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## Web Module (recpro.net)

This documentation will assist the user in setting up and changing the features of the web module of **ReCPro™**. When the documentation refers to **Administrator**, this is the person that the recreation department has assigned to update the web module as needed. **Support** refers to **R.C. Systems, Inc.** support staff. **User** refers to the customer of the recreation department who is registering online for activities.

### Login

Starting from the clients website, add **/siteadmin** to the end of the web address

Example, <http://www.mycityrecplace.com/siteadmin>

The image shows a web form titled "Site Administration Sign In". It features the ReCPro logo in the top left corner. The form has two input fields: "User Name:" and "Password:". Below these fields is a green "Sign In" button. The background is white with a light blue header bar.

Enter **User Name** and **Password**; click 'Sign In' button.

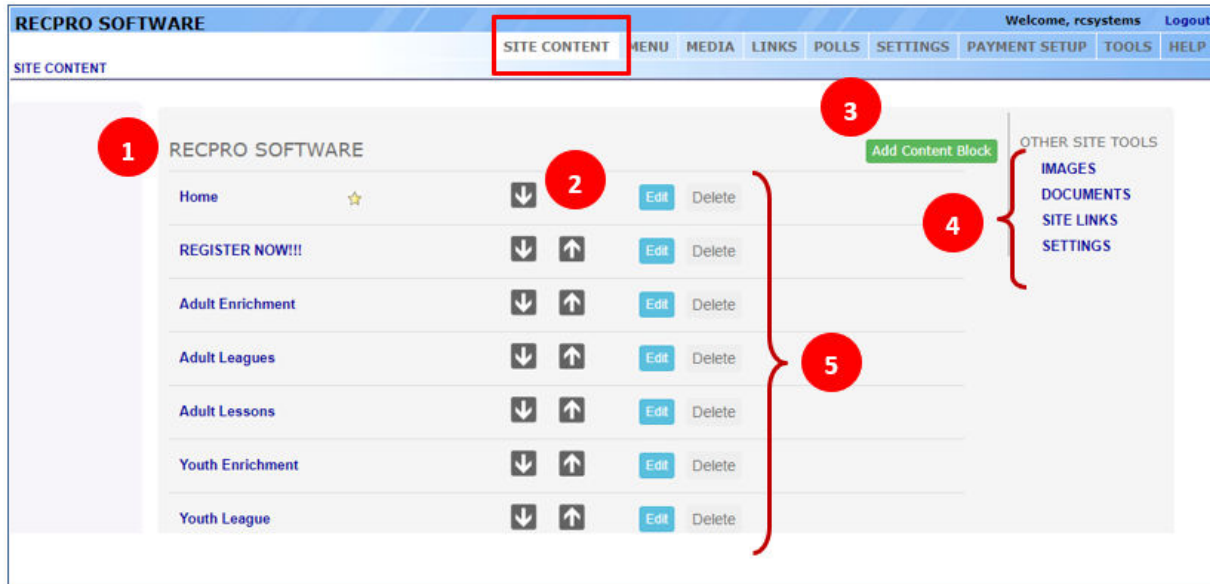
**Recpro.net** screen displays and the menu is located in the top right-hand corner. From this menu, there are various buttons available.

The image shows the RecPro Software Admin Interface. At the top, there is a blue header bar with the text "RECPRO SOFTWARE" on the left and "Welcome, rcsystems Logout" on the right. Below the header, there is a navigation menu with the following items: SITE CONTENT, MENU, MEDIA, LINKS, POLLS, SETTINGS, PAYMENT SETUP, TOOLS, and HELP. The main content area is divided into two sections. The left section, titled "REC PRO SOFTWARE", contains a table of content blocks. The right section, titled "OTHER SITE TOOLS", contains links to IMAGES, DOCUMENTS, SITE LINKS, and SETTINGS. The table of content blocks has the following rows:

Content Block	Actions
Home	Down Arrow, Edit, Delete
REGISTER NOW!!!	Down Arrow, Up Arrow, Edit, Delete
Adult Enrichment	Down Arrow, Up Arrow, Edit, Delete
Adult Leagues	Down Arrow, Up Arrow, Edit, Delete
Adult Lessons	Down Arrow, Up Arrow, Edit, Delete
Youth Enrichment	Down Arrow, Up Arrow, Edit, Delete

## Site Content

Key sections and tools for managing the website



1. Top of menu (name of your website)
2. **Arrows** move the order of content blocks for side menu on home page only
3. **Add Content Block** button to create new content block
4. Other site tools to use
5. **Edit** buttons to modify content or **Delete** existing content blocks, arrows to change order of content blocks

## Create a New Content Block

In order to create a page and link it to the database, click 'Add Content Block' button.

**Create a New Content Block** screen displays.

RECPRO SOFTWARE

RECPRO SOFTWARE

Create a new Content Block

Block Name  
Youth Enrichment1

☒ Show content titles2  
☐ Show post dates  
☐ Locked  
☒ Treat as a page3

Page Type  
Course Activities4

☒ Show on Side Menu5  
☐ Default Website Page

Meta Keywords (Separate keywords by a comma)  
keyword1,keyword2,keyword3,keyword4,keyword5,keyword6

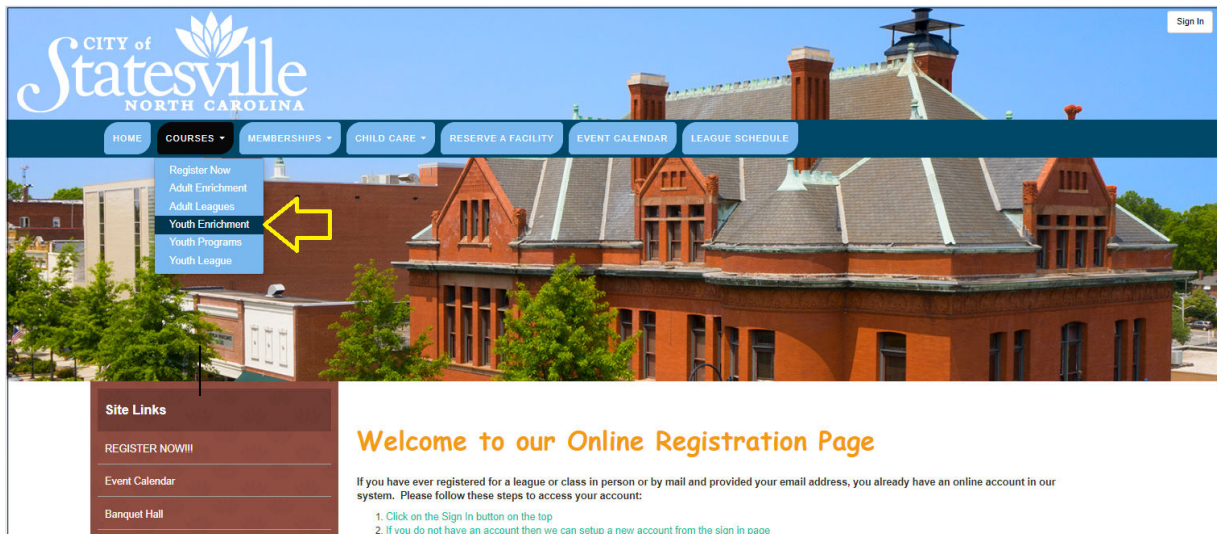
Meta Description  
This is the global meta description. Each page can have its own meta description and keywords, but will use these two values as initial templates. It is highly suggested that you only use the following characters for page compatibility: letters, numbers, and the following additional characters: !@%&\*,\_~  
6

Linked Course Category  
Youth Enrichment7

☒ Hide Content On Secondary Pages  
Save

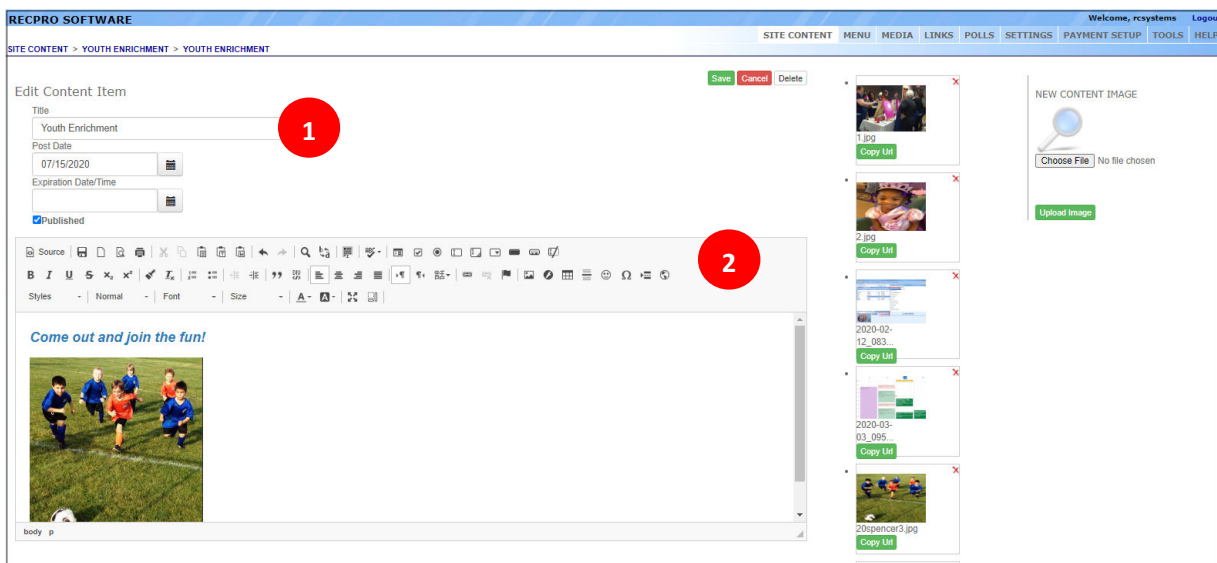
1. Type the description in the **Block Name** field. This is the name of the page as you want it to appear on the main menu.
2. **Show content titles** – the default setup is checked
3. **Treat as a Page** – In order to display the page on the main menu and content menu, check the boxes
4. **Page Type** – default is 'Blank', select from choices: Course Activity, Child Care Activity, Facilities, Facility Calendar, League Schedule and Memberships. Each selection links to a specific module or function in the desktop version
5. **Show on Side Menu** – This will create a side menu on the Home page only
6. **Meta Keywords** and **Description** – type in the fields as needed; the Meta description tag is a hidden HTML tag that allows some search engines to display a description of your site in search results.
7. **Linked Program Category** – select the appropriate category from the drop-down menu; links ReCPro to database. Click **Save** button.

This is an example of website as the end user would see it. Notice the link for **Youth Enrichment**



## Add / Edit Content Item

1. **Title** field will map to the **Site Content**. The **Post Date**, **Expiration Date** and **Time** can be set for different pages for different date ranges.
2. **Editing Toolbar** allows user to customize their content.



## Editing Toolbar

User will have to get familiar with all the possible buttons shown in the toolbar by hovering over each icon and a description will display.



However, here are a few unique icons that are frequently used:



**Cut, Copy, Paste** button to alter text

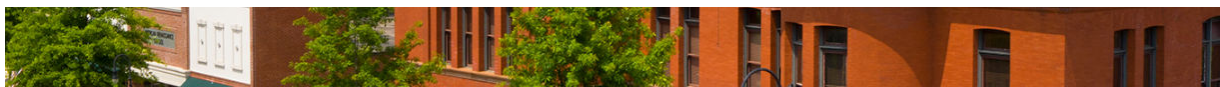


**Image Manager** Button to upload images



**Link or Unlink** to a URL (website or email address)

Here is an example of how the end user would view the website.



*Come out and join the fun!*



Youth Enrichment

▼

Sub Category

▼

Type

▼

Search

Expand All Reset Search Toggle Advanced Search

YOUTH ENRICHMENT

Courses

TT-01 - Tiny Tot Program Waiting List	Location: Eisenhower High School Fee: Res \$0.00 / Non-Res \$0.00	Start - End: 06/01/20 - 08/31/20 Days: Mon 1:00PM, Tue 1:00PM, Wed 1:00PM, Thu 1:00PM, Fri 1:00PM	Age: All Grade: N/A Gender: All
---------------------------------------	--	--	---------------------------------------

Info Share Wait List

## Other Site Tools

Each item is a quick link to a corresponding tab:

**Images** - upload pictures, clip art, logo, etc.

**Documents** – upload PDF files

**Site Links** – set up links to other URL's

**Settings** – additional website options

### OTHER SITE TOOLS

**IMAGES**

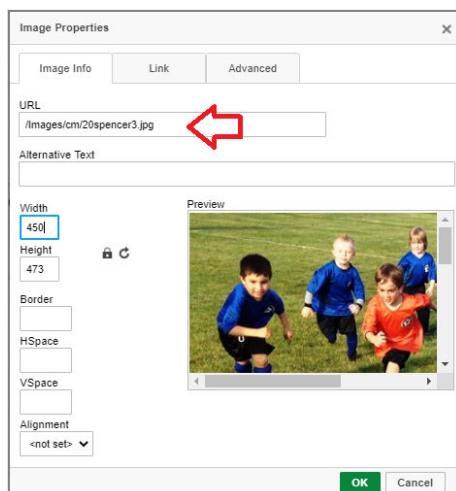
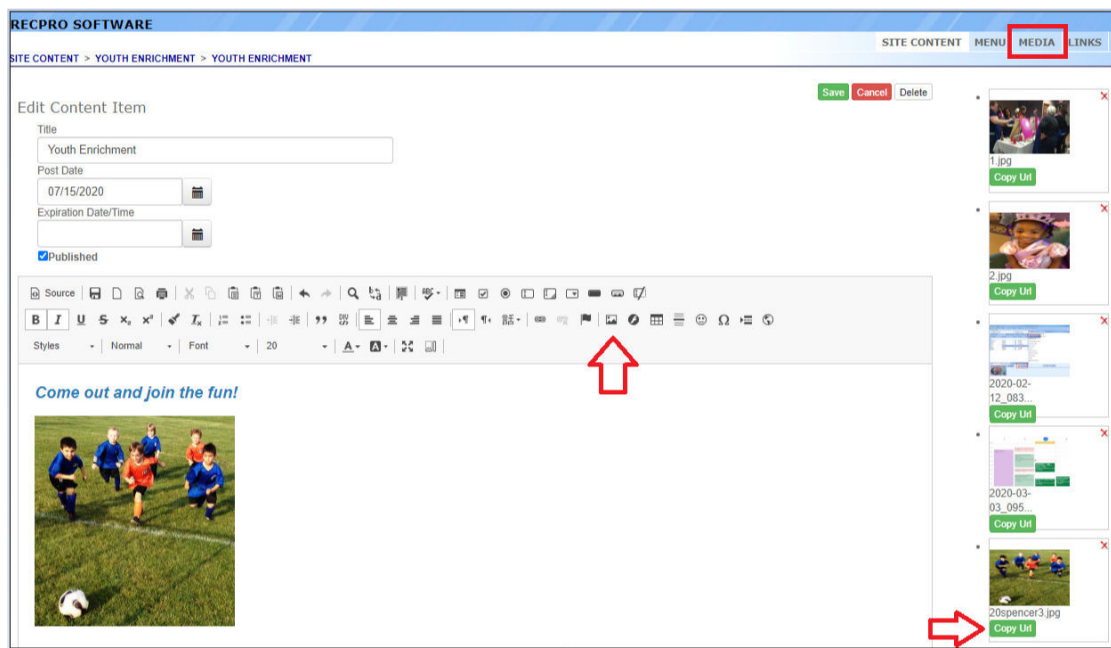
**DOCUMENTS**

**SITE LINKS**

**SETTINGS**

## Image Manager

Once you've uploaded photos through the **Media** tab, click the '**copy URL**' under the photo, then click the **Image Manager** button to 'paste' the link and optionally change the width and height.

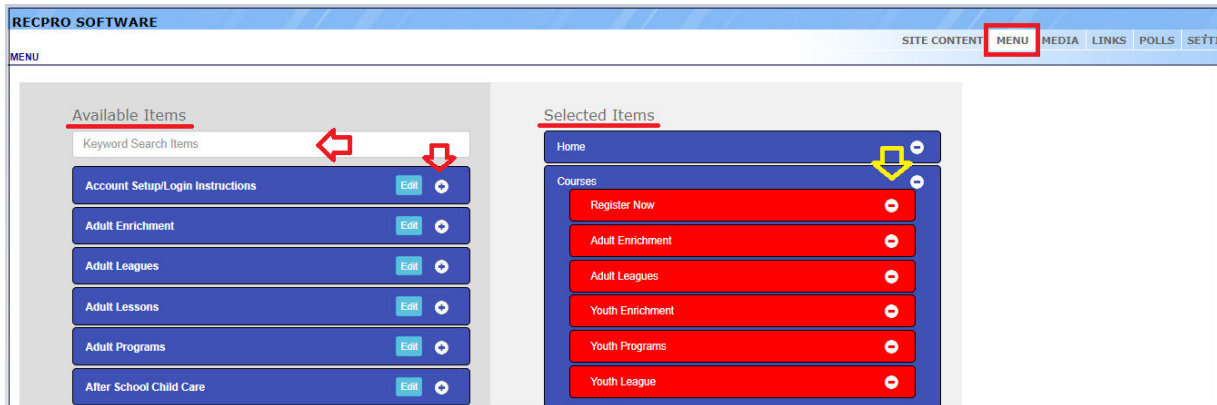


**Image Properties** screen displays, 'paste' the link into the **URL** field and optionally change the width and height.



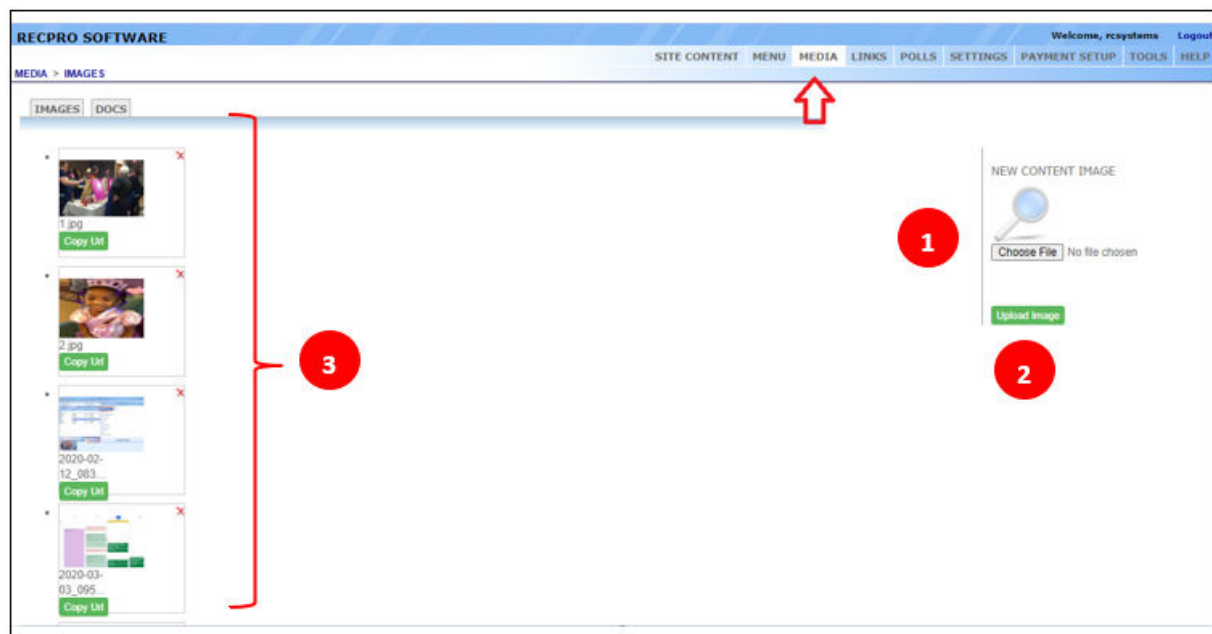
## Menu

Click items plus sign (+) under '**Available Items**' on the left and the item will move to the right side under '**Selected Items**' that will display on the website.



## Media

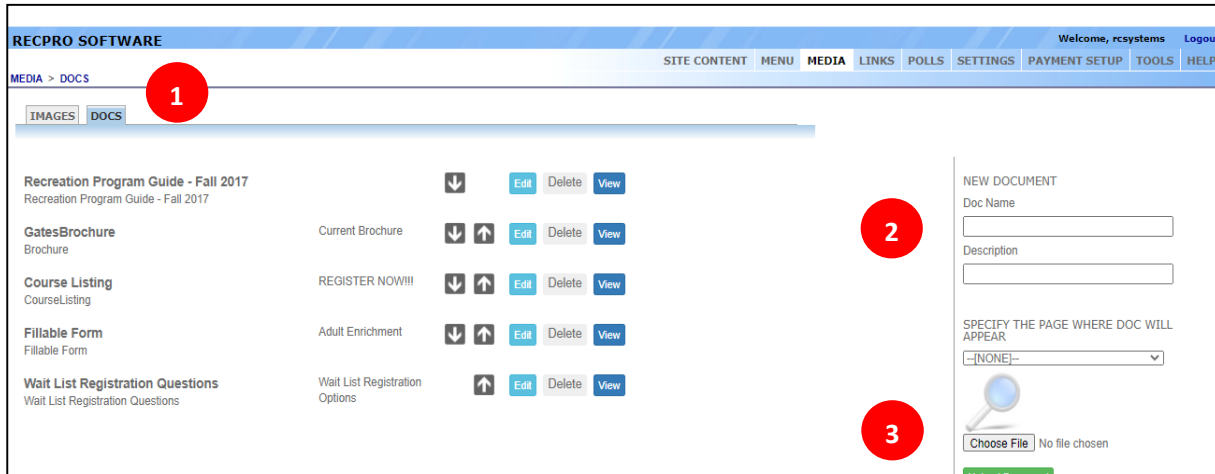
1. Images are uploaded by first clicking **Choose File** button which becomes a browser to your network. Find the picture or image.
2. Then click **Upload Image** button.
3. Images will display on this page in the order they were uploaded. File size restriction is 200 KB.  
Click **X** to delete image and upload a new image.





## Documents

1. Click **Docs** tab
2. Enter **Doc Name** and **Description** and **Specify** from the pick list which page you want it on.
3. Click **Choose File** button which becomes a browser to your network; click **Upload Document** button to upload file.



## Links

The administrator will be able to post links to further personalize their website. Under the Link tab, links can be added one by one. The Link Page can link to any of the pages that were set up previously and display the links.



Once the links are set up they can be reordered by using the up or down arrows.



## Polls

1. User may enter a community survey by creating a **Poll Question** and **Poll Answers**.
2. ReCPro will keep a tally of the answers for easy viewing and allows the ability to edit, delete or create another answer to the poll.
3. To add to website click “enable” or to remove, “disable”.

recpro.net

Welcome, rcsystemsLogout

SITE CONTENTMENUMEDIALINKSPOLLSSettingsPAYMENT SETUPTOOLSHelp

POLLSPolls

Polls

Did you have healthy lunch today? (4 total responses)

EditDeleteResetDisable

No (2 total responses, 0.0%)EditDelete

Yes (2 total responses, 0.0%)EditDelete

Add another answer to this Poll

Save

What is your favorite sport? (1 total response)

EditDeleteResetEnable

Hockey (0 total responses, 0.0%)EditDelete

Basketball (0 total responses, 0.0%)EditDelete

Football (0 total responses, 0.0%)EditDelete

Baseball (1 total response, 100.0%)EditDelete

Add another answer to this Poll

Save

How many times did you visit our website? (0 total responses)

EditDeleteResetEnable

This is my first visit (0 total responses, 0.0%)EditDelete

2- 5 (0 total responses, 0.0%)EditDelete

6- 9 (0 total responses, 0.0%)EditDelete

10 or more (0 total responses, 0.0%)EditDelete

Add another answer to this Poll

Save

NEW POLL

1

Poll Question

Poll Answers

Add Another Answer

Create Poll

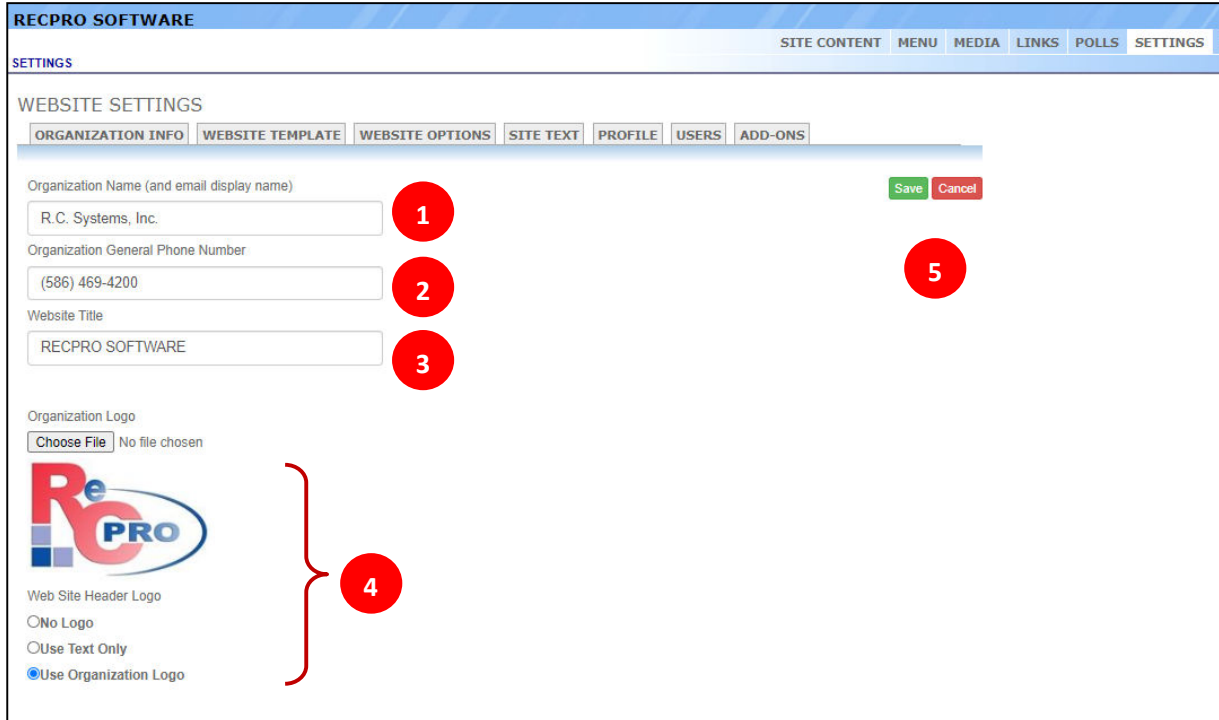
Web Admin Instructions

R.C. Systems, Inc. |

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## Settings – Organization Info Tab

Once setting is clicked, the following page loads:



**RECPRO SOFTWARE**

**SETTINGS**

**WEBSITE SETTINGS**


**ORGANIZATION INFO** | WEBSITE TEMPLATE | WEBSITE OPTIONS | SITE TEXT | PROFILE | USERS | ADD-ONS

Organization Name (and email display name)  
 **1**

Organization General Phone Number  
 **2**

Website Title  
 **3**

Organization Logo  
 No file chosen

 **4**

Web Site Header Logo  
☐ No Logo  
☐ Use Text Only  
☒ Use Organization Logo

**5**

- 1) **Organization Name** – company name as it will appear on website
- 2) **Organizations General Phone Number** – This phone number will be provided to visitors and customers for informational purposes and when assistance is needed beyond the scope of the website.
- 3) **Website Title** – this text would show up in the title bar of the Internet Explorer title, for example:



**RECPRO SOFTWARE**

**SETTINGS**

SITE CONTENT | MENU | MEDIA | LINKS | POLLS | **SETTINGS**

- 4) **Organization Logo** and **Web Site Header Logo** – Select radio button from **No logo**, **Use Text Only** or **Use Organization Logo**. This will affect the main page of the website in the upper left corner.
- 5) Click **Save** button to commit the changes or **Cancel**

## No Logo:



## Use Text Only:



The organization name is entered in **Website Title** field. After entering the data and selecting this option, it will not look exactly like this. To get it to match your color scheme, please call the support technician.

**Use Organization Logo** – The logo would display instead of the organization name.

## Website Options Tab

There are several options under the website options. The save button needs to be pressed, as well as refreshing the main website page in order for the changes to take effect.

Global Configuration

Site Status

☒ Site is offline

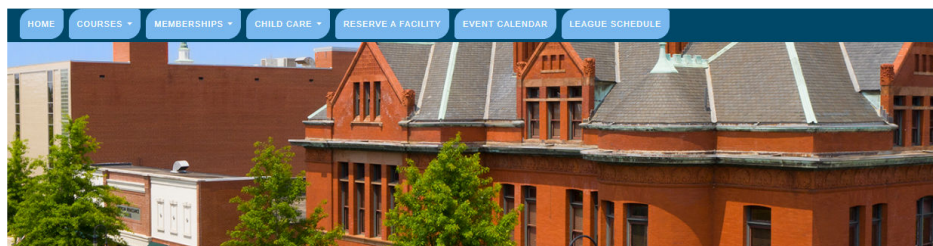
Site Offline Text

Recpro.net is currently un

**Site Status** – The site can be set to “offline.” This feature will display a message to the website visitor indicating that the website is temporarily unavailable. This is typically used when completing extended maintenance.

**Site Offline Text** – This is the text to be displayed to the visitor when the Site Status is “offline.”

Example of site status being “offline”, this is how the end user would view it.



Recpro.net is currently undergoing scheduled maintenance. Please check back soon. We apologize for any inconvenience.

## Family Profile Options

### Family Profile Options

- ☒ Allow Profile Creation
- ☒ Allow Profile Editing
- ☒ Allow Birthdate Editing
- ☒ Allow Grade Editing
- ☒ Allow Municipality Editing

**Allow Profile Creation & Editing** – when checked the end user (customer) will be allowed to create family profile or edit information.

## Course Display Options

### Course Display Options

- ☒ Show Course Instructor

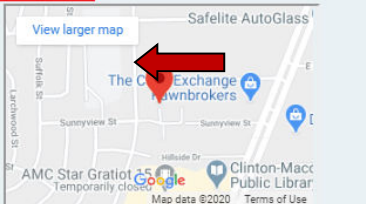
**Show Course Instructor** – when checked the instructor name shows up on the course description on the webpage.

Example of how the end user would view it.

**Details**
✕

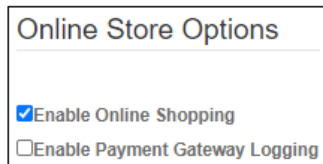
ART101   Learn to Sketch   Summer - 2020

[Share](#)
[Register](#)

<b>Description:</b>	Description for Brochure and Website		
<b>Price:</b>	Res \$50.00 / Non-Res \$55.00		
<b>Availability:</b>	Overall Spots Available: 7	Online Spots: 7 In Person Spots: 7	Resident Spots: 7 Non-Resident Spots: 7
<b>Requirements:</b>	Gender: All Genders	Grades: N/A	Ages: All Ages
<b>Registration Dates:</b>	Resident 'Online' Begins: Wed, 04/01/2020 12:00 AM Non-Resident 'Online' Begins: Wed, 04/01/2020 12:00 AM Resident 'In House' Begins: Wed, 04/01/2020 12:00 AM Non-Resident 'In House' Begins: Wed, 04/01/2020 12:00 AM Registration Ends: Mon, 08/31/2020 12:00 AM		Open Open Open Open Closes in 46 days 12 hours
<b>Activity Dates, Days, Times:</b>	Start Date: Mon, 06/01/2020 End Date: Mon, 08/31/2020 Days/Times: Mon 10:00 AM - 11:00 AM	Number Of Sessions: 13	Class will not meet on:
<b>Instructor:</b>	<div style="border: 2px solid red; padding: 2px;">           Sandy Witkowski      Company: Fun Arts &amp; Crafts Co            Phone#: (558) 474-7474         </div>		
<b>Primary Location:</b>	Online Trivia @ Greene Art Center 789 Sunset Rd Clinton Township, MI 48035		
	<div style="display: flex; align-items: center;"> <div style="flex: 1;">  </div> <div style="flex: 1; text-align: right;"> <a href="#" style="color: #4a7ebb; text-decoration: none;">View larger map</a> </div> </div>		
<b>URL:</b>			

[Open in New Window](#)
[Close](#)

## Online Store Options



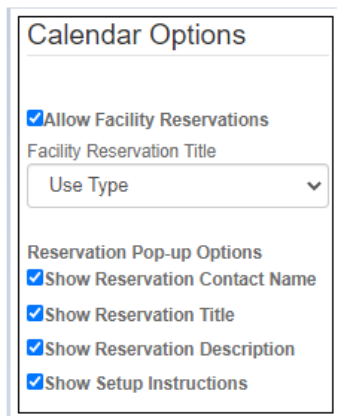
Online Store Options

☒ Enable Online Shopping

☐ Enable Payment Gateway Logging

When online shopping is checked, the user will be able to see the “Register” button and view their shopping cart.

## Calendar Options



Calendar Options

☒ Allow Facility Reservations

Facility Reservation Title

Use Type ▼

Reservation Pop-up Options

☒ Show Reservation Contact Name

☒ Show Reservation Title

☒ Show Reservation Description


☒ Show Setup Instructions

If you are using facility rentals, you can allow online reservations, and choose between **Rental Descriptions** or **Use Type**.

In the calendar, the popup details will display **Contact Name, Title, Description** and **Setup Instructions** or uncheck to turn features off.

## Website Layout Options

Adds a side menu item to the home page, such as Contact Information.



Website Layout Options

Side Menu Options

Area 1: ▼ 3

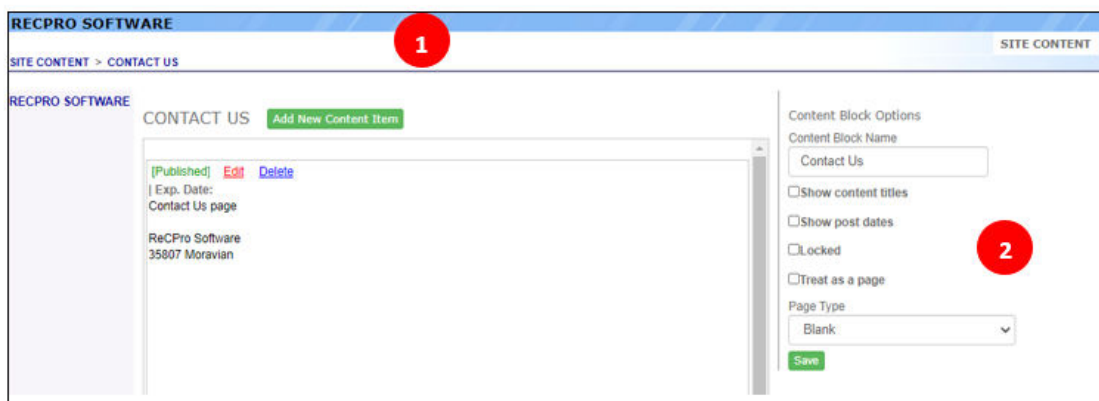
Save Cancel

Area 2: Option2 Edit

Area 3: Edit

Area 4: Edit

1. User would first go to Site Content and create content block
2. Uncheck ‘**Treat as a page**’ in content block screen
3. Then it will be a pick list in **Website Layout Options**



REC PRO SOFTWARE 1

SITE CONTENT > CONTACT US

REC PRO SOFTWARE

CONTACT US Add New Content Item

[Published] Edit Delete

[ Exp. Date: Contact Us page

ReCPro Software  
35807 Moravian

Content Block Options

Content Block Name  
Contact Us

☐ Show content titles

☐ Show post dates

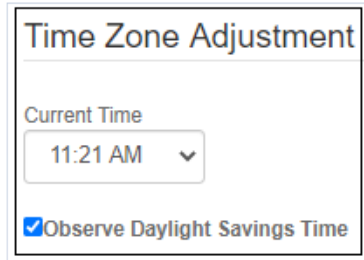
☐ Locked

☐ Treat as a page 2

Page Type  
Blank ▼

Save

## Time Zone Adjustment



Time Zone Adjustment

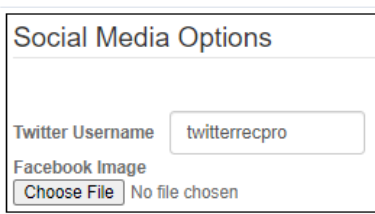
Current Time  
11:21 AM ▼

☒ Observe Daylight Savings Time

If the website is setup at a third party hosting partner and they are located in a different time zone than your office, user can select the **Current Time** their office is in and the **Course Begin Registration dates/times**, will reflect the time zone your office is in. User can also check **Observe Daylight Savings Time** if applicable.

**WARNING:** changing the time is **effective immediately**, so **DO NOT** change the time until you are between registration seasons.

## Social Media Options



Social Media Options

Twitter Username twitterrecpro

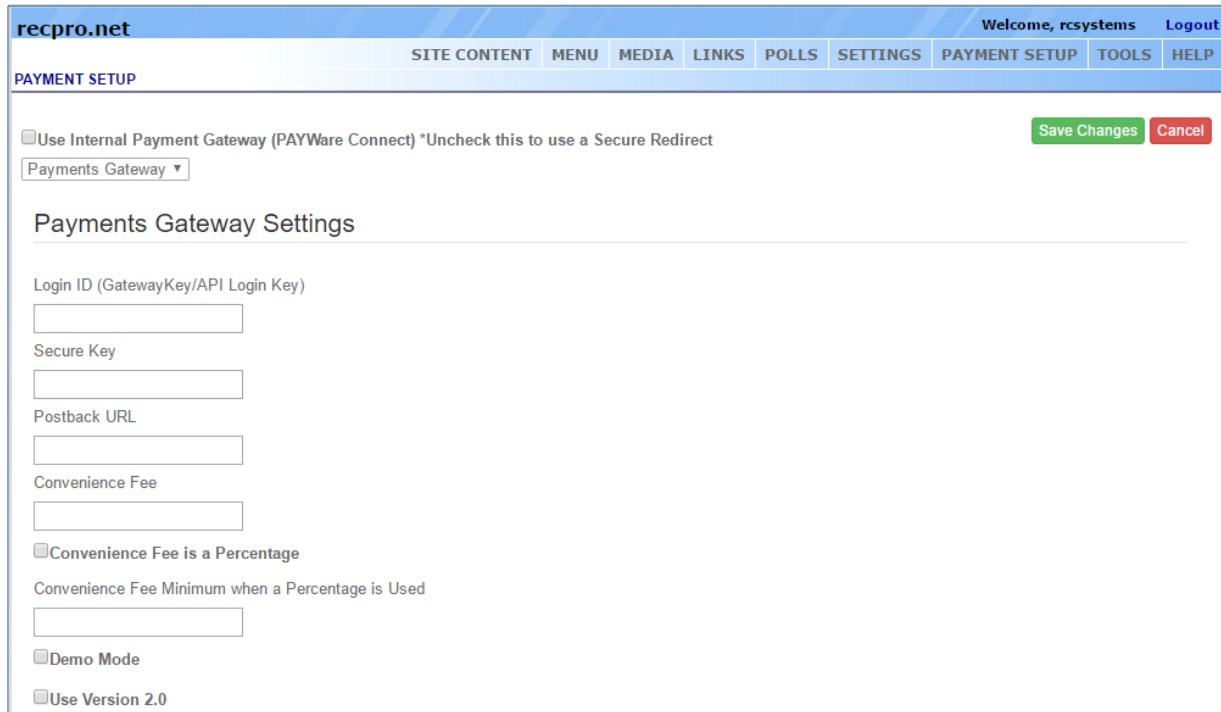
Facebook Image  
 No file chosen

Enter **Twitter** Username – when a user shares the link, it associates the twitter handle with the organization. For example: @ReCProSoftware

With **Facebook** you can add your logo so it's included in each post.

## Payments Gateway Settings

This page is typically setup with ReCPro support and your IT department once the electronic payments gateway has been created.



recpro.net Welcome, rcsystems Logout

SITE CONTENT MENU MEDIA LINKS POLLS SETTINGS PAYMENT SETUP TOOLS HELP

**PAYMENT SETUP**

☐ Use Internal Payment Gateway (PAYWare Connect) \*Uncheck this to use a Secure Redirect

Payments Gateway ▼

**Payments Gateway Settings**

Login ID (GatewayKey/API Login Key)

Secure Key

Postback URL

Convenience Fee

☐ Convenience Fee is a Percentage

Convenience Fee Minimum when a Percentage is Used

☐ Demo Mode

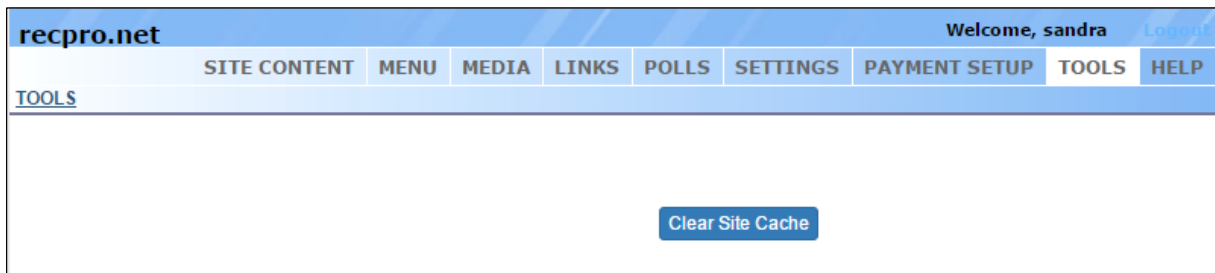
☐ Use Version 2.0





## Tools

**Clear Site Cache** button clears out the webserver. There are certain things that the website remembers, like the menu options, and the cache expires after a certain amount of minutes, but if you needed something to refresh because the data is not refreshing, you can use this button and it will reload from the database. This function is similar to using Internet Explorer > Internet Options > Delete history, cookies, etc., on your computers C drive, but this is on the webserver.



## Testing Online Registration

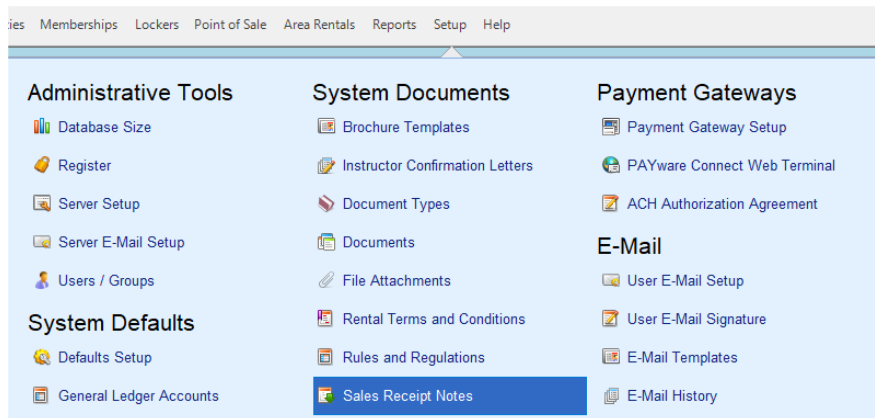
Once the website is complete, it is critical to test the registration process yourself.

1. User should setup an account. This can be done either online or through ReCPro.
2. Test emailing the password to understand how it works and what the customer will get.
3. Go to website and register for a course all the way to checkout using a credit card so you can see what the customers will see and to be sure credit card processing is working correctly.
4. In ReCPro review the customer's payment history tab, activity tab or course roster to ensure customer is registered for the course and paid in full.
5. Run the balance register report in ReCPro, set the "registered" option to "online" to ensure the payment went through.
6. Login to your payments gateway web portal and review the credit card report.

## Important Note

The in-house version of **ReCPro™** must have a receipt note attached to the default setup in Admin in order for the online version of **ReCPro™** to display and print receipts.

From the main menu, go to **Setup > System Defaults > Sales Receipt Notes**



Enter a **Receipt Descriptions**, click **Save**. Click **Edit Receipt Notes** and type text. If user does not want to have a receipt note, as a work around, user must add a blank space (space bar) and click **Save** and close.

## Attach Receipt Note

From the main menu, go to **Setup > System Defaults > Default Setup > Receipt tab > attach receipt note** from the drop down menu.

