

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.

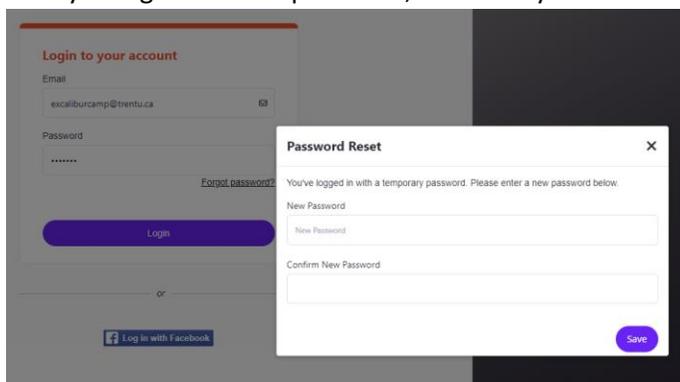
1. Go to <https://trentathletics.perfectmind.com/>
2. Signup for a new account

signup'. The main content area is titled 'Login to your account' and contains an 'Email' input field, a 'Password' input field, and a 'Forgot password?' link. A blue 'Login' button is at the bottom. Below the login form is an 'or' separator and a 'Log in with Facebook' button." data-bbox="114 179 361 425"/>

3. Enter your Personal Information to create your account

Login'. The main content area is titled 'Don't have a login?' and contains several required input fields: 'First Name', 'Last Name', 'Gender' (a dropdown menu), 'Birthday' (with 'Day' and 'Year' sub-fields), 'Email', and 'Primary Phone Type'." data-bbox="114 454 367 702"/>

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.



- 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 client named 'Camp Enrolment'. At the top left is the Trent University Athletics logo and contact information (705-748-1257). At the top right is a 'Camp Enrolment' dropdown menu. Below the header are three navigation buttons: 'My Info', 'Activity Registration', and 'Launch Website'. The main content area has a 'Family Member Detail' title and four tabs: 'Edit', 'Manage Login', 'Add Family Member' (highlighted), and 'Invoices'. Below the tabs is a profile card for 'Camp Enrolment' with a credit balance of '\$0.00'. The card is divided into three sections: 'General Information' (First Name: Camp, Last Name: Enrolment, Age: 23, Birthday: 01/01/2000), 'Contact Information' (Primary Phone: (249) 387-2717, Email: excaliburcamp@trentu.ca, Website: Trent University Athletics Cen, Mailing: Trent University Athletics Cen, Peterborough, Ontario, Canada, K9J 0g2), and 'Secondary Phone' (Work) and 'Social Media' (Twitter and Facebook addresses).

The screenshot shows the 'Add Family Member' modal form. It contains the following fields: 'First Name' (Required), 'Last Name' (Required), 'Birthday' (Month: January, Day, Year), 'Email' (Required, excaliburcamp@trentu.ca), 'Primary Phone' (Required, (249) 387-2717), and 'Primary Phone Type' (Mobile). There are 'Cancel' and 'Submit' buttons at the bottom.

- 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

Showing 1 - 2 of 2

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	> ..

Buttons: Add Family Member, Search, 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: Required
 Holder Name: Required
 Status:
 Billing Address: Required
Copy Address from Parent
 Street:
 City:
 Province:
 Postal Code:

Credit Card Detail

Credit Card Type: Required
 Expiry Month: Required
 Credit Card Number: Required
 Expiry Year: Required
 Card Verification Value: Required

System Info

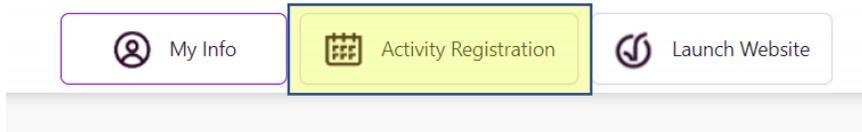
Parent Record: [Camp Enrolment](#)

Cancel **Save**

Enrolling a child in camp

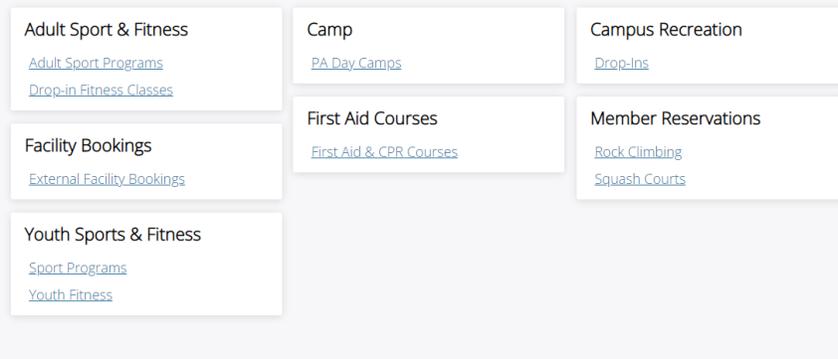
The below guidance is to show you the steps to enroll a child at camp. This example is enrolling a child in our PA Day camp on April 28th, but the same steps will apply on March 1st for summer camp.

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

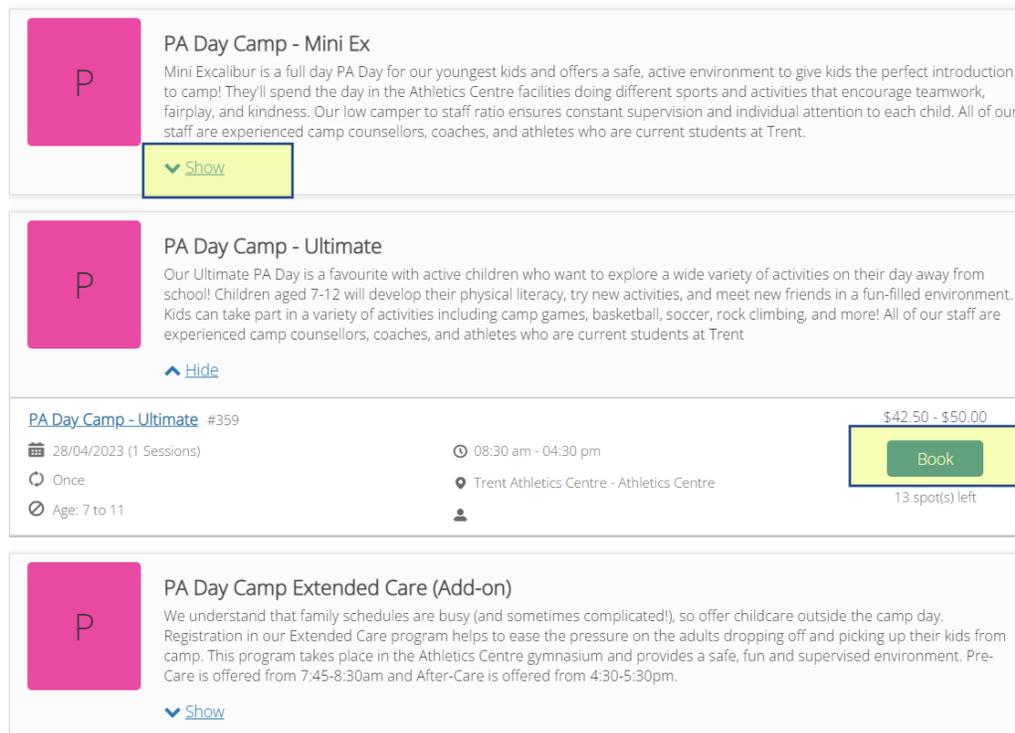


11. Select your chosen activity.

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.

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

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.

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.

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 1 x \$50.00 X

Youngest Child Enrolment
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!