
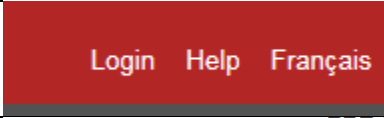
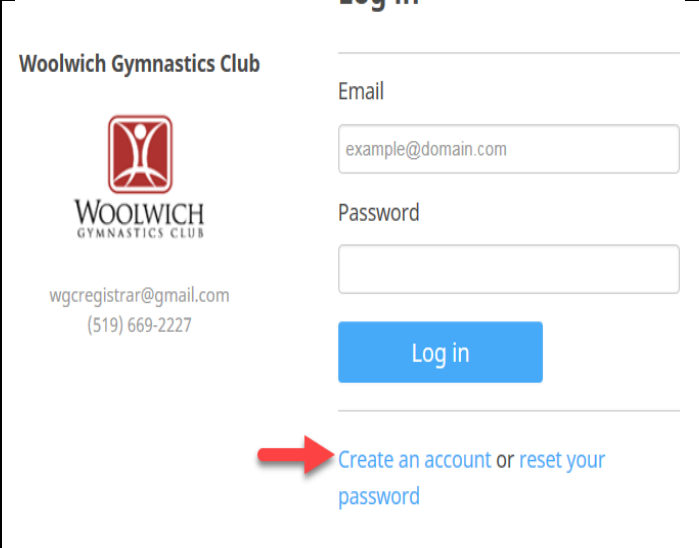


## How to set up an Account with Amilia

Step	Action	Screen Shot
1	Go to <a href="http://woolwichgymnastics.com/home/register/">http://woolwichgymnastics.com/home/register/</a>	
2	Select Secure Online Registration	
3	Select Log in in top right	
4	Select Create an account	

4 Enter email and password and select Create an account


Note: Take note of the email and password you set the account up under, as you will need this for future registrations.

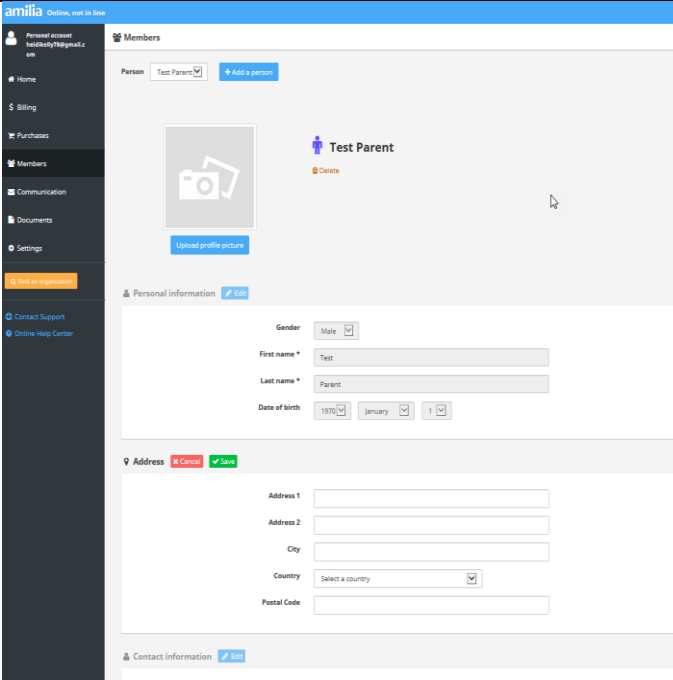
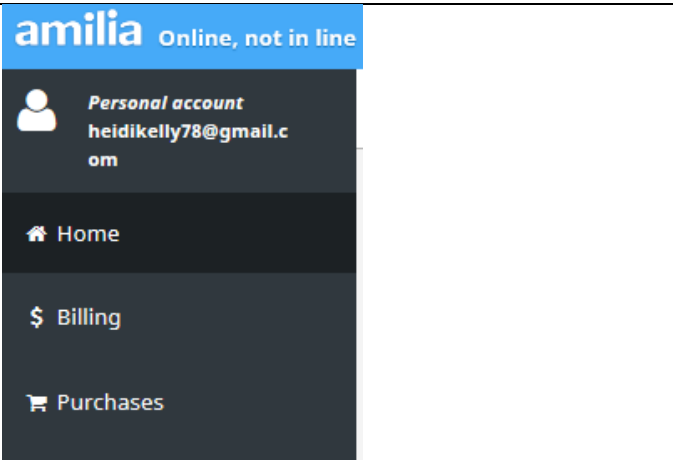
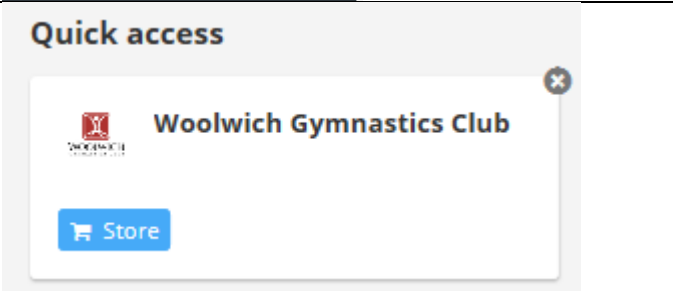
It is important that you always use the same account when registering your child, as your Gymnastics Ontario Insurance fee is tied to that account. If you set up a new account, you will be required to re-pay the insurance fee to GO.

The screenshot shows the 'Create an account' page for the Woolwich Gymnastics Club. At the top left is the club's logo, which consists of a red square with a white stylized figure of a person with arms raised, and the text 'WOOLWICH GYMNASTICS CLUB' below it. Underneath the logo is the contact information: 'wgcregistrar@gmail.com' and '(519) 669-2227'. The main heading is 'Create an account'. Below this are four input fields: 'Email' (with 'example@domain.com' entered), 'Confirm' (with 'example@domain.com' entered), 'Password', and another 'Confirm' field. A blue button labeled 'Create an account' is positioned below the input fields. Underneath the button is a line of text: 'By clicking on "Create an account", you agree to the User Service Agreement and Privacy Policy.' At the bottom of the page, there is a link that says 'Log in or reset your password'.


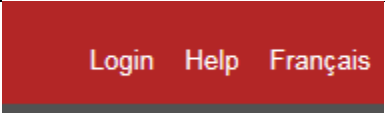
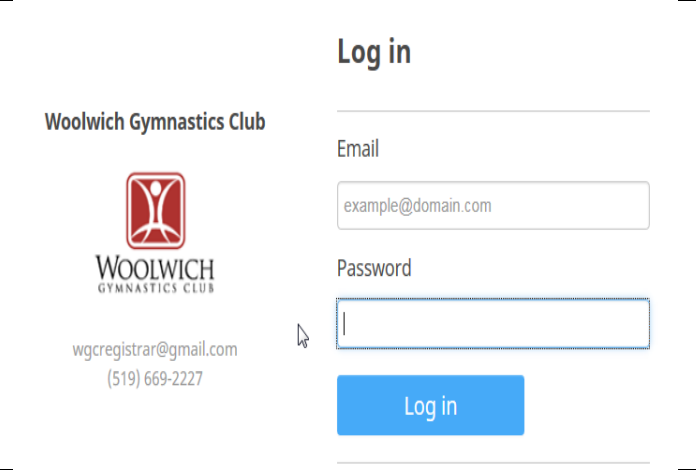
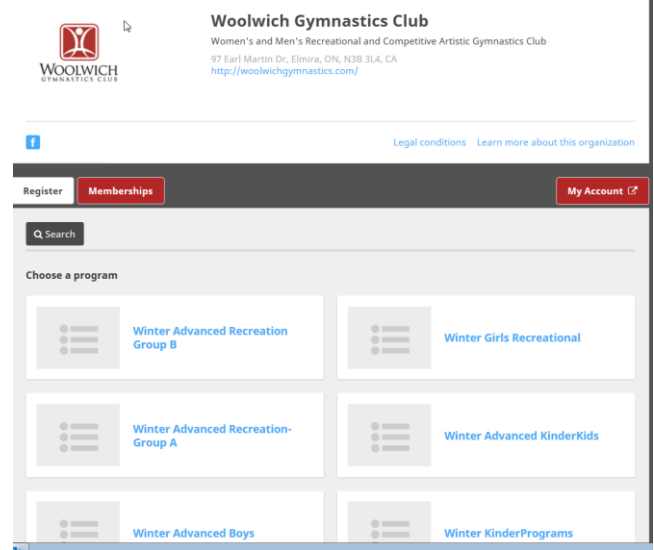
5 GO to your email and confirm the account creation

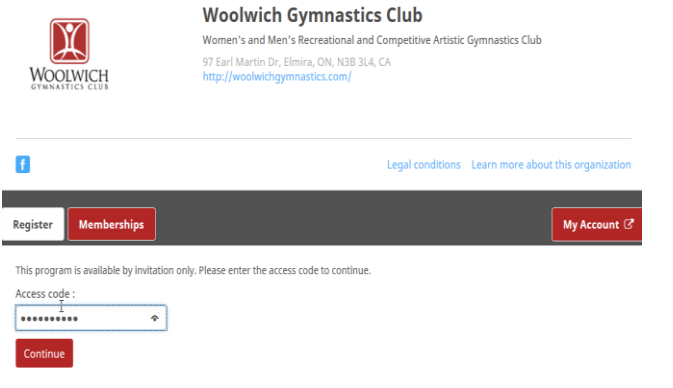

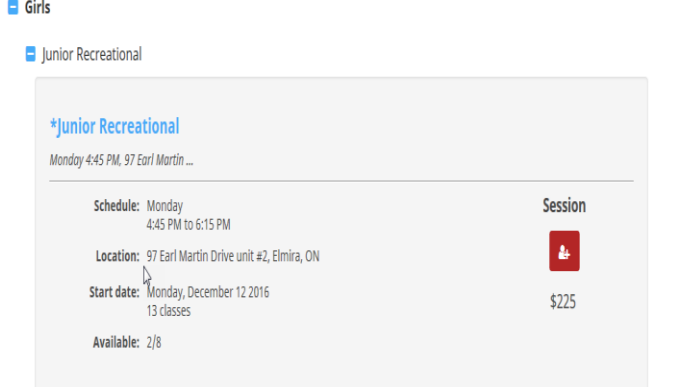



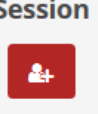




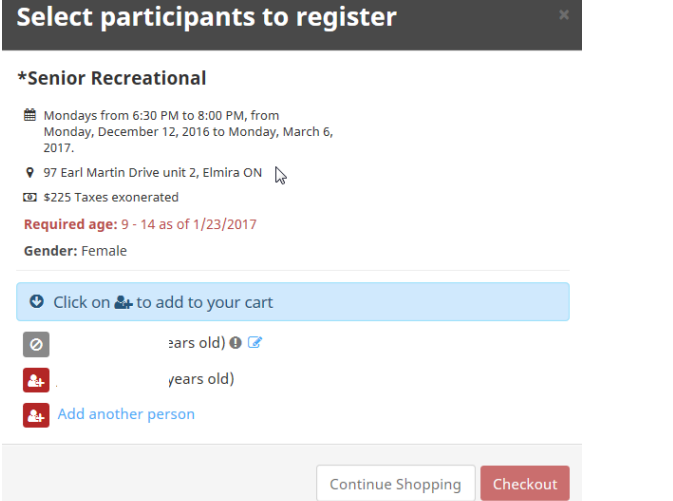




The screenshot shows the confirmation page after account creation. The heading is 'Create an account'. Below the heading is a paragraph: 'Your account was successfully created. You will receive an email confirmation. It contains instructions to validate your email.' This is followed by another paragraph: 'You are now ready to register to activities and make purchases on Amilia.' A large blue button labeled 'Continue' is centered on the page. Below the button is a link: 'Not receiving Confirmation Email?'. At the bottom of the page, there is a link that says 'Log in or create an account'.

6	Select link in email to verify your account	 <p>Hello,</p> <p>Thank you for registering with Amilia! Please click the link below to verify your email address and activate your Amilia account. This confirms that your email address is correct and can be used to send you invoices, receipts and help you recover your password, should you ever need to do so.</p> <p><a href="https://www.amilia.com/en/Confirmed?secret=8488934b-ba59-48ce-a783-">https://www.amilia.com/en/Confirmed?secret=8488934b-ba59-48ce-a783-</a></p> <p>If clicking the link doesn't work, you can copy and paste it into your browser.</p> <p>Your Amilia account allows you to centralize all of your activity, registration and payment information in one place. Your registration information will be saved so you can save time during future registrations. For help using your Amilia account, check out our <a href="#">Support Center</a>.</p> <p>Sincerely,</p> <p>The Amilia Team</p>
7	Select Back to Amilia	<p><b>Welcome to Amilia</b></p> <hr/> <p>Your email address was confirmed. You can now log into your account.</p> <p><a href="#">Back to Amilia</a></p> <hr/>
8	Log In to Amilia	<p><b>Log in</b></p> <hr/> <p>Email</p> <p><input type="text" value="example@domain.com"/></p> <p>Please fill out this field.</p> <p>Password</p> <p><input type="password"/></p> <p><a href="#">Log in</a></p>
9	Add members to your account, including yourself as the account owner	<p>Add a person</p> <p>First name <input type="text" value="Test"/></p> <p>Last name <input type="text" value="Parent"/></p> <p>Gender <input type="radio"/> Male <input checked="" type="radio"/> Female</p> <p><input type="radio"/> Child <input checked="" type="radio"/> Adult</p> <p>Date of birth <input type="text" value="1970"/> <input type="text" value="January"/> <input type="text" value="1"/></p> <p><a href="#">Close</a> <a href="#">OK</a></p>

10	<p>Ensure you complete the Address and Contact Information sections on your member profile by selecting the Edit button, then save.</p>	 <p>The screenshot shows the 'Members' page in the amilia system. The user is logged in as 'Personal account heidikelly78@gmail.com'. The page displays the profile for 'Test Parent'. There are sections for 'Personal information' and 'Address'. The 'Address' section has fields for Address 1, Address 2, City, Country, and Postal Code. There are 'Cancel' and 'Save' buttons for the address section.</p>
11	<p>Repeat steps 9 and 10 until you have yourself and your children set up as members.</p>	
12	<p>Select Home from the left navigation</p>	 <p>The screenshot shows the 'Home' page in the amilia system. The user is logged in as 'Personal account heidikelly78@gmail.com'. The page displays a navigation menu with options: Home, Billing, and Purchases.</p>
13	<p>Select the Woolwich Gymnastics Club Store</p>	 <p>The screenshot shows a 'Quick access' banner for the 'Woolwich Gymnastics Club'. The banner includes the club's logo and a 'Store' button.</p>
14	<p>Proceed to How to Register step 5 to select a program</p>	

## How to Register: Step by Step Guide

Step	Action	Screen Shot
1	Go to <a href="http://woolwichgymnastics.com/home/register/">http://woolwichgymnastics.com/home/register/</a>	
2	Select Secure Online Registration	
3	Select Log in in top right	
4	Enter Log in email and password  Note: It is important that you always use the same account when registering your child, as your Gymnastics Ontario Insurance fee is tied to that account. If you set up a new account, you will be required to re-pay the insurance fee to GO.	
5	Select a Program	

<p>5</p>	<p>If pre-registering, enter the Access Code. Code is case sensitive, so enter is exactly as you received it.</p>	 <p><b>Woolwich Gymnastics Club</b>  Women's and Men's Recreational and Competitive Artistic Gymnastics Club  97 Earl Martin Dr, Elmira, ON, N3B 3L4, CA  <a href="http://woolwichgymnastics.com/">http://woolwichgymnastics.com/</a></p> <p>Register Memberships My Account</p> <p>This program is available by invitation only. Please enter the access code to continue.</p> <p>Access code :  <input type="text" value="*****"/>  Continue</p>										
<p>6</p>	<p>Expand Program to find desired class by clicking on </p> <p>Note: Available 2/8 means that there are 2 remaining spots available in this class of 8</p>	 <p>Girls</p> <p>Junior Recreational</p> <p><b>*Junior Recreational</b>  Monday 4:45 PM, 97 Earl Martin ...</p> <table border="1"> <thead> <tr> <th>Schedule:</th> <th>Session</th> </tr> </thead> <tbody> <tr> <td>Monday 4:45 PM to 6:15 PM</td> <td></td> </tr> <tr> <td>Location: 97 Earl Martin Drive unit #2, Elmira, ON</td> <td>\$225</td> </tr> <tr> <td>Start date: Monday, December 12 2016 13 classes</td> <td></td> </tr> <tr> <td>Available: 2/8</td> <td></td> </tr> </tbody> </table>	Schedule:	Session	Monday 4:45 PM to 6:15 PM		Location: 97 Earl Martin Drive unit #2, Elmira, ON	\$225	Start date: Monday, December 12 2016 13 classes		Available: 2/8	
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Start date: Monday, December 12 2016 13 classes												
Available: 2/8												
<p>7</p>	<p>  Select </p>											
<p>8</p>	<p>Select  to add participant for the class.</p> <p>Note: The participant must meet the age restrictions, otherwise you will not be able to select the participant. You will see this symbol  beside participants that are not eligible.</p>	 <p><b>Select participants to register</b></p> <p><b>*Senior Recreational</b></p> <p>Mondays from 6:30 PM to 8:00 PM, from Monday, December 12, 2016 to Monday, March 6, 2017.</p> <p>97 Earl Martin Drive unit 2, Elmira ON</p> <p>\$225 Taxes exonerated</p> <p><b>Required age:</b> 9 - 14 as of 1/23/2017</p> <p><b>Gender:</b> Female</p> <p>Click on  to add to your cart</p> <p> (years old)</p> <p> (years old)</p> <p> Add another person</p> <p>Continue Shopping Checkout</p>										

9 If this is the first time you are registering for a class within the school year, you will receive the following message. Select Continue

**This activity must be purchased with one of the options below**

Membership:  
 Artistic Recreational Athlete (Insurance & Program Fee) - \$35

Gymnastics Ontario fee  
 \$35 Taxes exonerated

Cancel Continue

9 A green check mark will be added beside the participant's name and items move to the check out. Select Checkout

**Select participants to register**

\*Senior Recreational 2 CHECKOUT

Mondays from 6:30 PM to 8:00 PM, from Monday, December 12, 2016 to Monday, March 6, 2017.  
 97 Earl Martin Drive unit 2, Elmira ON  
 \$225 Taxes exonerated  
**Required age:** 9 - 14 as of 1/23/2017  
**Gender:** Female

Click on to add to your cart

years old

years old

Add another person

Continue Shopping Checkout

10 Confirm your selections and select Checkout

**Woolwich Gymnastics Club**

Your order Your information Payment Confirmation

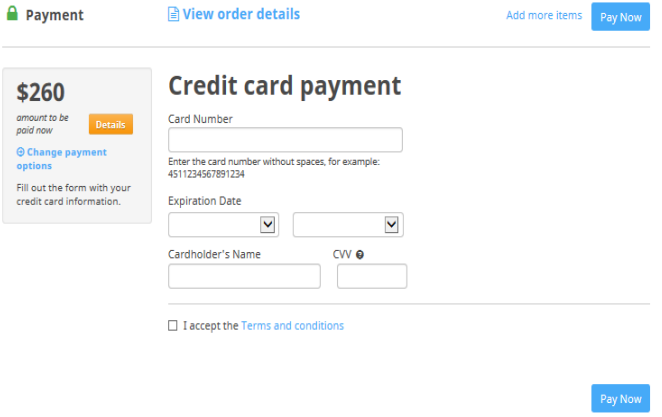
**Your order : 2 items** Continue Shopping Checkout

<b>Winter Girls Recreational - Girls - Senior Recreational - *Senior Recreational</b> Session: Monday 6:30 PM 97 Earl Martin Drive unit 2, Elmira ON	\$225	\$225	<a href="#">Remove</a>
Artistic Recreational Athlete (Insurance & Program Fee) Qty 1	\$35	\$35	
<b>Sub Total</b>		<b>\$260</b>	
HST		\$0	
<b>Order Total</b>		<b>\$260</b>	

Checkout





14	Enter Payment information and select Pay Now	
15	Confirmation will be received	