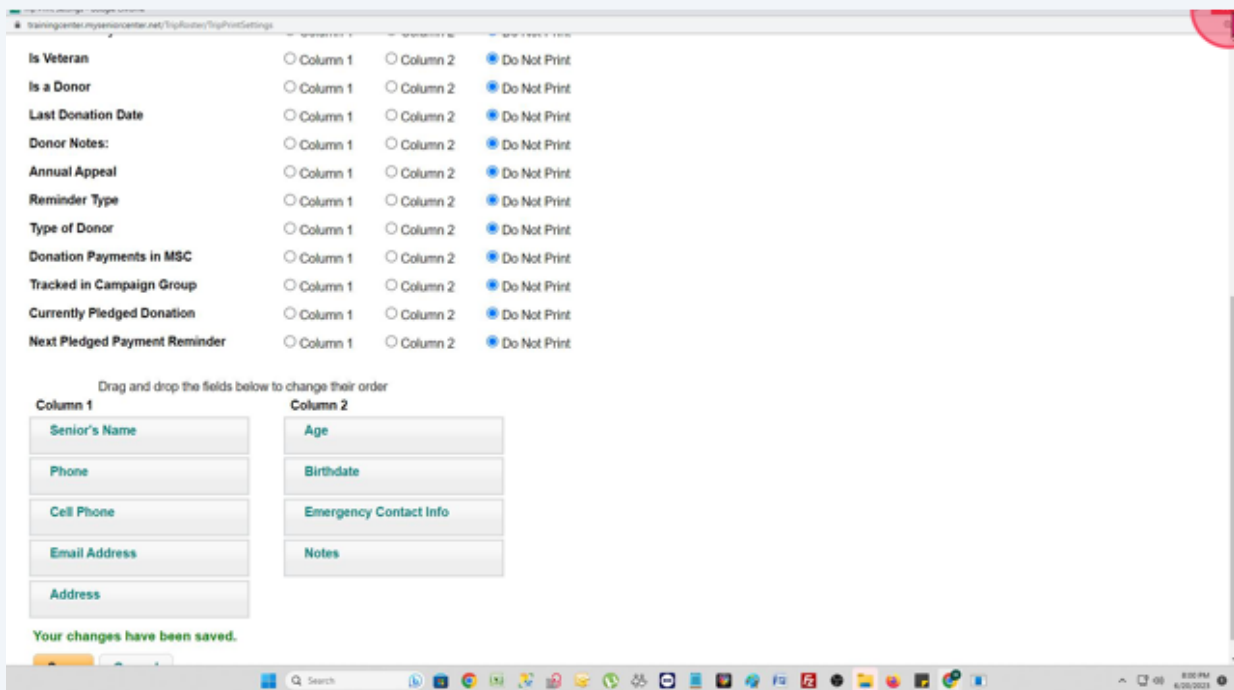
Here you'll see all of the fields from file info and from custom fields and you can pick and choose what you'd like to have on your printed roster.



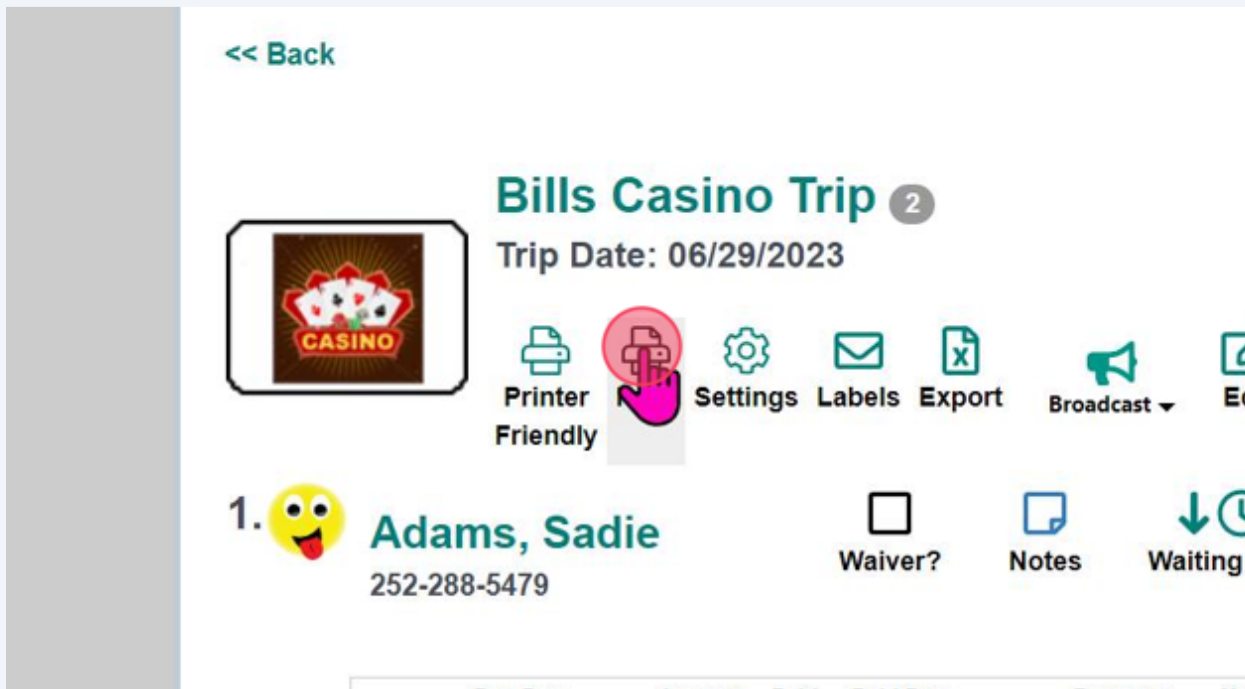
153 At the bottom you can resort things by dragging and dropping fields to where you'd like them to be. Click save to save your design.



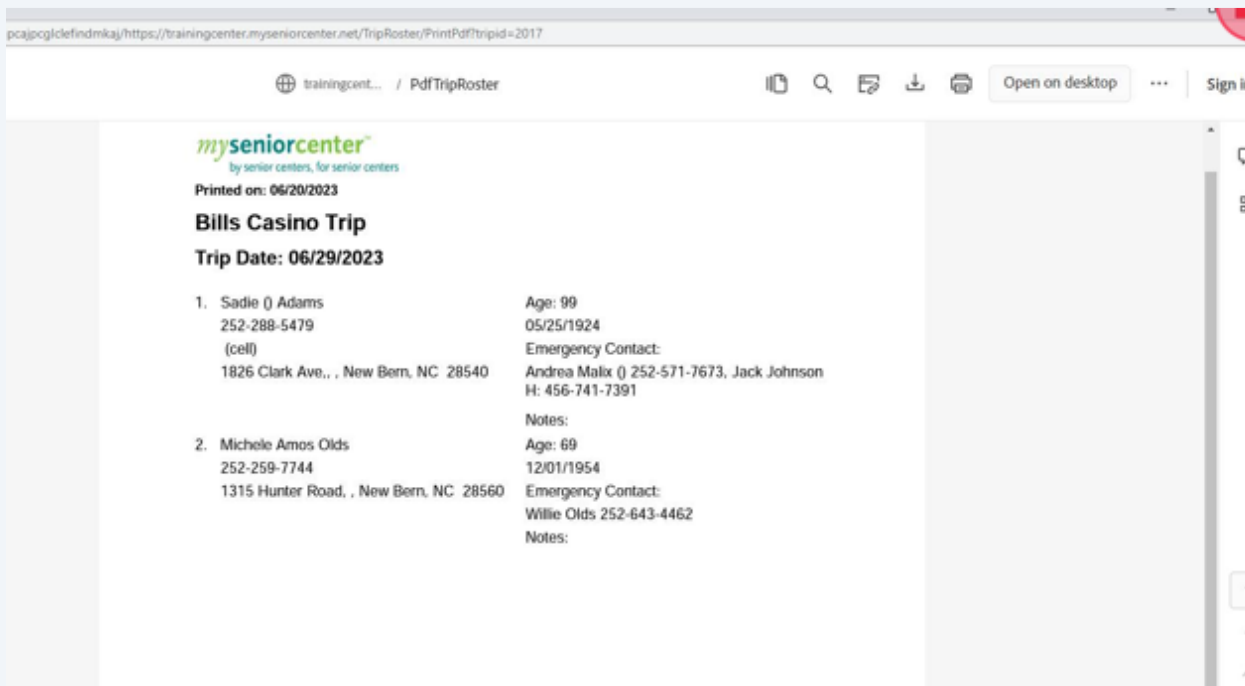
154 Click "Close"



155 Click " Print"



156 The roster comes up exactly the way that you designed it. You do not have to keep redesigning the roster for every trip. The only time you have to go back in to the designer is if you want to make a change.



157

You can print mailing labels from a roster, export the roster to excel, send out broadcasts and edit the trip as well. The register button does the same exact thing as the multi register button in events. It's just a quick easy way to add a bunch of people to the roster. You can indicate if you have received their waiver, enter notes and move people to and from the cancellation and waiting lists. You can also remove a person if they were added to the trip by mistake. Click back

Sort by
 Signup Date/Time

Bills Casino Trip ²

Trip Date: 06/29/2023

98 spot(s) remaining

1. **Adams, Sadie**
252-288-5479

Waiver? Notes Waiting List Cancel Trip Remove

Signed up on 6/20/2023

	Due Date	Amount	Paid	Paid Date	Payment	Notes
Non-Residents						
#1	06/20/2023	\$135	<input checked="" type="checkbox"/>	06/20/2023	Check	123

158

On the main trips page you can edit delete and copy trips. You can also see past trips and search for specific trips. Click the events tab.

orcenter.net/msc/events

People Personnel **Events** Meals Rides Equipment

+ New Trip

Upcoming Trips Past Trips

Casino Trip ²

Trip Date: 09/26/2022

Edit Delete Copy

33

MyActiveCenter

What is MyActiveCenter?

159

My active center is a public facing website where your members can view, register and even pay for your activities online from home or anywhere they can get internet. It's part of our software, so there are no extra fees. MyActiveCenter is included with MySeniorCenter. We do not currently support trips, meals or rides at this time, however we do allow group registration.

How does MyActiveCenter Work?

160

You can decide which events you want to display on MyActiveCenter. Your members can create an account using their phone number and keytag. Members will need to be in your database and have a phone number and keytag assigned to them in order to use MyActiveCenter for registration although anyone can simply view your calendar. Members can see if the classes are full or required payment. If there's space available they can sign up online and even pay for the classes using their credit card. To be able to accept credit cards online you'll need to get set up with a card connect account.

Dan Seiler
CardConnect Sales Consultant
Office: 312.728.5828
Email: daniel.seiler@Fiserv.com

MyActiveCenter Configuration

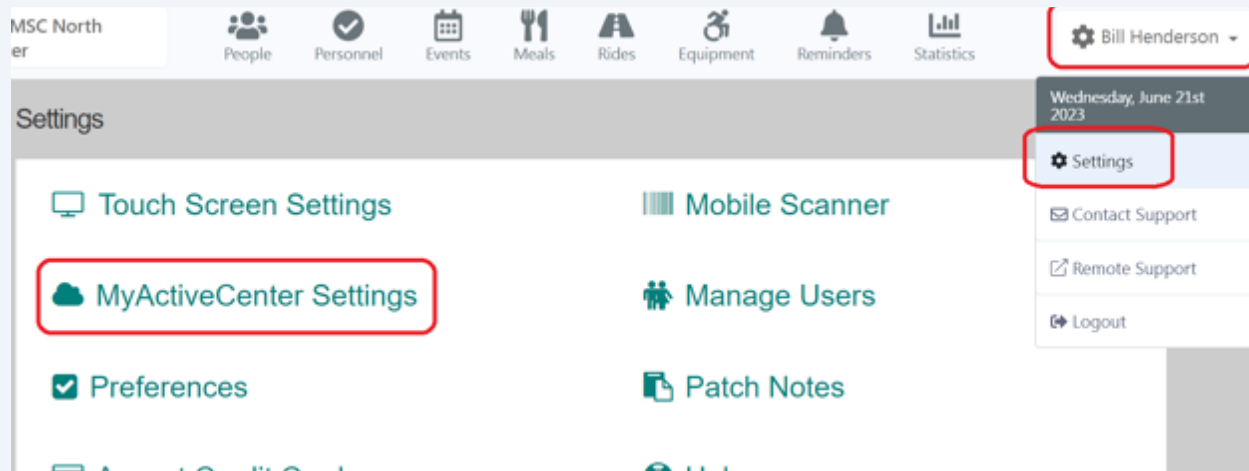
161

There are three different options for payment configurations in MyActiveCenter. These settings do need to be set by us so if you want any of these settings changed please contact support@myseniorcenter.com. "Payments Disabled" means registration is only allowed for free activities. For anything with a fee they would have to come into the center or call and you would have to manually register them through MSC. "Deferred Payments" means registration is allowed for free and paid events. If anything has a fee the charges will show up in that person's payments section and you would have to manually settle the payments through MSC. "Payments Enabled" means registration is allowed for free and paid events however they will need to pay for paid events online with credit card.

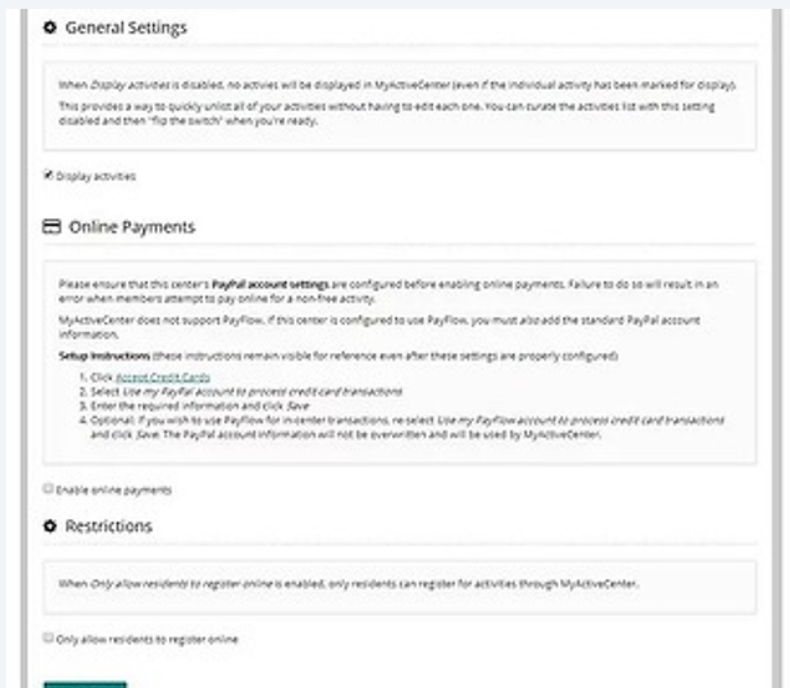
MyActiveCenter Settings

162

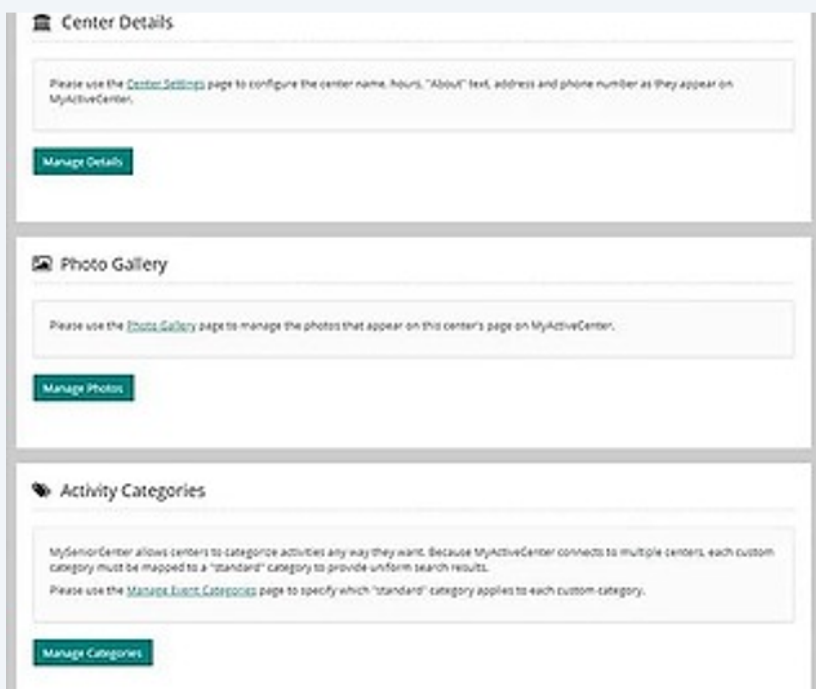
To get to the settings for your MAC site, Click your name in the upper right corner of the screen. In the drop down, choose settings then click MyActiveCenter Settings.



163 From here you can make changes to the various settings for MAC.



164 You can also change the center details that display on the About page in MAC like hours of operation and perhaps your mission statement.

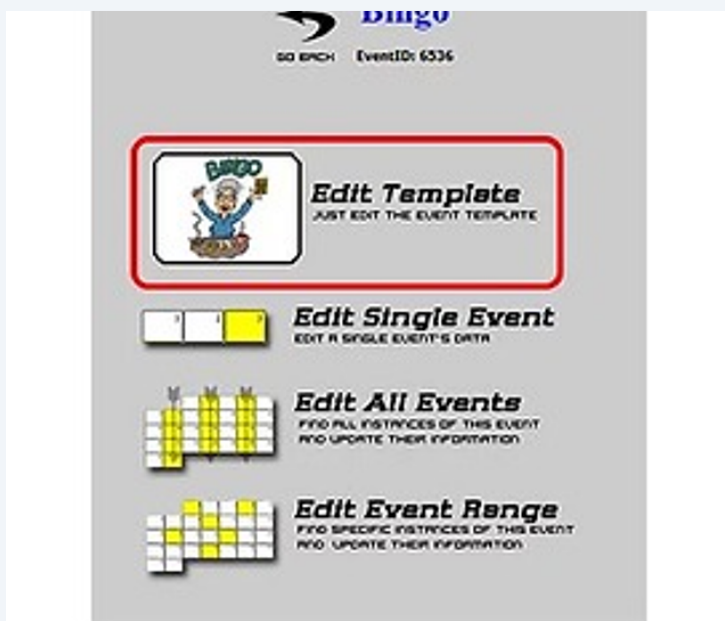


Show/Hide Events on MyActiveCenter

165 Click the "Events" tab then click Edit for any template.

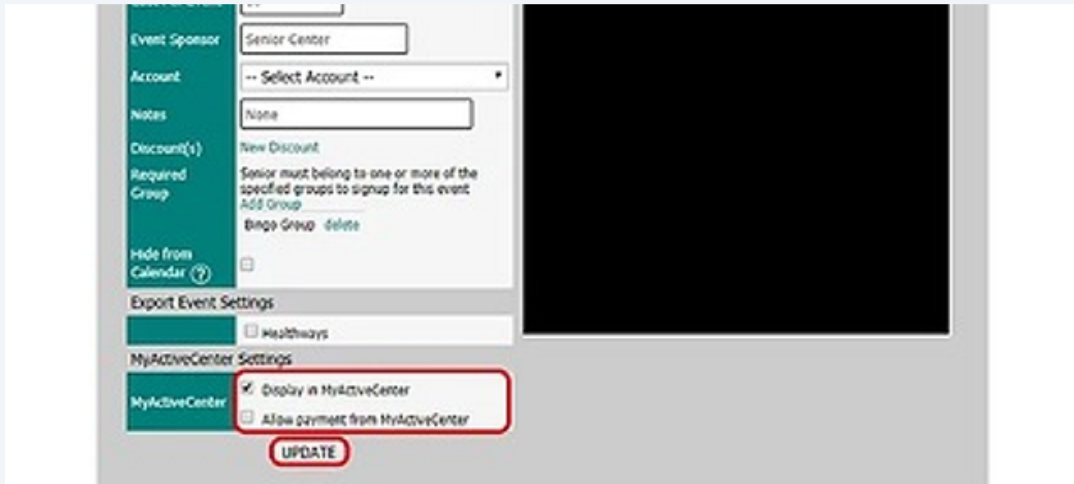


166 Click "Edit Template"



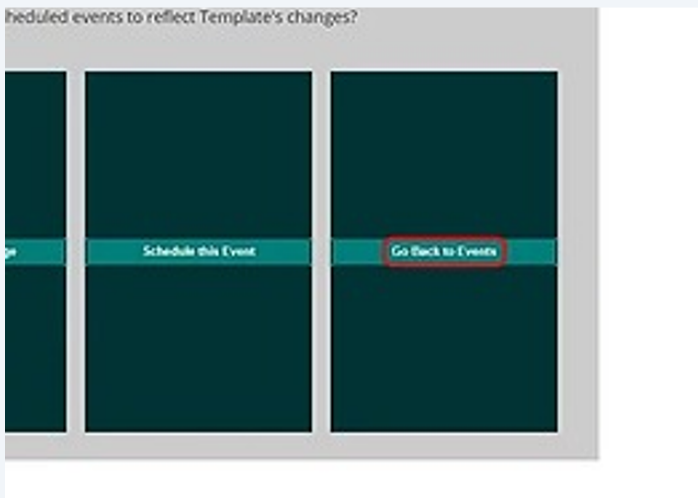
167

At the bottom of the screen you will find a simple checkbox to Show/Hide this event on MAC. You can also decide if you want to allow payments from MAC. Click Update after making any changes.

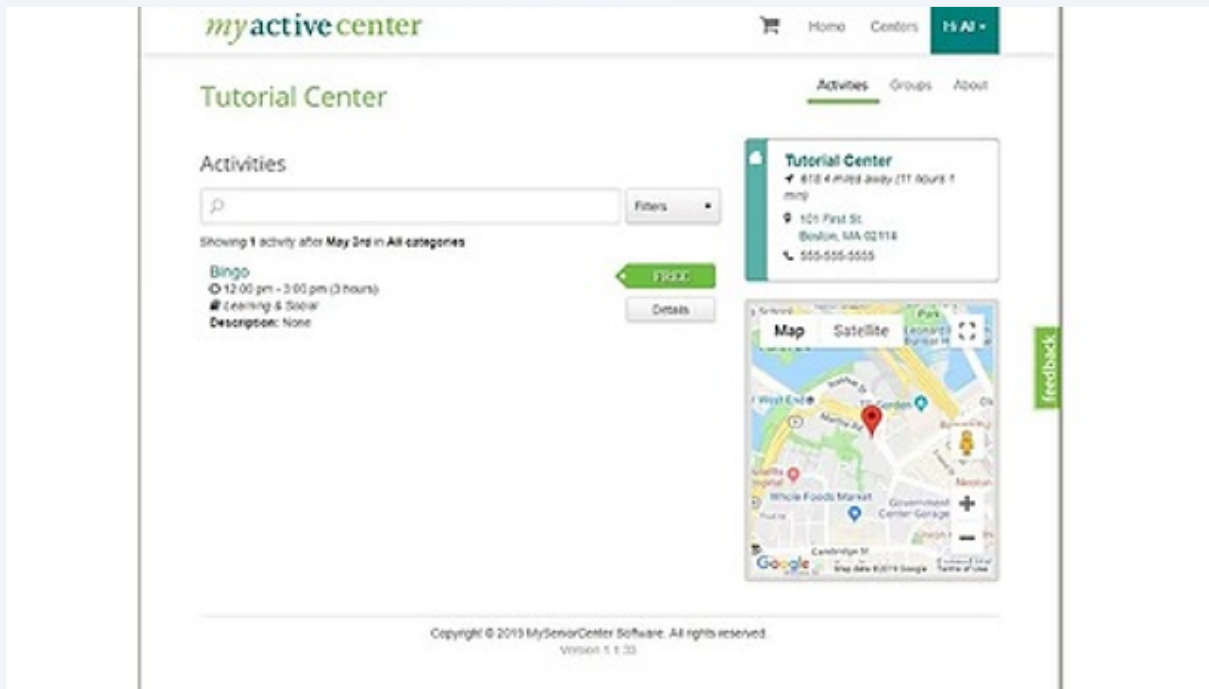


168

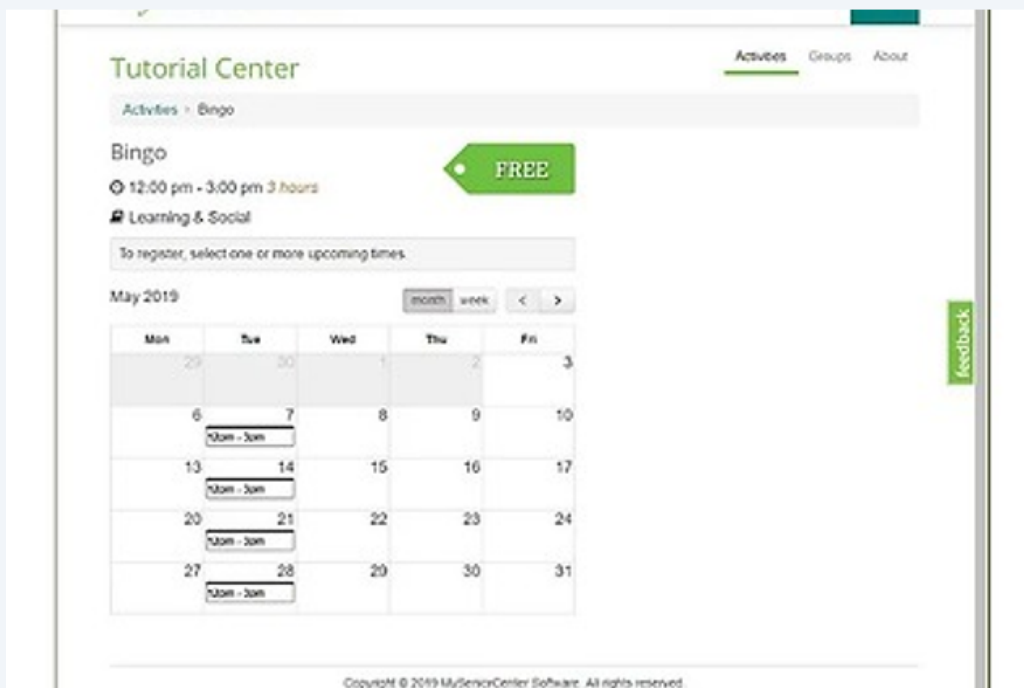
On the next screen you can just go back to events.



169 Your MAC site will display your events. A person can click an event....

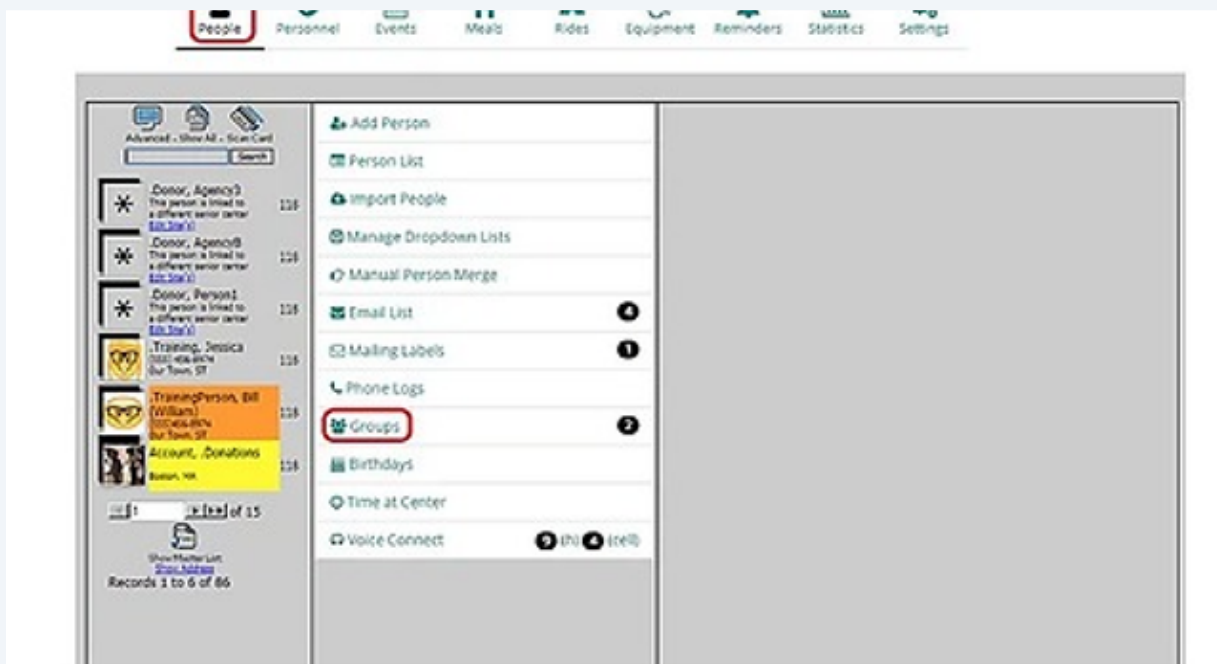


170 and that will take them to the calendar for that event.

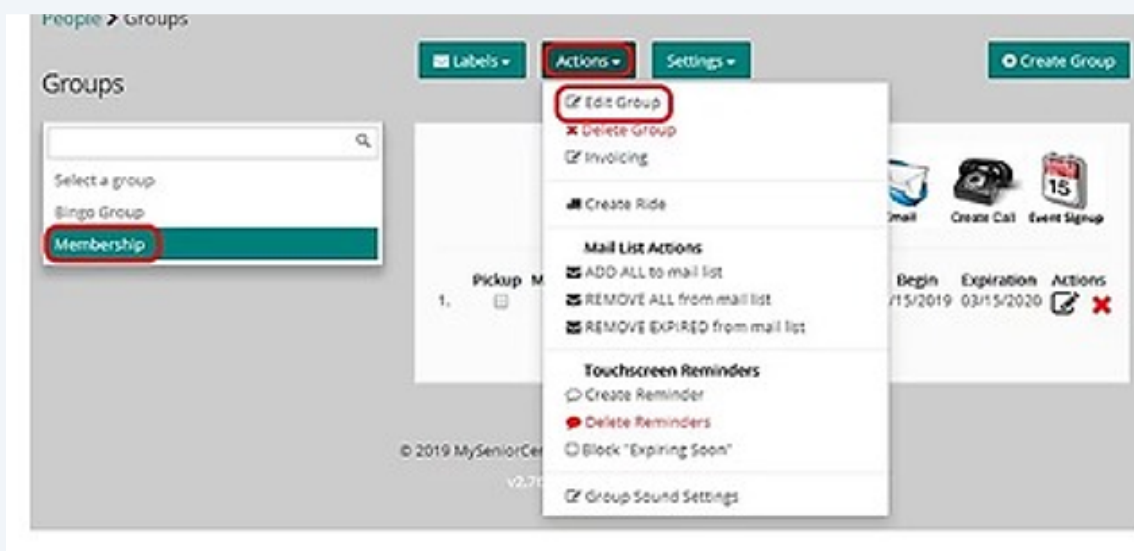


Show/Hide Groups on MyActiveCenter

171 Go to the People tab and click groups in the center pane.



172 Select a group, click the Actions dropdown and click Edit Group.



173 Changing "Display in MyActiveCenter" to yes will show the group on MAC. Changing it to no will hide it.

New Group

Group Name:

Notes:

Sponsor:

Account:

Membership Group: YES

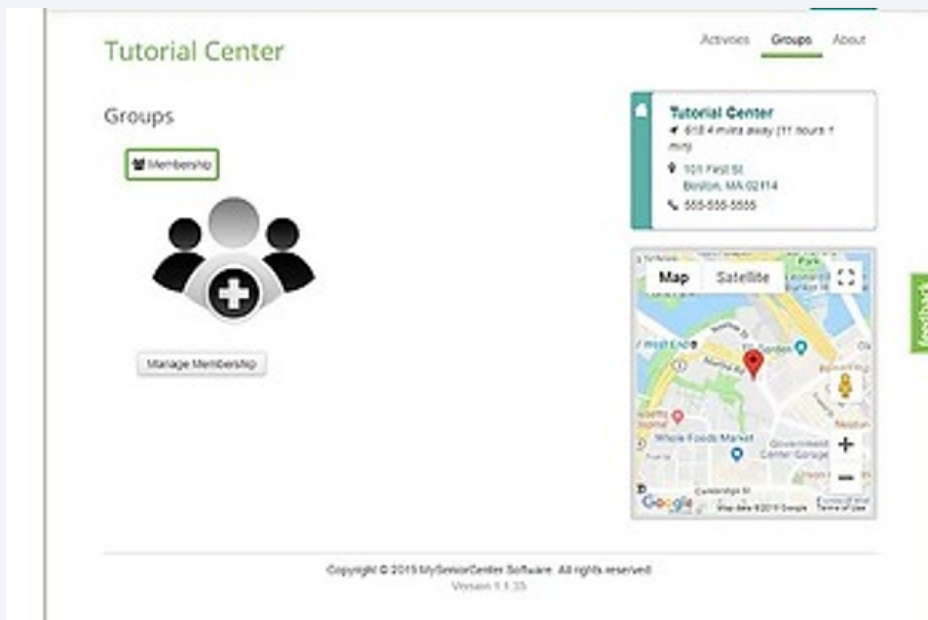
Block Swipe: NO Group member can swipe, even if expired

Display in MyActiveCenter: YES This group will be displayed in the Portal

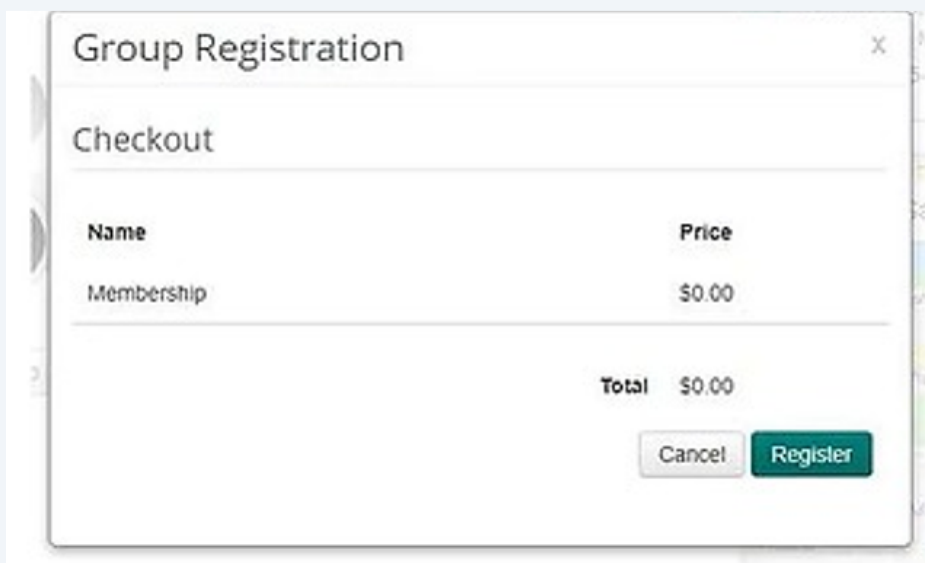
Group is Free: YES

Lifetime: YES No expiration date.

174 This is what they will see on MAC in the groups section.

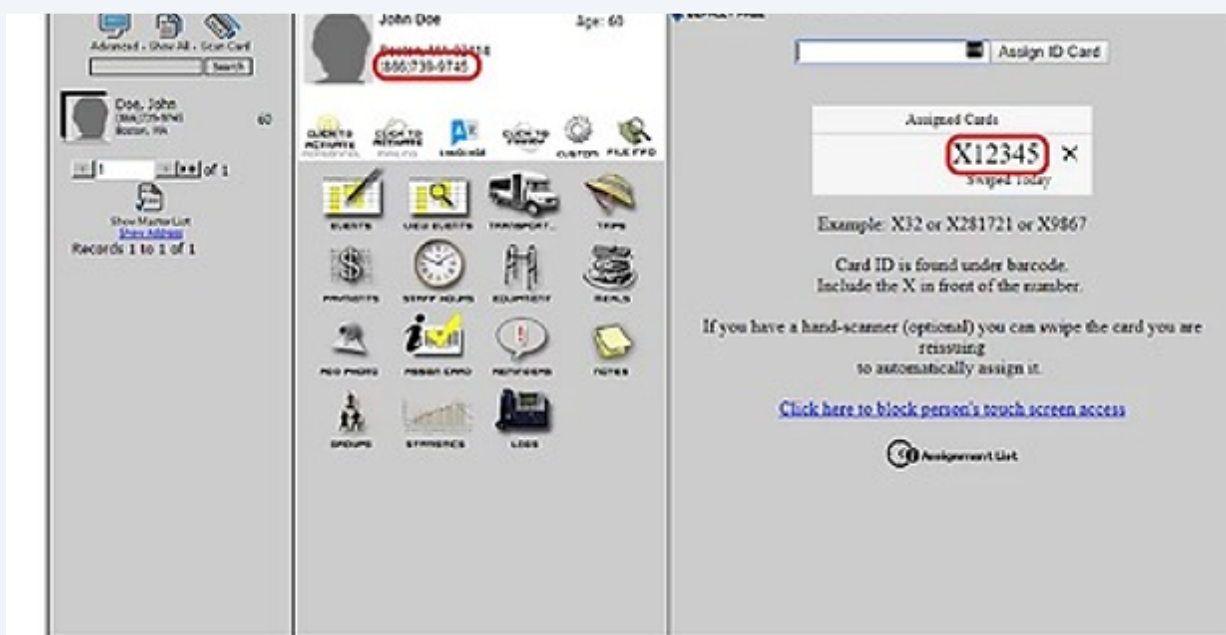


175 Upon selecting a group, people can register for the group and will be inserted into the group within MSC.



Participants Register to Use MyActiveCenter

176 Remember, anyone can go to MyActiveCenter to learn about your events, activities, classes and programs but only people that are in your database that have had a keytag assigned to them can register for them.



177

When they register as a new user they will enter their keytag and phone number. This is a one time process. Even if they lose their keytag and get a new one, they do not have to do this again. This is just to create their initial login using an email address and password. That how they will log in from that point on.

If you have been issued a MySeniorCenter Key Tag by Tutorial Center, enter it here so that the account is linked. This is necessary to enroll in activities and groups at this center. Your contact information on file with the center will be retrieved automatically.

Senior Center **Tutorial Center**

Key Tag Number

The number on the back of your MySeniorCenter Key Tag (including the "X" prefix if applicable).

Home Phone Number

Your phone number is only used to verify your identity. You should use the same number that is on file with the senior center that issued the key tag.

E-mail Address

Password

Confirm Password

178

Now they can select and events and register.

TUTORIAL CENTER

Activities > Bingo

Bingo FREE

12:00 pm - 3:00 pm 3 hours

Learning & Social

May 2019

Mon	Tue
5 Bingo - 1pm	
12 Bingo - 1pm	
19 Bingo - 1pm	
26 Bingo - 1pm	27 Bingo - 1pm

Activity Registration

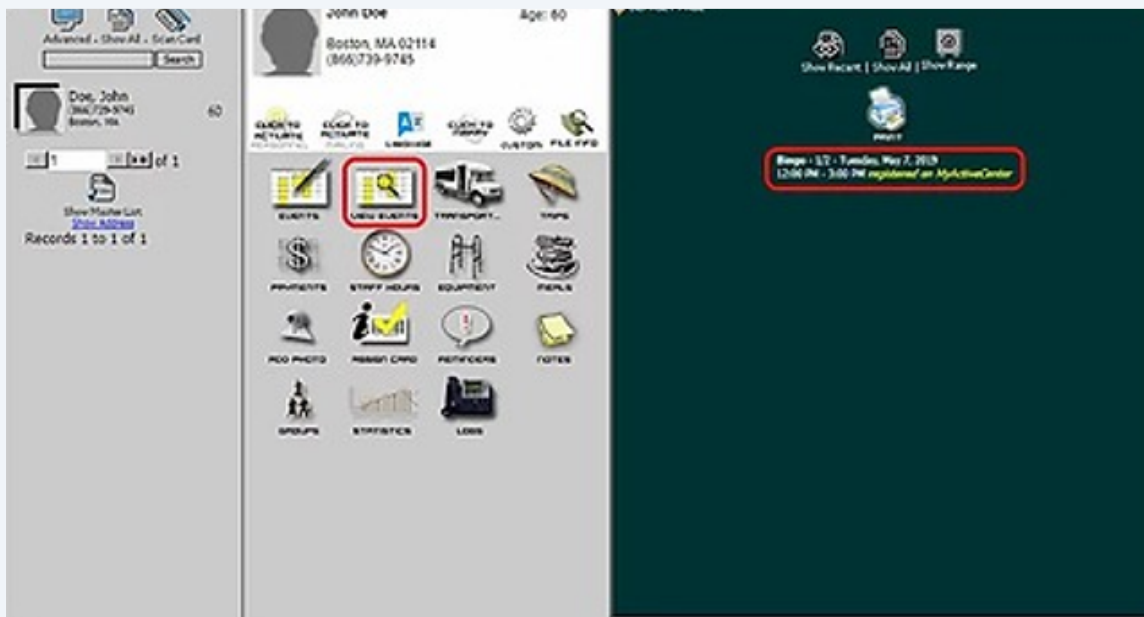
Selected Activities

Name	Dates	Price
Bingo	May 27n 12:00 pm - 3:00 pm	Free

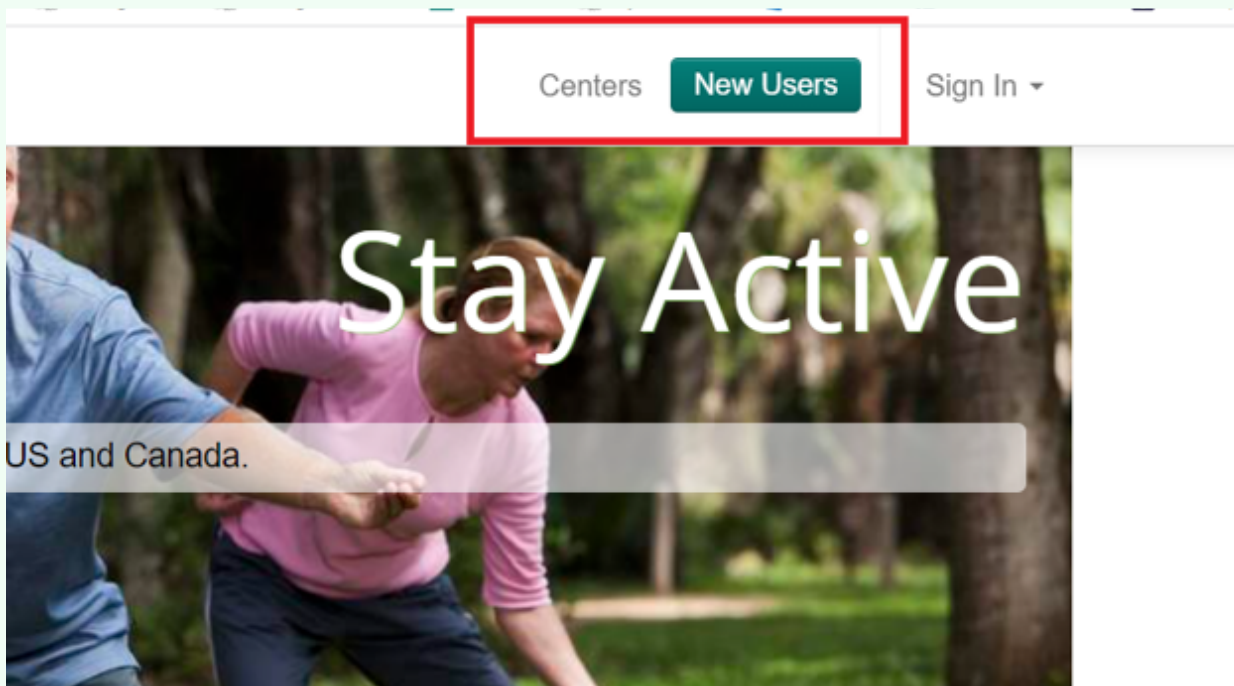
Total \$0.00

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179 You can see that they have registered in MSC immediately.



i The best way to really get to know MAC is to simply sign up as if you are a participant. Assign yourself a card in MSC (Add yourself first if you are not already in there of course) and just go to MyActiveCenter.com. Click centers at the top and search for your center. Click on your center and it will take you to the activities page. You can click New User at the top of the page to start signing up.



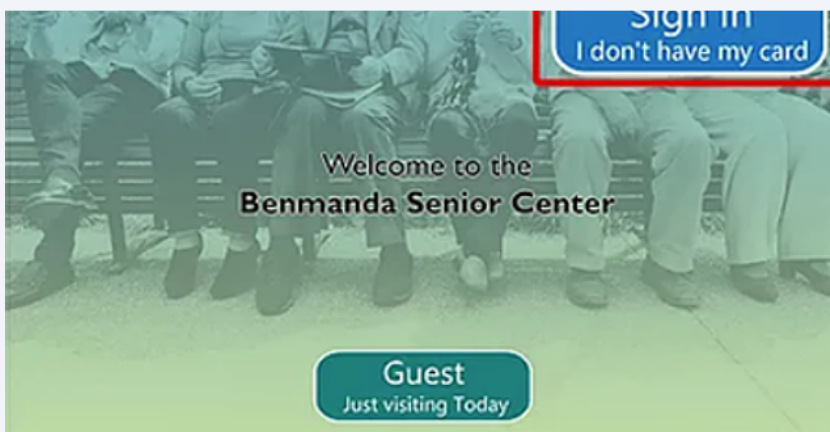
The Touchscreen Checkin Station

180



This is the welcome screen. From here you can scan your key tag to login.

181 I



If you've forgotten your card or otherwise don't have one, you can log in by clicking the **Sign In I Forgot My Card** button on the welcome page.

182





Benjamin








													Delete	
Q	W	E	R	T	Y	U	I	O	P	_	-			
A	S	D	F	G	H	J	K	L	'					
Z	X	C	V	B	N	M	@	.	.	COM				

[Next](#) ✓

Simply answer the questions prompted by the touchscreen so that you can be recognized, and then proceed with choosing your activities.


183

-  Ben
-  Activities
-  Volunteer
-  Meals

 Bo-taoshi 3:00 PM - 4:00 PM Chicken Wing \$1	 Break Dancing 4:00 PM - 5:00 PM Theater Free
 Cane Toad Racing 1:00 PM - 2:00 PM A Wing Free	 Cardboard Tube Due 4:00 PM - 5:00 PM Office 1 Free
 Extreme Ironing 2:00 PM - 3:00 PM B Wing Free	 Finger Jousting 2:00 PM - 3:30 PM B Wing Check with Staff
 Lunch 8:00 AM - 5:00 PM Chicken Wing \$1.5	Next Page ↘

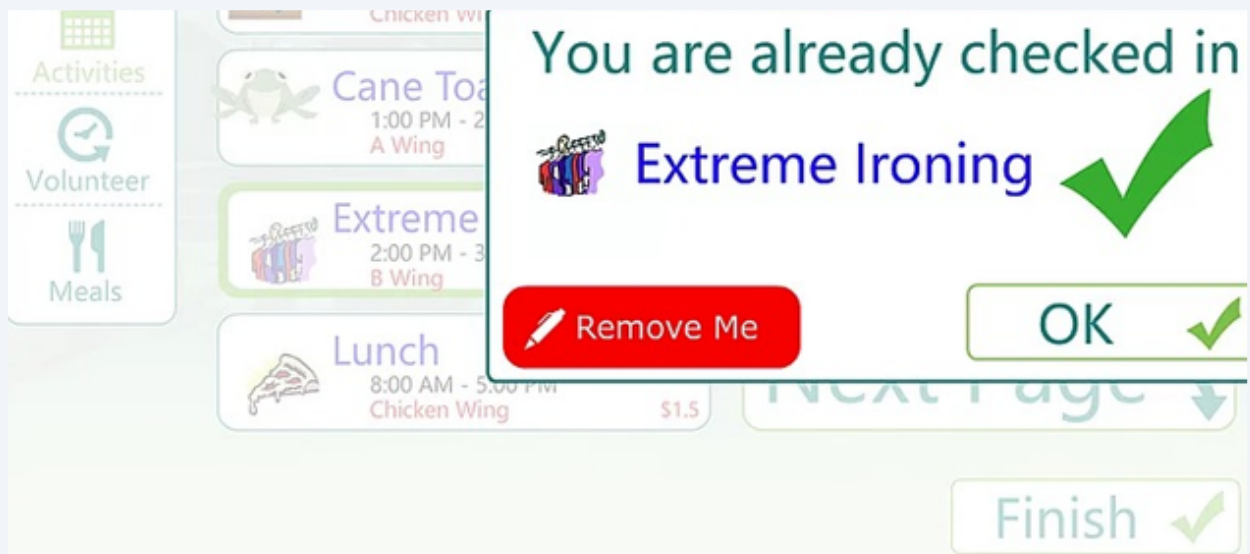
[Finish](#) ✓

Event Key

	Event Name	<small>Start and End Times</small>	<small>Room Location</small>	<small>Price</small>
---	-------------------	------------------------------------	------------------------------	----------------------

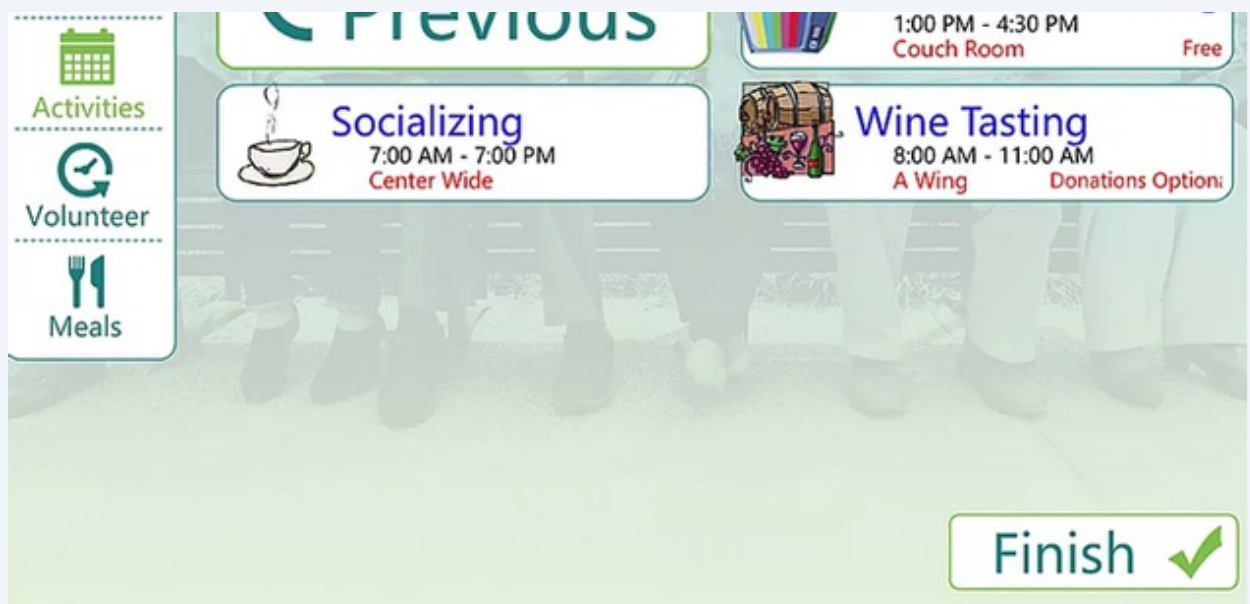
This is the activities page. Use your finger to touch each activity you would like to attend.

184



Touching the activity again will let you know that you've already checked in, and it will give you the option to remove yourself (by touching **Remove Me**) should you want to.

185



An example of the next page. Select any activities you wish to attend and then touch **Finish** to log out



**Thanks for signing in and selecting your activities.
Have fun!**