

A large, light blue, stylized graphic of the letter 'e' that serves as a background for the title text.

# Parks and Rec 2.5.2.2 Release Guide

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## General

### Facility Accepted Application Notification Email Template

- A new email template called “Facility Accepted Application Notification” has been added to the email templates (Admin > Overview > Email Template). This notification will have all the standard facility data fields (shown below, figure 1-1) and a new Accepted Facility Application Link data field.

Template Specific
First Name
Last Name
Registrant First Name
Registrant Last Name
Facility Name
Facility Season Name
Reservation Date

1-1

- The template will default to the following:
  - Subject: Application accepted for you reservation at \*Facility Name\*.
  - Body: Your application to reserve the \*Facility Name\* on \*Reservation Date\* has been approved. Click on the link below to complete the payment for the reservation.
  - \*Accepted Facility Application Link\*.
- The template has also added to the New Tenant creation process on the system page.

## Addition of Facility Rejected Application Notification Email

- A new email template called “Facility Rejected Application Notification” has been added to the email templates (Admin > Overview > Email Template). This notification will have all the standard facility data fields (shown below, figure 1-2) and a new Accepted Facility Application Link data field.

Template Specific
First Name
Last Name
Registrant First Name
Registrant Last Name
Facility Name
Facility Season Name
Reservation Date

1-2

- The template will default to the following:
  - Subject: Application rejected for you reservation at \*Facility Name\*.
  - Body: Your application to reserve the \*Facility Name\* on \*Reservation Date\* has been rejected for the following reason:
    - \*Rejected Facility Application Reason\*.
  - If you have any questions, please contact the office at \*Phone\*.
- The template has also added to the New Tenant creation process on the system page.

# Facility Registration

## Shared Calendar for Multiple Facilities

- A new option called “Shared Calendar Code” has been added to the Facility tab.
  - This option will default to no code, which means the facility would not share its calendar with any other facility.
  - A code can be assigned to link facilities together.
- Facilities can only be linked together if they are of the same mode, “Scheduled” or “Pre-Scheduled.”
- The Facility reservation screen fees that are listed on the right of the calendar so optional fees can be listed and selected will be removed. The required fees amount totals will be listed after the name on the calendar. If the fee is charged per hour, it will list as “\*Facility Name\* \$75 per hr.”
- A summary page has been added after all selections are made to review that required fees and select any optional fees per the time slot selected. This page has the option to add to the card and proceed to payment. From here, the waiver and custom fields modal will appear.
- The custom fields modal will require a response per the time slot selected.
- Pre-Scheduled Shared Calendar:
  - All available reservations for each facility that is part of the shared calendar will show on the calendar. These time slots may overlap or be the same. Users cannot sign up for two time slots that overlap in any way.
- Scheduled Shared Calendar:
  - The calendar will take up the full-screen view and not list fees to the right. The user can view availability in month and week mode and a message will display on screen to click on the day they want to reserve.
  - Once in day mode, the user will need to select the facility they are looking to book. The user can click and drag as long as they are not overlapping with any booked reservation for that facility.
  - The double book feature on the season tab should allow admin or non-admin users to overlap reservations for the same facility if enabled.
  - The option to “Add and Proceed to Cart” has been added.

## Approval Process for Facility Reservations

- A new switch has been added to the Facility Tab called “Application Required,” which is defaulted to “off.” When switched on, the resident will select the dates and fees they wish to purchase and provide custom field responses, but **not** pay up front until an admin reviews and accepts their application.
- The “Reservation Offer Duration” field will determine how long the resident has to claim the reservation they were offered by the acceptance of the application and will only active when the “Application Required” switch is enabled.
  - This field will be set in a number of hours and default to “Unlimited.” When unlimited, they have up until the date/time of the reservation to pay. When set to a number of

hours, the application will expire after the set time and reflect that way on the Review Applications screen for admin users.

- The button on search results will read “Request, not Reserve” when “Application Required is set on.
- The colander screen will state “Application for Reservation” of the facility name as a title when in this mode.
- The process will look the same through booking, but there is no payment. Instead, a button that states “Submit Application” instead of Pay Online will appear.
- A confirmation page following the submission of the application will list the reservation details with the facility name and season name and will have a title like “Application for Reservation \*facility name\*.”
- A new option under the Facilities menu has been added called “Review Applications” for admin users to review applications. This screen will have three tabs: Pending (default), Accepted and Rejected. A date filter to only see applications within the selected dates have been added for the Accepted and Rejected tabs only. These will default back six months. This screen will also display the following information:
  - Requester Name – Name of Registrant.
  - Phone Number.
  - Email.
  - Facility Name – Season.
  - Date/Time range of reservation.
  - List of fees selected (indication of required and optional).
  - Link to custom fields or a list of them on the page.
  - Accepted date/time (accepted tab only).
  - Purchase Date (accepted tab only). The date and time the resident completed the payment of the reservation. It will indicate if they have paid yet or not.
  - Rejected date time (rejected tab only).
  - Rejected reason (rejected tab only).
- Note: Admin users should be able to reject an approved request after the fact to make the request no longer valid if it has not been claimed. This will send the application requested notification email.

## Option to Limit How Far Out Non-Admins Can Book a Facility

- A new option called “Restrict Reservations After” has been added to the Seasons tab with a days label next to it.
  - When left blank, the entry field will state “No Restriction.”
  - If the user clicks into it they can enter a number of days in which a non-admin would only be able to book a reservation for less than that many days into the future from the current date.

## Coach/Instructor/Organization Reservations

- The ability to restrict a Facility reservation to accounts that are linked to a specific classification has been added. On the Facility tab of the Facility Administration page a field has been added called “Restricted to Classifications” which allows for the selection of as many different

classifications as needed. Classifications can be added to the system by going to Admin -> Overview -> User Classifications (in the General section). Once a classification is added it would need to be associated to the primary member of an account for that account to have access to reserve a facility that utilizes this restriction.

- When a user does not have the classification that is specified on the facility, the reserve buttons shows “restricted,” and if hovered a tooltip will say: “This facility is restricted to only be reserved by accounts with certain Classifications. Please contact the office if you have any questions.”
- Admin users can override the restricted facility.

## Facility Calendar View – In Office Only

- Facility Rentals set up for In Office reservation only will now show their available days for reservation on the calendar. Previously, if the switch for “In Office Only” was turned on, the customers could not view the availability of said facility.

## Maintenance

### User Classification Filter Under the User Maintenance Screen

- With the addition of user classifications, a filter option on the user maintenance screen used to search for all users who have each classification has been added.

### Ability to Email All Registered Users

- An option under User Maintenance has been added called “Email Users” which will take the user to the same screen used to email session and rentals, but the email would send to all registered users.