



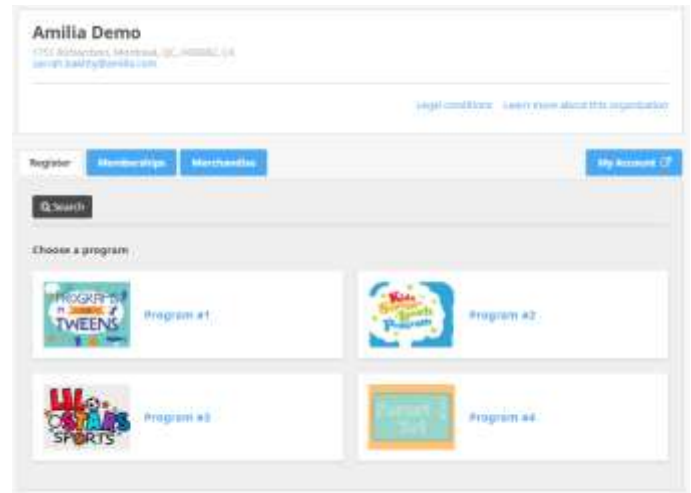
- To register for an MPCC activity:
  - click the 'Register' tab
  - click on a program (eg. 'For Kids', 'For Teens & Adults', 'Summer Day Camps') to see all of the activities to choose from.

Looking to buy a t-shirt or rugby ball?

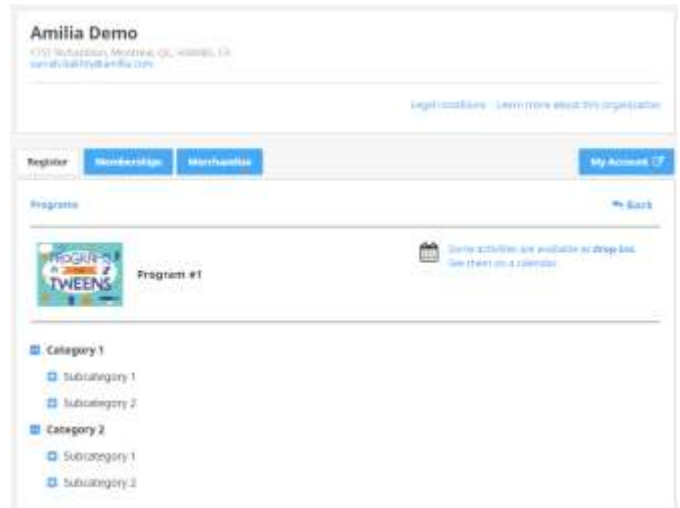
- Click on the blue 'Merchandise' tab.

Donating to the Opportunity Fund?

- Click the blue 'Fundraising' tab, please.



- Browse through the categories.
  - Click the blue icon (+ sign) to see the available activities.

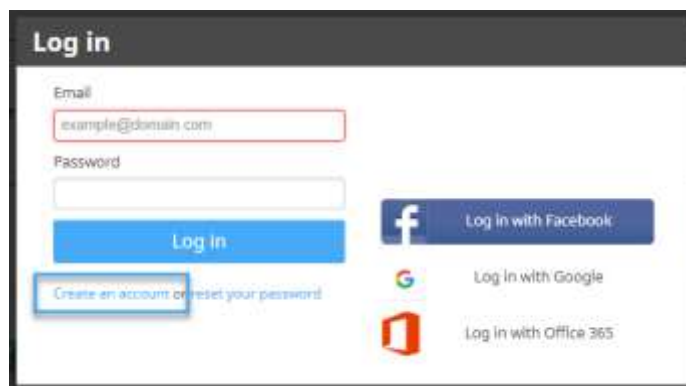


- For each activity, you see detailed information including:
  - Dates
  - Times
  - Location, and
  - Price.
  - Sometimes you will see information about your instructor, or special equipment or supplies needed.

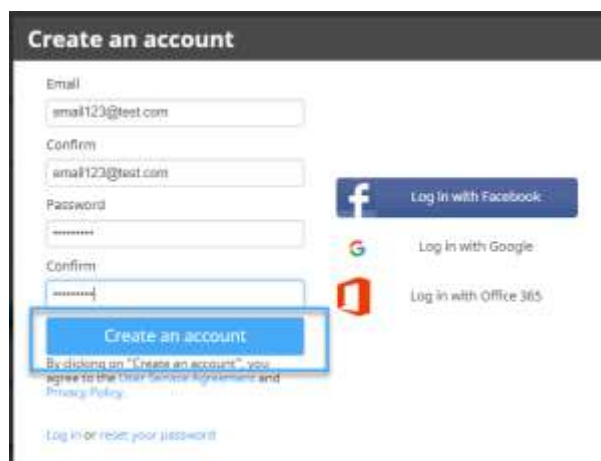
- When you are ready to register for the activity: simply click either the blue session button or blue drop-in (if available) button.



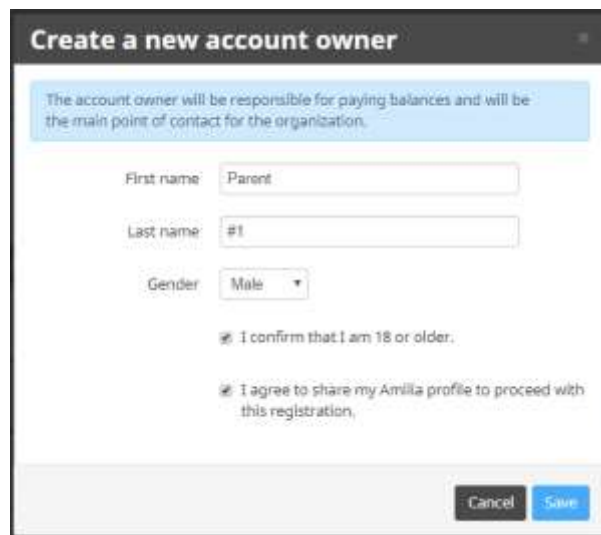
- 5) If you don't have an Amilia account, now is the time to make one!
- Click 'Create an account'.
- (If you have an Amilia account, log in!)




- 6) Follow the instructions to create an account -- making sure the account owner is an adult.



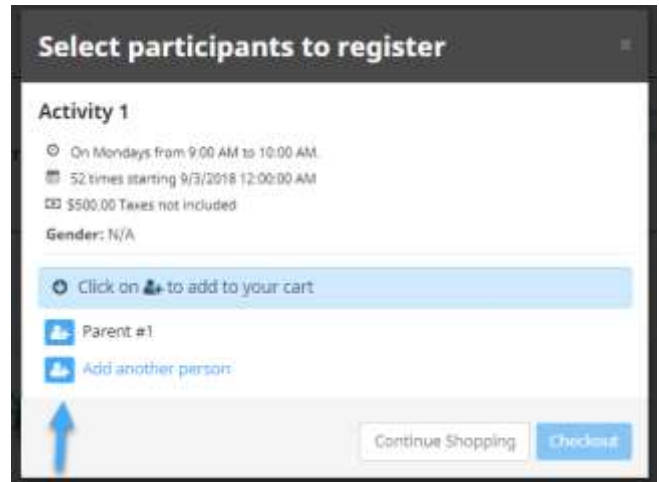
- 7) Don't forget to click 'Save'!



- 8) Watch for the email confirmation – and follow its instructions to validate your email account.
- This is a very important step because this is how the Manor Park Community Council will communicate with you in the future.



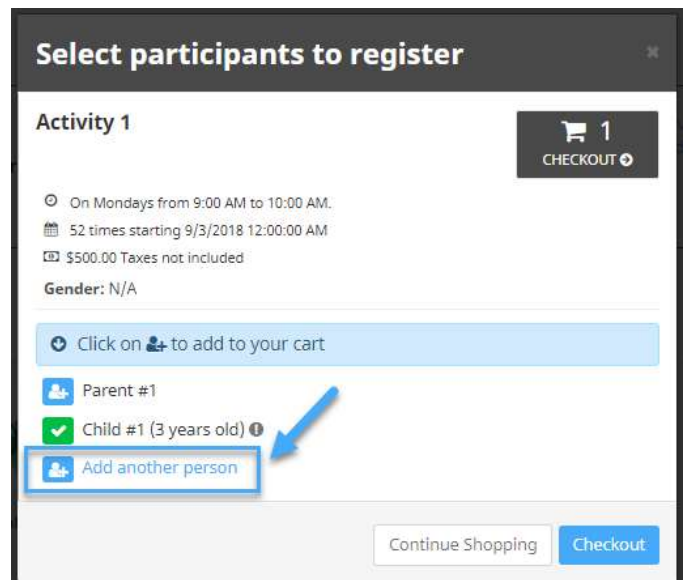
9) Once the parent / adult profile has been created, you may add **others in your family** in order to sign them up for their own activities.



10) Don't forget to save!



11) If you would like to **add more than one child or family member** to you Amilia account, you can do it now. But don't worry, you can also add them later!



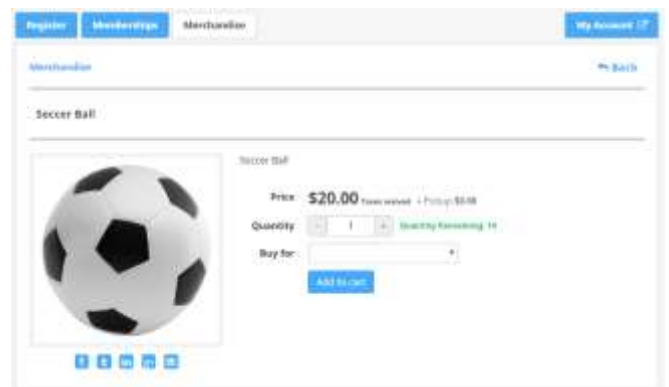
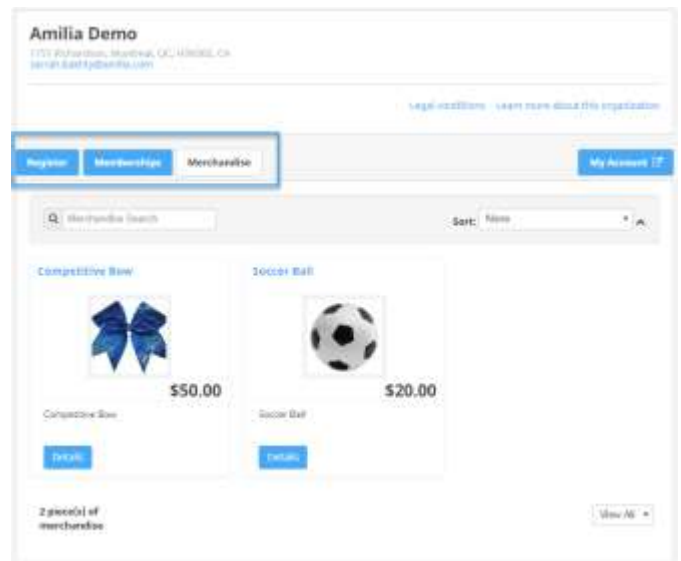
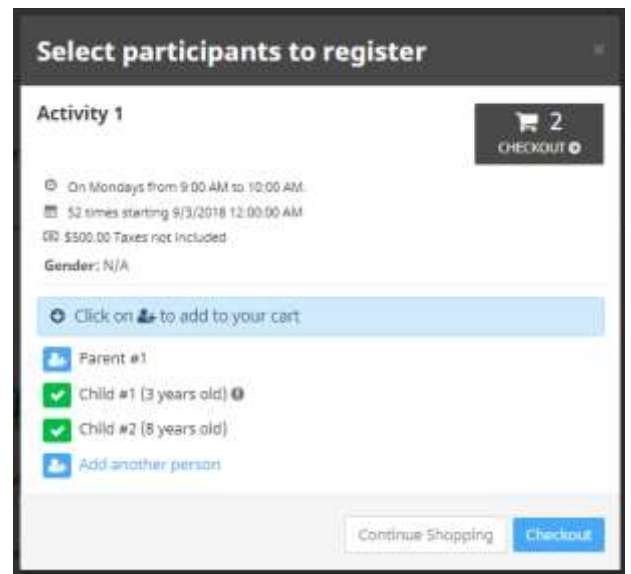
12) A family member with a blue icon (with + sign) next to their name can be registered in the chosen activity. Simply click on the icon to register them.

A green check mark icon appears next to the name, confirming that the activity has been added to your cart.

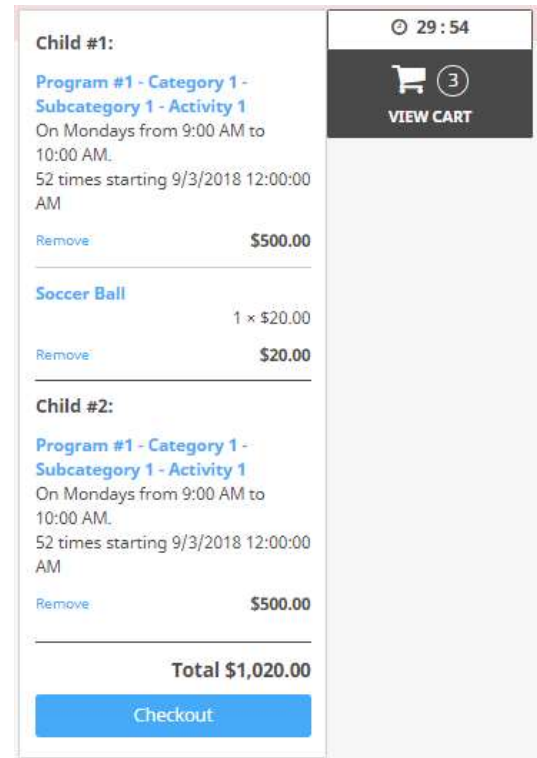
13) Want to add another activity?  
Click 'Continue Shopping'!

Navigate through Register, Merchandise or Fundraising tabs.

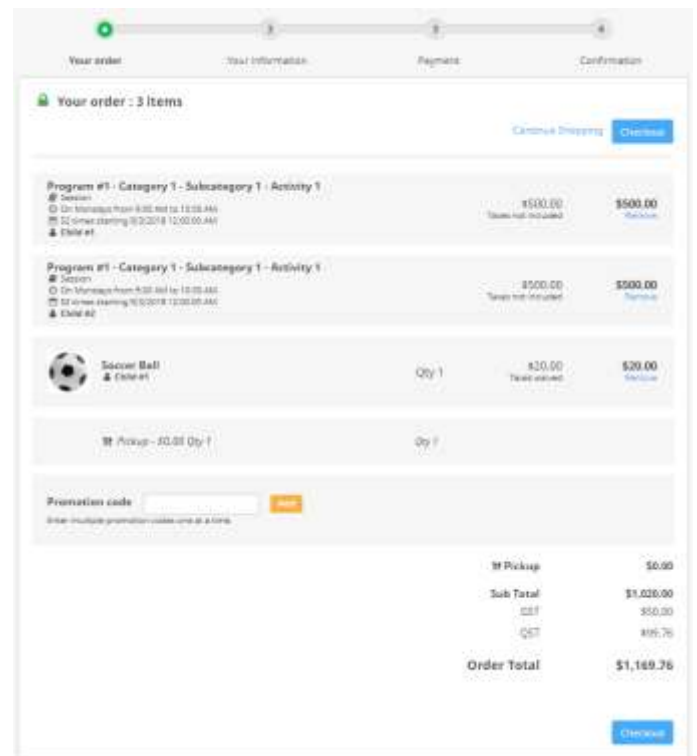
14) Purchasing merchandise is easy!



15) View the contents of your cart at anytime by clicking the grey rectangle in the top right corner of your screen. Watch the clock so that your purchase doesn't time out!



16)  
17) Continue shopping until everything you wanted to purchase has been added to your cart, then press 'Checkout'. You will be taken to the purchase confirmation screen. It looks like this.



18) Click 'Checkout'.

19) Enter information about the account owner.

The screenshot shows the 'Your information' page for an account owner. The page title is 'Amilia Demo'. A progress bar at the top indicates the current step is 'Your information'. The page is divided into a sidebar and a main content area. The sidebar contains a list of account owners: 'Parent #1', 'Child #1', and 'Child #2'. The main content area is titled 'Account owner: Parent #1'. It contains various input fields for personal information, including address, city, state, zip, phone, and email. A 'Continue my purchase' button is located at the bottom right.

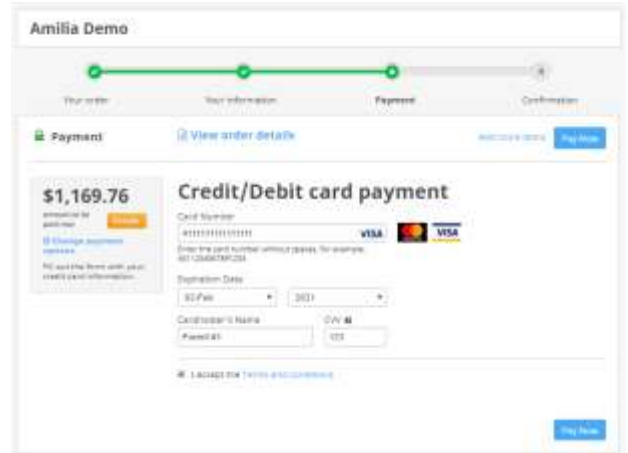
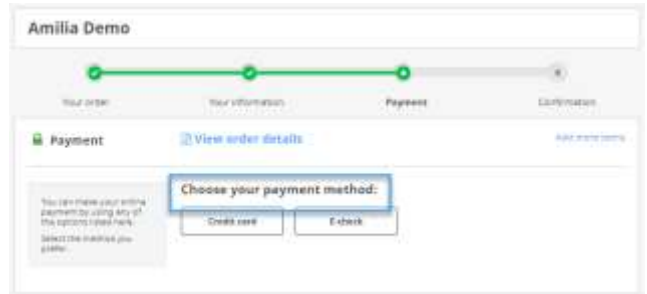
20) Enter information for any participants registering.

The screenshot shows the 'Your information' page for a child participant. The page title is 'Amilia Demo'. The sidebar contains a list of account owners: 'Parent #1', 'Child #1', and 'Child #2'. The main content area is titled 'Personal information: Child #1'. It contains various input fields for personal information, including date of birth, provincial health number, expiration date, allergies, and medical conditions. A 'Continue my purchase' button is located at the bottom right.

NOTE: If adding legal guardians or emergency contacts, make sure to click 'new' or 'edit' to complete the required information.

The screenshot shows the 'Select a Primary Legal Guardian' section. It features a dropdown menu with 'Parent #1' selected, and 'Edit' and 'New' buttons. Below this is the 'Select a Secondary Legal Guardian' section, which has a dropdown menu with 'None' selected, and 'Edit' and 'New' buttons. The 'New' button is highlighted with a blue box. At the bottom, there is a 'Continue my purchase' button and a note: 'Validate all sections to continue your purchase'.

21) Choose your payment method.



Now that you have any Amilia account – and have made your first purchase – you can use your account to see past billings, activity calendar, and update your account members' information.

Click on your email address in the top right corner, and click 'My account'.

Congratulations! Your purchase is complete!

