ePACT<>RecTrac API SYNC for RecTrac version 3.1.10.17.00 +

The RecTrac application integrates seamlessly with ePACT to create ePACT Groups and Members in all desired dashboards. Optional – and strongly recommended – is the ability to enable auto-email invitations, which will automatically send ePACT users email invitations for activity sections requiring medical and emergency contact information.

Your organization must be running RecTrac version 3.1.10.17.00 or above.

- The ePACT interface is based on the specified Activity sections. This integration will not upload every household in RecTrac, and will not upload information from other RecTrac modules (i.e. leagues, trips).
- Once configured, RecTrac will send updated information to the ePACT Network about your activities and their rosters four (4) times per day at 12:00am, 6:00am, 12:00pm, and 6:00pm.
- RecTrac sends complete activity section rosters each time, and ePACT will automatically pick up on roster changes (cancellations or new enrollments).
- RecTrac sends information that creates new Groups in ePACT; these groups are generated on:

RecTac Table.FieldName	Sample Data
ARSection.ShortDescription + "-"	Tiny Tots Camp -
ARSection.BeginDate (mm/dd/yy format)	06/03/20
ARSection.BeginTime (hh:mma format) + "-"	08:00A -
Weekdays (M,Tu,W,Th,F,Sa,Su format) + "-"	M,Tu,W,Th,F -
FRLocation.FacilityLocation where the section takes place	VSI12
ARSection.ComboKey within parentheses "(" and ")"	(203116_G03)

Example of how this activity section might display within ePACT:

Tiny Tots Camp - 06/03/20 08:00A - M,Tu,W,Th,F - VSI12 (203116_G03)

- This interface is only single direction, meaning RecTrac only sends information to ePACT. From that point forward, everything is handled by your ePACT software. ePACT notifies patrons to complete their emergency contact and medical information. Your staff uses the ePACT system to view that information as needed. All permissions regarding who can that information is handled through ePACT.

Important → the User ID with which you sign into RecTrac will need to be able to access the Profile Assignments program and the Activity Section Management screen.

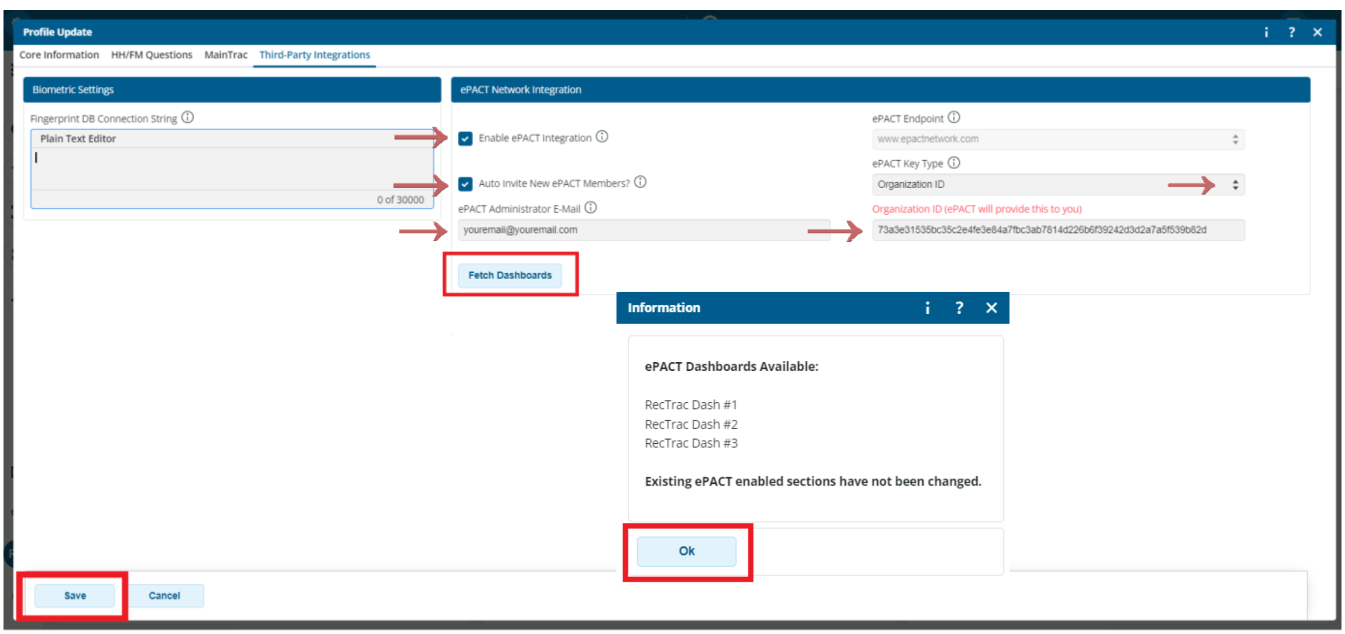
How to Enable the ePACT<>RecTrac API

In this section, you will enable the ePACT integration and enter your ePACT Organization ID

1. In RecTrac, go to the Menu item > Profile Assignments. The Profile Assignments screen opens.
2. Click the **Static Parameters** button near the bottom of the screen in the “Available Profiles” section.
3. Click **Third-Party Integrations** on the top banner of the “Profile Update” screen that opens.
4. Check the **Enable ePACT** Integration field.
5. Using the dropdown menu, select “Organization ID” from the **ePACT Key Type** field, then enter the Organization ID key provided to you by ePACT Network, which is a unique identifier that associates RecTrac data with your ePACT Network account, then click **Fetch Dashboards**. On the screen that pops up, confirm all ePACT dashboards you wish your RecTrac data to sync with are listed, then click **OK**.
6. *Optional*: Check the Auto Invite New ePACT Members? field to have ePACT automatically send Member invites for new enrollments (this is the default). Remove the check mark to require manual sending of Member invites from the ePACT Administration Web Application.

When initially setting up your ePACT integration, it’s strongly recommended to UNCHECK the “Auto Invite New ePACT Members?” option until you are familiar with both systems.

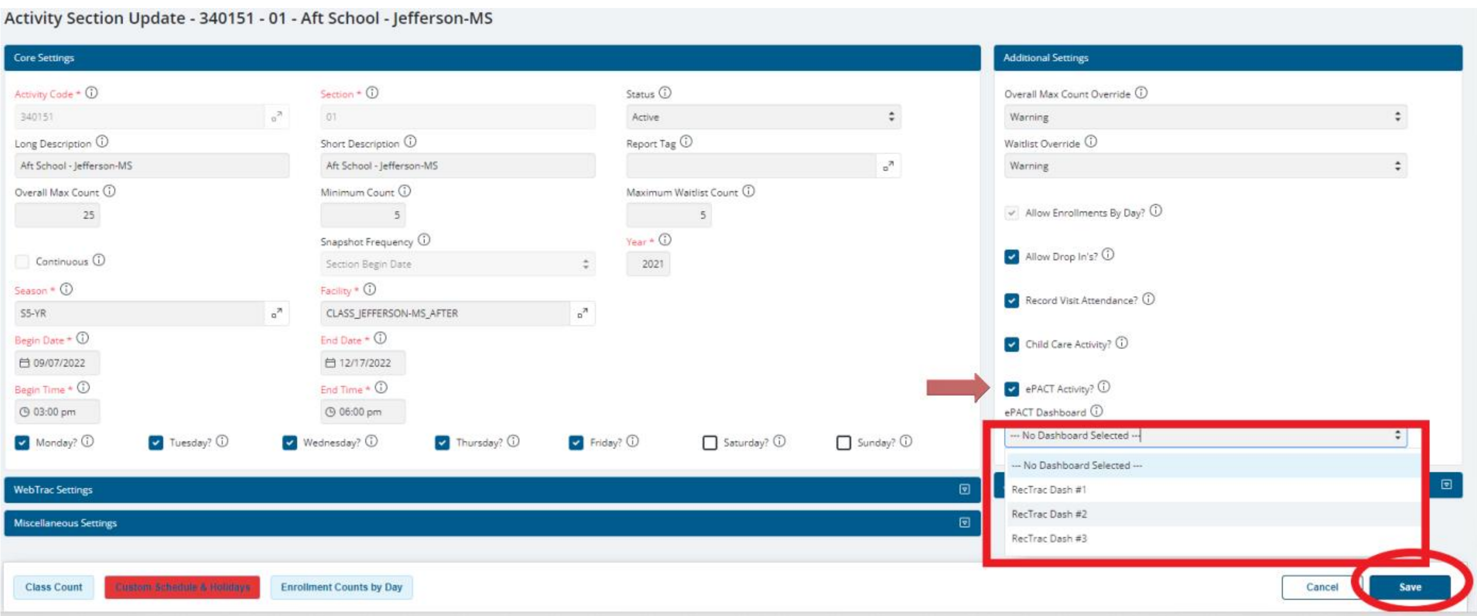
7. Optional, strongly recommended: Enter the email address(es) that should be notified when a patron is unable to be sent from RecTrac to ePACT. This occurs when a patron registers for an activity enabled for ePACT and he/she cannot be synced to ePACT due to a missing email address. To correct this issue, the patron's record MUST be updated within RecTrac to include an email address. Afterwards, the record will be sent in the next sync to ePACT. To have multiple people notified when this occurs, enter the email addresses with a comma separator.
8. Click the **Save** button.



Enabling Sections for syncing with ePACT

In this section, you will enable the sections that you want registrations sent to the ePACT Network. Depending on your organizations policy, you might enable ePACT for a subset of your activity sections. For Example, your summer camps might require ePACT activation.

1. In RecTrac, go to the Menu item > Activity Section Management. The Activity Section Management screen opens.
2. Highlight the desired section within the grid and click **Change** or simply double-click on the desired section's name.
3. Check the Enable ePACT field to include this Activity Section and its registrations within the RecTrac integration with ePACT Network.
4. From the dropdown that comes available, select the ePACT dashboard to sync this section to.
5. Click the **Save** button.
6. Repeat this process for each section in which you want rosters sent to ePACT.



Bulk Changing Sections

- From the Activity Section Management screen, select **More** > **Bulk Change**.
- The Activity Section Bulk Change screen opens.
- From the Bulk Change Available Fields list, choose the applicable ePACT field: **EnableEPACTSection**
- Continue with the standard Bulk Change process (select desired sections, and Process Bulk Change).