



## MyRec.com New Site Setup

Listed below are all the wonderful features that are included in setup process of your new MyRec.com site. It is our pleasure to help make your transition as smooth as possible. Each department is designated a MyRec.com Onboarding Coordinator who will see you through each step in the process.

### What's Included:

Unique Domain Name (Purchase, manage, application)

Public Site Banner / Coloring Customization

Google Analytics Setup

Training, conducted via conference call and screen share for department point people.

### System Features Activation including:

Program Management

Advanced Activities

Facility Management

Point of Sale

Membership Component

Advanced Disbursements

Scholarship Funds

Fee Adjustments

Donations Activation

Program Cloning

### Settings:

Department Information

Dept. Contact Information

Hours of Operation

Social Media links

Staff Information

System Email Settings

Primary Administrative User Access

Customer Account Settings

Residency Determination Setting

\*Residency Address Upload

Account Access settings

Household credit public use

Account creation questions

Guest Account

Home Page Settings

Public Navigation

Homepage Icons

Welcome Message

Initial Home Page Photos

Reservation Settings

Public Reservation Request

Online Reservation

Rental Fees

Headcount Required

Membership Settings

Use Member Photos

Play Membership Swipe Sounds

Use of Member Scan Out

Ecommerce Settings

Payment Types

Integration information from merchant provider

Convenience Fee Settings

Munis Export (if applicable)



# MyRec.com

Recreation Software

1-866-466-9732 INFO@MYREC.COM

## **Data:**

### Program / Activity

Analysis of data and entry of key types of activities. Training on entry is provided for the client.

This also includes membership activities.

Point of Sale products as needed.

(Inventory client's responsibility.)

### Department Policies / Forms

Entry or document upload for items such as Mission Statement, Refund Policy, Disclaimers or Facility Use Policies.

### Facilities Information

Facility Info: Name, Address & Phone

Rental State, Rental Availability

Settings for public reservation request or online reservation.

### Finance

Budget Groups (General Ledger Name, Number & Type)

Expense Groups

Scholarship Funds

Donation / Sponsorship

Information / data is provided by the client to MyRec.com Onboarding Consultant via Client Needs Assessment through the use of document upload or links.

MyRec.com **does not transfer/import any information** from clients' current software. This includes data such as accounts, transactions, registrations, reservations or membership associations.

\*Optional - Residency Address Lookup available by client request and must match template provided by MyRec.com