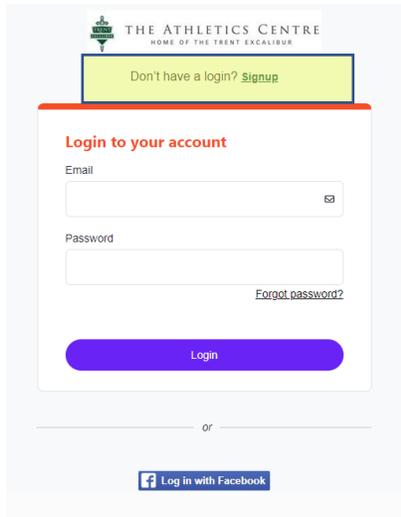


Creating a family account for camp registration

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



THE ATHLETICS CENTRE
HOME OF THE TRENT EXCALIBUR

Don't have a login? [Signup](#)

Login to your account

Email

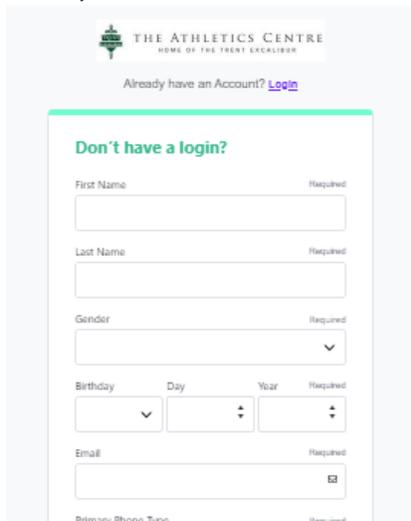
Password [Forgot password?](#)

[Login](#)

or

[Log in with Facebook](#)

3. Enter your Personal Information to create your account



THE ATHLETICS CENTRE
HOME OF THE TRENT EXCALIBUR

Already have an Account? [Login](#)

Don't have a login?

First Name Required

Last Name Required

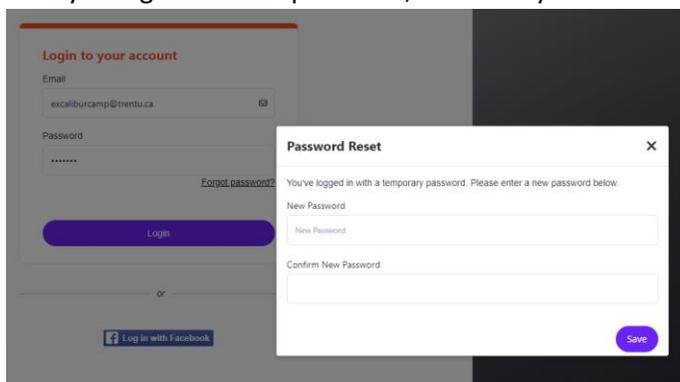
Gender Required

Birthday Day Year Required

Email Required

Primary Phone Type Required

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.



Login to your account

Email

Password [Forgot password?](#)

[Login](#)

or

[Log in with Facebook](#)

Password Reset [X]

You've logged in with a temporary password. Please enter a new password below.

New Password

Confirm New Password

[Save](#)

- 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 screenshot shows the 'Family Member Detail' page for a user named 'Camp Enrolment'. At the top left, the logo for 'THE ATHLETICS CENTRE' and 'Trent University Athletics' is visible, along with the phone number '705-748-1257'. A navigation bar includes 'My Info', 'Activity Registration', and 'Launch Website'. A dropdown menu in the top right corner is set to 'Camp Enrolment'. Below the navigation, there are tabs for 'Edit', 'Manage Login', 'Add Family Member', and 'Invoices'. The main content area is divided into sections: 'General Information' and 'Contact Information'. The 'General Information' section lists: First Name: Camp, Last Name: Enrolment, Age: 23, and Birthday: 01/01/2000. The 'Contact Information' section lists: Primary Phone Type: Mobile, Primary Phone: (249) 387-2717, Email: excaliburcamp@trentu.ca, and Mailing: Trent University Athletics Cen, Peterborough, Ontario, Canada, K9J 0g2. A 'Credit \$0.00' is shown in the top right corner of the member's profile card.

The screenshot shows a modal form titled 'Add Family Member'. The form contains the following fields:

- First Name: Required
- Last Name: Required
- Birthday: Required, split into Month (dropdown menu showing 'January'), Day (spinner), and Year (spinner).
- Email: Required, with the value 'excaliburcamp@trentu.ca' and an email icon.
- Primary Phone: Required, with the value '(249) 387-2717' and a phone icon.
- Primary Phone Type: Required, with a dropdown menu showing 'Mobile'.

 At the bottom of the form are 'Cancel' and 'Submit' buttons. The background shows a blurred view of the client portal interface.

- 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

Buttons: Add Family Member, Search

<input type="checkbox"/> Full Name Simple	Primary Phone	Email	Actions
<input type="checkbox"/> Camp Enrolment	(249) 387-2717	excaliburcamp@trentu.ca	> ..
<input type="checkbox"/> 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 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

- Scroll down to “Finance Information” and click the “+new” button.

← Back to Client List

Family Member Detail

Edit Manage Login Add Family Member

Camp Enrolment

Enrolment Family

Shared Credit

\$0.00

General Information

First Name: Camp
 Last Name: Enrolment
 Age: 23
 Birthday: 01/01/2000

Third Party User Identifier:

Contact Information

Primary Phone Type: Mobile
 Primary Phone: (249) 387-2717
 Email: excaliburcamp@trentu.ca
 Website:
 Mailing: Trent University Athletics Cen
 Peterborough, Ontario
 Canada, K9L 0g2

Secondary Phone Type: Work
 Secondary Phone:
 Twitter Address:
 Facebook Address:

Schedules

Activity Outcomes 0

Attendance

Transaction

Documents

Finance Info + New

- Add your finance information and click “save”.

Edit Finance Info Details

Cancel Save

Detail

Type Account
 Credit Card
 Default
 Times Failed 0
 Notes

Holder Name
 Status Valid
 Billing Address
 Copy Address from Parent
 Street
 City
 Canada
 Ontario

Credit Card Detail
 Credit Card Type Expiry Month
 Visa Expiry Year
 Credit Card Number
 Card Verification Value

System Info

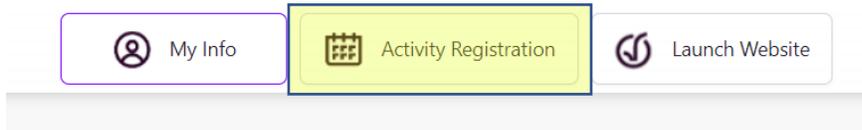
Parent Record
 Camp Enrolment

Cancel Save

Enrolling a child in camp

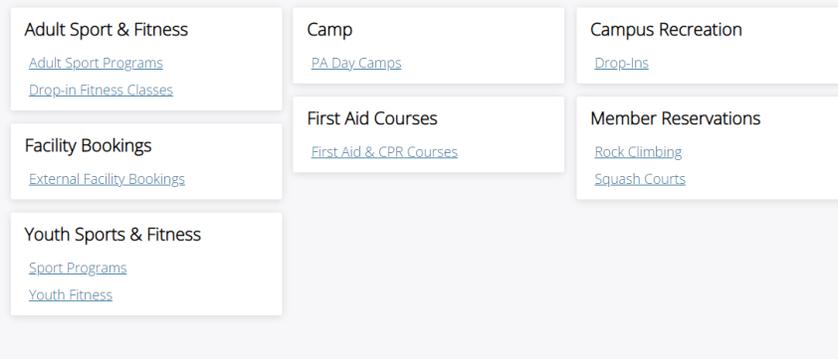
The below guidance is to show you the steps to enroll a child at camp. This example is enrolling a child in our PA Day camp on April 28th, but the same steps will apply on March 1st for summer camp.

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

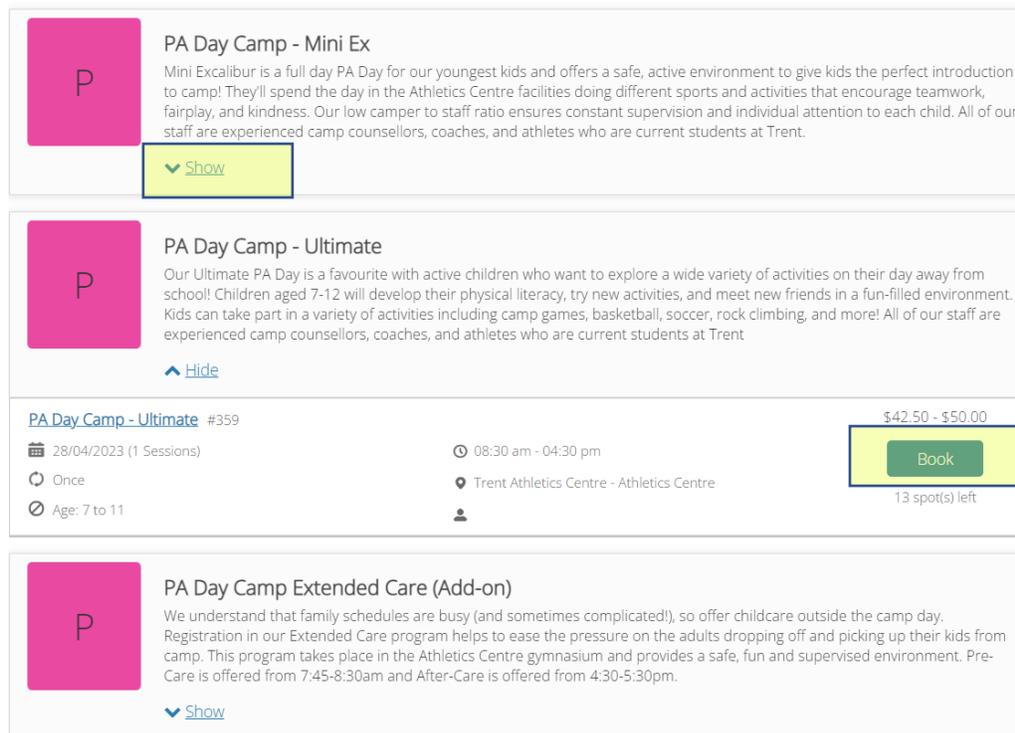


11. Select your chosen activity.

Select an Activity



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”.



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

PA Day Camp - Ultimate

28/04/2023
08:30 am - 04:30 pm
13 spot(s) left

Registration ends on 24/04/2023 at 11:30 PM

BOOK

Fees

Member Registration Fee	\$42.50 <small>No Tax</small>
Non-Member Registration Fee	\$50.00 <small>No Tax</small>

Course Dates

1 sessions	Once
28/04/2023	08:30 AM - 04:30 PM Athletics Centre

About this Course

Trent Athletics Centre	Show Map
Course ID	00000359

Restrictions

Age Restriction	7 to 11
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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

28/04/2023
08:30 am - 04:30 pm
13 spot(s) left

Registration ends on 24/04/2023 at 11:30 PM

Attendee requirements
Some attendees do not meet minimum requirements, do not qualify for fees or have conflicting bookings. Those attendees may not be selected for this booking.

1 Attendees 2 Questionnaire 3 Fees & Extras 4 Payment

Who would you like to book?

Camp Enrolment (You) Age: 23 y 11 mos

Youngest Child Enrolment (Daughter)

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
08:30 am - 04:30 pm
13 spot(s) left

Registration ends on 24/04/2023 at 11:30 PM

Restrictions
Age: 7 to 11

1 spot held until inactive for 10 minutes

1 Attendees 2 Questionnaire 3 Fees & Extras 4 Payment

Who would you like to book?

Camp Enrolment (You) Age: 23 y 11 mos

Youngest Child Enrolment (Daughter)

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

PA Day Camp Questions

PA day camp questions

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 *

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

1 Attendees 2 Questionnaire 3 Fees & Extras 4 Payment

Select Optional Event Extras (Required extras cannot be removed)

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.

Payment Method

Your credit cards

Add a new Card Remember this card

Name on Card

Card number

Expiry month Expiry Year

CVV

Address (Street)

City

Country State/Province Zip/Postal Code

Place My Order [Continue Shopping](#)

Order Summary

Clear Cart

PA Day Camp - Ultimate

Youngest Child Enrolment 1 x \$50.00 X

00000359

28/04/2023, 08:30 AM - 04:30 PM

Payment Summary

Subtotal: \$50.00

Gift Card or Promo Code

Total Due Now \$50.00

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