




RegWerks Feature Updates

1. Change Header of Check-In Module

- Previously, the Check-In Module displayed the first day of class in the header. The header now reflects only the Class Number and Course Name:


22/23.1 Daily Class [AM]


Last Name:




Castelan, Jehu

Grade: 1st


 Add Student Photo


 Add Authorized Pickup Photo



Mueller, Mica

Grade:

 Add Student Photo

 Add Authorized Pickup Photo

2. Account Code Lock

- User Group Credentials and User Credentials now manage the User Group's or User's ability to change Account Codes on both the **Course** and **Class**.
 - In the example below, the User has permission to access Account Codes in the User Profile. In the Class, the User may select or change Account Codes from the list of options:

[10629] User

User Type: ☒ User ☐ Group

First, Last: New User

Email: NewUser@noemail.com

Username: nuser

Password: *****

Phone:

☒ Active

☐ Access Credit Card Refunds ☐ Access Site Options

☐ Access Check-In Application ☐ Access Account Merge

Tables: Categories Reports Buildings

☒ All ☐ None

View	Add	Edit	Delete	Table
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Person
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fee Class
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Account Code
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Space Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Group Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Program
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Category
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Topic

Reports Cancel Save

[386238] Class

Class Number: 21-22 Karaoke

Status: Active

Program: Community Services (LL)

Enrolled: 9

Course: Arts & Crafts

Waitlist: 5

Conf. Email: luda.lindahl@vanco.com

General Instructor & Expenses Schedule Arrangements Registration Waitlist Receipt Invoice

Account Code: 4608

Manager: - Select One -

Publish Date: Academy

Remove Date: Altamonte Weekly Child Care

Reg. Begins: Altamonte Daily Child Care

Reg. Ends: Altamonte Enrichment

Price: AND123

Go Limit: AND456

New Price: \$0.00

☒ Show On Web

☒ Allow Waitlist Registrations

☐ Show On Year End Statement

☐ Allow Partial Past Due Payments

Reports Cancel Save

- In this next example, however, the User does not have permission to access Account Codes in the User Profile. In the Class, therefore, the User may not change Account Codes:

[10629] User

User Type: ☒ User ☐ Group

First, Last: New User

Email: NewUser@noemail.com

Username: nuser

Password: *****

Phone:

☒ Active

☐ Access Credit Card Refunds ☐ Access Site Options

☐ Access Check-In Application ☐ Access Account Merge

Tables: Categories Reports Buildings

☒ All ☐ None

View	Add	Edit	Delete	Table
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Instructor
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Person
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Fee Class
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Account Code
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Space Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Group Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Program
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Category
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Topic

Reports Cancel Save

[386238] Class

Class Number: 21-22 Karaoke

Status: Active

Program: Community Services (LL)

Enrolled: 9

Course: Arts & Crafts

Waitlist: 5

Conf. Email: luda.lindahl@vanco.com

General Instructor & Expenses Schedule Arrangements Registration Waitlist Receipt Invoice

Account Code: 4608

Manager: Andrews, Ted

Publish Date: 12/21/2021

Remove Date: 09/23/2023

Reg. Begins: 12/21/2021

Reg. Ends: 05/27/2023

Price: \$50.00

Go Limit: 0

New Price: \$0.00

☒ Show On Web


☒ Allow Waitlist Registrations

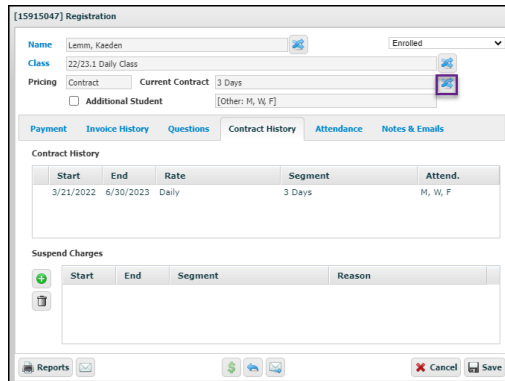
☐ Show On Year End Statement

☐ Allow Partial Past Due Payments

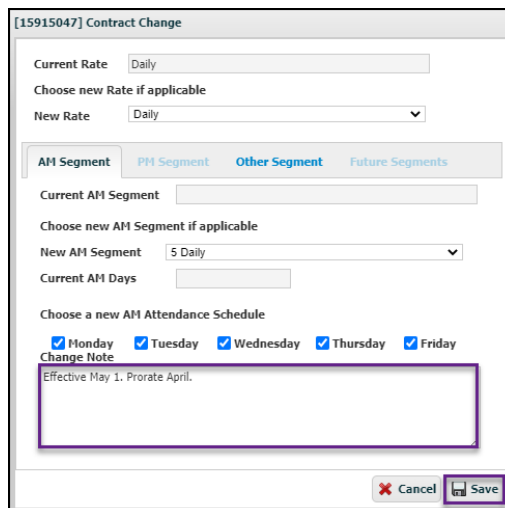
Reports Cancel Save

3. Adding Notes on Contract Changes

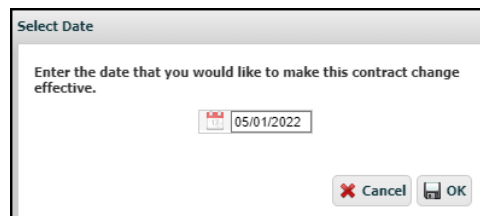
- Users now have the option to add notes when changing a participant's contract.
 - Select  to begin changing the contract:




- In the **Contract Change** window which opens, complete the necessary fields. Enter internal notes as needed in the **Change Note** field. Save once complete:





- In the **Select Date** window which opens, select the date on which the contract change will be effective. It is recommended that all contract changes align with invoicing periods:




- The  icon denotes contract change notes in the **Contract History** field:

[15915047] Registration

Name: Lemm, Kaeden  Enrolled ▼


Class: 22/23.1 Daily Class 

Pricing: Contract Current Contract 3 Days 



☐ Additional Student [Other: M, W, F]

Payment Invoice History Questions **Contract History** Attendance Notes & Emails





Contract History

	Start	End	Rate	Segment	Attend.
	3/21/2022	6/30/2023	Daily	3 Days	M, W, F
	5/1/2022	6/30/2023	Daily	5 Daily	M, Tu, W, Th, F

Suspend Charges

Start	End	Segment	Reason
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Reports     Cancel Save

- Double click into the Contract History note at any point to view the date of entry and note details:

Contract Change Note ✕

[04/28/2022 7:19 AM] Effective May 1. Prorate April.

Ok