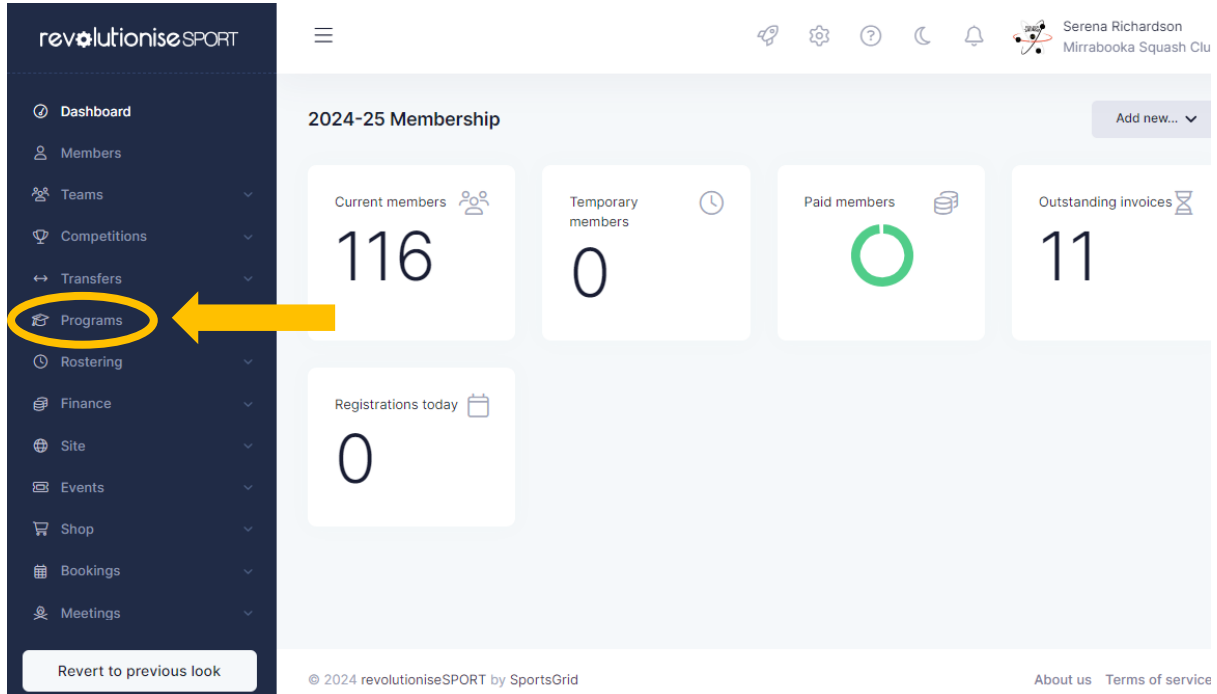


Setting up your Junior Program in Revo

Getting Started

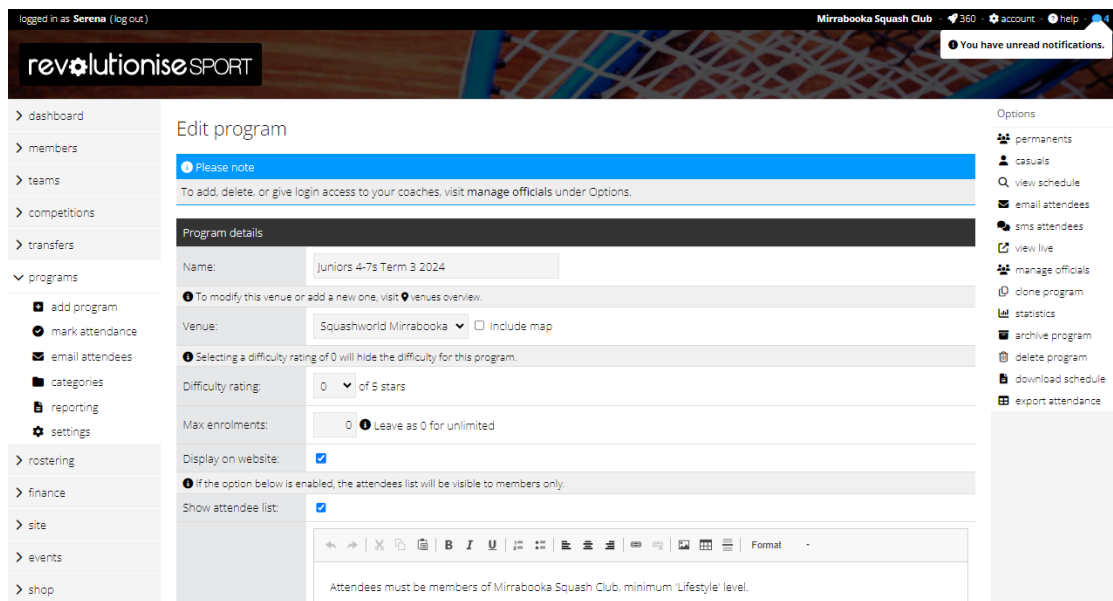
Log into your club's admin portal and click on Programs (it may say Classes) in the menu on the left.



Select 'Add Program' from the menu that appears.

- ▼ programs
 - ➕ add program
 - ✓ mark attendance
 - ✉ email attendees
 - 📁 categories
 - 📊 reporting
 - ⚙ settings

Fill in the form on the next screen with details about your program. For example:



Price for all instances: \$ 60.00 ⓘ If left blank, permanent attendees will not be permitted.

Price per instance: \$ 6.00 ⓘ If left blank, casual attendees will not be permitted.

ⓘ If permanent attendees book in part-way through, they can be charged a pro-rata amount (rather than the full amount), based on how many instances are left.

Allow pro-rata pricing: ☒

Allow permanent attendees to book in via your website: ☐

Allow casual attendees to book in via your website: ☐

Payment status restriction: Paid members only ▼

Permitted membership types:

- ☐ All payment classes
- ☐ Lifestyle Adult FY25
- ☒ Lifestyle Junior FY25
- ☐ Lifestyle Junior FY25
- ☐ Local - Schools Membership (Squash AUS) FY25
- ☐ Local Adult FY25
- ☐ Local Adult FY25
- ☒ Local Junior FY25
- ☐ Mirrabooka Social Member FY25

ⓘ You can specify the General Ledger code for this program for use with your accounting software.

GL code:

Manage files

There are no files uploaded for this program.

Add a file

Your file should be:

- In one of the accepted formats (JPG, GIF, PNG, Excel, Word, PowerPoint, PDF)
- No larger than 10MB

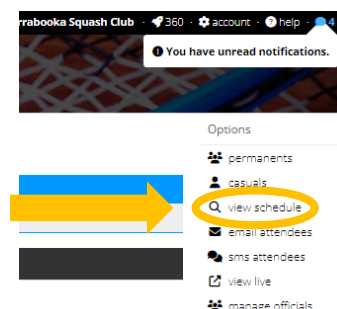
No file chosen

Make sure you click 'Save Details' at the bottom of the screen.

Adding Program Dates

Click on 'View Schedule' in the menu at the top right hand side of the screen.

Complete the details on the next screen, then save by clicking on 'Add Schedule':



Add sessions

Repeat every: 1 week ▼

Repeat on: ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

First week: ⓘ Please select the Sunday before the first session.

Last week: ⓘ Please select the Sunday after the last session.

Start time: ⓘ

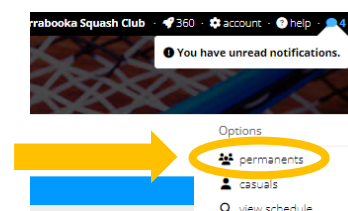
End time: ⓘ

Adding Attendees and Coaches

Click on 'Permanents' in the menu at the top right hand side of the screen.

Juniors who attend fortnightly/occasionally can be added as a 'Casual'.

Add attendees by starting to type their first or last name in. Click on the correct person when their full name appears. They will be issued an invoice the moment you click 'Add Permanent Attendees', however if you don't wish for this to occur, simply uncheck the 'Send invoice/confirmation' option.



If the junior's name isn't listed then that means they don't have a current membership. In this case you will need to direct them to your club's membership portal to sign up or renew. A full list of all club membership portal links can be found here:

<https://www.revolutionise.com.au/squashwa/affiliated-clubs>

Permanent attendees

Program details

Name:	Juniors 4-7s Term 3 2024
Coaches:	Serena Richardson
Max enrolments:	Unlimited

Active permanent attendees

Name	Actions
Thaddeus Chan	reconcile reissue move archive delete
Liam Doyle	view unreconcile move archive delete
Annoushka Estrin	reconcile reissue move archive delete
Aariz Faizan	reconcile reissue move archive delete
Haashir Farrukh Saeed	reconcile reissue move archive delete
Maya Shahar	view unreconcile move archive delete
Ted Spartalis	view unreconcile move archive delete

Add permanent attendees

Members who are listed as casuals cannot be added here. They will need to be removed from casuals before they can be added as a permanent below.

Select member:

Member name...

Send invoice/confirmation:

☒

Add permanent attendees

Options

- casuals
- view schedule
- email attendees
- sms attendees
- view live
- edit program
- manage officials
- clone program
- statistics
- archive program
- delete program
- download schedule
- export attendance

Add your program coaches by clicking 'Manage Officials' in the menu on the right.

Choose what level of access you would like them to have, and then save by clicking on 'Add Program Official' at the bottom of the screen.

Programs officials

Official	Access level	Actions
Serena Richardson	Level 0	delete

Add program official

Members without a valid email address are not included in the search below. Members who have Programs administrator access will continue to have full access to this program. Program officials given Level 1 access and above will receive an automatic email containing login details when added.

Member:

Member name...

You can give program officials varying levels of access.

- > Level 0: the official's name will appear in the program information on your website; no administrator access is granted.
- > Level 1: view and download the program schedule, view and download casual and permanent attendees, and view, mark and export program attendance.
- > Level 2: all of the above, plus: add program registrations.
- > Level 3: all of the above, plus: edit, reconcile and delete program registrations, email and SMS attendees, edit program schedule and edit program information. Program officials cannot add or remove programs, manage programs officials, or access programs reporting or settings.

Access level:

Level 0

Add program official

Options

- permanents
- casuals
- view schedule
- email attendees
- sms attendees
- view live
- manage officials

Communicating with Families

Send bulk emails out to your families using the 'Email Attendees' function.

The 'SMS Attendees' function is active but isn't free to use.

Marking Attendance

Anyone who has been added as an 'Official' can complete this task.

Click on 'Mark Attendance' in the menu on the left. Make sure the date of the session is correct.

Click on '+' to expand the program and view the list of attendees. Check the box next to the juniors who attended.

The screenshot shows the 'Mark attendance for Thu 18 Jul 2024' page. On the left sidebar, 'mark attendance' is highlighted. The main area shows a date selector for '18/07/2024' and a 'Go' button. Below this, there are 'Options' for marking attendance. A table lists attendees for the 'Juniors 4-7s Term 3 2024' session. The 'Attended?' column has checkboxes, with the first three (Thaddeus Chan, Liam Doyle, Annoushka Estrin) checked. The 'Actions' column contains links like 'reconcile', 'reissue', and 'delete'.

Name	Type	Attended?	Actions
Juniors 4-7s Term 3 2024 - 16:15 - 17:00			
Thaddeus Chan	Permanent	<input checked="" type="checkbox"/>	reconcile reissue delete
Liam Doyle	Permanent	<input checked="" type="checkbox"/>	view unreconcile refund delete
Annoushka Estrin	Permanent	<input checked="" type="checkbox"/>	reconcile reissue delete
Aariz Faizan	Permanent	<input checked="" type="checkbox"/>	reconcile reissue delete
Haashir Farrukh Saeed	Permanent	<input type="checkbox"/>	reconcile reissue delete
Maya Shahar	Permanent	<input checked="" type="checkbox"/>	view unreconcile delete
Ted Spartalis	Permanent	<input checked="" type="checkbox"/>	view unreconcile refund delete

Finances

Junior must have an active account in revo. They should be at Lifestyle at a minimum to ensure they are covered by insurance and are supporting your club and Squash WA. You cannot add a junior who doesn't have a current financial year membership.

You can see if a family has paid their term fee or not from the 'Permanents' list.

Permanent attendees

The screenshot shows the 'Permanent attendees' page. It includes a 'Program details' section for 'Juniors 4-7s Term 3 2024'. Below this is a table of 'Active permanent attendees' with columns for Name and Actions. The 'Actions' column contains links like 'reconcile', 'reissue', 'move', 'archive', and 'delete'. On the right, there is a sidebar with 'Options' including 'casuals', 'view schedule', 'email attendees', 'sms attendees', 'view live', 'edit program', 'manage officials', 'clone program', 'statistics', 'archive program', 'delete program', 'download schedule', and 'export attendance'. At the bottom, there is a section for 'Add permanent attendees' with a search bar and a checkbox for 'Send invoice/confirmation'.

Name	Actions
Thaddeus Chan	reconcile reissue move archive delete
Liam Doyle	view unreconcile move archive delete
Annoushka Estrin	reconcile reissue move archive delete
Aariz Faizan	reconcile reissue move archive delete
Haashir Farrukh Saeed	reconcile reissue move archive delete
Maya Shahar	view unreconcile move archive delete
Ted Spartalis	view unreconcile move archive delete

If a family has paid their fee directly into your club bank account, or they have redeemed Kidsport funds, you can reconcile their invoice yourself. You can do this as a part payment or in full.

Thaddeus Chan

\$60.00
OWING

[reconcile in full](#) [manage part payments](#)

Item description	Unit cost	Qty	Subtotal
Juniors 4-7s Term 3 2024 - Permanent booking	\$60.00	1	\$60.00
Total due:			\$60.00

Invoice details

⚠ This invoice is unpaid.

Date issued: 2024-07-18
Reference: MC662

Reconcile in full

Payment method: Please select...
 Please select...
 Bank Deposit
 Cash
 Cheque
 Credit Card (Online)
 EFTPOS
 Complimentary
 PayPal
 Other
 bPay
 Credit Card (Manual)
 Pin Payments
 Peach Payments

Payment date:
Payment receipt:
Collected by:
Electronic receipt:
Issue receipt:

Reconcile

Select how they paid, add the date they paid, and in the Payment Receipt field, add information about the circumstances, eg. 2024 T3 Juniors, along with your initials.

Settings

You can change what things are called and adjust other options in the Settings section. Make sure you click the black 'Save settings' button at the bottom.

dashboard
members
teams
competitions
transfers
▼ programs
 add program
 mark attendance
 email attendees
 categories
 reporting
 settings
 rostering
 finance
 site
 events
 shop
 bookings

Programs settings

Display settings

What do you call non-competitive training sessions or lessons? Programs

What do you call people who run your programs? Coaches

Default programs display on public site: Weekly calendar

Order programs by: Name

Registration options

Attendees can book themselves in online: ☒

Give non-members the option to **Register** for my organisation: ☒

Notification settings

Notify us by email when someone books into a program: ☒

To add multiple email addresses, separate each with a comma.

Send notifications to: john.tetlow@action.com,mirraboobasquashclub

Finance options

If you use accounting software, enter the General Ledger code for program payments below.

GL code:

Lastly, don't forget you can contact the office if you get stuck anywhere. Simply call us on 0434 785 555 or email engagement@squashwa.asn.au.