NAME: _____

Please review the sample of training videos for MyRec and answer the below questions. Email your answers to lmasset@twsny.org

SECTION 1 ACCOUNT CREATION and MANAGEMENT
Account Creation Video: https://www.screencast.com/t/Vc5VDstGP
Account Search Video: https://www.screencast.com/t/mSCFWGHjbB
Account Tabs Video: https://www.screencast.com/t/HM7N3fGY4m

QUESTIONS:

1. Where within the MyRec system can you access the name of a holder of an account and members within that account?

2. Where do you add a member in the MyRec system such as a child or family member?

3. Name four filters to find a member easily and efficiently in the Account and Member search fields.

4. Where on the MyRec system can you find tabs for an account that give all details of that household's account?

5. How do you find which activity a member has registered for?

SECTION 2 REGISTRATION PROCESS/ CHECKOUT/ ACCOUNT FINANCE/ CANCELATION
Management Registration Video: https://www.screencast.com/t/gKxNvrF9y
Management Reservation Video: https://www.screencast.com/t/THWdBnKk1NKR
Management Membership Registration: https://www.screencast.com/t/BO3sAh2fS

QUESTIONS:

1. On the MyRec system how do you register a member for a membership?

2. Does the MyRec system default to residents of West Seneca and if so how?

3. Upon check out for paying for a membership, what needs to be completed before paying your bill? At West Seneca Youth and Recreation which form of acceptance is preferred?

4. Upon paying the balance due in their shopping cart how does the member receive their receipts?

5. Upon registering a member for an activity within a program do you need to complete that transaction before registering a sibling for the same activity?

NAME: _____

SECTION 3 PROGRAM / ACTIVITY CREATION AND MANAGEMENT.
Programs Creation Video: https://www.screencast.com/t/aKoD83H3
Standard Activity Creation Video: https://www.screencast.com/t/Z2jx6BrkUh6
Assigning Coaches / Instructors Video: https://www.screencast.com/t/Oha837fu5s

QUESTIONS:

1. What do you need to include in the description to create a Program?

2. When creating a Program, what is the check box "Use Program Sub-headings" used for?

3. In creating an activity within a program that is listed under a category, are you

   a. able to just allow residents to enroll?

   b. are you able to adjust for late fees or additional sibling discounts?

4. Establishing an activity within a program, how do you schedule a three day a week activity?

5. Which three sites within the MyRec system can you edit the Coach and Instructor status.