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MTS Notify Instructions from A-Z

This new feature allows:

- **Parents to receive notification when their children check in and out**
- **Parents to receive group and emergency notifications**
- **Administrators to receive notification instantly when their staff/volunteers are checking in and out**
- **Administrators and Board members to receive statistical information about the organization**

The MTS Notify contains Triggers and Channels.

A Trigger is an event that takes place inside Member Tracking System that generates a message that is sent to a device. Typically a trigger is sent to a single device.

A Channel is a group that can contain many devices. A channel can be used to send messages to all of the devices in the group simultaneously.

Create channels for emergency notifications, board notifications, sports leagues and more

1. In Member Tracking System, click the Procedures button.
2. Click the Admin Membership Tools tab.
3. Click the MTS Notify button.
4. On the MTS Notify Channels screen, click the Create New Channel button on the bottom.
5. Select either Organization or Unit Channel and if Unit then choose which Unit.
6. Name the Channel accordingly.
7. Turn on the checkbox to Add By Default and this channel will be suggested automatically during Quick Setup for each device.
8. Click the Add button.
9. You will be asked "Are you sure you want to create a new Notification Channel...", answer Yes.
10. You can create as many Channels as you like here. Examples are:
 - a. All Staff
 - b. Sports Leagues
 - c. Board Members
 - d. Lunch Program
11. From this screen you can Create and Delete Channels.

Please note that the Add By Default currently only adds new contacts that register after the channel was created and anyone that was set up before creation of the new channel will have to be added under Members and Contacts. Click the MTS Notify button; click the Add Trigger/Channel. Select the new channel and click Add.

You can select a Channel and Create and Send a Notification

1. Choose one of your Channels on the left.
2. Click the Create and Send Notification button.
3. Type in a message – we allow up to 4000 characters but keep in mind that your recipients are using devices with small screens.
4. Click the Send button and your message will be sent.
5. Close this screen to the Main Menu.

Set up your members' contacts to receive member scan in and out notifications

1. In Member Tracking System, go into the Members screen.
2. Click the contact tab.
3. Select the contact in the list or add a new contact that would like to receive the notifications.
4. In order for the contacts to receive Scan In/Out notifications they must be marked as Primary Contact and/or Parent/Guardian.
5. These contacts must have an email address that matches the email address that they used to register the app.
6. This Email address must have the Type marked as E-Mail.

Set up your staff to receive staff scan in and out notifications

1. In Member Tracking System, go into the Staff/Volunteers screen.
2. Select or add the staff person to receive notifications.
3. Fill in an email address that will be used to register the app.
4. This Email address must have the Type marked as E-Mail.

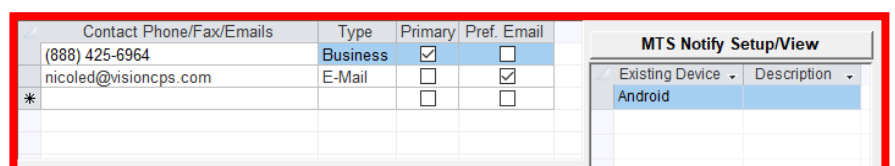
Parents, Staff or Board Members purchase the MTS Notify App



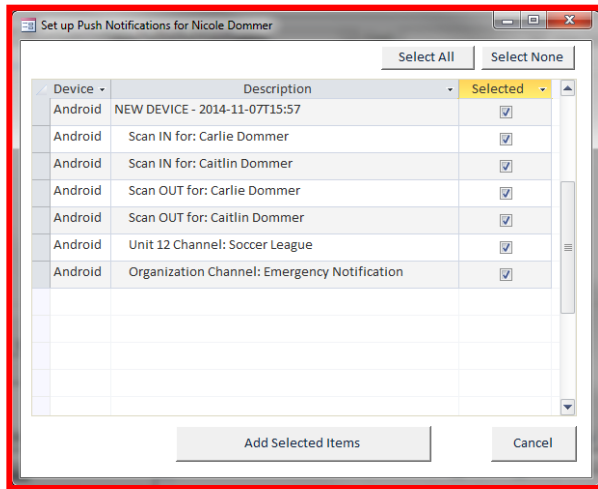
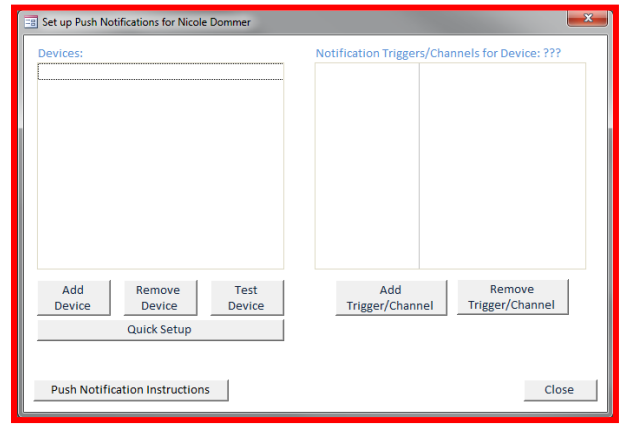
1. The parents, staff or board members can go to the App Store/Google Play Store from their device and search for the MTS Notify app.
2. Download and launch the app.
3. Tap the Sign Up button in the lower right hand corner.
4. A Sign Up form will appear. They will enter in the email address that they have given or will give to the Organization and they will create a password. The password must be a minimum of 6 characters long. They will then tap the Create Account button.
5. When the parent, staff or board member is finished downloading, installing and signing up, the parent, staff or board member needs to contact your organization. Then you will go back into the Member Tracking System and set them up.

Setup Parents

1. Open the Members screen.
2. Search for the member.
3. Click the Contacts tab and select the parent.
4. Click the MTS Notify Setup/View button on the right.



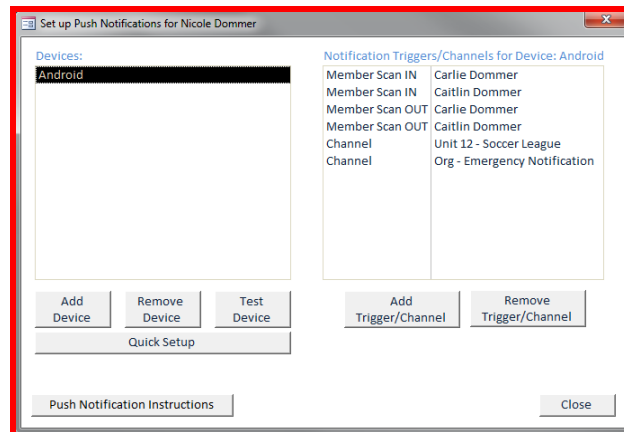
5. A new window will pop up named Set up Push Notifications for... Click the Quick Setup button at the bottom of the screen.



6. The Set up Push Notifications for ... window will appear after a moment and it will list the device that the parent installed the application on to, along with the Scan IN, Scan OUT and any other Channels that have been setup to 'Add by Default' in the Procedures section.
7. The top line represents the device that will receive the notifications and the subsequent lines represent either In/Out Triggers or Channels that have been setup in the Procedures section.
8. Review the list of Push Notifications.

9. By default all items are preselected for you. You can use the Select All or Select None buttons or choose which triggers and notifications the parent will receive individually.
10. Click the Add Selected Items button at the bottom.

NOTE: If the parent is a contact for more than one member in MTS and that parent is marked as the Primary or Parent Guardian for both or all of the members, then the Quick Setup screen will list the Scan IN and Scan OUT for both or all of the members.



11. Click the Add Trigger/Channel button in order to add additional Channels to this parents device.

Setup Staff

1. Open the Staff/Volunteers screen.
2. Search for the staff/volunteer.
3. Click the MTS Notify button in the center of the form.

Phone/Fax/Emails	Type	Primary	Pref. Email	
(888) 425-6964	Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MTS Notify
nicoled@visioncps.com	E-Mail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
*		<input type="checkbox"/>	<input type="checkbox"/>	

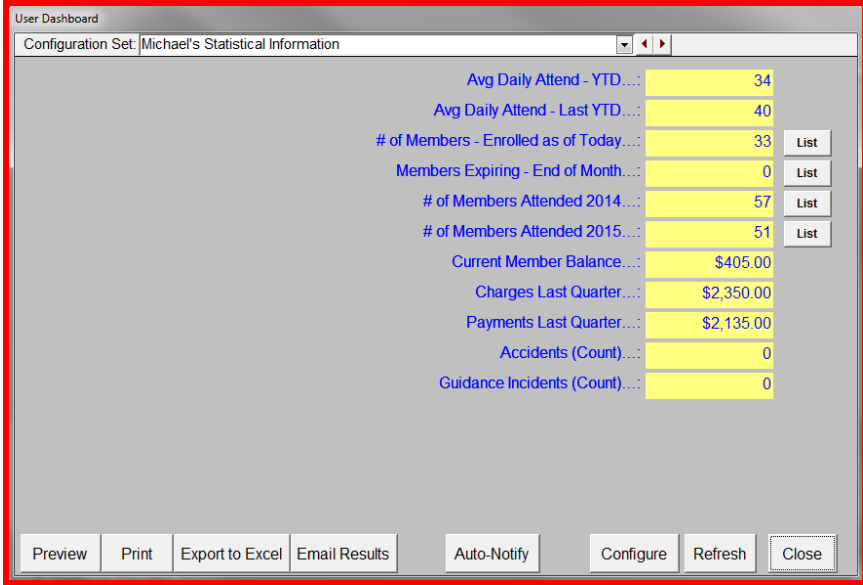
4. If the staff/volunteer is also a contact for a member you will see the Notification Triggers and Channels for their device listed if they have been setup already.

5. If the staff/volunteer is not a contact then the screen will be blank and you can click on the Quick Setup button.

6. Then click the Add Trigger/Channel button to choose the items that this staff person would like notifications for such as Staff Scan IN, Staff Scan OUT, Voided Payment, Emergencies, etc.

Setup Administrative Staff or Board Members

1. From the Main Menu, click Local/Station Settings.
2. On the bottom left of the Station Settings tab turn on the checkbox for “Automatically Send Dashboards to MTS Notify recipients from this station”. Close to the Main Menu.
3. From the Main Menu, click the Reports button.
4. Click the Organization/Unit tab.
5. Click the My Dashboard.
6. Click the Configure button to create a dashboard to meet the needs of the administrative staff or board member, examples are:
 - a. Average Daily Attendance for Year to Date
 - b. Count of Members Enrolled as of today
 - c. Count of Members Attended this year
 - d. Current Member Balance
 - e. Member Enrollments Expiring Through End of Month
 - f. Total of Charges Last Quarter
 - g. Total of Payments Last Quarter
 - h. Etc

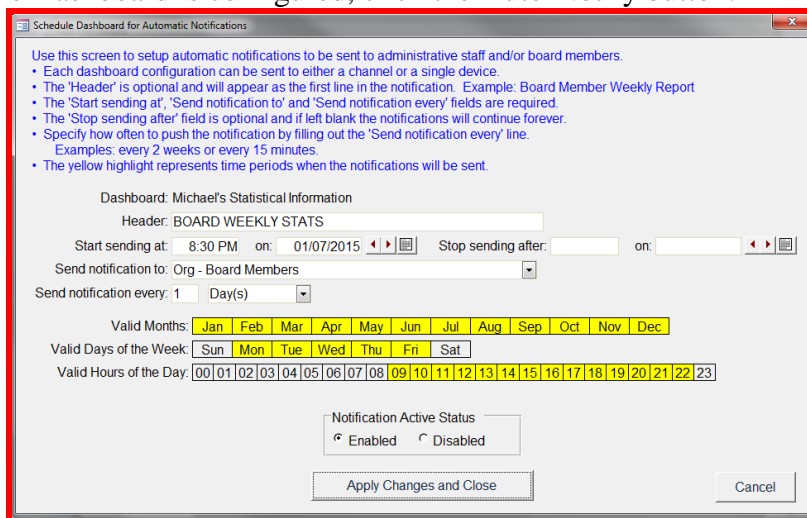


User Dashboard
Configuration Set: Michael's Statistical Information

Avg Daily Attend - YTD...	34	
Avg Daily Attend - Last YTD...	40	
# of Members - Enrolled as of Today...	33	List
Members Expiring - End of Month...	0	List
# of Members Attended 2014...	57	List
# of Members Attended 2015...	51	List
Current Member Balance...	\$405.00	
Charges Last Quarter...	\$2,350.00	
Payments Last Quarter...	\$2,135.00	
Accidents (Count)...	0	
Guidance Incidents (Count)...	0	

Preview Print Export to Excel Email Results Auto-Notify Configure Refresh Close

7. Once the Dashboard is configured, click the Auto-Notify button.



8. Give the Notification a Header such as: “Stats”.
9. Fill in the Start sending at time, date.
10. If you fill in a Stop sending time and date then then notification will stop after that date, if you leave that blank then the notification will continue to send.
11. Choose Send notification to from the dropdown. If the dropdown is blank then follow the steps in the “Create channels for emergency notifications, board notifications, sports leagues and more” section above on Page 1.
12. The Valid Months highlighted in yellow are the months that the notification will send. Click on a month to remove the highlight and the notification will not send during that month.
13. The Valid Days of the Week and Hours of the Day work the same as the Valid Months.
14. Choose Enabled.
15. Click Apply Changes and Close.
16. You will receive a message to review the schedule of the next 5 transmission times in the lower left. If it looks good then click OK. If not, then click Cancel and modify your information.
17. The staff and board members will begin to receive their notifications based on the choices setup on the schedule screen.

Please note that the notifications will only be sent from computers that have the most recent 8.17.01 Member Tracking System. MTS Notify will only send notifications if the activity is scheduled for In/Out time. The attendance must be taken inside of Quick Entry, including through the Batch Attendance screen. Notifications will be sent for any activity that is scheduled for In/Out and where the attendance is taken through Quick Entry.

