

MyRec.Com Introductory & Training Videos

You must watch all the below training videos in the order that they are listed. It is suggested you take notes throughout the training. There will be a training with the software company at a date TBD. After you complete watching a video, initial that you have watched the video (last column on the right). After you have watched all videos complete the second page of this task (signature).

You can access these videos by any of the following methods:

1. Visiting www.westseneca.net > youth & recreation > employee information > MyRec Training Videos then clicking each link.
2. Using the link listed next to each video, by typing it into a web browser.
3. Opening up this file in .doc form and copy & pasting the link into a web browser for each video. File Path: 2020 Recreation > MyRec Training Videos DOC
4. Opening up this file in .pdf form and clicking each link. File Path: 2020 Recreation > MyRec Training PDF

Each of these methods has been tested and works on the Clerk Typist computer both on and off the cloud.

1. Account Creation and Management

Estimated Time to Complete This Sections Videos 37 Minutes

	Length of Video	Initial After Watching
- Account Creation Video: https://www.screencast.com/t/Vc5VDstGP	6M 3S	_____
- Account Search Video: https://www.screencast.com/t/mSCFWGHjbB	3M 37S	_____
- Account Tabs Video: https://www.screencast.com/t/HM7N3fGY4m	13M 25S	_____

2. Registration process / Checkout / Account Finance / Cancelation

Estimated Time to Complete This Sections Videos 19 Minutes

- Management Registration Video: https://www.screencast.com/t/gKxNvrF9y	4M 27S	_____
- Cancel a Registration Video: https://www.screencast.com/t/RMwrKoGZkL5v	3M 45S	_____
- Management Reservation Video: https://www.screencast.com/t/THWdBnKk1NKR	3M 46S	_____
- Cancel a Reservation Video: https://www.screencast.com/t/UFTMTZw2Y89A	2M 51S	_____
- Management Membership Registration: https://www.screencast.com/t/BO3sAh2fs	2M 10S	_____

3. Scholarship Funds <https://www.screencast.com/t/u1mioh0F>

Estimated Time to Complete This Sections Videos 3 Minutes

2M 56S	_____
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4. Department Web Information / Public Side Functions (Home Page) **NO VIDEOS AS OF 11/4/2020**

Estimated Time to Complete This Sections Videos 0 Minutes

5. Program / Activity Creation and Management

Estimated Time to Complete This Sections Videos 23 Minutes

- Programs Creation Video: https://www.screencast.com/t/aKoD83H3	4M 33S	_____
- Standard Activity Creation Video: https://www.screencast.com/t/Z2jx6BrkUh6	9M 47S	_____
- Informational Programs Video: https://www.screencast.com/t/DSpQeCJ6x	1M 46S	_____
- Program Cloning Video: https://www.screencast.com/t/jfOWfzAN7	2M 25S	_____
- Assigning Coaches / Instructors Video: https://www.screencast.com/t/Oha837fu5s	2M 43S	_____

6. Program / Activity Reporting and Email / Text Notifications **NO VIDEOS AS OF 11/4/2020**

Estimated Time to Complete This Sections Videos 0 Minutes

7. Facility Creation / Management

Estimated Time to Complete This Sections Videos 5 Minutes

- Facility Creation Video: <https://www.screencast.com/t/WROnTNUDcee> 2M 46S _____
- Facility Area Creation Video: <https://www.screencast.com/t/cqAwWwDau> 1M 5S _____

8. Reservation / Request Process and Reporting

Estimated Time to Complete This Sections Videos 16 Minutes

- Reservation Management Video: <https://www.screencast.com/t/kYEglTD3dVG> 6M 36S _____
- Modify a Reservation Video: <https://www.screencast.com/t/kYEglTD3dVG> 6M 36S _____
- Quick Add Reserve Video: <https://www.screencast.com/t/tqvDgum5WiM> 1M 50S _____

9. Membership Creation / Registration / Facility Access / Reporting **NO VIDEOS AS OF 11/4/2020**

Estimated Time to Complete This Sections Videos 0 Minutes

10. Point of Sale: Product Creation / Management / Reporting **NO VIDEOS AS OF 11/4/2020**

Estimated Time to Complete This Sections Videos 0 Minutes

11. Point of Sale Use (portal) / Equipment (if necessary) **NO VIDEOS AS OF 11/4/2020**

Estimated Time to Complete This Sections Videos 0 Minutes

12. Financial Reporting **NO VIDEOS AS OF 11/4/2020**

Estimated Time to Complete This Sections Videos 0 Minutes

Estimated Time to Complete All Videos 103 Minutes

Complete the below section after you have watched all the videos in the MyRec.Com Introductory & Training Video Task.

I confirm that I have watched all of the above videos in full and that I have completed the MyRec.Com Introductory & Training Video Task.

I Started the MyRec.Com Introductory & Training Video Task on (DATE, M/D/Y)	
I ended the MyRec.Com Introductory & Training Video Task on (DATE, M/D/Y)	
Print Name (First Name, Last Name)	
Signature	
Date Signed (M/D/Y)	