

A group of diverse young children are holding hands in a circle outdoors, smiling and looking up. The scene is bright and cheerful, with a blurred background of trees and a building. The children are wearing various casual clothes like button-down shirts and jeans.

 *Camp & Class Manager*

Participant's Online Account



Participant Online Account Overview

ACCOUNT BALANCE

Credit Balance

\$0.00

Balance Due

\$130.00

[View Bill Details](#)

[PAY IN FULL](#)

Current & Upcoming

Past

MISS UNIVERSE 2023

BALANCE DUE

\$130.00

Balance Due

\$130.00

[View Bill Details](#)

[PAY BILL NOW](#)

Pending Waiver
You have waivers that require your digital signature before your sessions can start.

[SIGN NOW](#)

REGISTRANTS

Jade Marable

[Edit Registration Form](#) | [Cancel](#)

72nd Miss Active Preliminary Competition - VIP Preliminary Competition

12/29/2023 - 12/29/2023

Testing Hall

Tim Volk

[tim.volk@activenetwork.com](#)

Supplemental Forms
Due 01/01/2028 **Required**

[Download Form](#)

[UPLOAD FORM](#)

Follow-up Form
Due 09/30/2028

[FILL OUT FORM](#)

PARENT/GUARDIAN INFORMATION

Parent Marable

[Edit Information](#)

Second Parent Marable

[Edit Information](#)

CONTACT INFORMATION

[Visit Website](#)

[0000000000](#)

[Pepper.marbella@gmail.com](#)

[f](#)[t](#)

[REGISTER FOR MORE PROGRAMS](#)

FAMILY MEMBERS

Parent Marable

Primary parent

Second Parent Marable

Secondary parent

Adult Person

Jade Marable

Rose Marable

[MANAGE AUTHORIZED PICKUP](#)

COMMON QUESTIONS

How do I cancel my registration?
If self-cancellation is available for your program, you will see a blue 'Cancel' link next to the applicable Session on the homepage. If this option is not offered.

2



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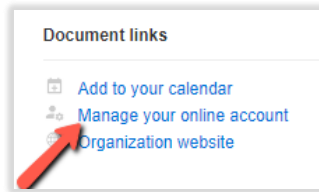
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Accessing Online Account

To access your online account, you will need the organization's online account link.

- The link can be located at the bottom of your confirmation email.



Note: Confirmation emails are received after completing a registration. If you're a new user and was internally registered by an organization Admin, you will receive an invite email that prompts you to create a password/online account.

- The organization can also provide the online account link.
- Reset your password on the login screen by clicking **Forgot your Password?**

Make a Payment

There are 3 ways to make a payment.

- **Pay in Full** - When there are multiple unpaid orders, pay the account balance total.
 - **View Bill Details** will allow you to make a payment towards multiple orders across seasons at one time.
- **Pay Bill Now** – This option allows you to make a custom payment towards a specific or multiple orders within a season.



- When **A Custom Amount** is selected, and the order has more than one registration you can manage the allocation of the custom amount manually.
 - EX: If you're making a \$10 payment, and have 2 programs with a balance, you can allocate \$5 to both programs.

MAKE PAYMENT

PAYMENT AMOUNT

☐ Minimum payment \$50.00

☐ Remaining balance \$280.00

☒ A custom amount \$ 10

Payment will be automatically allocated

[Manage allocation](#)

- Distribute the custom amount between multiple programs or allocate to one program. The remaining amount to allocate must be \$0 to continue.

MANAGE ALLOCATION

\$10.00 Intended payment amount
Auto-fill Clear all

\$0.00 Remaining to allocate

\$10.00 Amount allocated

| ITEM | TOTAL PRICE | AMOUNT PAID | ALLOCATION | BALANCE |
|-----------------------|-------------|-------------|------------|----------|
| Advance Acting | | | | |
| Condition Display | | | | |
| MONDAY | \$148.00 | \$0.00 | \$ | \$135.00 |
| Acting Expert | | | | |
| Condition Display | | | | |
| MONDAY | \$148.00 | \$0.00 | \$ | \$135.00 |

[CANCEL](#) [OK](#)

Default Payment Allocation

- When a custom payment is made without utilizing the **Manage Allocation** feature, the system will automatically allocate it towards the most expensive line item (session/program) first.
- If all line items cost the same amount, the system will allocate the payment to the session/program who's start date comes first.
- If the program's/session's cost the same amount and have the same start date, the system will then allocate the payment to the one listed first on the order.

Manage Payment Plan(s)

Orders on a payment plan are visible in the online account.

YOUR NEXT PAYMENT OF \$82.50 [PAY BILL NOW](#)

will be charged to your Visa ending in 1702 on 10/10/2023

Balance Due \$330.00 Please pay by 10/10/2023

[View Bill Details](#) [Manage Automatic Payments](#)

- Click **View Bill Details** to see remaining payments.

| REMAINING PAYMENTS | | | |
|--------------------|---------|------------|---------|
| 10/10/2023 | \$82.50 | 11/10/2023 | \$82.50 |
| 12/10/2023 | \$82.50 | | |
| 01/10/2024 | \$82.50 | | |

- Click **Manage Automatic Payments** to **Update Card on File**.



UPDATE CARD ON FILE
Select or add the credit card you want to have automatically charged for this order.

Please choose a credit card.

☒ **VISA** **** 1702 06/2027

☐ Add a new credit card

- Payment is not required to update a debit/credit card on file.

Credit Balance

Check Credit Balance amount or use Credit as payment.

ACCOUNT BALANCE

| | |
|----------------|----------------|
| Credit Balance | Balance Due |
| \$15.00 | \$85.00 |

- Credit Balance amount displays in the upper left corner.
- Use credit at checkout
 - If credit is less than order balance, select Custom Amount to enable balance for use.

MAKE PAYMENT
You are paying for order C-5G08865H.

* PAYMENT AMOUNT

☒ **Remaining balance** **\$15.00**

☒ Use my available credit balance
Credit balance remaining \$0.00

Print Order Details

Print detail information per order.

- To access
 - click **View Bill Details** under Account Balance or Season Balance.

ACCOUNT BALANCE

| | |
|----------------|-------------------|
| Credit Balance | Balance Due |
| \$0.00 | \$2,005.00 |

PAY IN FULL

Account Balance
[View Bill Details](#)

Current & Upcoming Past

2023 TESTING CAMP

| | |
|--------------------|-------------------|
| BALANCE DUE | \$1,675.00 |
|--------------------|-------------------|

PAY BILL NOW

Balance Due **Season Balance** **\$1,675.00**
[View Bill Details](#)

- Then click **View Order Details** again



- Lastly, click **Print**

- Details includes, Payments, Discounts, Balances, Session name, Date, Session Location, Session Cost and Contact info.

Add Purchase

If enabled, Merchandise and Session Options, can be purchased in the online account after registration.

- Item EX: clothing, equipment, lunch items, after school options, etc.
- Full payment, for the additional items, is required at the time of purchase.

- If Items aren't listed, contact the organization for a different way to purchase.

Submit a Follow-up Form

- Follow-up forms are completed in the Online Account.
 - The format is like the registration form during online registration.
- It will be displayed under applicable session(s).

- **Fill Out Form** will be grayed out if it's no longer available/overdue.
 - Overdue means the expiration date set by the organization has passed.



- Contact the organization for assistance.

This is a Follow-up Form
Overdue Required
FILL OUT FORM
Why can't I fill this out?

Upload a Supplemental Form

- Supplemental forms are downloaded first then uploaded into the Online Account.

due Date display
Due 09/30/2023 Required
Download Form 1.
2. UPLOAD FORM

- After form(s) are downloaded, print form(s).
 - Next, fill out form(s).
 - Scan or take a picture of completed form.
 - Then, upload the form (or picture of completed form) back into the system by clicking **Upload Form**
 - Form(s) will need to be saved to your device before uploading.
 - You may upload photos of forms that are completed by pen.
 - Click **Submit**
 - **Note:** Make sure all files you want to submit are uploaded before clicking submit. You won't be able to upload additional files after you click Submit.
- 20 files can be uploaded at one time.
 - The maximum size, per file, is 7MB.

due Date display
Due 09/30/2023 Required
Download Form
Form uploaded

Upload a Photo

There are 2 options to upload a photo.

- Under Registrants, click blank profile image next to the participant's name.

REGISTRANTS
Rose Marable
Session 4 - Paw Partol - Price
10/01/2023 - 01/31/2024

- Or click on **Edit Registration Form**, then click the blue **Upload Photo** tab.

Photo
No photo selected
UPLOAD PHOTO
You can upload a JPG, GIF or PNG file
(File size limit is 2 MB)

- Acceptable files are JPG, GIF and PNG.
- Maximum file size is 2 MB.



Edit Registration Form

If enabled, edit Registration form answers after registration.

REGISTRANTS

Rose Marable

Session 4 - Paw Patrol - Price

10/01/2023 - 01/31/2024

[Edit Registration Form](#)

[ADD PURCHASE](#)

- If **Edit Registration Form** isn't visible, the organization hasn't enabled this feature.
 - Contact the organization for assistance.

Add/Edit a Secondary Parent

Adding a secondary parent is only an option if it wasn't added during registration.

- The Secondary parent can receive email communication from the organization.

PARENT/GUARDIAN INFORMATION

Sharita Marable

[Add A Secondary Parent](#)

- Once a Secondary Parent is added it cannot be removed but can be edited.
 - The Primary and Secondary parent's email address, phone number and photo can be edited.
 - Contact the organization if you want to edit the contact first and last name.

PARENT/GUARDIAN INFORMATION

Sharita Marable

[Edit Information](#)

Secondary Parent

[Edit Information](#)

Manage Authorize Pickup

Manage who is Authorized to pick up participants after registration.

[MANAGE AUTHORIZED PICKUP](#)

- Located under **Family Members**.
- Changes are made per participant.

AUTHORIZED PICKUP

Please manage the pickup list for this participant:

Attendance Tracker

Pickup list

[+ Add pickup](#)

- Change the **Authorization** at any time by clicking on the Authorization status.
- Make changes to their name and/or phone number by clicking **Edit**.



| Pickup list | | | + Add pickup |
|---------------|-------------------|--------------|------------------------------|
| Authorization | Person name | Phone number | |
| Authorized | Additional Person | | Edit |
| Unauthorized | Another Person | | Edit |

Sign Pending Waiver

If a participant under 18 years of age is registered internally by Admin from the organization, the parent/guardian will be able to sign the waiver in the online account.

Pending Waiver

You have waivers that require your digital signature before your sessions can start.

[SIGN NOW](#)

Self-Cancellation

If enabled, cancel your registration from your Online Account.

REGISTRANTS

Jade Marable [Edit Registration Form](#) |

72nd Miss Universe Coronation Night - VIP Coronation Night

🕒 12/31/2023 - 12/31/2023
M, 10:00 AM - Noon

📍 El Salvador

👤 Tim Volk

📧 tim.volk@activenetwork.com

[Cancel](#)

- Contact the organization to confirm required conditions.
- Applicable to participating organizations.