

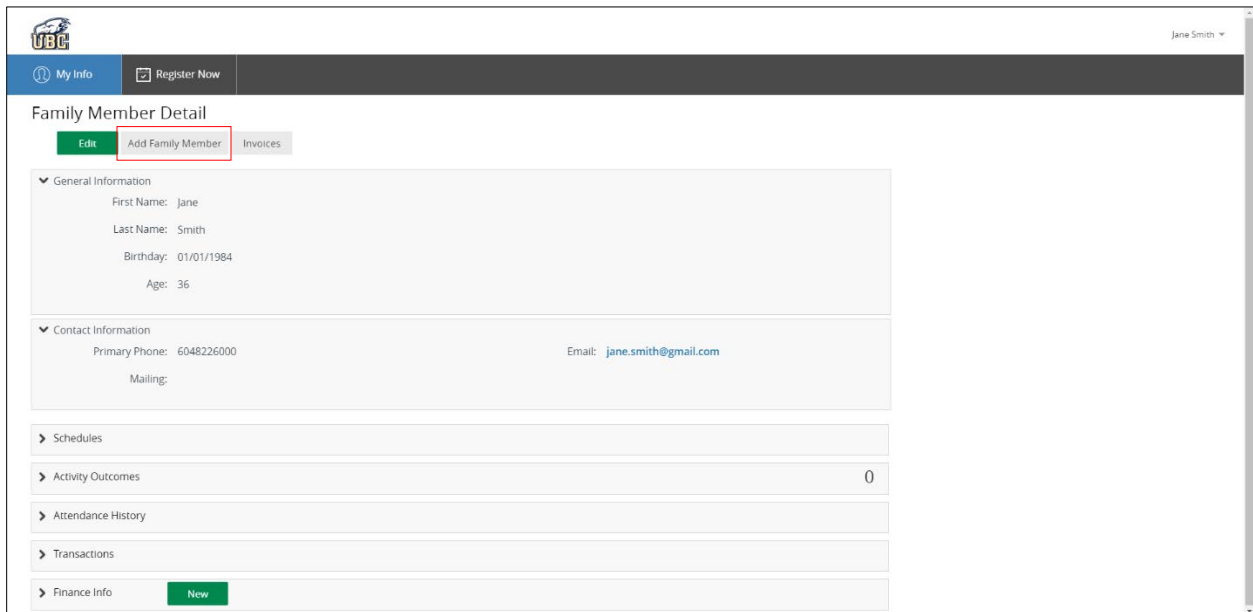
UBC Recreation Online Features

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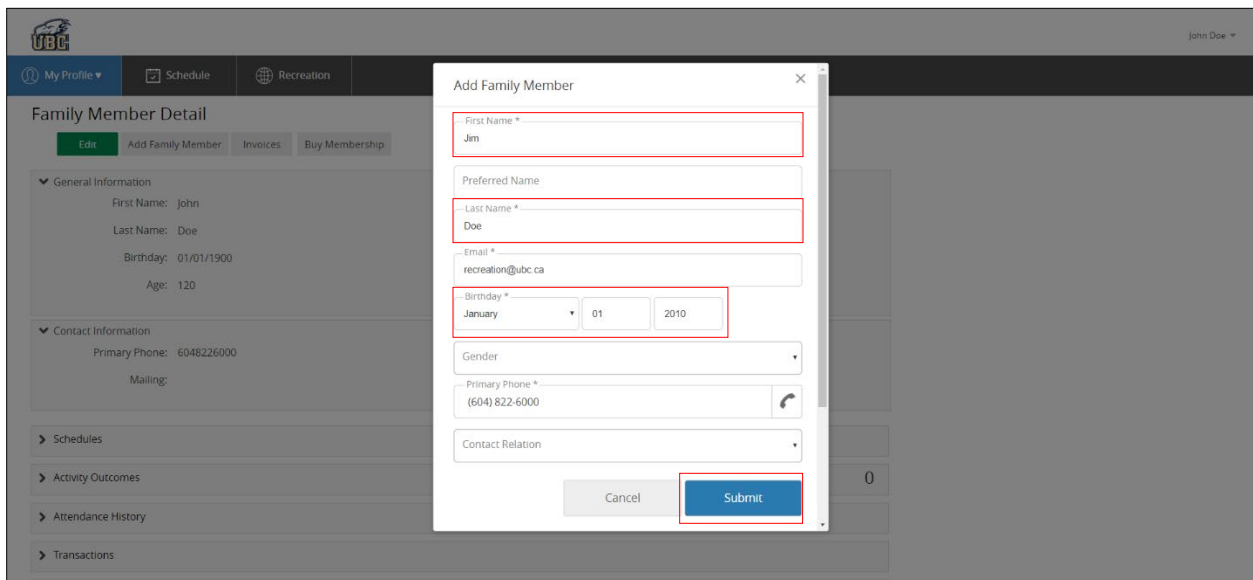
UBC Recreation Online Features

Adding Family Members

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



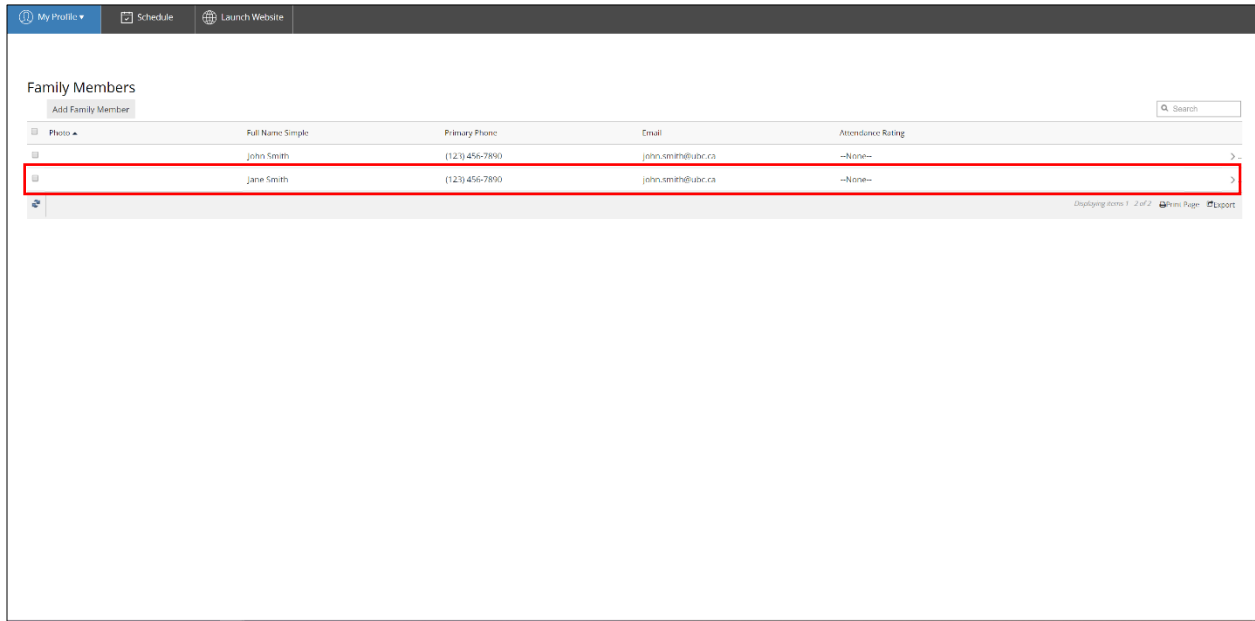
2. When adding children, please ensure that their birthday information is entered accurately as some program registrations will require this information to determine if they are eligible for programs. Phone and email information for additional Family Members will default to the contact information for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



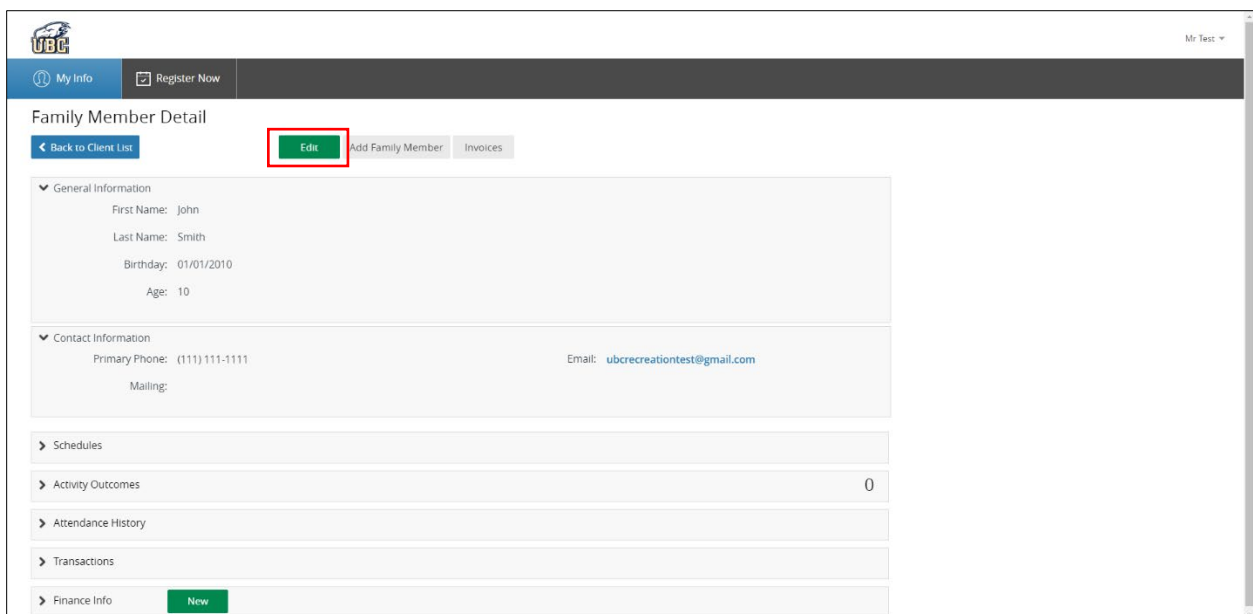
UBC Recreation Online Features

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.

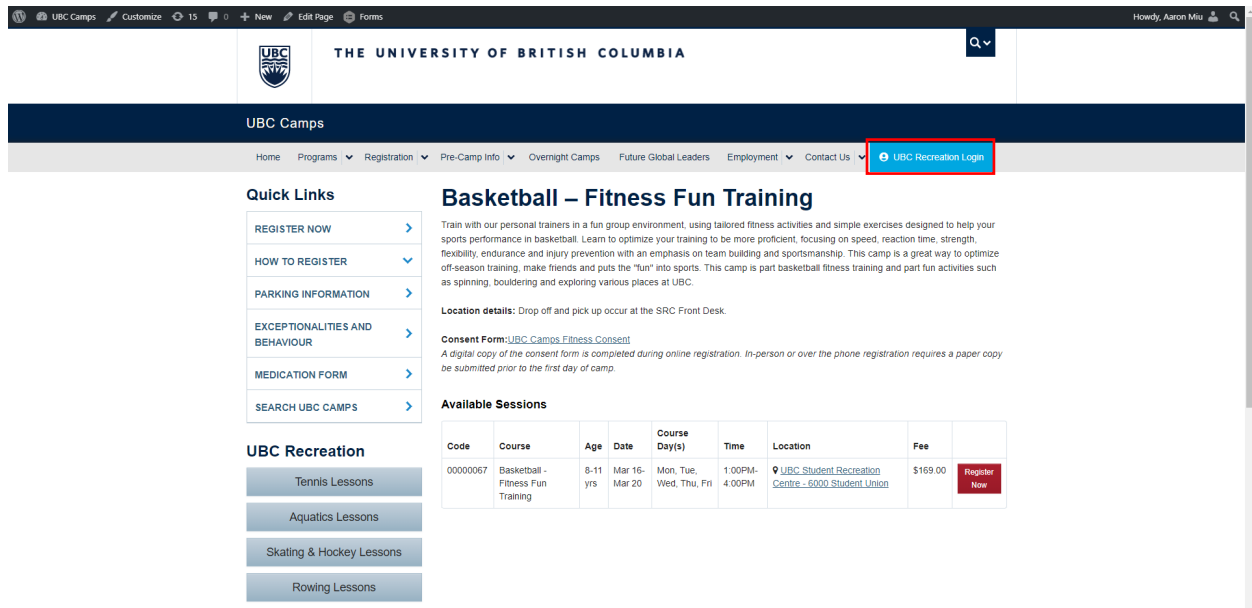
The screenshot shows the UBC Recreation Online registration system interface. At the top, there is a navigation bar with 'My Info' and 'Register Now' options. The main content area is titled 'Edit Family Member' and contains two sections: 'General Information' and 'Contact Information'. In the 'General Information' section, the 'Birthday' field is highlighted with a red box, showing 'January', 'Day: 1', and 'Year: 2010'. In the 'Contact Information' section, the 'Mailing' address field is highlighted with a red box, showing '6000 Student Union Boulevard', 'Vancouver', 'Canada', and 'British Columbia'. The 'Save' buttons are also highlighted with red boxes. The 'Primary Phone' field contains '(111) 111-1111' and the 'Email' field contains 'john.smith@gmail.com'.

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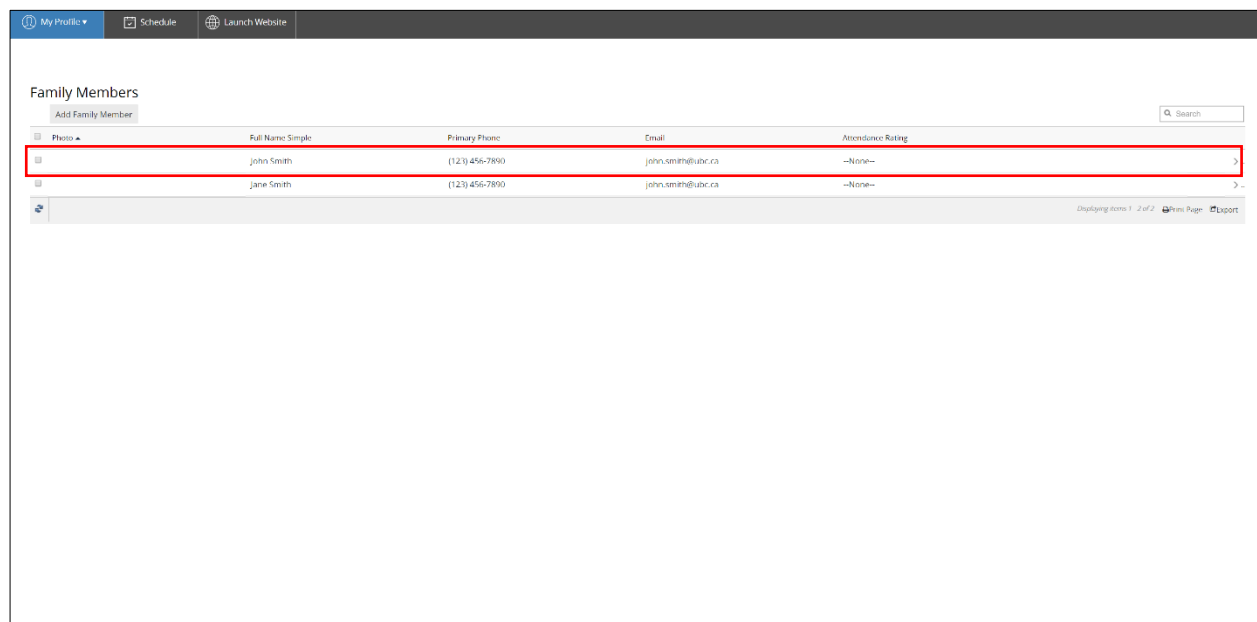
UBC Recreation Online Features

Editing Finance Info – Adding Payment Method

1. Visit camps.ubc.ca and click on the [UBC Recreation Login](#) button.



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



UBC Recreation Online Features

3. 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.

The screenshot shows the 'Family Member Detail' page for John Smith. The 'Finance Info' tab is active, and a 'New' button is highlighted. Below the tabs is a table of payment methods:

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"/>

4. 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.”

The screenshot shows the 'Finance Info' page with the 'Detail' and 'Credit Card Detail' sections. The 'Detail' section includes a dropdown for '*Type:' (set to Credit Card), a checkbox for '*Default:' (checked), and a text field for '*Holder Name:' (John Smith). The 'Credit Card Detail' section includes fields for '*Credit Card Type:' (Visa), '*Credit Card Number:' (1111111111111111), '*Card Verification Value:' (420), '*Expiry Month:' (12 - December), and '*Expiry Year:' (2020). The 'Billing Address' section includes a 'Copy Address from Parent' button and fields for address, city (Vancouver), country (Canada), and province (British Columbia).

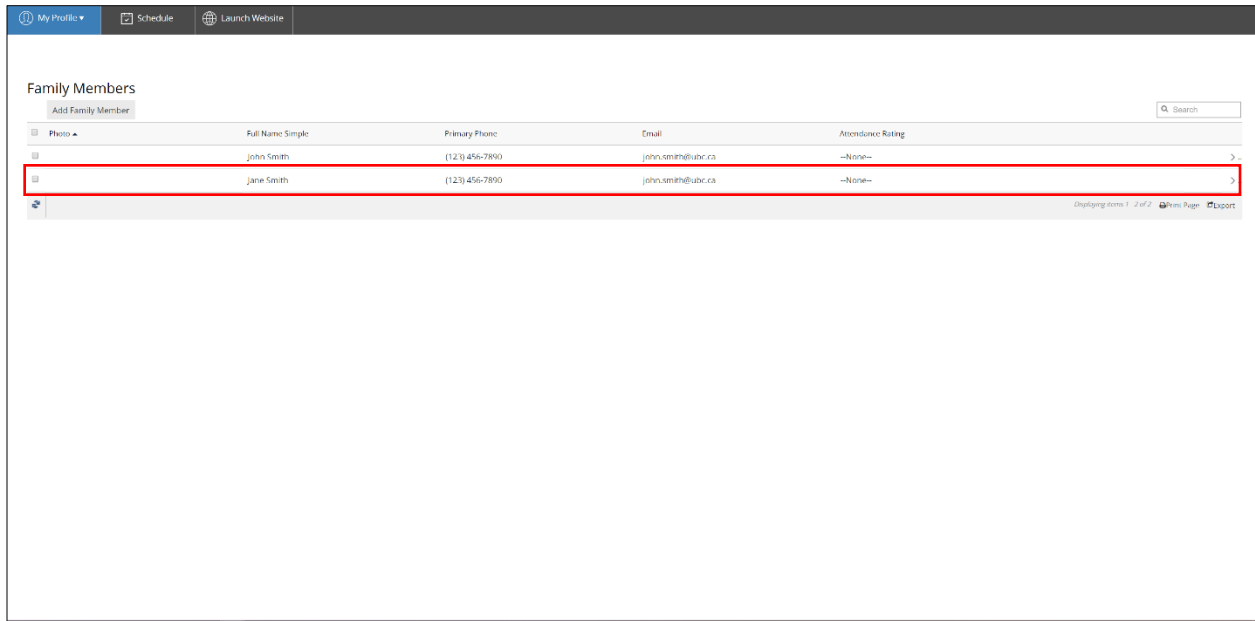
UBC Recreation Online Features

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UBC Recreation Online Features

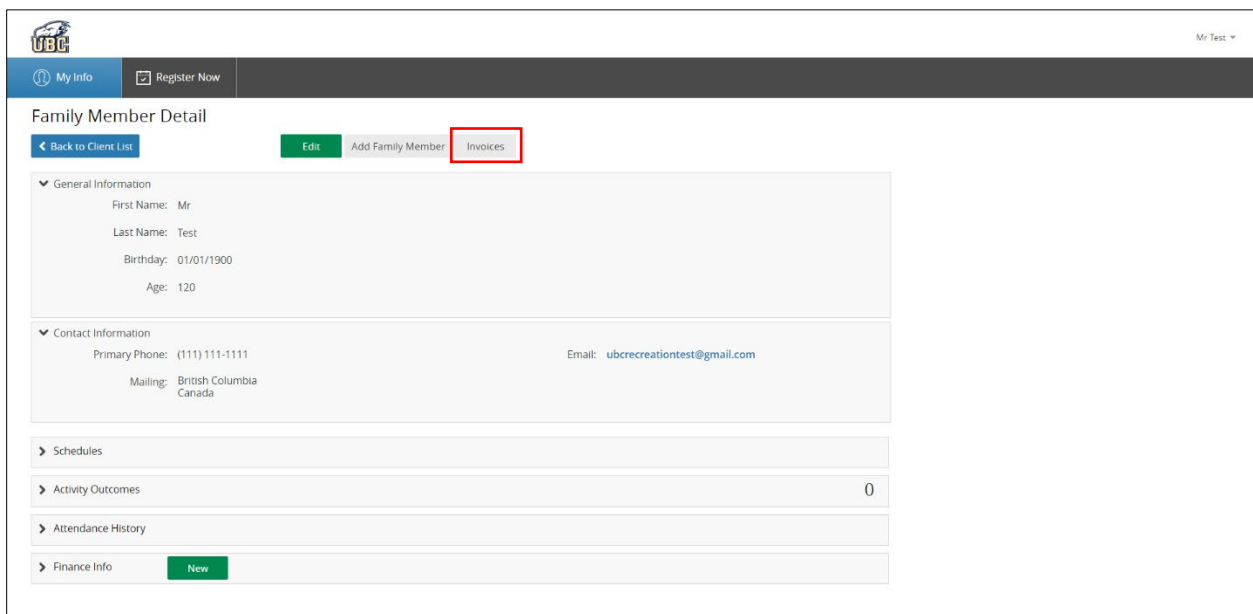
Accessing & Reprinting Receipts or Registration Confirmation

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



Receipts

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



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 page. The 'Receipt' button and 'Invoice Date' dropdown are highlighted. The table below shows a list of invoices.

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

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

UBC Recreation Online Invoices page with a 'Print' modal window open. The modal displays the UBC logo, contact information, and a detailed receipt for 'Invoice - 49'. The 'Print Receipt' and 'Email Receipt' buttons are highlighted.

Print Receipt Details:

UBC
 Department of Athletics & Recreation
 272- 6081 Student Union Blvd
 Vancouver
 British Columbia
 Canada, V8T 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

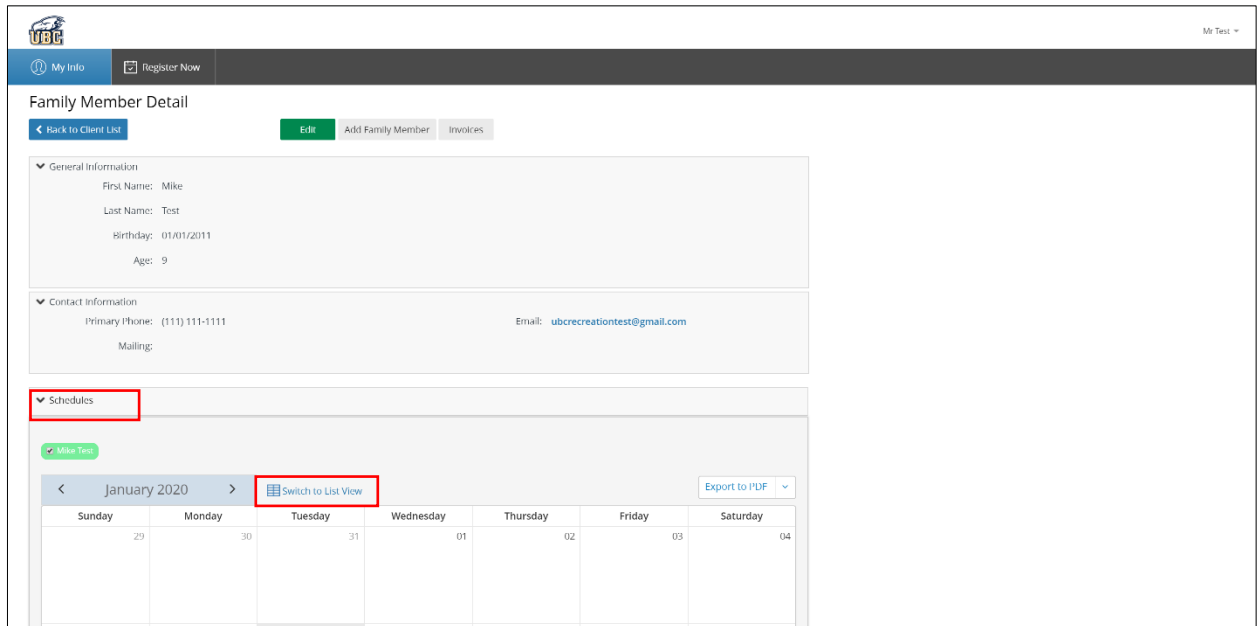
CREDIT CARD TEND -\$169.00
 STATUS Success
 Payment# PYMT-71
 Payment Date 07/01/2020 12:01:44
 Approval# 527662

ubcrecreationtest@gmail.com

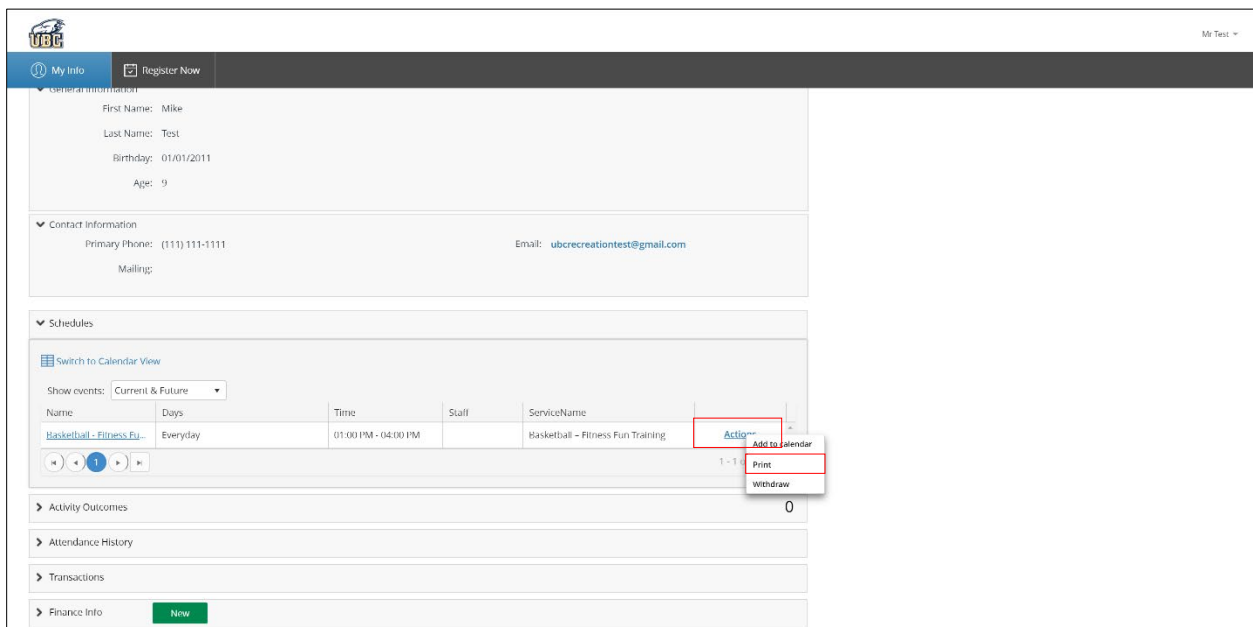
UBC Recreation Online Features

Registration Confirmations

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



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



UBC Recreation Online Features

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

Registration Confirmation.html

Print Email

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 Aboard 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 treatments 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

Using a Promotional Code

1. At the Payment Method page, direct your attention to the “Order Summary” box on the right side of the screen.

The screenshot shows the 'Payment Method' section on the left and the 'Order Summary' box on the right. The 'Add a new Card' form includes fields for Name on Card, Card number (with Visa and American Express logos), Expiry month and year, CVV, Address (Street), City, Country, State/Province, and Zip/Postal Code. There is a checkbox for 'Remember this card' with the text 'Securely save your credit card info to make your future transactions quick and seamless.' The 'Order Summary' box on the right contains a 'Clear Cart' button, a list of items including 'City Explorers' for \$672.00, and a 'Total' of \$672.00. At the bottom of the 'Order Summary' box is a 'Gift Card or Promo Code' input field and an 'Apply' button.

2. Enter the promotional code in the “Gift Card or Promo Code” box and click “Apply”. The discount will automatically be applied to all eligible items in your cart. *Note that promotional codes have expiry dates and a limited number of uses.*

This screenshot shows the 'Order Summary' page with the promotional code 'DISCOUNTDEMO10' entered in the 'Gift Card or Promo Code' field. The 'Apply' button is highlighted with a red box. The 'Total' amount is still \$672.00.


This screenshot shows the 'Order Summary' page after the promotional code has been applied. The 'Total' amount is now \$604.80. A red box highlights the 'DISCOUNT DEMO: 10% Off \$604.80' message in the top right corner of the summary area.

UBC Recreation Online Features




- Complete your registration by adding your credit card information and clicking “Place My Order”

Payment Method

Your credit cards

 **Add a new Card**

Name on Card
John Doe

Card number
1234123412341234   

A credit card number cannot have more than 16 digits.

Expiry month
January

Expiry Year
2025

CVV
...

Address (Street)
3065 Wesbrook Mall

City
Vancouver

Country
Canada

State/Province
British Columbia

Zip/Postal Code
V6T1Z3

Remember this card
Securely save your credit card info to make your future transactions quick and seamless.

Place My Order [Continue Shopping](#)

Order Summary

[Clear Cart](#)

City Explorers
Jim Doe
00154625
17/03/2025 - 21/03/2025,
09:00 AM - 04:00 PM

DISCOUNT DEMO: 10% Off
\$604.80 ×

Total **\$604.80**

Gift Card or Promo Code [Apply](#)

UBC Recreation Online Features

Online Withdrawal – Only for UBC Camps

1. Visit camps.ubc.ca and click on the [UBC Recreation Login](#) button.

The screenshot shows the UBC Recreation website interface. At the top, there is a navigation bar with the UBC logo and the text 'THE UNIVERSITY OF BRITISH COLUMBIA'. Below this is a dark blue header with 'UBC Camps' and a search icon. A secondary navigation bar contains links for Home, Programs, Registration, Pre-Camp Info, Overnight Camps, Future Global Leaders, Employment, and Contact Us. The 'UBC Recreation Login' button is highlighted with a red box. The main content area features a 'Quick Links' sidebar with buttons for 'REGISTER NOW', 'HOW TO REGISTER', 'PARKING INFORMATION', 'EXCEPTIONALITIES AND BEHAVIOUR', 'MEDICATION FORM', and 'SEARCH UBC CAMPS'. The main heading is 'Basketball – Fitness Fun Training', followed by a description of the program, location details, and a consent form link. Below this is a table of 'Available Sessions'.

Code	Course	Age	Date	Course Day(s)	Time	Location	Fee	
00000067	Basketball - Fitness Fun Training	8-11 yrs	Mar 16- Mar 20	Mon, Tue, Wed, Thu, Fri	1:00PM- 4:00PM	UBC Student Recreation Centre - 6000 Student Union	\$169.00	Register Now

2. 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.

The screenshot shows the 'Family Members' screen in the UBC Recreation system. The page has a dark blue header with 'My Info' and 'Register Now' buttons. Below the header is a search bar and a table of family members. The table has columns for 'Photo', 'Primary Phone', 'Email', and 'Attendance Rating'. The row for 'Mike Test' is highlighted with a red box.

Photo	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

UBC Recreation Online Features

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

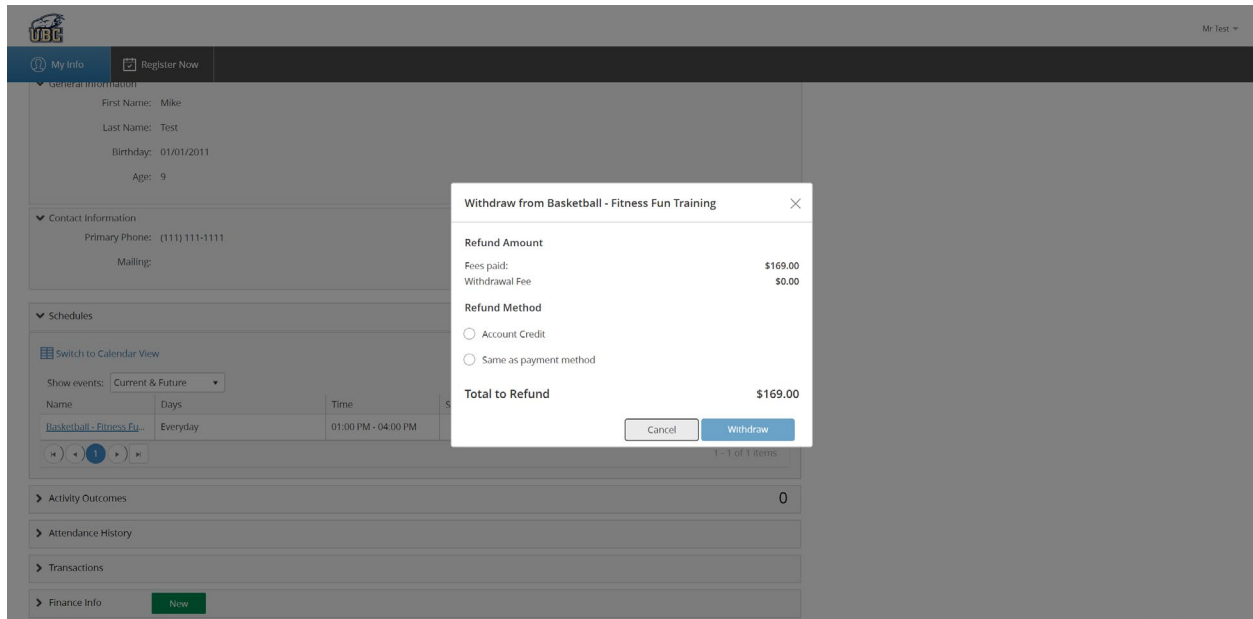
The screenshot shows the 'Family Member Detail' page for a user named Mike Test. The page has a navigation bar with 'My Info' and 'Register Now' buttons. Below the navigation bar, there are tabs for 'Back to Client List', 'Edit', 'Add Family Member', and 'Invoices'. The main content area is divided into sections: '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 highlighted with a red box. It shows a calendar for January 2020 with a 'Switch to List View' button highlighted in red. There is also an 'Export to PDF' button.

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

The screenshot shows the 'Family Member Detail' page for Mike Test, with the 'Schedules' section in List View. The 'Schedules' section is highlighted with a red box. It shows a table with columns for Name, Days, Time, Staff, and ServiceName. The first row is 'Basketball - Fitness Fun' with 'Everyday' days and '01:00 PM - 04:00 PM' time. The 'Actions' column for this row is highlighted in red, and a dropdown menu is open showing 'Withdraw' as an option. Below the table, there are sections for 'Activity Outcomes', 'Attendance History', 'Transactions', and 'Finance Info'.

UBC Recreation Online Features

- 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](#).



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

