Registration Restrictions

Learn how to setup restrictions on MyActiveCenter which will allow you to have activities open or close for registration at select dates and times of your choosing, and for specific people if necessary.

> (i) Note: This tutorial may seem long, but only because it covers *all* the complexity and cool things you can do with this tool! For many people, learning through step 15 will be sufficient. :)
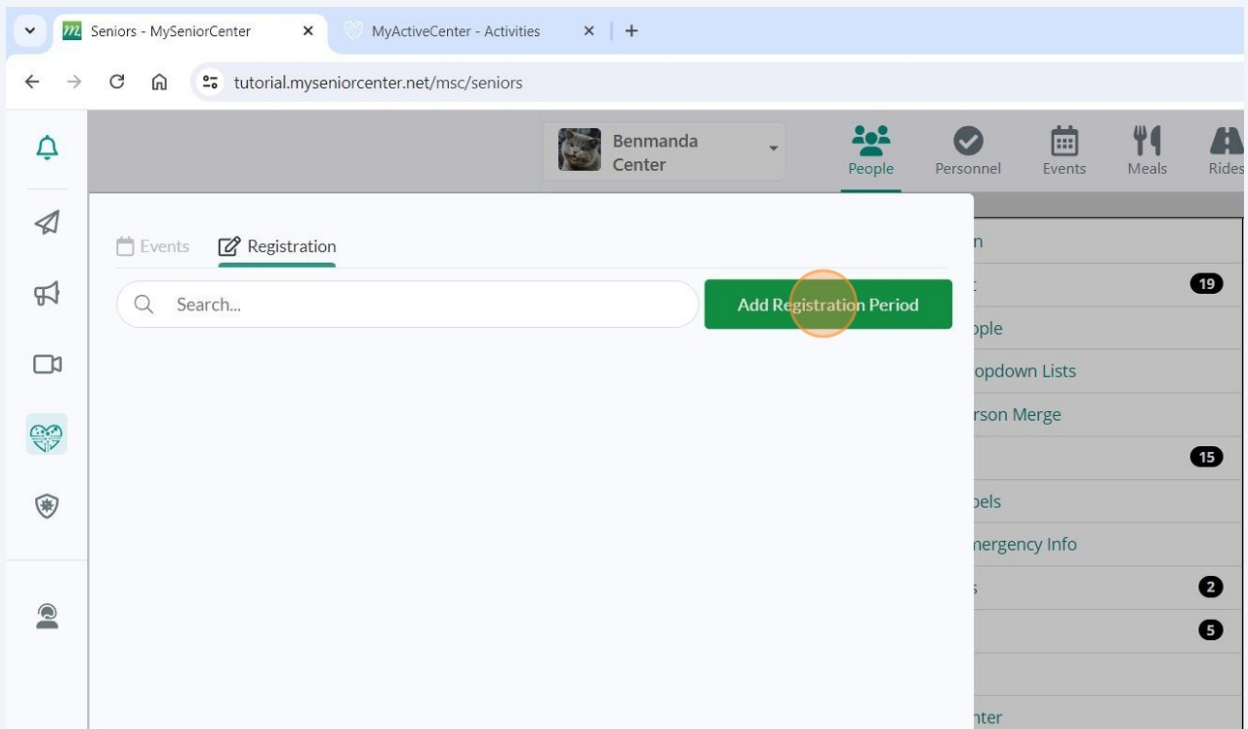
Basic Registration

1 In your left-facing sidebar, choose the 'MyActiveCenter' button. This will open your Registration panel where all your previous/upcoming registrations will live, as well as giving you the ability to create new ones.

**2**   I currently have no registrations setup, so let's create one. Choose 'Add Registration Period'.

Step 1 - Choosing a name

3 Give it a name. This varies depending on how your center performs registration, but this could be "Summer Registration" "August/September Registration" "Exercise Classes" or even simply "Yoga Registration". You may edit this name at any time, and it's only for your records/organization.

Events | Registration

| Step 1 Name | Step 2 0 events | Step 3 Windows | Step 4 Review |

Step 1: Set Registration Period Options

Name ⓘ

August/September

4 With your name entered, continue to Step 2.
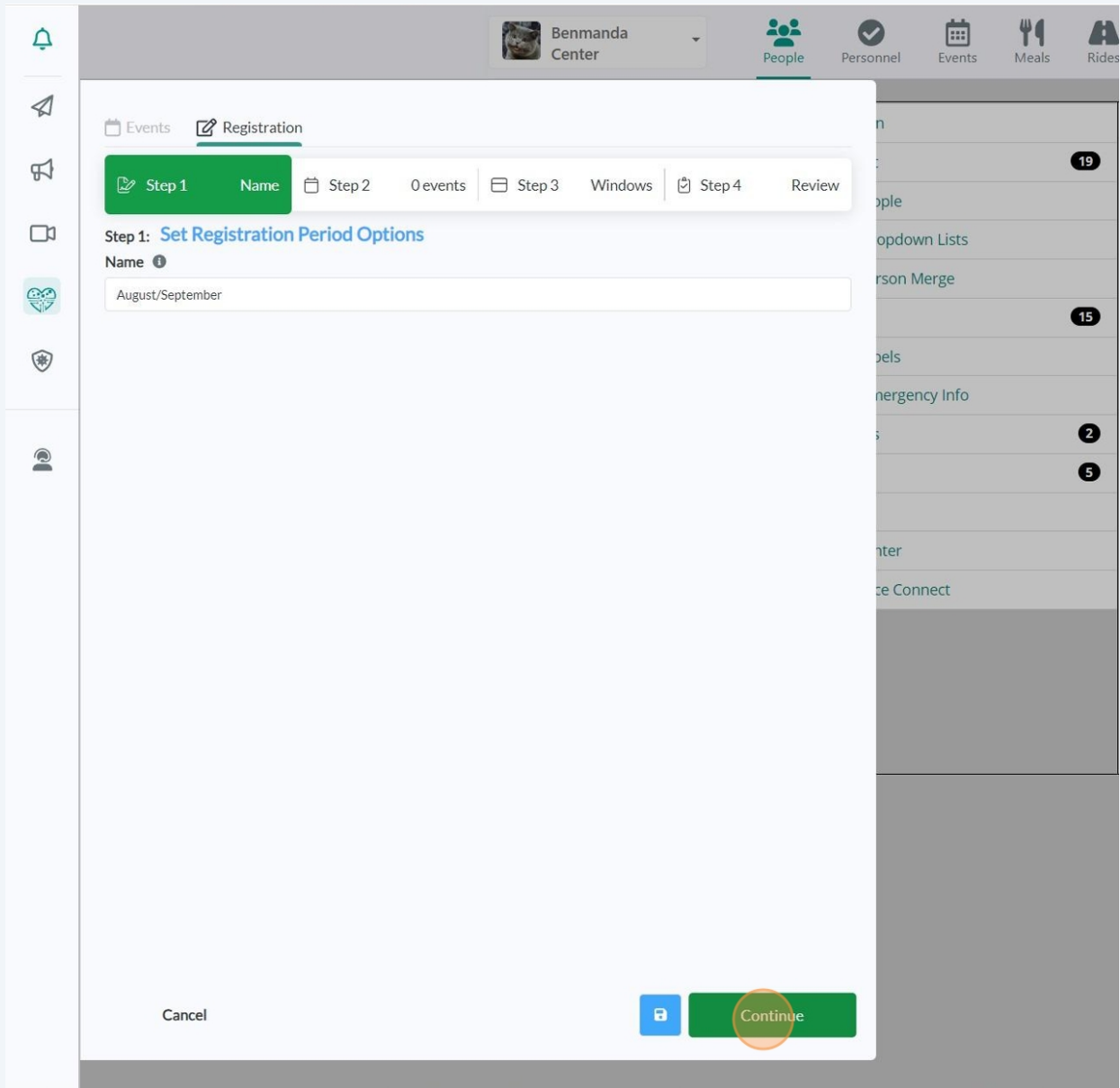
Step 2 - Selecting which activities

5 Choose whether this registration will be for all activities always, or if you wish to choose the activities that will be affected. For most people, choosing manually is the best option.
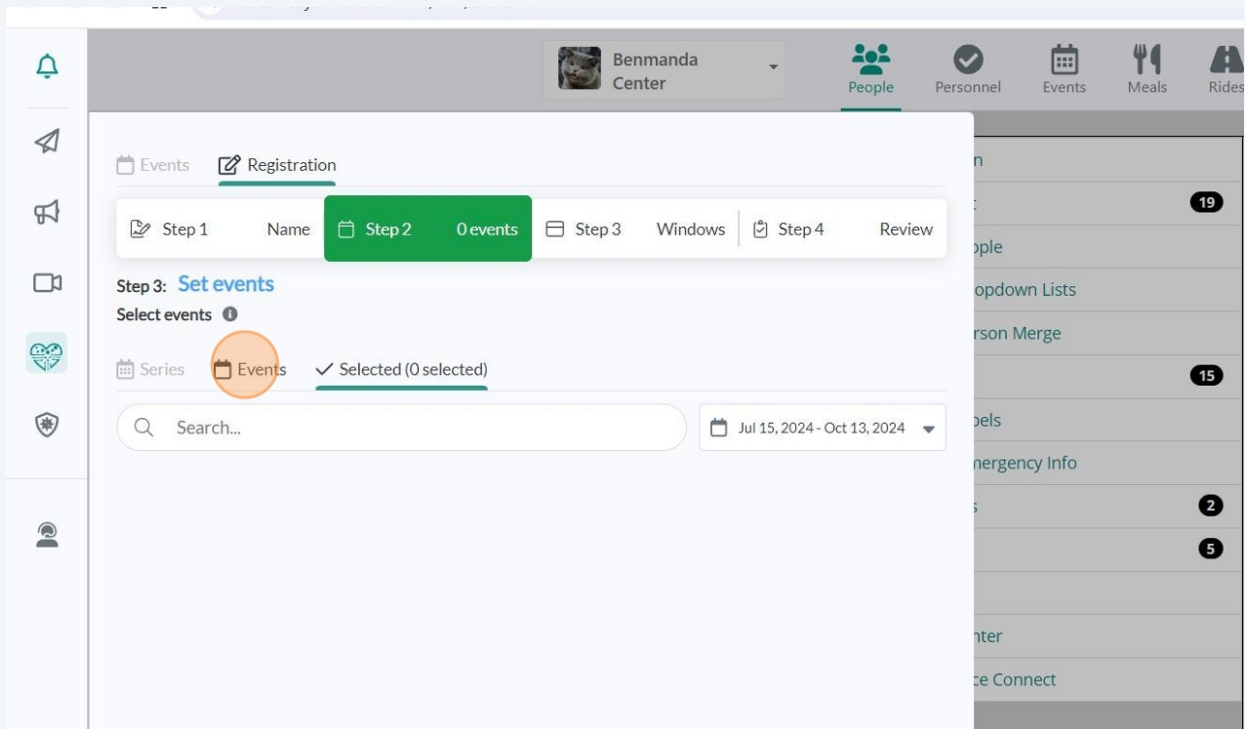

Select events manually

Go

Select all events and series

Go

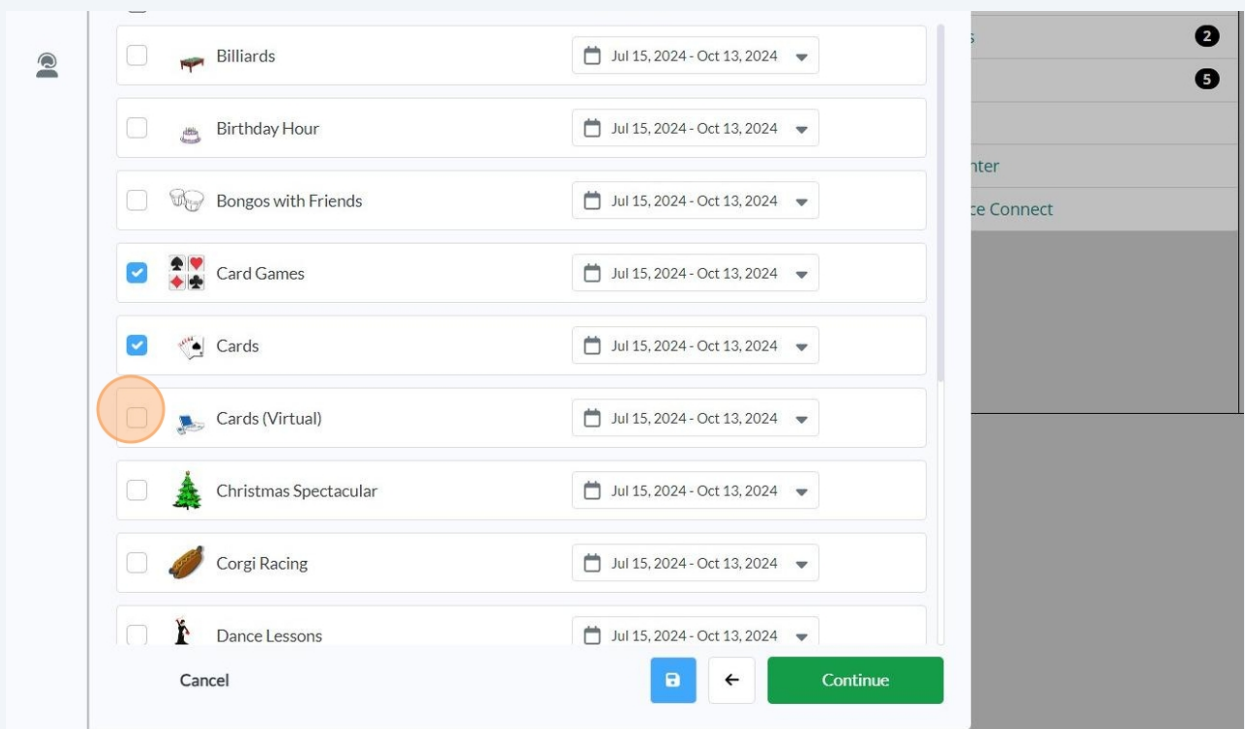(i) If you've chosen the 'select all' option, proceed to step 12

6

After having selected the Manual method, choose the 'Events' tab to load your events.

			Benmanda Center ▾	People	Personnel	Events	Meals	Rides

📅 Events   📝 **Registration**

✏️ Step 1 Name	📅 Step 2 0 events	▭ Step 3 Windows	☑️ Step 4 Review

Step 3: **Set events**
Select events ⓘ

📅 Series   📅 **Events**   ✓ Selected (0 selected)

🔍 Search...	📅 Jul 15, 2024 - Oct 13, 2024 ▾

- 19
- pople
- opdown Lists
- rson Merge
- 15
- els
- nergency Info
- 2
- 5
- ter
- e Connect

7

Check the boxes for which activities should be included in this registration. You may use the Search to find activities, the Event Category Filters to narrow your results, or simply scroll down the list, selecting as you go.

☐ 🎱 Billiards	📅 Jul 15, 2024 - Oct 13, 2024 ▾
☐ 🎂 Birthday Hour	📅 Jul 15, 2024 - Oct 13, 2024 ▾
☐ 🥁 Bongos with Friends	📅 Jul 15, 2024 - Oct 13, 2024 ▾
☑ ♠♥♦ Card Games	📅 Jul 15, 2024 - Oct 13, 2024 ▾
☑ 🃏 Cards	📅 Jul 15, 2024 - Oct 13, 2024 ▾
☐ 🏖️ Cards (Virtual)	📅 Jul 15, 2024 - Oct 13, 2024 ▾
☐ 🎄 Christmas Spectacular	📅 Jul 15, 2024 - Oct 13, 2024 ▾
☐ 🌭 Corgi Racing	📅 Jul 15, 2024 - Oct 13, 2024 ▾
☐ 💃 Dance Lessons	📅 Jul 15, 2024 - Oct 13, 2024 ▾

- 2
- 5
- ter
- e Connect

Cancel   💾   ←   **Continue**

8 The main Checkbox (shown highlighted below) can be chosen to Select All of the activities currently displaying. This means you can use it to either select every single activity, choose an event category such as Health and Fitness and then select all of those, or search for all of your "Yoga" classes and then select all of them. This can be substantially faster than clicking activities one at a time.

9 With your activities selected, use the master date range picker to define the schedule that should be affected. For example, Yoga may be scheduled all year long, but we want this registration period to only affect those Yoga classes scheduled in August and September.

10 Once you've selected a start and end date range, choose 'Apply to all' to set the dates.

You may further adjust activities' dates individually if needed. Perhaps most activities are the same, and once those are set using the Master date range picker, you can fine-tune the others which may run a little longer or shorter than the rest. Just click on *their* date picker and set them.

11 Choose 'Continue' to proceed to Step 3.

Step 3 - Setting your Registration

12 Give your Registration Window a name. This can be the same as the previous name in Step 1, but really starts to become handy if your center has more complex registrations which may require multiple windows. I'll simply call my widow "Registration day". Next, select 'Add opening date'.

13 Use the calendar to define when your registration day and time will be. For this registration, I'll fill in July 17th at 10AM. Then click 'Continue' to proceed to step 4.

Opens ✕

📅 Registration type   Fixed date ▼   📅 Wed, Jul 17, 2024 10:00 AM ▼   + Add closing date

Requirements   + New requirement   All ▼ ⓘ

Cancel   💾   ←   Continue

Step 4 - Review

14 Review your details and choose 'Submit' when finished! Your results will now be live.

15 Here I can see the fruits of my labor with the appropriate activities opening on the date I've determined. Activities occurring in August and September will open for registration on July 17th at 10AM.

⚠ That's it! You now know the essentials for how to setup a basic registration window. Proceed further to learn the full capabilities as well as additional tips and tricks.

Advanced Registrations

ⓘ We talked about how to setup a single registration day that applies to everyone. However, you may also have registration dates which apply to specific people, different registration dates for different people, closure dates, or other criteria for when an activity should open.

16 There are 4 different types of Registrations:
~Fixed Opening Registration Date (which was shown above)
~Fixed Closing Registration Date
~Opening Days Before
~Closing Days Before

These opening/closing registrations affect everyone by default, but can be setup to apply to people based on their..
~Residency (whether they live in the same city as the center)
~Which group memberships they are in
~Age

Let's start by talking about those 4 types of registrations. We've already covered the Fixed Opening Date method, but there are other options..

Fixed Closed Date

17 Registrations can come to a close at a date or your choosing. This can be used either by itself, or in conjunction with an opening date to create a specific period of time in which registration is allowed. Simply click the 'Add closing date' button and assign the date/time for when registration should close.

Open Days Before

18 An alternate way registration can be setup is to use the 'Days Before' option. This makes it so that instead of setting up a hard date for when registration opens or closes, you can use revolving dates instead. Simply set the Registration Type to 'Days before', and then choose 'Add opening day' to fill in your value.

19 With the Open Days Before option, you can set a value for how many days before the activity is scheduled to occur that it opens. This means, if you were to put "14" under the Opens value, all the activities (defined under Step 2) occurring within the next 14 days will be open. Anything after that will be closed until it's closer to that activity's start time.

20 In this example, the most-upcoming dates for classes are available to be registered to, but classes further out are closed because they are more than 14 days away. Participants must come back closer to the activity's start date in order to register.

Close Days Before

21 Lastly, you may set a Closing Day value. Just like the Opening Day, here you can set a value for how many days before the activity is set to occur that it should cease accepting registrations. This may be good for a Lunch where you need to know the amount of meals to make ahead of time (and as such, don't want people signing up the same day that the lunch is to be served). Or, perhaps an instructor needs to know the quantity of participants 4 days in advance in order to get materials prepared.

With the Registration type set to 'Days before' click the 'Add closing day' button and put in your value. I'll fill in "1" for our example.

22 You can see that today and tomorrow's lunches are no longer accepting registration, but lunches further out are still available. This is because tomorrow is 1 day before it's set to occur, and thus is closed. Today of course is 0 days before so it is closed as well.

Jul 16th • Tuesday • 11:30 AM - 1:30 PM Lunch Tacos Details ∨	**$ 2.00** Price	**100** Available	Registration period has ended
Jul 17th • Wednesday • 11:30 AM - 1:30 PM Lunch Tacos Details ∨	**$ 2.00** Price	**100** Available	Registration period has ended
Jul 18th • Thursday • 11:30 AM - 1:30 PM Lunch Tacos Details ∨	**$ 2.00** Price	**100** Available	Add to Cart
Jul 19th • Friday • 11:30 AM - 1:30 PM Lunch Tacos Details ∨	**$ 2.00** Price	**100** Available	Add to Cart

ⓘ You may use both the Open and Closing Day options at the same time, we wont judge. ;)

📅 Events   ✏️ **Registration**

| 📝 Step 1 | Name | 📅 Step 2 | 5 events | ⊟ **Step 3** | **Windows** | ☑️ Step 4 | Review |

Step 2: Set Registration Windows
Add registration windows and corresponding requirements.

Registration windows ⓘ
Your registration windows will appear below.

+ New window

Registration range ✏️   🗑 ︿

		Opens ✕		Closes ✕	
📅 Registration type	Days before ▾	14	⌄	1	⌄

Requirements   + New requirement   All ▾ ⓘ

Applying your registration to specific people

23 Now that we've covered the registration styles, let's talk about how to define them towards specific individuals. Is this example, I'll setup my registration so that in-town residents receive a 1 day early access over out-of-town residents.
As always, give your Registration Window a name. I'll call my first window "Residents".

24 Now I'll select an Opening date of July 15th at 10AM, and then choose the 'New Requirement' button to specify that this opening date will apply to those who live in the same city as our center.

Step 2: Set Registration Windows
Add registration windows and corresponding requirements.

Registration windows ⓘ
Your registration windows will appear below.

[+ New window]

Residents ✏️   🗑 ⌃

| | Opens ✕ | |
| Registration type | 📅 Mon, Jul 15, 2024 10:00 AM ▼ | + Add closing date |

Fixed date ▼

Requirements   [+ New requirement]   All ▼   ⓘ

🏠   Resident   In town   ▼   🗑

25 Next let's setup our date for our non-residents. I'll choose 'New Window' and name it "Non-Residents". I'll select an opening date of July 16th at 10AM, and use the 'New Requirement" button to specify that this date should affect all Out of towners. Once set, select Continue to 'proceed' to Step 4 and finish setup.

Step 2: Set Registration Windows
Add registration windows and corresponding requirements.

Registration windows ⓘ
Your registration windows will appear below.

[+ New window]

Residents ✏️   🗑️ ∧

Opens ✕

📅 Registration type | Fixed date ▾ | 📅 Mon, Jul 15, 2024 10:00 AM ▾ | + Add closing date

Requirements   [+ New requirement] | All ▾ | ⓘ

🏠 Resident | In town   ▾ | 🗑️

Non-Residents ✏️   🗑️ ∧

Opens ✕

📅 Registration type | Fixed date ▾ | 📅 Tue, Jul 16, 2024 10:00 AM ▾ | + Add closing date

Requirements   [+ New requirement] | All ▾ | ⓘ

🏠 Resident | Out of town   ▾ | 🗑️

Cancel   💾   ←   Continue

26 The results are now live on MyActiveCenter. Below I have a spouse account where one person lives in the same city as the center, and the other does not. Since it's past July 15th at 10AM, the resident member may now register. For the non-resident member however, they must wait until tomorrow the 16th to register.

12:00 PM - 3:00 PM | 📅 Thursday's | 📂 Unsorted

8:00 AM - 4

Cards
8:00 AM - 4

Cards (Vir
2:30 PM - 5

Christmas
5:00 PM - 6

Corgi Raci
11:55 AM -

Who would you like to book the attendance for?

Please select who would like to attend **Card Games** on Aug 1st.

12
Available

☐ Resident Test

Free

☐ NonResident Test

Registration starts on
07/16/2024 10:00 AM

Cancel

Register
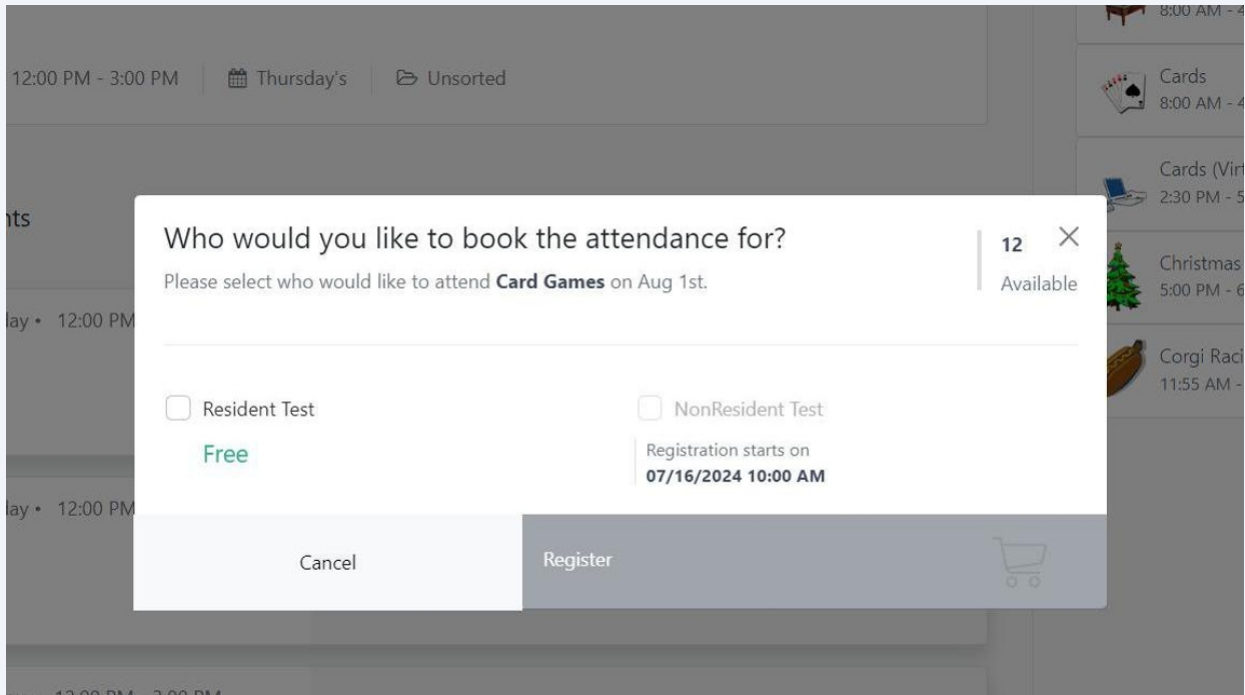
27 You may have multiple requirements or multiple criteria which satisfy a requirement.

In the below example, I've set it up two different criteria. The first grouping of people get priority access on July 15th if they either have an active Group Membership, or are age 90 and over. The second grouping includes everyone else (signified by there being no "Requirement" set). For them, registration will be on July 16th.

28 When setting one of these requirements with multiple criteria, you can choose whether All criteria are required (I.E. Both a Membership *and* being age 90+), or if Any will work (those with a membership *or* those who are age 90+). Simply set the Any/All drop-down appropriately.
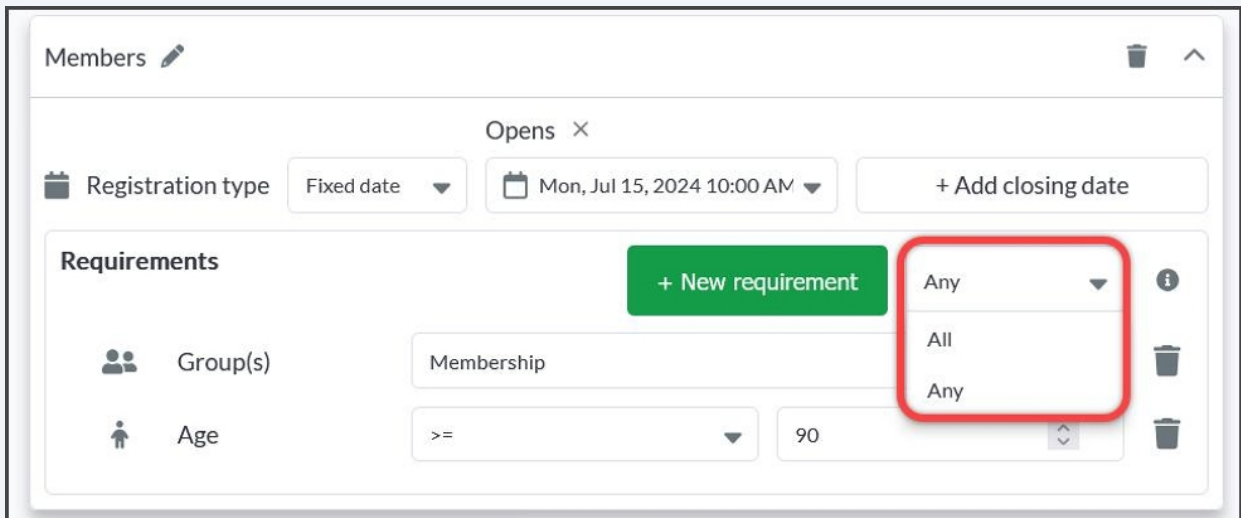
Multiple Windows and Copying/Editing/Hiding/Deleting

29 You may create multiple windows which occur simultaneously or (more likely) sequentially. The only real limitation to what you can cram within a single window is the Opening/Closing date for the activities.
In the below example you can see I have my bimonthly registrations setup for the rest of the year, as well as our single Lunch exclusion which closes lunch 1 day in advance so that we have time to prepare our meals.
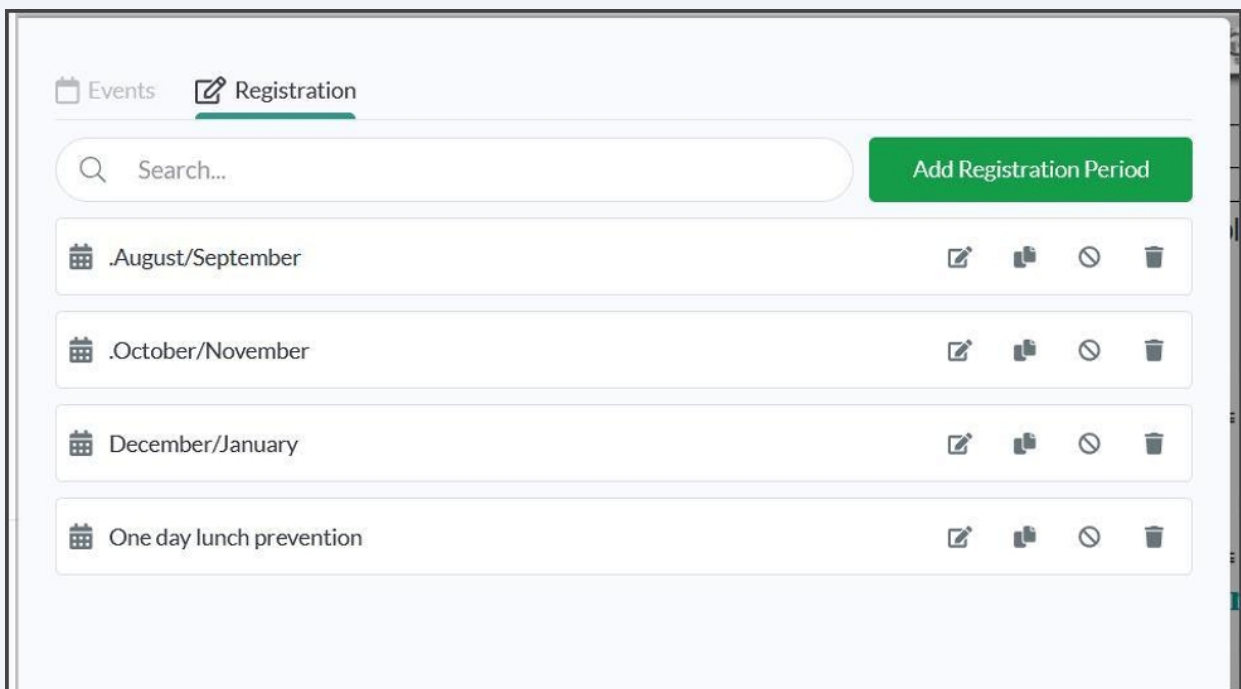
30 The four buttons under each Registration in your Registration section are as follows.

• **Edit** - Allows you to view and change any of the details for the Registration. Just like when you initially setup your Registration, it lets you view/modify each step to make any necessary changes.

• **Duplicate** - Makes an exact copy of the Registration. This is great if your registration periods contain a lot of the same details each time (as you can set up the first one once, make a copy, then use the copy to adjust the few details that need changing so that it's accurate towards the next registration).

• **Disable** - Turns the Registration off so that none of its rules are active. You may click it again to re-enable it. Great if you're practicing the area and don't want it to affect your live site, or if something went wrong and registration should now be open to folks but it is not, as you can just disable the registration entirely to open up the affected activities.

• **Delete** - Permanently deletes the Registration. Use this to keep your Registration page tidy, but remember, often you may be able to Edit old Registrations and reuse them to save setup time for future registrations.
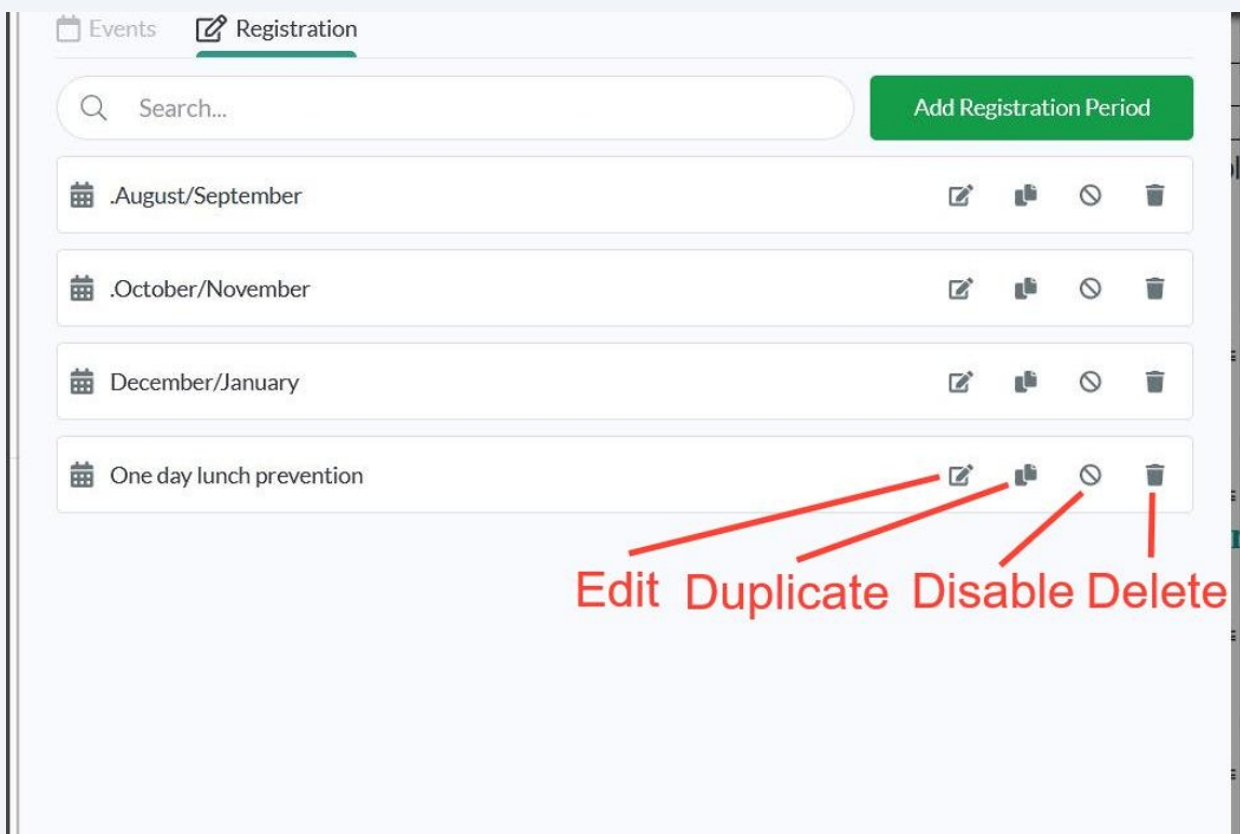
31 Each of the Registration windows can be edited so that you may add new activities, remove activities, adjust the date ranges for said activities, adjust the opening/closing values, or even re-use them (once they've finished serving their purpose) for a future registration.

This means that you could use your recently-ended Summer Registration to set up the upcoming Autumn registration, or even next year's Summer registration. If the activities are the same or similar, this could give you a massive head start, and you would simply need to edit the date range for the affected classes and the date for when registration begins.

32 Here I'll do just that. My Summer Registration is setup, but let's use it to quickly setup the following Autumn one too.
First, I'll copy Summer. Then I'll Edit the copy. We'll update the name to Autumn, adjust the registration date forward 3 months, adjust the activity's affected by 3 months, and finish.
In 45 seconds, I've setup an entirely new Registration period! You could of course add new activities or remove old ones as needed, or make any other necessary changes during the editing process.
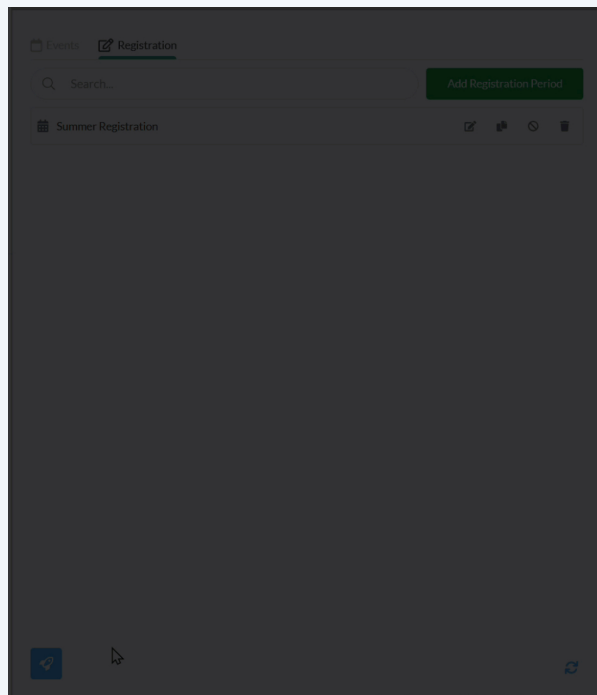
ⓘ   You're a certified expert now!

FAQ

33 **Do I need to schedule my activities prior to setting up my registration dates?**
Nope! So long as there is a template which exists for the activity, you may setup your registration dates prior to scheduling the activities (or at any time). In fact, it may be advantageous to setup your registration dates first so that the once the activities *are* scheduled, they'll be already and automatically closed until the appropriate opening date.

May I use multiple registrations in conjunctions with one another (for example, having a broad opening date where once that date hits, people are then only able to register 14 days in advance)?
Yes! Go wild.

Can I set up multiple registration periods (for example, setup my entire year with different opening dates)?
You sure can. Each opening date needs to be its own Registration window, but there's no limit to how many you may setup. Feel free to setup all of this year's and next if you know it.

What if I need to make changes to my registration after I've initially set it up?
You can make edits at any time. The registration date, the activities it affects, the date range of those activities, the specific people it should affect, everything can be edited after the fact.

I can't find my activities in the list to select from!
Check to make sure that it actually exists (it has a template), and that it's not Archived. Additionally, if you're using the search, check that your spelling is correct. You can always minimize the Registration sidebar to find the event within the Events page, then go right back to where you were within the sidebar.

⚠️ Question not answered in this tutorial / FAQ? Send it to
Support@myseniorcenter.com and we'll add it!