

# ActiveNet Training with Community Programs

Administrative Account Options for Instructors

Cuesta College

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## Home

The first page is our “Home” for the ActiveNet online registration system

Link - [https://apm.activecommunities.com/cccommunityprograms/ActiveNet\\_Login](https://apm.activecommunities.com/cccommunityprograms/ActiveNet_Login)

Also available on the [www.CommunityPrograms.net](http://www.CommunityPrograms.net) homepage, in the left hand margin “**ActiveNet Account Access**”

The first page is our “Home” for the online registration system – ActiveNet Log On page

- Use the credentials we gave you for the **username** and **password**, then click sign in (if you do not remember this, or have not received this from us, please call our office at 546-3132)
- If you are a new instructor, you will receive an email with this information, and directions

## Account Options

- Once you login you will see “Account Options for (Your name here)”
  - You have the options under “Instructor Information Includes” on the bottom right
  - Here, you can see information pertaining to your **Classes**:
    - Rosters – Roster Brief
    - Communication - Email Participants
    - Attendance - Attendance Sheets, Enter Attendance

You can also manage **your personal account**: registrations and other (to update and add family members) Under the “Personal Information Includes” bullet

Account Options for [Name]

- Account Event
  - Show Your Daily Schedules
  - Show and Manage your Wish List
  - List Account Credits
  - List of Prior Transactions
  - Print Confirmation Card for Current Registrations
  - Print Tax Receipts
- Other Services
  - Register for Events
  - Purchase Parking Permits/Swim Passes
  - View Your Shopping Cart
  - Logoff
- Personal Information includes
  - Change Your Password
  - Change Account Address or Personal Information
  - Change Question Answers
  - Change Information about Family/Friends
- Account Payments include
  - Pay on Account
  - List of Account Payments
  - Change Auto-Charge Payments
- Instructor Information includes
  - Private Lesson Bookings
  - Roster - Brief
  - Attendance Sheet
  - Attendance Sheet-daily
  - Email Participants
  - Enter Complete/Incomplete
  - Enter Attendance
  - Edit Participant Skills
  - View Bookings
  - Instructor Attendance
  - Available Hours

Address goes here      Methods of Payment  
Visa, MasterCard, Discover Card, American Express

Welcome,  | My Account | My Wish List | Sign Out

Start Events Parking Permits, Swim Admits & Pass [My Cart](#)

### Event Roster (Brief)

Search Criteria

Select Events

Select Season: 2014: Spring

Select Term: All Terms

Select	Events	Events Number
<input checked="" type="checkbox"/>	Your Class name here	Your Class code here

Transaction Date/Time From:   Through:

Options

Name	Values
Type of transactions	Roster
Residency	All Customers
Customer Name Format	Lastname, Firstname
Retired	All Customers
Show Authorized Pick Ups?	No
Include Medical Alert Notes?	<input type="checkbox"/>

- **When running rosters through the Instructor Portal:**
  - Choose the Roster (**Brief**) or to run an **Attendance Sheet**
  - Select Season (drop down menu) defaulted to: (current Semester)
  - Select Terms: "All Terms"
  - Click your class listed
  - Transaction Date/Time: N/A
  - All other choices are defaulted correctly and you do not need to click anything else.
  - Scroll Down the page to find the Run Report button
  - Floating icons will appear at the bottom middle of the screen when you hover over with mouse to show printing options

Welcome,  [My Account](#) | [My Wish List](#) | [Sign Out](#)

[Start](#) [Events](#) [Parking Permits, Swim Admits & Pass](#) [My Cart](#)

### Enter Attendance

Event

Select Events

Select Season: 2014: Spring

Select Term: All Terms

Event Meeting Dates

From: Feb 11, 2014

To: Feb 11, 2014

Search

Options

Days of Week:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Only show Meeting Dates of specified Days of Week

Only Include Event with Not Entered Attendance:

Group Results by: Date/Time

View Attendance

To return to My Account, click [My Account](#)

- **Entering Attendance**

- To return to **“My Account”** see **bottom of Page**
- Choose the **“Enter Attendance”** option under the **“Instructor Information Includes”**
  - This option goes by day; for each day of your class you will need to enter attendance separately
  - Remember to **“save”**.

This has become a requirement for reporting purposes, and for liability reasons we need to know when patrons are attending. Also this assists us with requests such as refunds, credits on account, etc.

## EMAILS

The system has some great options for tracking and communication **but** please remember that our patrons' **privacy** is of the utmost importance and any abuse of that will result in loss of privileges through this system:

### Emails

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Search Criteria

Select Events

Select Season: 2014: Spring

Select Term: All Terms

Select	Events	Events Number
<input type="checkbox"/>	Your Class name here	Your Class code

Select Attachments:  Remove

Options

Name	Values
To	All
Cc	Multiple email addresses separated by commas
Subject Text	<input type="text"/>

### Emails

- **NOTE:** You may only email patrons regarding your current classes or upcoming classes through Cuesta College Community Programs
  - **CC:** Always copy our department in these types of communications ([phillip\\_martin@cuesta.edu](mailto:phillip_martin@cuesta.edu) , [kirk\\_carmichael@cuesta.edu](mailto:kirk_carmichael@cuesta.edu) , [gabriela\\_rangel@cuesta.edu](mailto:gabriela_rangel@cuesta.edu) and [npina@cuesta.edu](mailto:npina@cuesta.edu))
  - If we do not have enough enrollments and any of your classes are cancelled **ONLY** Front Office Staff is responsible for contacting patrons.
- **To send an email**
  - Choose the “Email Participants” link on the **Account Options for Instructor** page under instructor information bullet list
  - Select Season (drop down menu) defaulted to **2014: Spring**
  - Select Terms: N/A
  - Click your class listed
  - The “To” field defaults to “All” – no need to change anything here
  - Type the email Subject in the “Subject” box
  - Type the information in the body of the email
  - The option to “Preview recipients (do not send emails)” is check-marked by default. To send emails, unclick the check mark for that option
  - Scroll down the page and click on “Run Report” – this sends the email