

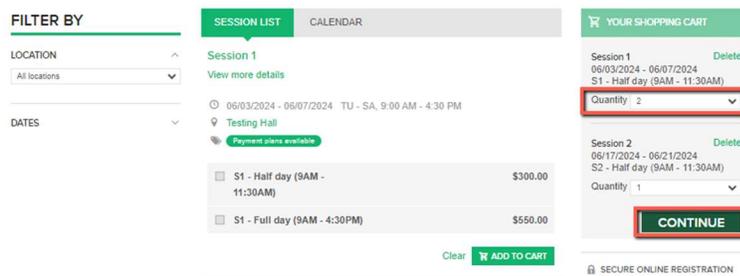
Camps Online Registration User Guide

Please refer to below steps to complete online registration on your registration page.

1. On **Session Selection** page, choose your desired sessions under **SESSION LIST**, click **ADD TO CART**
2. Review your cart at right side and click **CONTINUE**
 - **Note:** *If there's multi-person discount provided, to enjoy the multi-person discount, please make sure all registrants are added in one order.*
 - **Note:** *To register more than one person into a session, select desired headcount in **Quantity** drop-down list under **YOUR SHOPPING CART***

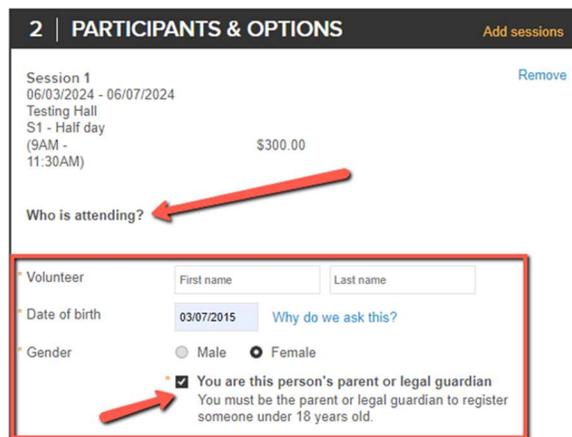
Session Selection

SELECT ONE OR MORE SESSIONS BELOW. YOU CAN REGISTER MULTIPLE PEOPLE AT THE SAME TIME.



The screenshot shows the 'Session Selection' interface. On the left, there are filters for 'LOCATION' (All locations) and 'DATES'. The main area is titled 'SESSION LIST' and shows 'Session 1' with details: '06/03/2024 - 06/07/2024 TU - SA, 9:00 AM - 4:30 PM' and 'Testing Hall'. Below this, two session options are listed: 'S1 - Half day (9AM - 11:30AM)' for \$300.00 and 'S1 - Full day (9AM - 4:30PM)' for \$550.00. On the right, the 'YOUR SHOPPING CART' shows the selected session with a 'Quantity' dropdown set to '2'. A 'CONTINUE' button is visible at the bottom right of the cart area.

3. On **Registration Information** page, enter your **login email** and **password** to log into your ACTIVE account.
 - **Note:** *If you don't have an ACTIVE account yet, you need to consent to the pop-up message to continue, and you will be asked to create an account at the end of registration*
4. Under **PARTICIPANTS & OPTIONS**, enter Name, DOB and Gender information of participant who will attend the session.
 - **Note:** *If you are registering for juniors, enter their name, instead of yours. And ensure the required checkbox "You are this person's parent or legal guardian" is ticked.*



The screenshot shows the 'PARTICIPANTS & OPTIONS' page. At the top, it says '2 | PARTICIPANTS & OPTIONS' and 'Add sessions'. Below this, session details for 'Session 1' are shown: '06/03/2024 - 06/07/2024', 'Testing Hall', 'S1 - Half day (9AM - 11:30AM)', and '\$300.00'. A 'Remove' link is next to the session details. Below the session details, there is a 'Who is attending?' section with a red arrow pointing to it. Underneath, there is a form for adding a participant. The form includes fields for 'Volunteer' (First name, Last name), 'Date of birth' (03/07/2015), and 'Gender' (Male, Female). A red box highlights the 'Date of birth' and 'Gender' fields. Below the gender selection, there is a checkbox labeled 'You are this person's parent or legal guardian' which is checked. A red arrow points to this checkbox. Below the checkbox, there is a note: 'You must be the parent or legal guardian to register someone under 18 years old.'

5. (Optional) Here you can still modify your cart by clicking **Add sessions** or **Remove**
6. Continue to fill out **REGISTRATION FORMS** with your participant information, and sign **Waivers**.
 - **Note:** *All required sections must be filled out. Missing information will be marked with a red asterisk (*)*
7. Review order details on Checkout page
 - **Note:** *You can click + **Add Another Registration** to go back to Session Selection page to select more sessions into your cart, and enter **coupon code** to get a discount if the camp organizer offered*
8. Under **PAYMENT OPTIONS**, you can choose to pay in full or enroll into payment plan if the camp organizer has configured it and enter your credit card information for future auto installment charges.
 - **Note:** *If a credit balance is available on your online account, an option will appear for you to use credit balance as a payment for this transaction*
9. Click **Complete** to submit registration.

Note: *After registration is completed, Active will then send you a confirmation email with your camp dates and important camp information, and an order receipt with your order and payment information.*

Note: *To view your completed registration, you need to log into **Online Account Link**, that can be located at the bottom of your confirmation email. Our support team or event organization can also provide the link.*



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