



BYTES

VOLUME XIV

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ISSUE 2

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LET THE TRANSITIONS BEGIN!

With a myriad of development tasks ongoing in the background – we are pleased to announce that on **Wednesday, June 21st** we will be releasing the first 12 site improvements to the existing website to prepare for migration to the **NEW MyCountyParks.com** later this year! This edition of **BYTES** provides you with an introduction to these changes so that you may anticipate and incorporate the updated/new functionalities into your local operations. Those that may need additional non-intuitive training will have follow-up instructional videos moving forward. (**NOTE:** *The website may be offline for a brief time on the 21st for installation and testing purposes...FYI ☺*)

In No Particular Order..... Here we go!

Dashboard

SUPPORT

#1 - ADMINISTRATIVE SUPPORT BUTTON

When logged-in to your **CCB Dashboard**, most categories of Administrators will have access to a new **Support System** to request assistance, report an issue or to suggest future improvements. Clicking on the button will open a partially pre-filled form with additional required fields. Once submitted, the Support Request will be accessible to both the MCP System Administrator and to developer Informatics for review & follow-up. ALL future maintenance, development and requests for assistance should be initiated through this new Support process as this will standardize the necessary details to investigate issues and to follow-up with the CCB Administrator that initiated the communication – **Many Thanks!**

#2 – CELL PHONE REQUIRED & FORMATTING STANDARDIZED

Throughout the site – wherever a phone number is requested/required, the site will now enforce that the **CELL phone** number be preferred and be **required*** and that a second optional number may be provided by the user. Also – no matter how one enters the 10-digits of a phone number, it will automatically be formatted to appear with the two dashes as shown here. ☺ You cannot enter more than 10 digits, and if you enter less than 10 – the user will get an error screen to make the correction. This should greatly assist our mobile-user clientele!

#3 – “CONTACT US” AUTO-RESPONSE UPDATED

When a site-user sends in an inquiry utilizing the **CONTACT US** tab, they currently receive an automated generic “Thank-You” confirmation response from the website. The updated version will now also confirm the submission with information about the CCB that the inquiry was sent to. **ALL 99 CCBS can anticipate a request to fill out a Google Docs form with the new standard information** as shown in the email response here to the right. Additionally, County Administrators will be able to install supplemental language to this response email through the new “**Contact Us Email**” tab that can be found in the Edit County Dashboard when logged in. Administrators will be able to add up to 4,000 characters of the additional text that will appear in the automated response email to any customer contacting their CCB utilizing the **Contact Us option** on the site.

Interactive Guide **Contact Us** Cart My Account

The county details are as follows:
County: Adams
Phone: 641-322-4793
Email: accb@adamscountytia.com
Office Hours: 10 AM to 5 PM
Thank you for visiting us.

Dashboard

Edit County Manage Images Related Items Standard Email Footer **Contact Us Email**

Item Purchased	Quantity	Price	Lock Box Code
2 Cottage (10 Person)	1	\$629.00	N/A
Reservation Name: test test			
Event Type/Name: test - test			
Check In/Out Times: 10/3/2023 7:00 PM - 10/5/2023 4:00 AM			
Facility Additional Fees: 1 apt 1 night \$25.00			
Add to Google Calendar		Add to Outlook Calendar	
Total: \$629.00 (Including \$4.00 Processing Fee)			
Item Subtotal: \$629.00			
Paid by Visa: \$629.00			
Click here to DOWNLOAD ICS FILE			

#4 – “ADD TO CALENDAR” FEATURE EXPANDED

The confirmation email received by all customers that purchase a facility and/or sign-up for an event will now provide one-click options to install the reservations on their personal or business Google or Outlook Calendars, OR to download the ICS file for other types of digital calendars. If the customer has multiple items that they have purchased in their shopping cart – **ALL items** will be installed to the selected calendar by clicking on the preferred link in their confirmation email

#5 – GENERAL Q.R. CODE GENERATOR INSTALLED

In addition to the existing QR Code Generators on the site for individual facilities and Events – there will be a new “**General QR Code Generator**” accessible via the navigation tabs on the left side bar of your County Administration Dashboard. To use, Admins simply need to copy/paste any URL into the space provided and the system will generate a downloadable JPEG (picture) of the QR code that can be utilized for your marketing/promotion, communication or other administrative communication needs. This system is similar to other QR Code Generators commercially available.

Feedback

QR Code Generator


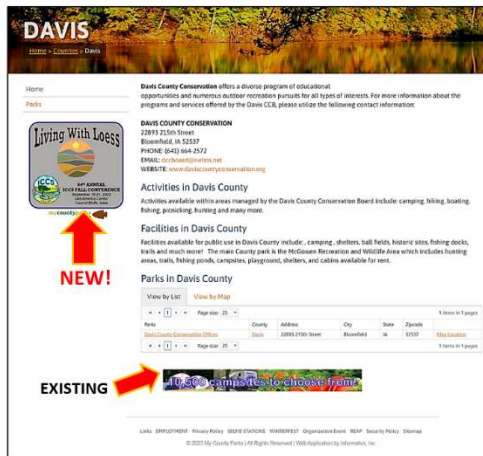
Log

QR Code Generator

QR Code Generator

Enter URL:

Generate QR Code

#6 – ADDITIONAL “BANNER AD” INSTALLED

Many CCBs already utilize the existing Banner Advertisement space that is available at the bottom of every page of your section of MyCountyParks.com. We are adding a second “zone” of promotional space below the navigational links on the left side of your home page! BOTH zones will be adminable through the same “**Banners**” tab in your County Administration when logged-in.

This new location should be immediately visible when users hit your home page (*depending on the # of navigational tabs you may have*) – and will be an excellent place to promote an event, facility or feature of your CCB; or a great way to allow your partners/stakeholder organizations some recognitions or advertisement. Both banner locations can have click-thru links installed as well as scripts for tracking activity through the banner location. A link about creating and installing banner ads is installed within the “Banners” admin section.

> [Click Here for a zip file with example banners and directions](#)



Banner Ad Locations & Instructions

June 2023

#7 – EVENTS & FACILITIES NEED NOT BE VISIBLE FOR BOOKINGS

You will now be able to utilize the existing **MCP Q.R. Code System** for BOTH Events & Facilities without having either be visible to the public on the website! This means that you can take online reservations or registrations from ONLY specific youth/school groups, organizations or people that have access to the specific QR Code. This would also facilitate options for on-site campsite registration payment for sites that are not available for advance reservations; reservable youth hunting areas and other similar scenarios. The item (*facility or event*) would be fully functional otherwise, and in the ADMIN for the item – you would just need to select “No” in the required field for **Display on Website***. This could also creatively be a mechanism to “invoice” people (*with a link OR Q.R. Code*) that could then “Pay Online” for items, products or services available from your CCB? Lots of new flexibilities to be provided by this expanded functionality!

Display on Website *

No

Dashboard

[Edit Facility](#)
[Manage Images](#)
[Rental Contract](#)
[Purchase History](#)
[QR Codes](#)



Reservations

6/1/2023

6/30/2023

Search

Start Date

End Date

#8 – DEFAULT DATE-RANGE SHORTENED

When logged-in with the “**Ranger Profile**” and checking **RESERVATIONS**, the default date-range has been shortened to the existing month only. The Admin can then further expand the dates to their liking. The range was previous defaulted to a 6-month range.

#9 – SUNDAY CHECK-IN EXCLUSION FOR CABINS

Requested by CCB field staff – you will now be able to exclude Sundays ONLY as a day to check-in to a cabin facility. If a Sunday is included in the duration (middle) of a reservation – it will not be affected. If selected, this exclusion will only apply if the user selects a Sunday as the check-in date. The user will receive a pop-up error message instructing them to select alternative date(s) for their reservation.

Reservation Calendar

Month	Day	Year
Jan	Feb	2019 2024
Mar	Apr	2020 2025
May	Jun	2021 2026
Jul	Aug	2022 2027
Sep	Oct	2023 2028
Nov	Dec	" " 2029

Today	OK	Cancel
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#10 – ADMIN RESERVATION CALENDAR ADDED

Similar to the **EVENTS Admin Calendar** where an Admin can look at a full week/month of upcoming events, a new **FACILITY Admin Calendar** for upcoming reservations will be added. Here, when logged in **as a County Administrator**, one can choose a month and year to populate a color-coded calendar with upcoming facility reservations. By clicking on an individual calendar item – the specific ORDER for that reservation will populate the screen. Clicking on default current month name will allow the Admin to select optional months and/or years to have populate the view.

This new functionality negates the previous methods of searching for bookings that necessitated multiple entries and exits to each facility to check calendars. Each CCB that provides online reservations for their facilities will find this a useful new tool, and will need to experiment with it to see how best it fits local operations. 😊

#11 – AGREEMENT TERMS ADDED TO EVENTS

By selecting **Attendee Contract** in the Event Admin Dashboard, you will be able to add **AGREEMENT TERMS** that the customer will have to agree to by checking a box during the check-out process in order to complete a registration. Failure to check ALL “Additional Agreement(s)” for an event registration will not allow the customer to register for the event.

ADDITIONALLY (in the Admin) – Any text that has been placed in the “Waiver” Admin Box, with the Waiver check box selected will require that the customer agree to the waiver, and provide a typed signature with their full name to proceed.

View of Waiver in Event Registration Check-Out :

Waiver *: ☐ I, the undersigned, hereby give permission for my child to participate in all activities (unless otherwise specified in writing) and assume all risks and hazards incidental to the program. I agree to

Signature * :

Full Name

Availability

10/27/2023

10/29/2023

October

	W	T	F	S		
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Edit County

Edit CountyManage ImagesRelated ItemsStandard Email FooterContact Us Email

☒ Exclude?

Exclude Sunday Check-In for Cabins

Sorry, your submission cannot be completed due to the following problems:

- The Check-In date cannot fall on a Sunday. Kindly select an alternative date for your reservation.

View in Event Administration:

Agreement Terms

Attendee must agree to... ***(Add New Rule and Regulation for this event)** *must be less than 500 characters*

[Add a New Agreement Term](#)

No Adults are allowed to Supervise or Participate

No One under the Age of Five may register

[Modify](#) [Cancel](#)

View in Event Registration Check-Out :

Additional Agreement(s) for Homeschool Naturalists 1

- ☐ No Adults are allowed to Supervise or Participate
- ☐ No One under the Age of Five may register

#12 – LAST DAY OF CAMPING SEASON “FIXED”!

Previously, if a customer was utilizing the general facility availability search feature on the website, and wanted to camp the final Fri. – Sun. weekend (Oct. 27-29) of the camping season – the search would not show availability for that search as the 29th was the start of the “Off Season”. But, if the customer actually got on to the facility calendar, they would be able to book the facility. This update will allow facilities that fall into this search scenario to be shown as available for a Sunday departure.....but NOT for a Sunday overnight stay as the campground would close that afternoon for the end of the season.