Creating a family account for camp registration

The below guidance is to show you how to create your new Trent Athletics Centre account ready to enroll into our youth programs and camp.

- 1. Go to https://trentathletics.perfectmind.com/
- 2. Signup for a new account

	Don't have a login? <u>Signup</u>
Login to	your account
Email	
Password	
	Forgot password?
	Login
	or

3. Enter your Personal Information to create your account

Don't have	a logir	1?	
First Name			Require
Last Name			Require
Gender			Require
			~
Birthday	Day	Year	Require
~		÷	;

4. You will receive a confirmation email with your login information – username and temporary password. The first time you login with this password, it will ask you to reset your password.

Email		
excaliburcamp@trentu.ca 🔤		
Password	Password Reset	×
Eorgot password?	You've logged in with a temporary password. Please enter a new password below. New Password	
Login	New Password	
	Confirm New Password	
or		

5. Your login screen will look like this (but your name on the right where it says Camp Enrolment!). This is where you can now add all your family members to one account.

THE ATHLETICS CENTRE News of The THEN EXCLUSIVE 705-748-1257					Can	np Enrolment	~
	My Info	Activity Registration	Launch Website				
Family Member D	etail Add Family Member Invoices						
Camp E	nrolment			Credit \$0.00			
✓ General Informat	ion						
First Name: Last Name: Age: Birthday:	Camp Enrolment 23 01/01/2000	Third Party User Identifie	icator:				
✓ Contact Informat	ion						
Primary Phone Type: Primary Phone Email: Website: Mailing:	Mobile (249)357-2717 excaliburcamp@trentu.ca There University Athletics Cen Peterborough, Ontario Canada, 891 (gg	Secondary Phone Ty Secondary Pho Twitter Addri Facebook Addri	ype: Work one: ress: ress:				

	Add Family M	ember		×
dd Fam	First Name			Required
ont	Last Name			Required
ent	Enrolment			
	Birthday	Day	Year	Required
	January	~	÷	÷
	Email			Required
	excaliburcamp@	trentu.ca		
ment	Primary Phone			Required
/2000	(249) 387-2717			ر
	Primary Phone Type			
	Mobile			~
le	Streat			
) 387-2717				
liburcamp			Cancel	Submit
				_
it University rborough, (/ Athletics Cen Ontario			

 You will be able to view all members under the "Client List". Once you have added any child(ren) you're enrolling as family members, you'll be ready for camp enrolment on March 1st! Client List

Add Family Member			Q Search
Full Name Simple 🔺	Primary Phone	Email	Actions
Camp Enrolment	(249) 387-2717	excaliburcamp@trentu.ca	>
Youngest Child Enrolment	(249) 387-2717	excaliburcamp@trentu.ca	>
Showing 1 - 2 of 2 🕒 Print 🖉 Export			

 If you would like to save your finance information in your account before the day, then please follow the next steps. Click on the member profile of the adult/primary holder of the account. Client List

Add Family Member			Q Search
Full Name Simple	Primary Phone	Email	Actions
Camp Enrolment	(249) 387-2717	excaliburcamp@trentu.ca	>
Youngest Child Enrolment	(249) 387-2717	excaliburcamp@trentu.ca	>
Showing 1 - 2 of 2 Print C Export			

8. Scroll down to "Finance Information" and click the "+new" button. $_{\leftarrow \text{ Back to Client Ust}}$

Family Member D	etail		
Edit Manage Login	Add Family Member		
Camp E Enrolment	nrolment _{Family}		Shared Credit \$0.00
✓ General Informat	ion		
First Name:	Camp		
Last Name:	Enrolment	Third Party User Identificator:	
Age:	23		
Birthday:	01/01/2000		
✓ Contact Informat	ion		
Primary Phone Type:	Mobile	Secondary Phone Type: Work	
Primary Phone:	(249) 387-2717	Secondary Phone:	
Email:	excaliburcamp@trentu.ca	Twitter Address:	
Website:		Facebook Address:	
Mailing:	Trent University Athletics Cen Peterborough, Ontario Canada, k9l 0g2		
> Schedules			
> Activity Outcome	s		0
> Attendance			
> Transaction			
> Documents			
> Finance Info + N	ew		

9. Add your finance information and click "save".

etail				
Type	Required	Holder Name		Required
redit Card	~			
Default		Status		
		Valid		
Times Failed		Copy Address from P	arent	Reduced
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		City		
		Canada		~
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Enrolling a child in camp

The below guidance is to show you the steps to enroll a child at camp. This example is enrolling a child in our PA Day camp on April 28th, but the same steps will apply on March 1st for summer camp.

10. Once you are logged in, click "Activity Registration" at the top of the page.



12. Find your chosen program and click "show" to expand the information. This will show you extra details such as dates, times, age restrictions, costs, and spaces left. Then click "Book".

Р	PA Day Camp - Mini Ex Mini Excalibur is a full day PA Day for ou to camp! They'll spend the day in the Ath fairplay, and kindness. Our low camper t staff are experienced camp counsellors, Show	r youngest kids and offers a safe, active environment to nletics Centre facilities doing different sports and activit to staff ratio ensures constant supervision and individu coaches, and athletes who are current students at Tre	o give kids the perfect introduction ies that encourage teamwork, al attention to each child. All of our nt.
Ρ	PA Day Camp - Ultimate Our Ultimate PA Day is a favourite with a school! Children aged 7-12 will develop t Kids can take part in a variety of activitie experienced camp counsellors, coaches	active children who want to explore a wide variety of act their physical literacy, try new activities, and meet new f s including camp games, basketball, soccer, rock climbi , and athletes who are current students at Trent	tivities on their day away from friends in a fun-filled environment. ng, and more! All of our staff are
<u>PA Day Camp - L</u>	<u>Jltimate</u> #359		\$42.50 - \$50.00
28/04/2023 (1)	Sessions)	🔇 08:30 am - 04:30 pm	Book
🗘 Once		• Trent Athletics Centre - Athletics Centre	13 spot(s) left
🖉 Age: 7 to 11		<u>*</u>	10 sports/refe
Ρ	PA Day Camp Extended Care We understand that family schedules an Registration in our Extended Care progr camp. This program takes place in the A Care is offered from 7:45-8:30am and Al Show	(Add-on) e busy (and sometimes complicated!), so offer childcare am helps to ease the pressure on the adults dropping thletics Centre gymnasium and provides a safe, fun and ter-Care is offered from 4:30-5:30pm.	e outside the camp day. off and picking up their kids from d supervised environment. Pre-

13. This will take you to a more detailed page for the session/program you have selected. Click "Book" again.

PA Day C ■ 28/04/202 Ø 08-30 am	amp - Ultimate 3			воок
© 08:30 am - 04:30 pm ▲ 13 spot(s) left				
Fees			About this Course	
Member Registration Fee		\$42.50	Trent Athletics Centre	Show Ma
		\$50.00	Course ID	0000035
Non-Member Registration	Fee	No Tax	Pestrictions	
Non-Member Registration	Fee	No Tax	Restrictions Age Restriction	7 to 1
Non-Member Registration Course Dates 1 sessions	Fee	No Tax Once	Restrictions Age Restriction	7 to 1

14. You will notice that the booking page will give you options on who is eligible or ineligible to enroll. This restriction will likely be based on age (if you see one). You will notice that the primary account holder in this example is ineligible, as they are too old.

Back to Event	PA Day Camp - Ultimate	() Attendee requirements Some attendees do not meet min have conflicting bookings. Those	nimum requirements, do not qualify for fees or attendees may not be selected for this booking.	
	 Ø 08:30 am - 04:30 pm 13 spot(s) left 		Registration ends on 24/04/2023	
	1 Attendees	Questionnaire	a a a a a a a a a a a a a a a a a a a	
Vho would you like	to book?			
Camp En	rolment (You)			Age: 23 y 11 mos
Youngest	Child Enrolment (Daughter)			
Add Family Mer	nber			

15. Once you select a family member who is eligible for the chosen program, it will "hold" the spot for you for 10 minutes. Click next.

Back to Event	PA Day Camp - Ultimate ☐ 28/04/2023 Ø 08:30 am - 04:30 pm ▲ 13 sport(s) left		Restrictions Age: 7 to 11 Registration ends on 24/04/2022	Lappe held officiation for 10 minutes
	1 Attendees	Questionning		(4) Pagment
Who would you like	to book?			
Camp Eni Camp Eni	rolment (You)			Age: 23 y 11 mos
Voungest	t Child Enrolment (Daughter)			
Add Family Men	nber			

16. The next screen will ask you a range of questions specific to your chosen program.

PA Day Camp Questions PA day camp questions
O Youngest Child Enrolment
List any allergies (food, drugs, environmental) *
Medication or Treatments required while at Camp? *
Special needs, limitations or other? *
Parents/Guardians Name? *
Parents/Guardians phone number *
Emergency contact name *
Medication or Treatments required while at Camp? * Special needs, limitations or other? * Parents/Guardians Name? * Parents/Guardians phone number * Parents/Guardians phone number * Parents/Guardians phone number *

17. If there are any optional extras available (such as additional Camp T-shirts), these will appear here.

1 Attendees	Cuestionnaice	3 Fees & Extras	Payment
	Select Optional Event Extras (Required extras cannot be removed)		
	O Youngest Child Enrolment		
	Select a FEE to pay		
	Non-Member Registration Fee	\$50.00 No Tax	
		Total \$50.00	
			Next

18. It will then take you to your "basket", where you can "continue shopping" if you are enrolling more than one child at the same time, or you can add your card details to make payment.

and differentiation		Clear Cart	
Add a new Card	Remember this card	PA Day Camp - Ultimate Youngest Child Enrolment 00000359 28/04/2023, 08:30 AM - 04:30 DM	1 x \$50.00 ×
Card number	e visa	04.00 F M	
Expiry month		Payment Summary	
		Subtotal:	\$50.00
		Gift Card or Promo Code	Apply
Address (Street)		Total Due Now	\$50.00
Address (Street)		Total Due Now	\$50.00

19. Once you have paid, you will get your booking confirmation for your chosen program!