

## Address and Settings

### Overview

The **Address and Settings** page is used to define the contact data that will be merged into any communication sent to clients.

I.e. The address and contact data is merged into emails so your clients have the appropriate contact details.

Note that the contact details are Location and Activity specific, so you will have to complete them for each activity at each location.

The fact that the settings are Location and Activity specific means it's very easy to ensure the contact details supplied to a client are correct and relevant and they are easy to update.

The **Address and Settings** page is broken into four parts they are...

### The activity contact

This is information relating to the person who will be running the activity at this location, data recorded here can be used in emails and will show in the Client Hub if you're using it.

<b>Contact Name</b>	The name of the primary contact for clients involved in the activity. Some people don't put a name in this particular field they'll enter data such as... The Swim Team
<b>Contact No</b>	A landline/mobile number that can be used to contact the primary activity contact.
<b>Contact Email</b>	The email address that can be used to contact the primary activity contact.
<b>Contact SMS</b>	A mobile number that can be used to contact the primary activity contact or the SMS identifier.

### More about SMS identifiers

Instead of putting a number in the SMS contact field, you can define an identifier, an identifier is where you replace a mobile number with a modest amount of text, text that indicates who the messages come from. Identifiers must be at least three characters long but not exceed 11. Placing an identifier in this section will mean that clients can see the messages from you but won't be able to reply to them. For example, we could set the contact SMS as MORsolutions, if we then sent out lots of text messages saying lessons were cancelled, we would not be bombarded with messages saying thank you - leaving our mobile channel open and clear for important messages.

### The communication address

This is the area of the system where you display either you're registered or trading address.

### The location address

This is the address where the activity will be taking place, this address can be seen by your customers in the Client Hub it enables them to use Google Maps to navigate to the premises. This information can also be included in email communication too, again ensuring your clients know where they need to go to attend lessons.

**NOTE** Google maps does its address lookup based on the first line of the address and the postcode, the postcode gives the general area whilst the first line of the address allows Google to pinpoint the location. If the first line of the address is missing or wrong, Google maps may not give the correct location.

### Miscellaneous settings

The location activity page also includes four miscellaneous settings they are.

#### Create orders

If you don't want SwimSoft to create orders for people attending the activity at this location then simply turn the **create orders** field to the **Off** position. We have found that in most cases, this field should be set to **Yes**

#### Allow instructor to record move and stay information

If you're giving your instructors access to SwimSoft and want to give them the ability to record if a child needs to progress to a higher class type or be allocated a position in the same type of class in the future then set this field to **Yes**

#### Show instructors comments on Progress reports

If you want to give your team the ability to add comments to the progress reports students will be given then set this field to **Yes**.

#### Issue Linked Awards via Lesson Manager

Have this switch set to '**On**' to ensure that distances recorded using the distance matrix get converted into past awards, this enables parents to purchase the awards and, in turn, certificates.