

Attendee's Functionality

Main purpose is for communication via email or sms to account holders. All details of the child from the registration are present and ready to group in filters or by selection.

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3. How to sms account holders of attendees
4. Editing the attendees competency level

1. General

Attendees function comes with all the relevant details of the person or attendee that is connected to a service link

The list can be customised by using the filters above the columns to bring up a new list with children holding the relevant information. Example below shows how a list of attendees who use a monthly service is displayed

Then to select who you want to direct your email or sms to, check the box on the left hand side next to the child's name as per example below. The check box in the upper left corner allows you to select all on the list. And then you can deselect the one's to exclude

View all Attendees or modify all their levels and comments based on performance.

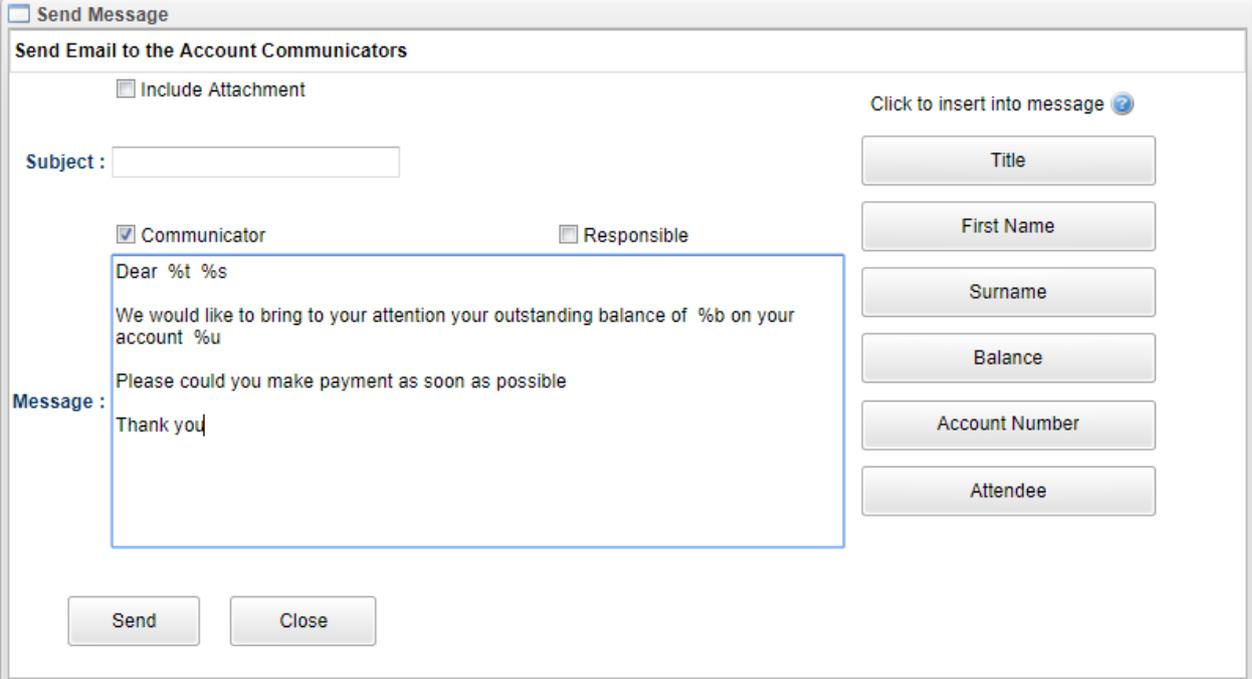
	<input type="checkbox"/>	Account...	Name	Surname	School/Class/Group...	1 - Monthly Service Names	Age	Birth Day	Class Times
1	<input checked="" type="checkbox"/>	14960	Gary	Summers	Black School	1 - Monthly Fee	4	May 21	Swimming x1 a
2	<input checked="" type="checkbox"/>	26763	Great	Scott	Black School	1 - Monthly Fee	2	Feb 08	None
3	<input checked="" type="checkbox"/>	17968	Jack	Brown	Black School	1 - Monthly Fee	6	May 16	1 - Monthly Fee on
4	<input checked="" type="checkbox"/>	83246	Alri	Marx	Blue School	1 - Monthly Fee	13	Mar 08	None
5	<input checked="" type="checkbox"/>	83315	Dan	Du Preez	Blue School	1 - Monthly Fee	12	Jul 07	1 - Monthly Fee on
6	<input checked="" type="checkbox"/>	83265	Jaco	Botha	Blue School	1 - Monthly Fee	12	Mar 16	1 - Monthly Fee on
7	<input checked="" type="checkbox"/>	83315	Jean-Luc	Du Preez	Blue School	1 - Monthly Fee	12	Jul 07	None
8	<input checked="" type="checkbox"/>	83301	JH	Meyer	Blue School	1 - Monthly Fee	15	Oct 28	None
9	<input checked="" type="checkbox"/>	88609	Ky	Passport	Blue School	1 - Monthly Fee	11	Jul 27	1 - Monthly Fee on
10	<input checked="" type="checkbox"/>	75248	Sam	Smith	Blue School	1 - Monthly Fee	10	Feb 13	1 - Monthly Fee on

2. How to email account holders of attendees

- Using the example above you can pre select who you would like to direct the email to. Then click on the button below “Send Email to Selected”

Send Email To Selected

- This will bring up the follow text box to complete



Send Message

Send Email to the Account Communicators

Include Attachment

Click to insert into message ⓘ

Subject :

Communicator Responsible

Message :

Dear %t %s

We would like to bring to your attention your outstanding balance of %b on your account %u

Please could you make payment as soon as possible

Thank you

Buttons: Title, First Name, Surname, Balance, Account Number, Attendee

Buttons: Send, Close

- To add an attachment to send with the email select the check box above “Include Attachment” you will be given the option to select a file to attach
- Subject, would be the same in a standard email. Always good to have a clear subject line
- There are 2 check boxes where you can select if the responsible or communicator. Check both if you wish to send to both.
- The body of the message can also be customised to fetch the information as per the account holder by using the relative button on the right of the box

The account holder will receive the message as follows... Dear Mr Purdon, We would like to bring to your attention your outstanding balance of R500 on your account 98995, please could you make payment as soon as possible

Then click send and the email/s will go out. The system is designed to identify if children selected come from the same family with the same email, and will not duplicate the communication to that email address

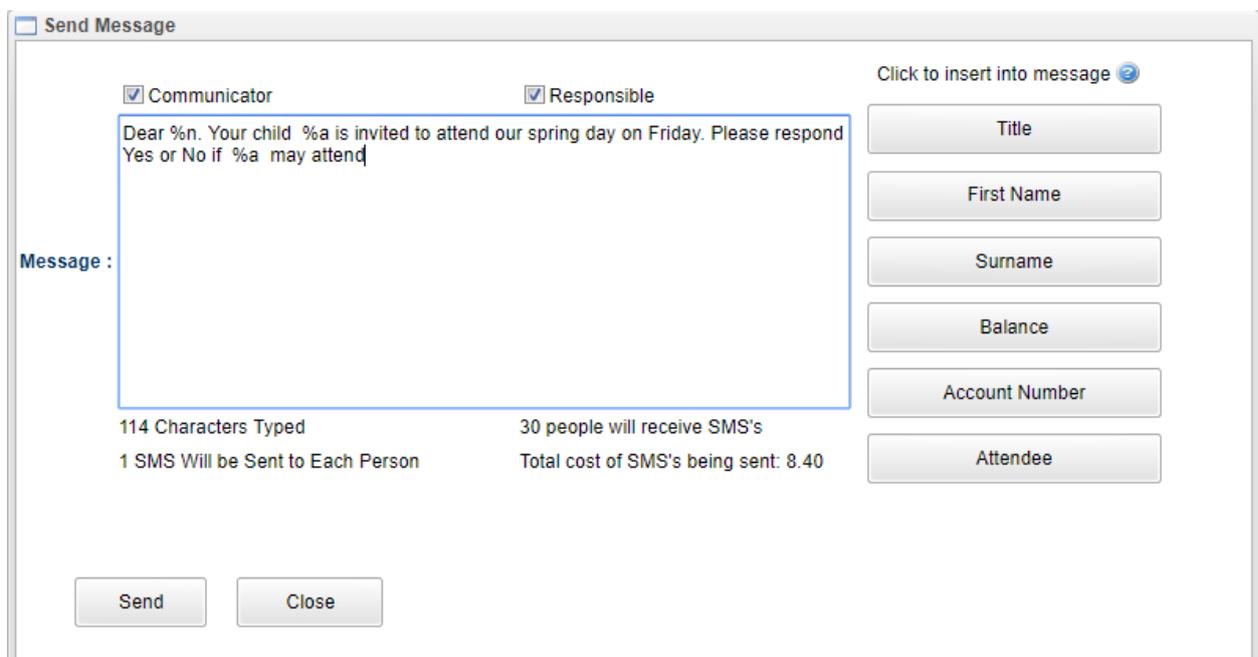
3. How to sms account holder of attendees

To send an sms is similar as #2 only difference is that an attachment cannot be added, and the sms have the standard limitation of characters per sms, therefore going over the limit will send an additional sms and charge you for it. We have built in an expense calculation for you as you typing.

- So once your selection is made, click on the “Send SMS to Selected” button below

Send SMS To Selected

- The check box will appear and look as follows...



Send Message

Communicator Responsible

Click to insert into message 

Dear %n. Your child %a is invited to attend our spring day on Friday. Please respond Yes or No if %a may attend

Message :

Title

First Name

Surname

Balance

Account Number

Attendee

114 Characters Typed 30 people will receive SMS's

1 SMS Will be Sent to Each Person Total cost of SMS's being sent: 8.40

Send Close

- You can select who should receive the sms, the communicator or responsible person on the account. Click both to send to both
- You can personalise the message using the buttons on the right hand side
- Below is the total cost of this sms to be sent
- The message in the text box will read...

*Dear Raymond. Your child David is invited to attend our spring day on Friday.
Please respond Yes or No if David may attend.*

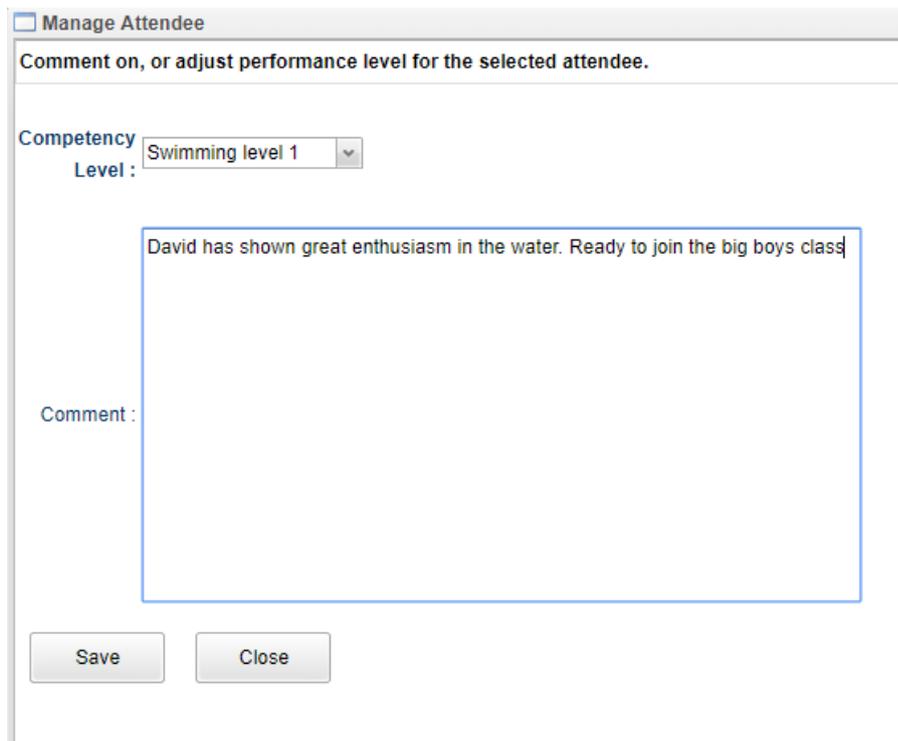
4. Edit Level Comment

If you would like to add a level of competency to an attendee or make a note

- You can select a child using the check box on the left hand side of his name
- Click on the button below “Edit Level/Comment”

Edit Level/Comment

- A box will appear for you to complete



Manage Attendee

Comment on, or adjust performance level for the selected attendee.

Competency Level : Swimming level 1

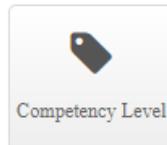
Comment : David has shown great enthusiasm in the water. Ready to join the big boys class

Save Close

- The drop down will offer you your list of level you created
- The open box is for any note you wish to make

Edit Level/Comment

If you would like to create or add competency levels to your drop down list. Go to your settings section on your dashboard, and select “Competency Levels”



In here you can add or edit your levels