

# *How to register your child for camp online*

## **Learn how to register your child for camp in 4 easy steps!**

In the following guide, you will learn how to:

1. Create your family account;
2. Add your child to your family account;
3. Register your child to a camp program;
4. Schedule your payments and make the down payment.

## **Before you start**

If you are interested in:

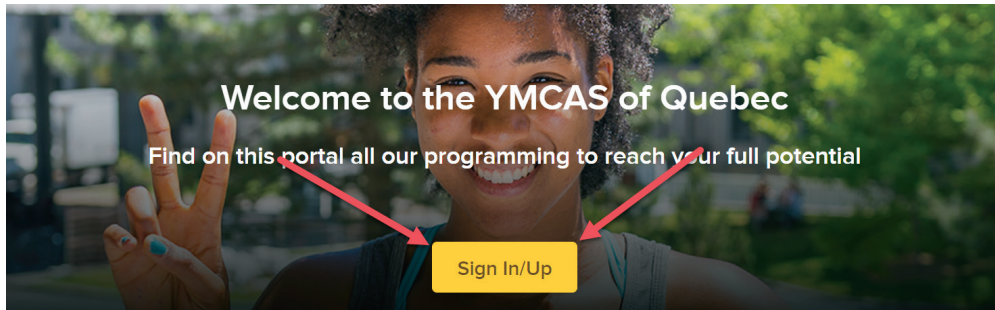
- financial assistance;
- third-party billing;
- or our Companion Program, ;

please email us at [contact@ymcaquebec.org](mailto:contact@ymcaquebec.org) or call us at **514-789-8001 extension 1524** before you sign up, so that we can assist you with your registration.



## Step 1: Creating your family account

- ▶ 1. Open a web browser and go to: <http://ca.apm.activecommunities.com/ymcaquebec>.
- ▶ 2. Click on "**Sign In/Up**".




- ▶ 3. Click on "**Join**" at the bottom of the page.

### Sign in

\*Email address (Required)

\*Password (Required)

[Forgot your password ?](#)

☐ I'm not a robot  reCAPTCHA Privacy - Terms

**Sign In**

Don't have an account? **Join**

- ▶ 4. Enter your *email address*.
- ▶ 5. Click on "**Next**".

### Enter your email address

\*Email address (Required)

**Next**

Already have an account? [Sign In](#)



- ▶ 6. Enter your personal information on the Sign Up page. The "\*" indicates fields that must be completed.

- ▶ 7. Enter a **Password**.  
**\*\*All passwords must be 8 or more characters, with three being in lowercase, uppercase, and a number or special character.**

- ▶ 8. Confirm your **password**.

- ▶ 9. Click on "**Next**" at the bottom of the page.

- ▶ 10. On the following page, enter your personal and your contact information.

- ▶ 11. When you have filled out all required fields, check the box that indicates that you are indeed, not a robot.

☐ I'm not a robot

reCAPTCHA  
Privacy · Terms

Back Submit

- ▶ 12. Click on "**Submit**".

- ▶ 13. Your account has now been created! You will receive a confirmation email to activate your account.

- ▶ 14. Open the email from the YMCAs of Québec.

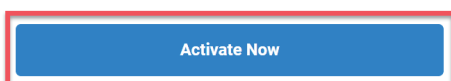
- ▶ 15. Click on "**Activate Now**".

- ▶ 16. You will be redirected to the Sign in page for your account. A message will appear telling you that your account is now active!

## Please Verify your email

Dear Meredith:

Thank you for registering our website.  
Press the button below to verify your email and activate your YMCAs of Quebec account:



For your security, please keep your account login information safe.

## Sign up

Email address

[Change](#)

\* First name (Required) \* Last name (Required)

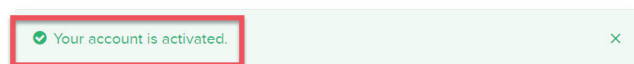
\* Date of birth (Required)

February 11 2021

\* Country (Required)

Canada

\* Password (Required)



## Sign in

\* Email address (Required)

Enter your Email address

- ▶ 17. Enter your email and password to continue your registration!



## Step 2: Adding your child to your family account

In the My Account tab, under the **“Family”** section:

- ▶ 1. Click on **“Manage Family Member”**.

**Account Options for Meredith Grey**

Meredith Grey [Edit](#)

Birth date: Nov 10, 1969  
123 Anywhere Montreal, QC H3B 2C5 Canada

[Password And Security Info](#) [Waivers](#)

**Balance**  
[View Details](#)  
Credit on account --  
Due now --  
[Pay On Account](#)

**Payment and Order Management**

- [Change Auto-Charge Payments](#)
- [Gift Card List](#)
- [Saved Credit Cards](#)
- [Transaction and Payment History](#)

**Grey's family**

- Meredith Grey  
Birth date: Nov 10, 1969  
Role: Family Member  
[Manage Family Member](#)  
[View Family Members Schedule](#)

- ▶ 2. Click on **“Add Family Member”**.

**My Family Members**

Grey family

[+ Add family member](#)

Meredith Grey [Set as Main Contact](#) [Edit Information](#)

Birth date: Nov 10, 1969 Role: Family Member  
Authorized Pickups: None

- ▶ 3. Enter your child's personal information.

### Add new family member

\*Email address (Required)

Email language

English [v](#)

\*First name (Required) \*Last name (Required)

Grey

- ▶ 4. Click on **“Submit”** when all fields have been completed.
- ▶ 5. On **“My Family Member's”** page, you will now see your child's profile.



- ▶ 6. Click on **"Set as Main Contact"** next to the adult's name.

## My Family Members

Grey family ➕ Add family member

**Meredith Grey** Set as Main Contact Edit Information

Birth date: Nov 10, 1969 Role: Family Member  
Authorized Pickups: None

**Zola Grey Shepherd** Set as Main Contact Edit Information

Birth date: Apr 12, 2000 Role: Family Member  
Authorized Pickups: None

- ▶ 7. Click on **"My Account"** at the top to return to the main page and to continue with the registration.

## Step 3: Registering your child to a camp program

On the main page:

- ▶ 1. Click on **"Activities"**.

Welcome, Meredith English My Account My Wish List Sign Out

Home **Activities** My Cart

Home > My Account

### Account Options for Meredith Grey

**Meredith Grey** Edit

Birth date: Nov 10, 1969  
123 Anywhere Montreal, QC H3B 2C5 Canada

[Password And Security Info](#) [Waivers](#)

**Balance**  
[View Details](#)

Credit on account --  
Due now --

**Pay On Account**

- ▶ 2. Search for the activity using a key word (e.g., Concordia or Kanawana, etc.) or enter a catalogue number in the search bar.
- ▶ 3. If your search yields no results, scroll down the page and browse through the activities displayed.

## Activity Search

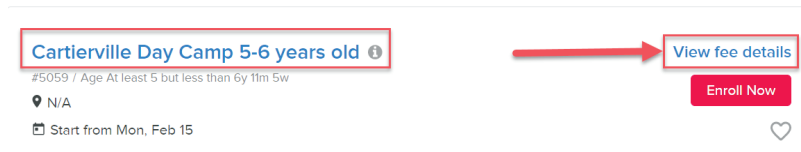
Q Search by keyword OR number Search

When Who Activities

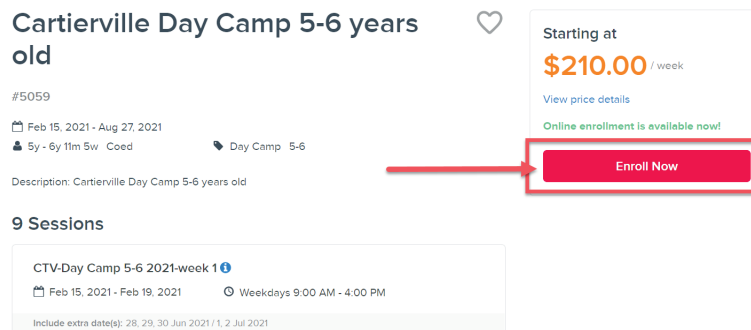
In progress / Future



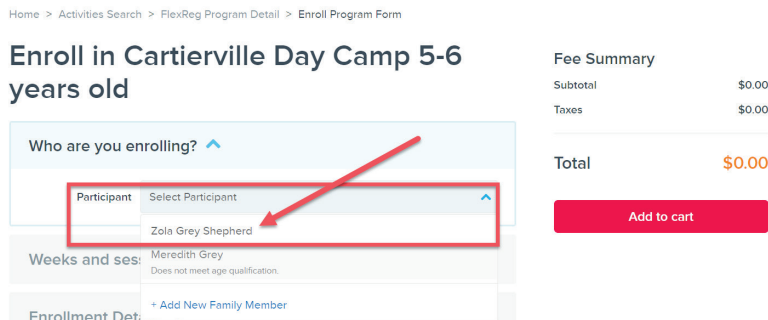
- ▶ 4. Once you have located the activity that interests you, click on **“View Fee Details”** to get more information about the program.




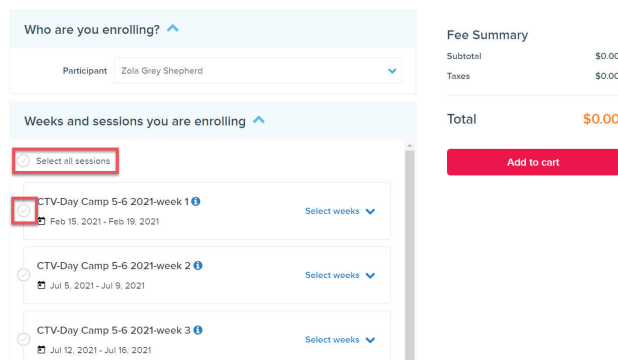
- ▶ 5. On the following page, you will find the details regarding the date and time, age categories, price breakdown, etc.
- ▶ 6. Once you have reviewed the information, click on **“Enroll Now”**.



- ▶ 7. Select the person you would like to enroll from the drop-down menu.



- ▶ 8. Then, you can either click on **“Select all sessions”** or click on the  button next to each individual session to customize your registration. After you have made your selection, the fee summary will update.





- ▶ 9. Answer all the questions under the “**Enrollment Details**” section before proceeding to payment. The “\*” symbol indicates that these fields must be completed.
- ▶ 10. Click on “**Add to Cart**” when all required fields have been filled out.

**Enrollment Details** ^

**Day Camps**

- \* Are you applying for Financial Assistance? (Required)  
Select one...
- \* Who has custody of the camper? (Required)  
Select one...
- \* Please provide the first and last name of a local emergency contact other than the account contacts, who is easily reachable while the camper is at camp. (We require four total adult contacts for each camper) (Required)  
\_\_\_\_\_

**Fee Summary**  
[View Details](#)

Subtotal \$2,100.00  
Taxes \$0.00

**Total \$2,100.00**

**Add to cart**

On the next page, you will see a summary of the payment plan, the scheduled payment dates, as well as the total amount to be paid.

- ▶ 11. Scroll down to the bottom of the page.

### Shopping Cart

**Zola Grey Shepherd ZG** 1 item, \$2,100.00 in total.

**Cartierville Day Camp 5-6 years old - 5059** \$2,100.00

FLEXREG  
50 day(s) added from Feb 15, 2021 through Aug 27, 2021

☒ Use Payment Plan

Due date	Amount due
Mon 8 FEB 2021	\$189.00
Mon 21 JUN 2021	\$189.00
Mon 28 JUN 2021	\$189.00
Mon 5 JUL 2021	\$189.00
Mon 12 JUL 2021	\$189.00

Total \$1,890.00

- ▶ 12. Read the waiver and check the box to indicate that you have read it.
- ▶ 13. The right side of the screen will display the amount “**Due Now**” (this is the down payment).
- ▶ 14. Click on “**Check Out**” when you have finished reviewing this page.

Total \$1,890.00

**Order Summary**

Subtotal \$2,100.00  
Deferred to Payment Plan -\$1,890.00

**Due Now \$210.00**

Enter coupon code

**Check Out**

**Waiver**

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

☒ I have read and agree to CDJ Waiver [Program Enrollment: Cartierville Day Camp 5-6 years old - 5059]. Required



## Step 4: Scheduling payments and making the down payment

- ▶ 1. Select either **"Credit Card"** or **"Electronic Cheque"** (Bank account) to schedule pre-authorized payments.

### Check Out

**Payment Information**

**Payment Method**

Credit Card

Electronic Cheque

ACT\* or Active Network will show up on your credit card statement for this payment.

We accept the following card types:

- ▶ 2. Fill out the payment information and make sure the **Billing Address** is filled out correctly.
- ▶ 3. Click on **"Pay"**.

Name on card \*

Card number \*

Expiration date \*

Month / Year

CVV/CVC \*

☐ Store this card for future use

**Order Summary**

Subtotal \$2,100.00

Deferred to Payment Plan -\$1,890.00

**Due Now \$210.00**

Gift Card

- ▶ 4. Your transaction has now been completed and your child can enjoy the best camp ever!
- ▶ 5. Click on **"View Printable Receipt"** to see a summary of the transactions.

**Confirmation**

Your receipt #1000021.001 has been completed!

You will receive a confirmation email shortly. [View printable receipt](#)

**Receipt Summary**

Zola Grey Shepherd

Cartierville Day Camp 5-6 years old - 5059

FLEXREG

50 day(s) added from Feb 15, 2021 through Aug 27, 2021

**PAYMENT PLAN**

\$2,100.00

Subtotal \$2,100.00

Deferred to Payment Plan -\$1,890.00

**Total \$210.00**

**Note:** you will automatically receive your receipt by email once the transaction is complete.

If you have any questions, please email us at [contact@ymcaquebec.org](mailto:contact@ymcaquebec.org) or call us at 514-789-8001 extension 1524. We would be more than happy to help!