

ActiveNet Training with Community Programs

Administrative Account Options for Instructors

Cuesta College

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Home

To access our “Home” for the ActiveNet online registration system, choose one of the following:

1. Direct Link - https://apm.activecommunities.com/cccommunityprograms/ActiveNet_Login (please save this to your browser)
2. If you have questions or problems, please contact Gaby Rangel Community programs Assistant by phone at (805) 546-3100 x2284 or by email at gabriela_rangel@cuesta.edu
3. Community programs [Staff](#):

[Matthew Green](#) – Director

[Nanette Piña](#) – Division Assistant

[Wes Martin](#) – Community Education/Recreation Coordinator

[Gaby Rangel](#) – Programs Assistant/Receptionist/Registration

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

The screenshot shows the ActiveNet Login page for Cuesta College. The page includes a header with the college logo and navigation links. The main content area is titled 'ActiveNet Login' and contains a login form. The form has two input fields: 'Login' and 'Password'. A yellow tooltip points to the 'Login' field with the text 'Please enter email address'. Below the input fields are a checkbox for 'Remember me on this computer?', a link for 'Forgot your password?', and a 'Login' button. At the bottom of the form, there is a section for 'Don't have an Account?' with a 'Create New Account' button.

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

Done Internet 100%

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

Search

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

Search Criterias

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:

Options

Name	Values
To	All
Cc	<input type="text"/>
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, gabriela_rangel@cuesta.edu and 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