

Name _____
Branch _____
Session _____



Program Management Assessment

1. DAXKO Operations offers online program registration.
 - a. True
 - b. False
2. Users have the option to allow member registration BEFORE non-member registration.
 - a. True
 - b. False
3. Tags on the Browse Programs page include tags for sessions that:
 - a. Are currently open for registration
 - b. Have registration dates in the future
 - c. Are closed for registration but session has started
 - d. A and B
 - e. All of the above
4. You have registered a child for a swim class. This child has been awarded a 50% program scholarship for aquatics program fees. How do you apply the scholarship?
 - a. Billing > Discount Groups > Select Adjustment > Enter Amount
 - b. Account Balance Screen > "Three Bolded Zeros" > Select Adjustment > Enter Amount
 - c. Browse Programs > Rosters > Add Scholarship > Select Adjustment > Enter Amount
 - d. You cannot apply a scholarship to program fees.
5. Users may prevent creating duplicate programs by searching to see if the program already exists. To do this:
 - a. Click **Create Sessions** and search by Program name
 - b. Click **Add Program**, enter the program name, and proceed if the duplicate check does not appear
 - c. Use the Search option on the Browse Programs page
 - d. There is no way to search for existing programs in DAXKO Operations.
6. In session setup, it is important to always select the correct General Ledger number for program fees.
 - a. True
 - b. False
7. A newly created session has tags associated with it by default. These tags are those that are automatically transferred from the program under which the session falls.
 - a. True
 - b. False
8. Below are 3 possible options for tags. Of these options, which would be best at the "session" level but not at the "program" level?
 - a. Aquatics
 - b. Swim Lessons
 - c. Spring 2008
 - d. All of the above could be used at the "program" or "session" level.
9. Which of the following is an example of a good session name?
 - a. Monday & Friday
 - b. Eels
 - c. Spring 2008
 - d. All of the above are good examples.
10. DAXKO Operations makes creating sessions easier by allowing you to copy an existing session.
 - a. True
 - b. False
11. Multiple/recurring segments are best used when:
 - a. Registrants pay in the future in one lump sum
 - b. Registrants pay for the program over time
 - c. Registrants pay at the time of registration in one lump sum
 - d. There is never a good time to use recurring segments.
12. What is the most thorough method for moving a participant from one class to another?
 - a. Cancel the registration from the unit's Journal and then register him/her for the new program.
 - b. Generate a session roster and then click the Move icon.
 - c. Contact your Finance Director to perform a Payment Reverse.
 - d. It is not possible to move a participant.
13. One of the registrants for your popular spin class has dropped out of the class. You have already canceled her registration and have given her a system credit. How do you add a waitlisted participant to the roster?
 - a. Re-register the participant for the class
 - b. Generate the roster, locate the waitlisted participant, and click the Roster icon

- c. Go to Programs > Waiting List > Search for Program
 - d. DAXKO Operations does not offer Waitlists
14. After surveying swim class participants, the swim instructor now needs to apply an additional \$15 fee to 27 of the 30 swim participants. What is the easiest way to manage this new fee?
- a. Unit Information > Account Balance > Add One Time Fee
 - b. Generate the program roster and select **Add Fees**
 - c. Finance > Mass Fees
 - d. Create a session and register the participants.
15. Several of the swim class participants charged the additional \$15 have not yet paid. This fee will appear on the program invoices.
- a. True
 - b. False
16. To view a list of program participants from past session(s):
- a. Click Show/Hide Past Programs on the Browse Programs page, select an appropriate tag, and generate a roster
 - b. Pull the Session Enrollment report
 - c. Contact DAXKO
 - d. You cannot generate this list
17. Which of the following are Roster export options? (Select all that apply.)
- a. Question & Answer
 - b. Mailing Labels
 - c. Contact Information
 - d. Sign In/Out
18. You added custom questions for one of your programs. Where can you get a list of participants' answers? (Select all that apply.)
- a. Tools > Reports > Browse Reports > Q&A Report
 - b. Program Roster > Q&A Export
 - c. DAXreport
 - d. Unit Information
19. When creating a segment in DAXKO Operations, you are asked to enter a minimum, maximum, and goal amount of participants. In which report can you view your actual enrollments versus your goals?
- a. Program Enrollment
 - b. Program Optimization
 - c. Program Invoices
 - d. Session Enrollment
20. You have created a new program for boy ages 10-15. Where in DAXKO Operations can you get generate a mailing list for all active members who fall in the appropriate age range?
- a. Tools > Browse Reports > Mailing List
 - b. Membership > Advanced Search
 - c. Program Rosters
 - d. Tools > Browse Reports > Members by Age