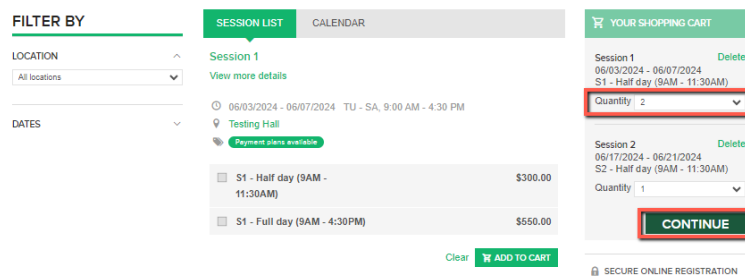# CCM Online Registration User Guide

Participants can 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***
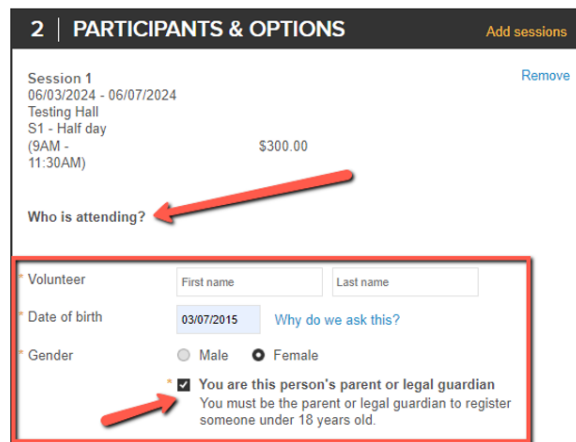

3. On **Registration Information** page, enter your **login email** and **password** to log into your ACTIVE account.
   - *Note: If you don't have an ACTIVE account yet, you need to consent to the pop-up message to continue, and you will be asked to create an account at the end of registration*

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.*

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. The organization can also provide the online account link. For instructions of online account, please refer to [Participant Online Account Overview & FAQ](#)*

About ACTIVE Network, LLC

ACTIVE Network, LLC is a technology and media company that helps millions of people find and register for things to do and helps organizations increase participation in their activities and events.

For more information about ACTIVE Network, LLC products and services, please visit ACTIVEnetwork.com.

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