

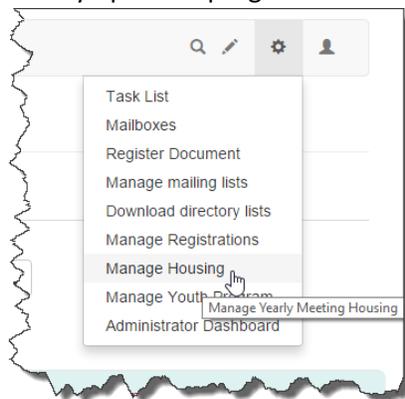
SCYM Housing Management Handbook

1 THE HOUSING PROGRAM

The registrar will use the housing program to match the housing preferences indicated by attenders on their registrations with specific cabins, dorms and motel rooms on the camp site. In the process the registrar may define housing types and housing units.

A variety of reports are available to find the number of people assigned to each unit and exactly where an individual may be assigned.

You may open the program from the tools menu:



Or with this URL:

<http://www.scym.org/registration/housing>

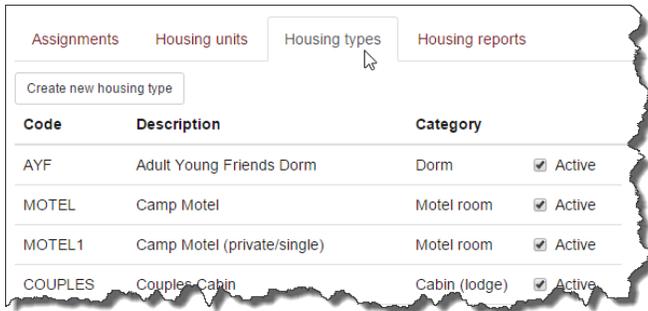
Most of these features are also available in the registration administration program and work as described here.

2 MAKING PREPARATIONS

There are three tasks that should be accomplished before assignments begin:

1. Update "Housing Types"
2. Update "Housing Units"
3. Update the housing confirmation message

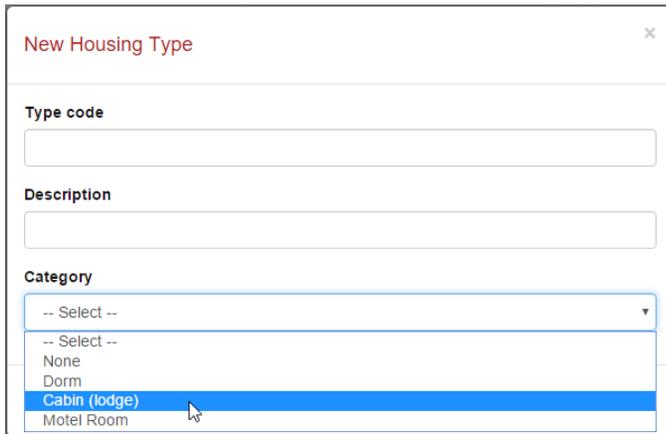
2.1 HOUSING TYPES



Code	Description	Category	Active
AYF	Adult Young Friends Dorm	Dorm	<input checked="" type="checkbox"/>
MOTEL	Camp Motel	Motel room	<input checked="" type="checkbox"/>
MOTEL1	Camp Motel (private/single)	Motel room	<input checked="" type="checkbox"/>
COUPLES	Couples Cabin	Cabin (lodge)	<input checked="" type="checkbox"/>

The Housing types list determines the choices in the “Housing Preference” drop-down on the registration. For this reason any updates to the housing types should be before registration begins or very soon after. These items cannot be deleted or edit. You may remove them from any lists that are visible to the user by “un-checking” the ‘Active’ checkbox.

To create a new one, click ‘Create new housing type’



New Housing Type

Type code

Description

Category

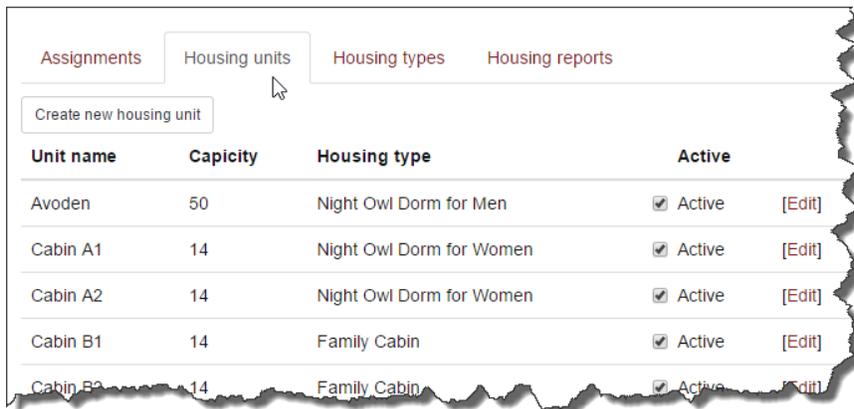
- Select --
- Select --
- None
- Dorm
- Cabin (lodge)**
- Motel Room

Type code is a short name used to identify type internally. It must be unique and preferably have no spaces.

Description is the text that actually appears in the drop down list.

Category is very important since it is used to determine the charges.

2.2 HOUSING UNITS



This is the list of actual rooms, cabins, dorms and other accommodations. It also has the capacity, the number of people you can put there and the housing type. The housing type is used to help you match a housing unit with the attenders housing preference.

Any updates should be completed before you begin to make assignments.

You may uncheck the 'Active' check box to remove the unit from any lists. Unused units should be unchecked, but the unit stays in the database for historical purposes.

The edit link allows you to change the capacity and housing type.

Click 'Create new housing unit' to make a new one.

2.3 HOUSING CONFIRMATION MESSAGE TEMPLATE

The housing confirmation message template should be updated before you begin assignments.

The text of the housing confirmation message is made up of text that is the same for every message, and text that is specific to the particular registration. We have a template stored as content on the site which uses replicable tokens. These are words surrounding by double curly-braces (like `{{this}}`) that are replaced with values from the registration when the messages is sent.

To make changes in the template, so to this URL to make any changes you wish:

<http://www.scym.org/templates/housing-confirmation>

The replicable tokens used in this template are:

<code>{{cost}}</code>	The registration account balance. USD format.
<code>{{room-assignments}}</code>	A list of room assignments
<code>{{code}}</code>	The registration code used in the link to the registration.

3 MAKING ASSIGNMENTS

Initial housing assignments should be made a week or so before yearly meeting. As each assignment is made an e-mail notification may be sent that includes the housing assignment, cost confirmation, and other details such as the gate code and any “late breaking” instructions.

We’ll demonstrate a simple case of a couple that has requested a motel room and also the more complex scenario of a family whose assignments may vary between persons or nights.

3.1 FINDING REGISTRATIONS FOR ASSIGNMENT

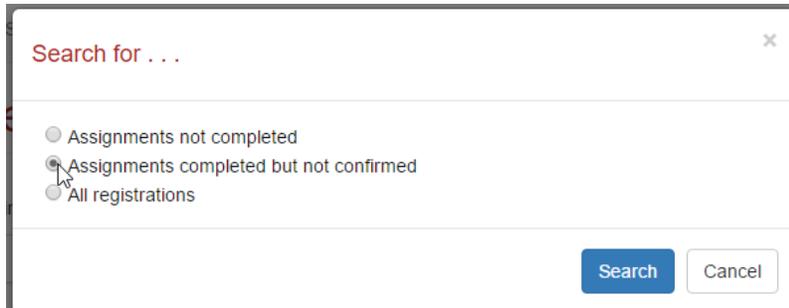
The first thing you will see on the ‘Assignments’ table is the search form.



You can just enter a name and press the Enter key or click ‘Search by name’. Then select the registration from the list below.



Sometime, however you will want to select from a particular group. If you click ‘Show all’ you’ll be presented with these choices:



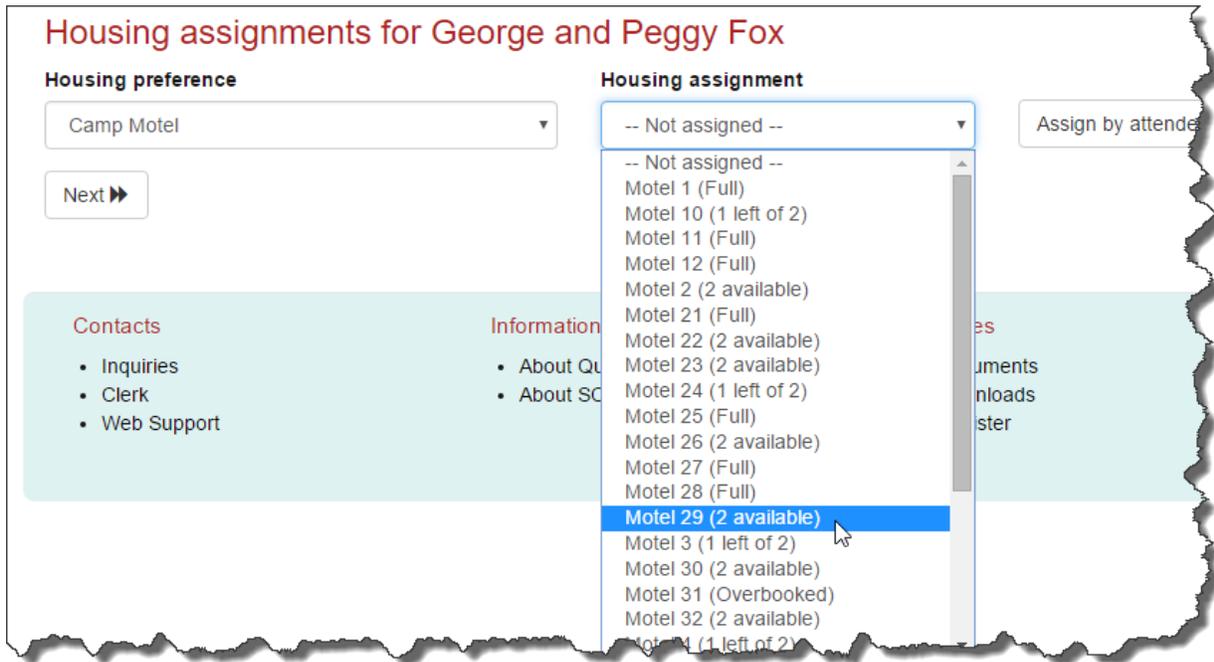
‘Assignments not completed’ will display names for only those registrations lacking assignments.

‘Assignments completed but not confirmed’ will show those that were completed but have not been sent their confirmation message.

These search choices give you a good way to make sure everything is done. It is also how you would come back to send a confirmation message if you decided to skip that step.

3.2 A SIMPLE EXAMPLE

When we search for and select “George and Peggy Fox” (in our example) we get this simple screen and we may select a housing assignment:



Housing availability is displayed in the dropdown list. ¹

The housing assignment list is filtered based on the housing preference. In our example only motel units are on the list. If you want to select from outside this list, select ‘Show all’ in the ‘Housing Preference’ list. ²

¹ Bear a couple of things in mind about the housing availability numbers on the list. If changes are made outside the program or by another user, this list is not automatically updated. Also if the current person was already assigned the count will already include them.

² **Warning:** if you select a unit that does not correspond to the person’s original preference you may have to go back to the registration, change the preference there. This would be necessary if they change from a dorm to a cabin, cabin to motel . . . as it would change the fees.

After the assignment is made the 'Save' and 'Cancel Changes' buttons appear:



The screenshot shows a web form titled "Housing assignments for George and Peggy Fox". It has two columns: "Housing preference" and "Housing assignment". Under "Housing preference", there is a dropdown menu with "Camp Motel" selected. Under "Housing assignment", there is a text box with "Motel 26 (2 available)". Below these fields are two buttons: a blue "Save" button and a white "Cancel changes" button. A mouse cursor is pointing at the "Save" button.

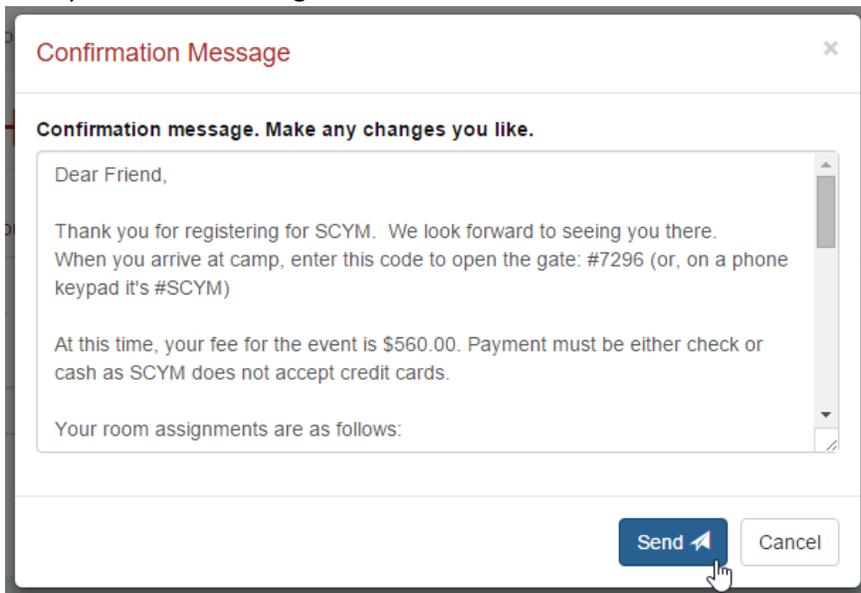
Click 'Save' to make the assignment. Once the update is complete, you'll see the 'Send Confirmation' and 'Next >>' buttons.



The screenshot shows the same web form as above, but now the "Save" button has been replaced by a blue "Send confirmation" button and a white "Next >>" button. A mouse cursor is pointing at the "Send confirmation" button.

You can skip the confirmation for now and come back if you wish, by clicking 'Next >>'. More likely, you'll want to send it right away, so click 'Send confirmation'

Now you'll see this dialog box:



The screenshot shows a "Confirmation Message" dialog box. The title bar says "Confirmation Message" with a close button (X). The main content area has the heading "Confirmation message. Make any changes you like." followed by a text area containing the following text: "Dear Friend, Thank you for registering for SCYM. We look forward to seeing you there. When you arrive at camp, enter this code to open the gate: #7296 (or, on a phone keypad it's #SCYM) At this time, your fee for the event is \$560.00. Payment must be either check or cash as SCYM does not accept credit cards. Your room assignments are as follows:". At the bottom right of the dialog box are two buttons: a blue "Send" button with a mouse cursor pointing at it, and a white "Cancel" button.

At this point you may add any additional text to the message if you have something to tell the specific person the message is going to. Click 'Send' and once the message is sent you'll be returned to the search screen.

3.3 A MORE COMPLEX EXAMPLE

Sometimes we have cases where individuals may not be staying in the same place every night, or families whose members have different housing preferences.

If you need to make changes by attender per night, click 'Assign by attender' on the assignments form:

Housing assignments for George and Peggy Fox

Housing preference **Housing assignment**

Camp Motel Motel 26 (2 available) Assign by attender

You will then be able to make mixed assignments:

Housing assignments for George and Peggy Fox

Attender: George Fox

	Housing preference	Housing assignment	Note
Thursday	Camp Motel	Motel 26 (2 available)	
Friday	Camp Motel	Motel 26 (2 available)	
Saturday	Camp Motel	Motel 26 (2 available)	

Attender: Margaret Fell

	Housing preference	Housing assignment	Note
Thursday	Camp Motel	Motel 26 (2 available)	
Friday	Camp Motel	Motel 26 (2 available)	
Saturday	Camp Motel	Motel 26 (2 available)	

Send confirmation Next >>

This screen automatically appears if members of a family have selected different housing preferences.

Let's consider a somewhat contrived, but not impossible, example.

The Fox-Fell family has five members:

1. George and Peggy want to stay in a motel.
2. The three kids want to stay in various dorms

You get late e-mail message from George stating that Peggy is not coming until Saturday and that he will tent until then. Maggie wants to tent with dad but then join Karen in the 'Female Young Friends' dorm on Saturday night. Peggy updates her arrival time but no housing preferences were changed.

Hmm... this will be interesting.

When you search for and select 'The Fell Family', you get the 'assign by attender' screen and you can play around with it all you like. We assign George and Peggy to Motel 2 for Saturday, Maggie and George to tenting on Thursday and Friday. Maggie to 'Cabin E2' on Saturday. Karen to E2 throughout and Willie to E1.

Behold:

Attender: George Fox			
Thursday	Housing preference Tenting	Housing assignment Tenting (96 left of 99)	Note
Friday	Housing preference Tenting	Housing assignment Tenting (94 left of 99)	Note
Saturday	Housing preference Camp Motel	Housing assignment Motel 2 (2 available)	Note
Attender: Maggie Fox			
Thursday	Housing preference Tenting	Housing assignment Tenting (96 left of 99)	Note
Friday	Housing preference Tenting	Housing assignment Tenting (94 left of 99)	Note
Saturday	Housing preference Jr. Young Friends Female	Housing assignment Cabin E2 (Overbooked)	Note
Attender: Peggy Fell			
Saturday	Housing preference Camp Motel	Housing assignment Motel 2 (2 available)	Note
Attender: Willie Fox			
Thursday	Housing preference Male Young Friends Dorm	Housing assignment Cabin N1 (14 available)	Note
Friday	Housing preference	Housing assignment	Note

Now all's right with the world. Well, not quite: The fee calculations don't account for staying in a low-rent place part of the time and a higher rent place on the other night. The registrar will need to add a credit to adjust for this problem. Also looks like we over booked E2, too many Junior High girls. Well, let's talk to the Youth coordinator and figure this out.

Have fun, registrar. 😊