

UBC Recreation Online Features

Adding Family Members	2
Editing Information & Managing Family Members	3
Editing Finance Info – Adding Payment Method	5
Accessing & Reprinting Receipts or Registration Confirmation.....	7
Receipts.....	7
Registration Confirmations	9
Online Withdrawal – Only for UBC Camps.....	11

UBC Recreation Online Features

Adding Family Members

1. You can add individuals to a Family Account by using the “Add Family Member” button.

The screenshot shows the UBC Recreation online interface. At the top, there's a navigation bar with 'My Info' and 'Register Now'. The main section is titled 'Family Member Detail' for Jane Smith. Below this, there are tabs: 'Edit', 'Add Family Member' (highlighted with a red box), and 'Invoices'. The 'General Information' section shows fields for First Name (Jane), Last Name (Smith), Birthday (01/01/1984), and Age (36). The 'Contact Information' section shows Primary Phone (6048226000) and Email (jane.smith@gmail.com). Below these are sections for Schedules, Activity Outcomes (0), Attendance History, Transactions, and Finance Info (with a 'New' button).

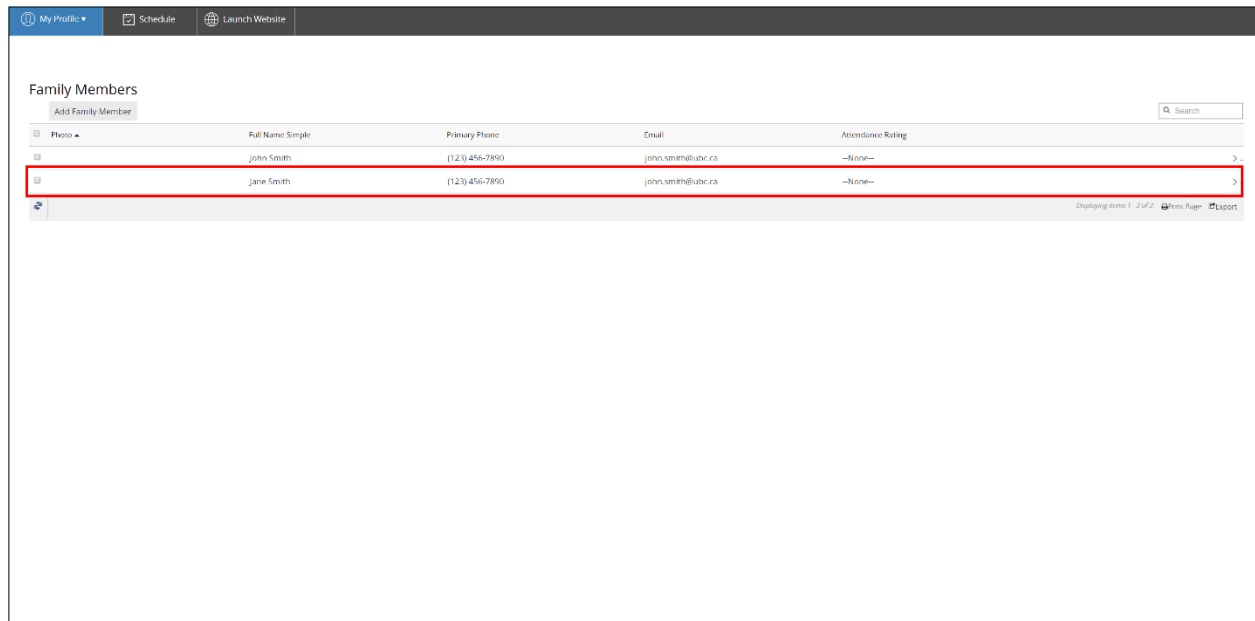
2. When adding children, please ensure that their birthday information is entered accurately as some program registrations will require this information to determine if they are eligible for programs. Phone and email information for additional Family Members will default to the contact information for the primary contact unless updated.

The screenshot shows the UBC Recreation online interface with the 'Add Family Member' modal form open. The background shows the 'Family Member Detail' page for John Doe. The modal form has the following fields: First Name * (Jim), Preferred Name, Last Name * (Doe), Email * (recreation@ubc.ca), Birthday * (January 01, 2010), Gender, Primary Phone * ((604) 822-6000), and Contact Relation. The 'Submit' button is highlighted with a red box.

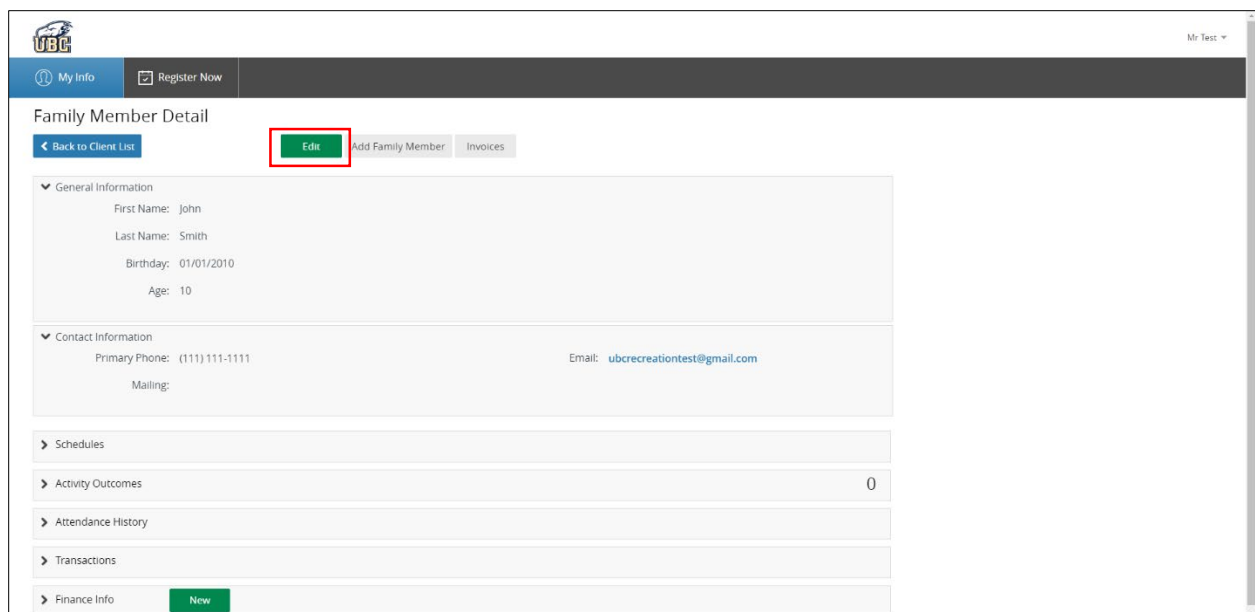
UBC Recreation Online Features

Editing Information & Managing Family Members

1. If you have added Family Members to your Family Account, your default screen will feature all individuals in your account. By clicking on the row of information for any Family Member, you can access and edit information for an individual. If you are the only individual attached to your login, please go to step 2.



2. On the next screen, click the “Edit” button to update personal information including name, birthday, and contact information.



UBC Recreation Online Features

3. Once updated, please use the “Save” button to update your information in the registration system.

The screenshot displays the UBC Recreation Online registration system interface. At the top, there is a navigation bar with the UBC logo, a 'My Info' button, and a 'Register Now' button. A 'Mr Test' dropdown menu is visible in the top right corner. Below the navigation bar, there are two 'Save' buttons, one at the top and one at the bottom, both highlighted with red boxes. The main content area is titled 'Edit Family Member' and contains two sections: 'General Information' and 'Contact Information'. The 'General Information' section includes fields for 'First Name' (John), 'Last Name' (Smith), and 'Birthday' (January 1, 2010). The 'Contact Information' section includes fields for 'Primary Phone' ((111) 111-1111), 'Email' (john.smith@gmail.com), and 'Mailing' address (6000 Student Union Boulevard, Vancouver, Canada, V6T1Z1). A 'Webcam' button is also present next to the 'Browse' button for profile picture selection.

UBC

Mr Test

My Info Register Now

Save Cancel

Edit Family Member

General Information

*First Name: John

*Last Name: Smith

*Birthday: January Day: 1 Year: 2010

Age: 10

Browse Webcam Clear

Contact Information

*Primary Phone: (111) 111-1111

Email: john.smith@gmail.com

Mailing: 6000 Student Union Boulevard

Vancouver

Canada

British Columbia V6T1Z1

Save Cancel

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UBC Recreation Online Features

Editing Finance Info – Adding Payment Method

1. At the main screen, click on the row of an individual to access their registration confirmations or receipt history.

Family Members

Add Family Member

Photo	Full Name Simple	Primary Phone	Email	Attendance Rating
	John Smith	(123) 456-7890	john.smith@ubc.ca	--None--
	Jane Smith	(123) 456-7890	john.smith@ubc.ca	--None--

Displaying items 1 - 2 of 2

2. On the next screen, scroll to the “Finance Info” tab and click. Once open, you can see all of the available methods of payment. Select the “New” option to add a new method of payment. Click on the row for the existing method of payment to update it.

Family Member Detail

Back to Client List Edit Add Family Member Invoices

General Information

Contact Information

Schedules

Activity Outcomes 0

Attendance History

Finance Info New

Holder Name	Type	Credit Card Type	Status	Share With Account	Expiration Date	Default
John Smith	Credit Card	Mastercard	Valid	<input type="checkbox"/>	30/11/2020	<input type="checkbox"/>

UBC Recreation Online Features

3. Input or update the information for payment information. If you would like to use this credit card as the default payment method for future transactions, make sure to check the box beside "Default."

UBC

Mr Test

My Info Register Now

Save Cancel

Finance Info

Detail

*Type: Credit Card

*Default: ☐

*Holder Name: John Smith

Status:

Times Failed:

Notes:

Credit Card Detail

*Credit Card Type: Visa

*Credit Card Number: 1111111111111111

*Card Verification Value: 420

*Expiry Month: 12 - December

*Expiry Year: 2020

Billing Address: [Copy Address from Parent](#)

6000 Student Union Boulevard

Vancouver

Canada

British Columbia V6T1Z1

System Info

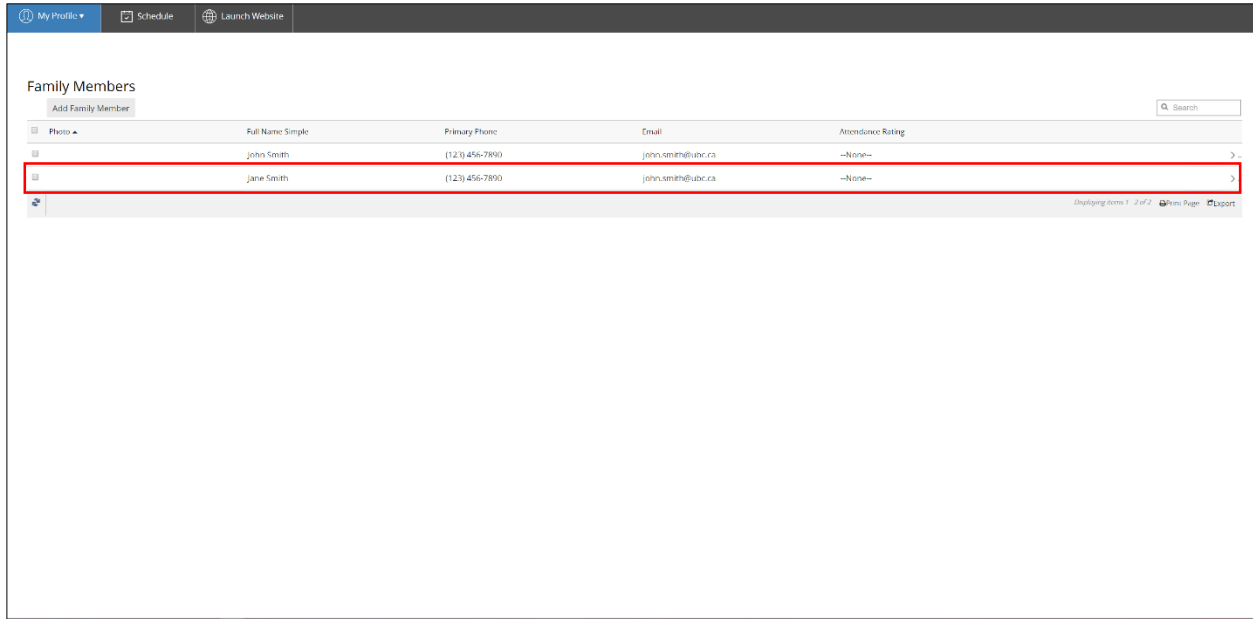
Save Cancel

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UBC Recreation Online Features

Accessing & Reprinting Receipts or Registration Confirmation

4. At the main screen, click on the row of an individual to access their registration confirmations or receipt history.

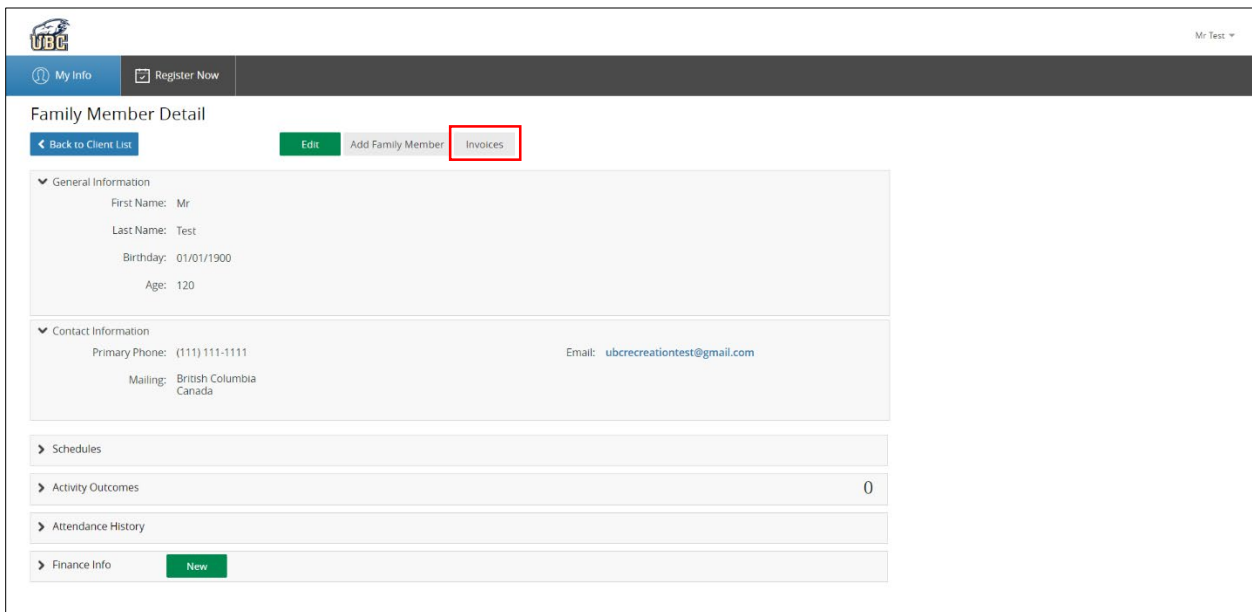


Family Members				
Add Family Member Search				
Photo	Full Name Simple	Primary Phone	Email	Attendance Rating
	John Smith	(123) 456-7890	john.smith@ubc.ca	--None--
	Jane Smith	(123) 456-7890	john.smith@ubc.ca	--None--

Displaying items 1 - 2 of 2 [Home](#) [Page](#) [Export](#)

Receipts

5. On the next screen, click the “Invoices” button to access the purchase history for all of your transactions.



UBC

Mr. Test

[My Info](#) [Register Now](#)

Family Member Detail

[Back to Client List](#) [Edit](#) [Add Family Member](#) [Invoices](#)

General Information

First Name: Mr

Last Name: Test

Birthday: 01/01/1900

Age: 120

Contact Information

Primary Phone: (111) 111-1111

Email: ubcrecreationtest@gmail.com

Mailing: British Columbia
Canada

Schedules

Activity Outcomes

0

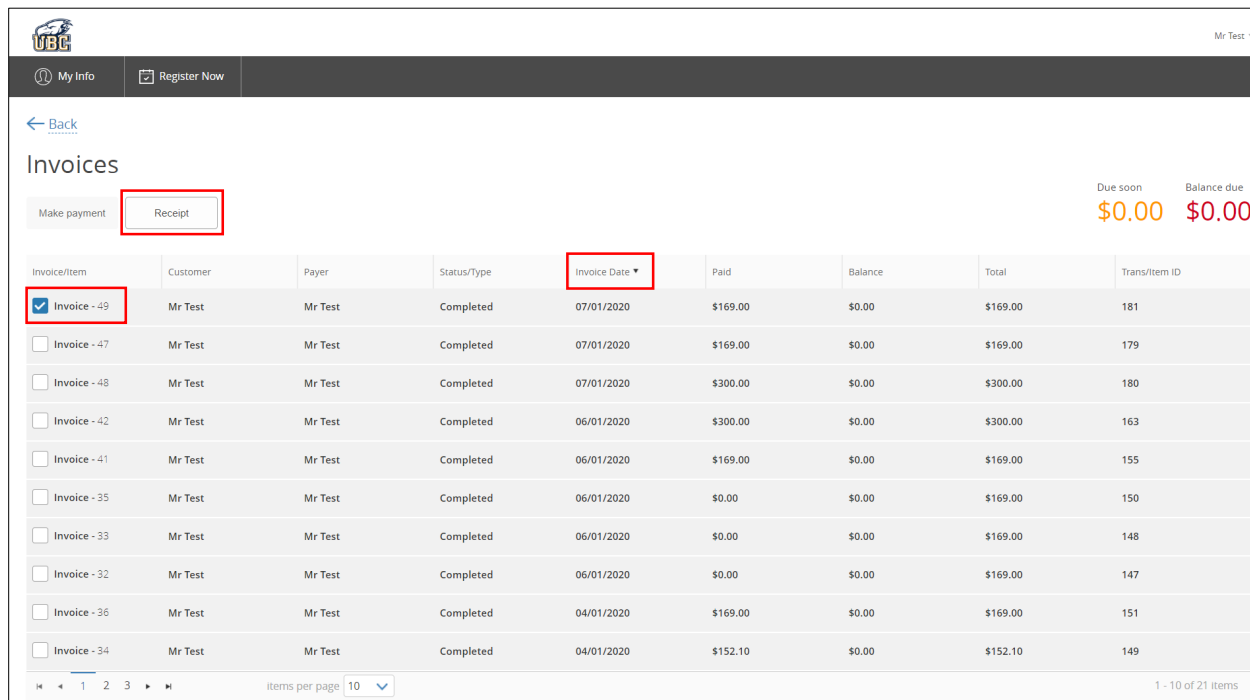
Attendance History

Finance Info

[New](#)

UBC Recreation Online Features

- The following screen will display your transactions. By clicking on the top row of the table you can organize your results in ascending/descending order. Use the checkbox to the left of each row and the "Receipt" button at the top to generate a copy of the receipt.



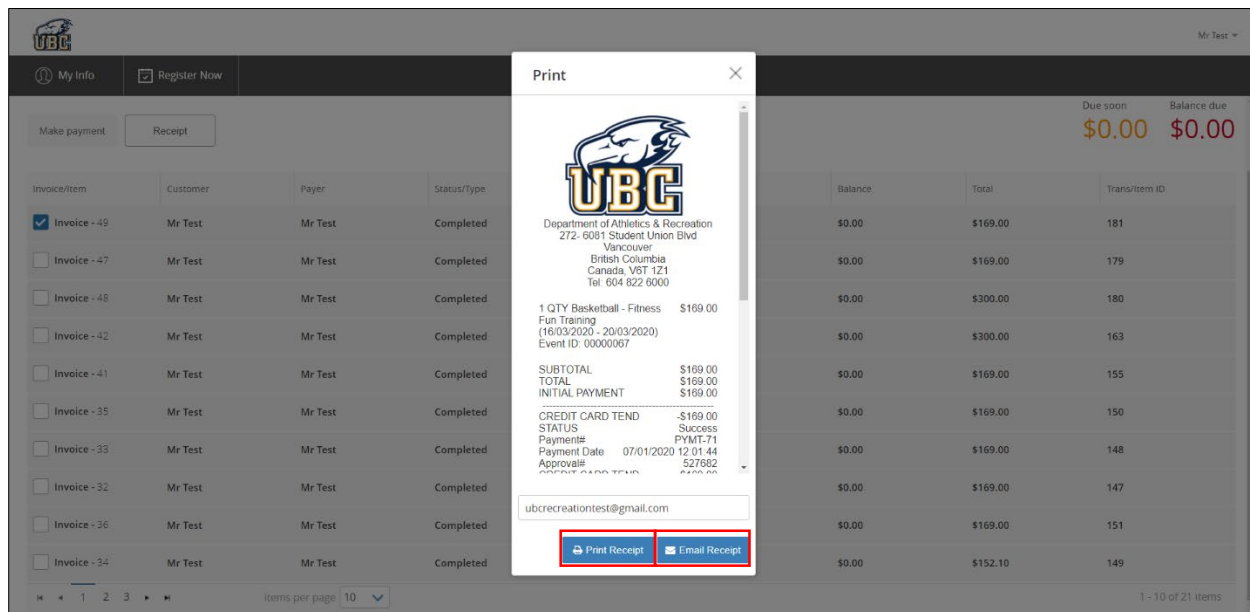
UBC Recreation Online Invoices

Due soon: \$0.00 Balance due: \$0.00

Invoice/Item	Customer	Payer	Status/Type	Invoice Date	Paid	Balance	Total	Trans/Item ID
<input checked="" type="checkbox"/> Invoice - 49	Mr Test	Mr Test	Completed	07/01/2020	\$169.00	\$0.00	\$169.00	181
<input type="checkbox"/> Invoice - 47	Mr Test	Mr Test	Completed	07/01/2020	\$169.00	\$0.00	\$169.00	179
<input type="checkbox"/> Invoice - 48	Mr Test	Mr Test	Completed	07/01/2020	\$300.00	\$0.00	\$300.00	180
<input type="checkbox"/> Invoice - 42	Mr Test	Mr Test	Completed	06/01/2020	\$300.00	\$0.00	\$300.00	163
<input type="checkbox"/> Invoice - 41	Mr Test	Mr Test	Completed	06/01/2020	\$169.00	\$0.00	\$169.00	155
<input type="checkbox"/> Invoice - 35	Mr Test	Mr Test	Completed	06/01/2020	\$0.00	\$0.00	\$169.00	150
<input type="checkbox"/> Invoice - 33	Mr Test	Mr Test	Completed	06/01/2020	\$0.00	\$0.00	\$169.00	148
<input type="checkbox"/> Invoice - 32	Mr Test	Mr Test	Completed	06/01/2020	\$0.00	\$0.00	\$169.00	147
<input type="checkbox"/> Invoice - 36	Mr Test	Mr Test	Completed	04/01/2020	\$169.00	\$0.00	\$169.00	151
<input type="checkbox"/> Invoice - 34	Mr Test	Mr Test	Completed	04/01/2020	\$152.10	\$0.00	\$152.10	149

Items per page: 10 | 1 - 10 of 21 items

- You can use the "Print" or "Email" buttons on the bottom to print or email copies of your receipt.



UBC Recreation Online Invoices

Due soon: \$0.00 Balance due: \$0.00

Invoice/Item	Customer	Payer	Status/Type	Invoice Date	Paid	Balance	Total	Trans/Item ID
<input checked="" type="checkbox"/> Invoice - 49	Mr Test	Mr Test	Completed	07/01/2020	\$169.00	\$0.00	\$169.00	181
<input type="checkbox"/> Invoice - 47	Mr Test	Mr Test	Completed	07/01/2020	\$169.00	\$0.00	\$169.00	179
<input type="checkbox"/> Invoice - 48	Mr Test	Mr Test	Completed	07/01/2020	\$300.00	\$0.00	\$300.00	180
<input type="checkbox"/> Invoice - 42	Mr Test	Mr Test	Completed	06/01/2020	\$300.00	\$0.00	\$300.00	163
<input type="checkbox"/> Invoice - 41	Mr Test	Mr Test	Completed	06/01/2020	\$169.00	\$0.00	\$169.00	155
<input type="checkbox"/> Invoice - 35	Mr Test	Mr Test	Completed	06/01/2020	\$0.00	\$0.00	\$169.00	150
<input type="checkbox"/> Invoice - 33	Mr Test	Mr Test	Completed	06/01/2020	\$0.00	\$0.00	\$169.00	148
<input type="checkbox"/> Invoice - 32	Mr Test	Mr Test	Completed	06/01/2020	\$0.00	\$0.00	\$169.00	147
<input type="checkbox"/> Invoice - 36	Mr Test	Mr Test	Completed	04/01/2020	\$169.00	\$0.00	\$169.00	151
<input type="checkbox"/> Invoice - 34	Mr Test	Mr Test	Completed	04/01/2020	\$152.10	\$0.00	\$152.10	149

Items per page: 10 | 1 - 10 of 21 items

Print

UBC
Department of Athletics & Recreation
272- 6081 Student Union Blvd
Vancouver
British Columbia
Canada, V6T 1Z1
Tel: 604 822 6000

1 QTY Basketball - Fitness \$169.00
Fun Training
(16/03/2020 - 20/03/2020)
Event ID: 00000067

SUBTOTAL \$169.00
TOTAL \$169.00
INITIAL PAYMENT \$169.00

CREDIT CARD TEND -\$169.00
STATUS Success
Payment# PYMT-71
Payment Date 07/01/2020 12:01:44
Approval# 527682

ubcrecreationtest@gmail.com

Print Receipt **Email Receipt**

UBC Recreation Online Features

Registration Confirmations

- On the next screen, scroll to the “Schedules” tab and click. Once open, select the “Switch to List View” option.

UBC Recreation Online Features

My Info Register Now

Family Member Detail

Back to Client List Edit Add Family Member Invoices

General Information

First Name: Mike
Last Name: Test
Birthday: 01/01/2011
Age: 9

Contact Information

Primary Phone: (111) 111-1111 Email: ubcrecreationtest@gmail.com
Mailing:

Schedules

Mike Test

January 2020 Switch to List View Export to PDF

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01	02	03	04

- In the List View, click on “Actions”. This will bring up a list menu, select “Print” from this list.

UBC Recreation Online Features

My Info Register Now

Family Member Detail

Back to Client List Edit Add Family Member Invoices

General Information

First Name: Mike
Last Name: Test
Birthday: 01/01/2011
Age: 9

Contact Information

Primary Phone: (111) 111-1111 Email: ubcrecreationtest@gmail.com
Mailing:

Schedules

Switch to Calendar View


Show events: Current & Future



Name	Days	Time	Staff	ServiceName	Actions
Basketball - Fitness Fu	Everyday	01:00 PM - 04:00 PM		Basketball - Fitness Fun Training	Print Withdraw



Activity Outcomes Attendance History Transactions Finance Info Now


UBC Recreation Online Features

10. You can use the “Print” or “Email” buttons on the upper right to print or email copies of your registration confirmation.

Mr Test ▾

 My Info  Register Now

Registration Confirmation.html  



Registration Confirmation

Date issued: 07/01/2020 02:58 PM

John Smith	Campus Scouts	Booked
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Event Information

Location:	UBC Programming Spaces/On Campus Locations	Status:	Pending
Start Date:	23/03/2020 01:00 PM - 04:00 PM	End Date:	27/03/2020 01:00 PM - 04:00 PM
Days:	Everyday	Hours per class:	3h 0m
Exceptions:	-	Exclusions:	-

Questionnaire Summary:

- I have reviewed the description of the UBC Camps Adventures Abound program and feel that I have sufficiently informed myself about the nature of the camp and the activities involved. I acknowledge that there are risks, dangers, and hazards associated with my child's participation in the camp including, but not limited to: transportation; impact and collision with other participants, instructors, or spectators; impact with objects or equipment used in connection with daily activities; changes in the type of surface and the condition of surfaces, including playing courts, gymnasiums, shower facilities and change rooms; adverse weather conditions; loss of balance; failure to play safely within one's own ability; failure to play against others of equal stature or ability; theft; consumption of food and drink, whether made by professionals or by nonprofessionals; and negligence of other participants or UBC staff. Participants are expected to be respectful and considerate towards other participants, UBC staff including all instructors, and external partner organization instructors. Participants are expected and required to follow the directions of all instructors, to stay in close proximity to their instructors during the program and not leave without consent and informing camp instructors. If there is a breach of these rules, instructors will discuss the issue with the participant and/or their parents or guardian. In the event that there is a continuous breach of these rules, UBC may require the participant to withdraw from the remainder of the camp, without reimbursement of any camp fees. I confirm that I have discussed these rules and expectations with my child.
By checking this acknowledgment, I hereby consent to my child's participation in the camp on the terms and conditions set out above.
- MEDICAL EMERGENCIES** In the event of an accident, injury or illness involving the registrant, and immediate contact by UBC Camps with a designated contact cannot be made, I hereby authorize and grant permission to UBC Camps staff to secure proper medical treatment and authorize on the registrant's behalf all procedures, including, without limitation, admission to an emergency unit, hospital and treatment therein, ordering of x-rays, tests or treatment, injections, anesthesia and/or surgery, as deemed necessary by the attending medical professional(s). I agree not to hold UBC Camps responsible for any costs or injury arising out of an emergency situation.
By checking this acknowledgment, I hereby consent to my child's participation in the camp on the terms and conditions set out above.

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UBC Recreation Online Features

Online Withdrawal – Only for UBC Camps

- From the Family Members screen, select either the primary contact or the Family Member you wish to withdraw from a program by clicking anywhere on the row with their name.

UBC Recreation Online Features

Mr Test

My Info Register Now

Family Members

Add Family Member

Search

Photo	Name	Primary Phone	Email	Attendance Rating
	Mr Test	(111) 111-1111	ubcrecreationtest@gmail.com	A
	Steph Smith	(111) 111-1111	ubcrecreationtest@gmail.com	A
	John Smith	(111) 111-1111	ubcrecreationtest@gmail.com	A
	Jane Smith	(604) 822-6000	ubcrecreationtest@gmail.com	A
	Mike Test	(111) 111-1111	ubcrecreationtest@gmail.com	A

Displaying items 1 - 5 of 5 Print Page Export

- On the next screen, scroll to the “Schedules” tab and click. Once open, select the “Switch to List View” option.

UBC Recreation Online Features

Mr Test

My Info Register Now

Family Member Detail

Back to Client List Edit Add Family Member Invoices

General Information

First Name: Mike
Last Name: Test
Birthdate: 01/01/2011
Age: 9

Contact Information

Primary Phone: (111) 111-1111 Email: ubcrecreationtest@gmail.com
Mailing:

Schedules

Mike Test

January 2020

Switch to List View

Export to PDF

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01	02	03	04

UBC Recreation Online Features

14. In the List View, click on “Actions”. This will bring up a list menu, select “Withdraw” from this list.

The screenshot shows the UBC Recreation Online interface. The user is logged in as 'Mr Test'. The main menu includes 'My Info' and 'Register Now'. The 'My Info' section is expanded, showing 'General Information' (First Name: Mike, Last Name: Test, Birthday: 01/01/2011, Age: 9), 'Contact Information' (Primary Phone: (111) 111-1111, Email: ubcrecreationtest@gmail.com), and 'Schedules'. The 'Schedules' section is expanded, showing a table of events. The 'Basketball - Fitness Fun Training' event is selected, and the 'Actions' menu is open. The 'Withdraw' option is highlighted.

Name	Days	Time	Staff	ServiceName	Actions
Basketball - Fitness Fun Training	Everyday	01:00 PM - 04:00 PM		Basketball - Fitness Fun Training	Action Add to Calendar Print Withdraw


15. A pop-up will enable you to complete a refund to original payment method or as an account credit for future transactions. For details on applicable withdrawal fees, please visit the [UBC Camps Policies page](#).

The screenshot shows the UBC Recreation Online interface with the 'Withdraw' pop-up dialog open. The dialog is titled 'Withdraw from Basketball - Fitness Fun Training'. It displays the 'Refund Amount' section with 'Fees paid: \$169.00' and 'Withdrawal Fee: \$0.00'. The 'Refund Method' section has two options: 'Account Credit' (selected) and 'Same as payment method'. The 'Total to Refund' is \$169.00. The dialog has 'Cancel' and 'Withdraw' buttons.


Withdraw from Basketball - Fitness Fun Training	
Refund Amount	
Fees paid:	\$169.00
Withdrawal Fee	\$0.00
Refund Method	
<input checked="" type="radio"/> Account Credit	
<input type="radio"/> Same as payment method	
Total to Refund	\$169.00
Cancel	Withdraw

UBC Recreation Online Features

5. If your withdrawal is successful, the screen will display a Withdrawal Confirmation. You can either print or email this Withdrawal Confirmation.




My Info




Register Now

Withdrawal Confirmation.html



Email



Withdrawal Confirmation

6000 Student Union Boulevard, Vancouver, BC V6T 1Z1 Tel: (604) 822-6000

Mike Test

Basketball - Fitness Fun Training (00000067)

Location: UBC Gymnasiums, UBC Programming Spaces

Schedule: 16/03/2020 13:00 PM - 16:00 PM to 26/03/2020 13:00 PM - 16:00 PM

Number of sessions: 5

Total Hours: 15.00

Cancellation Summary:

Sessions Withdrawn:

Cancellation Fee Amount:

Reason for Cancellation:

Credits:

\$169.00

\$0.00