



Spring 2021 Updates Webinar Outline (3/29/21)

All examples are on the Demo Training Site (please call client services if you need access)

Home Page/ Photo Pool/ Basic Designs

- Home Page, Photo Pool images and Basic Banner designs have all been updated. Check out the [full announcement here](#)
- Quick Icons
- Navigation Editing
- Readability (in relation to contrast)

Point of Sale

- POS items can be set up to receive a **discount** if the buyer has a certain membership
- Working with inventory? You can **return items** back into rotation after they've been rented
- Small receipts printed from the POS portal now show more detailed adjustment information
- All POS receipts show groups of the same product as one entry with a quantity number (unless they have options - we separated those out so you can see who wants what)
- Got some concessions staff? They can see reporting to research and have a tool to make **notes on mismatches** when they close out their drawer

Reservations

- You can now **start a reservation from the calendar** on either the public or management side - Quick Add, Reserve, Request
- The calendar will even carry your time selection into the closest blocks if the facility uses them and your time fits within the block
- **Availability charts** updated entirely
- Plus... you can click on a time block in an availability chart to carry that information over into your request or reservation



- We added a reminder that cancellation fees don't include deposits - to do more, check out the Return Deposit feature on the reservation itself

Communication

- Text blasts can be set to include, exclude, or send only to waitlisters
- Email blasts sent by activity can also include the primary billing contact

General

- We've added a note during the credit card purchase process that credit card fees are not refundable
- The Point of Sale Income Report loads by transaction date (when paid) instead of invoice date (when created)

Tips and Tricks

- [Embed PDF in program area](#) - Example
- [Embed Youtube Videos](#) in text editor
 - These are located in your Help Files on management side

Reminders

- We have a [Musco connection](#) available to send your event schedule to ControlLink for lighting control
- Need receipt printers, card scanners, sneeze guards, or other equipment? Visit our [POS portal](#)
- Our [Constant Contact](#) partnership can give you a discount on email advantages

Help Us Help You Grow

- See what we're working on from Misc > Think Tank Issues.
- Request changes from Misc > Change Requests.
- Ask what others are doing in Misc > Discussion Board.
- View more updates by visiting our [Twitter feed](#).
- We care about your feedback and would love your Facebook Review:
<https://www.facebook.com/MyRecDept/reviews/>