

# Camp registration with 50% down

Select camp section(s) and child and hit "Add to Cart"

The screenshot shows the 'Global Sales' interface. On the left, a table lists 'Activity Sections' with columns for Activity Code, Section, Short Description, Status, Type, SubType, Category, Begin Date, and End Date. Row 412000-A is selected. On the right, the 'Family Member Selection' panel shows a list of family members with columns for Order, First Name, Last Name, Birthday, Age, Gen..., Grade, and Stat. Member 6, Jackson Shipley, is selected. Below this is a 'Shopping Cart' panel which is currently empty, displaying 'No records were found.' At the bottom of the activity section table, an 'Add To Cart' button is circled in red.

Payment screen will pop up.

Choose Billing option – Kids Camp Billing or Pay In Full

The screenshot shows the payment screen titled 'Foster WK 1 - Color Wars (412000-A) for Jackson Shipley (Purchase)'. It features a 'Billing Option' section with a dropdown menu showing 'Kids Camp Billing - Credit Card' selected. Below this is a 'Fees' section with a table of manual fees. The table has columns for Add, Line, Description, Amount, Discount, Quantity, Time Count, and Net Fee. Two fees are listed: 'Resident Balance Payment' (40.00) and 'Resident first half payment' (40.00), with the second one selected. At the bottom, there are 'Cancel' and 'Continue' buttons.

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input type="checkbox"/>	42170291	Resident Balance Payment	40.00	0.00	1.00	1.00	40.00
<input checked="" type="checkbox"/>	42170293	Resident first half payment	40.00	0.00	1.00	1.00	40.00

If they are paying in full, select pay in full and continue and process as normal.

Foster WK 1 - Color Wars (412000-A) for Jackson Shipley (Purchase)

Billing Option  Copy Billing Information

Pay in Full

Fees

Manual Fees - Select a Maximum of 999 Fee(s)

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	42170295	Resident Full Payment	80.00	0.00	1.00	1.00	80.00

Cancel Continue

If they opt for Kids Camp Billing, select that option

Hit the Add/Change Credit Card Information

Foster WK 1 - Color Wars (412000-A) for Jackson Shipley (Purchase)

Billing Option  Copy Billing Information

Kids Camp Billing - Credit Card

Add/Change Credit Card Information

Selected Payment Method \*

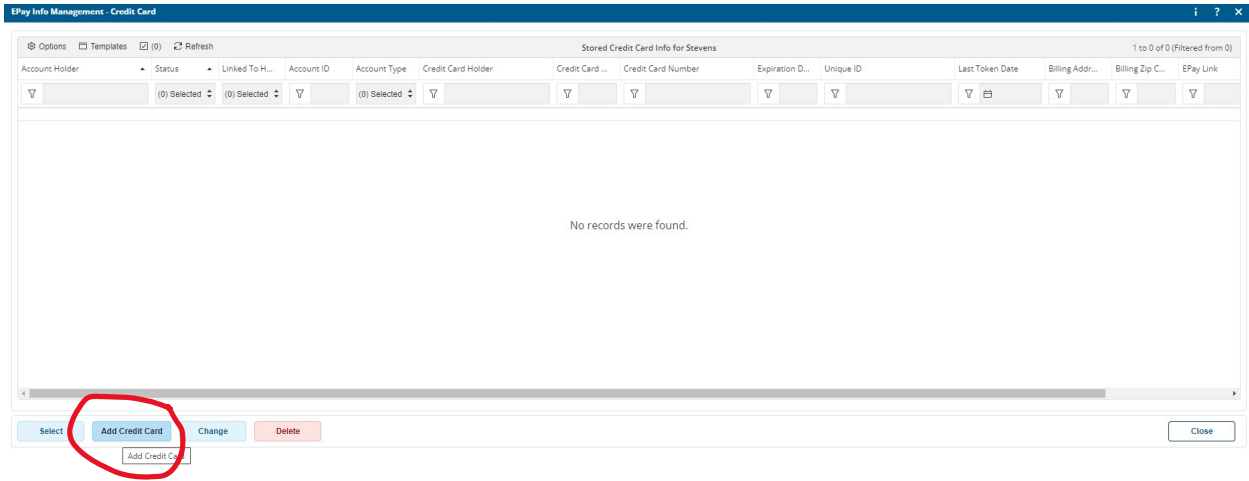
Fees

Manual Fees - Select a Maximum of 999 Fee(s)

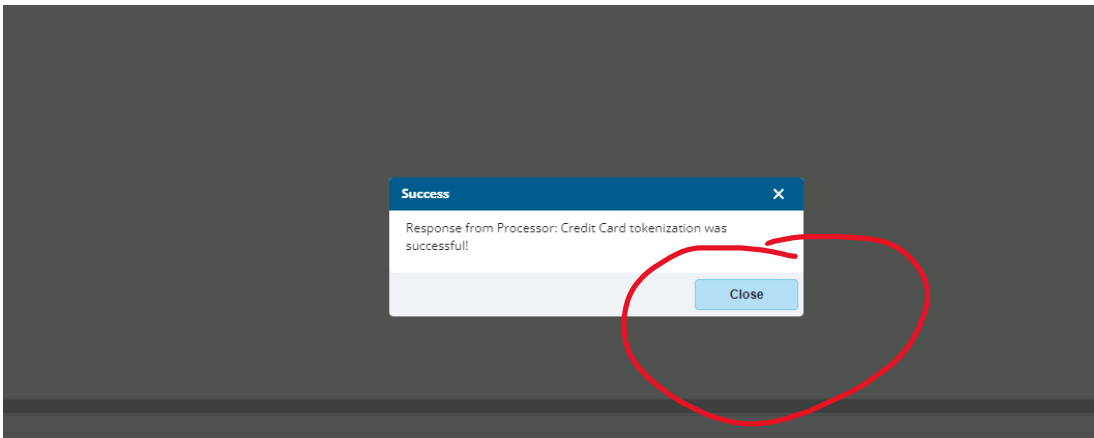
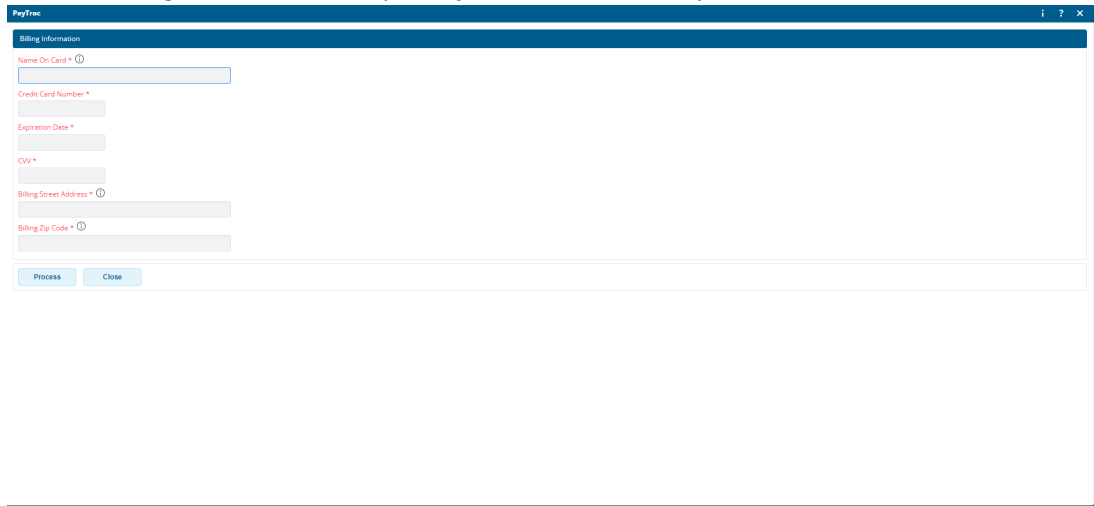
Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input type="checkbox"/>	42166987	Resident Balance Payment	40.00	0.00	1.00	1.00	40.00
<input checked="" type="checkbox"/>	42166989	Resident first half payment	40.00	0.00	1.00	1.00	40.00

Cancel Continue

EPlay screen will pop up, if no credit cards are showing select "Add Credit Card"



Then enter Credit Card Information and Process  
(this does NOT charge the card at this point, just enters it in the system)



Highlight the credit card and hit select.

Stored Credit Card Info for Stevens

Account Holder	Status	Linked To H...	Account ID	Account Type	Credit Card Holder	Credit Card ...	Credit Card Number	Expiration D...	Unique ID	Last Token Date	Billing Addr...	Billing Zip C...	EPlay Link
Active	<input type="checkbox"/>	PayTrac Lans...	Credit Card	Emily Stevens	Visa	414709XXXXXX1746	0924	PI3y2qgKl2HbhRMIW1ChT7gk	04/05/2024	1316 North G...	48915	1876	

Buttons: Select, Add Credit Card, Change, Delete, Close

Hit Continue

Foster WK 1 - Color Wars (412000-A) for Jackson Shipley (Purchase)

Billing Option: Kids Camp Billing - Credit Card

Add/Change Credit Card Information

Selected Payment Method \* 414709XXXXXX1746

Fees

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input type="checkbox"/>	42166987	Resident Balance Payment	40.00	0.00	1.00	1.00	40.00
<input checked="" type="checkbox"/>	42166989	Resident first half payment	40.00	0.00	1.00	1.00	40.00

Buttons: Cancel, Continue

Continue to process payment (should be 1/2 the camp fee)

Global Sales for Stevens (21701)

Global Sales

Activity Sections

Activity Code	Section	Short Description	Status	Type	SubType	Category	Begin Date	Er
112300	A	Enhanced Fitness	Active	FITNESS AND W...	SENIO		10/02/2023	12
112305	A	Meditation and Mindfulness	Active	FITNESS AND W...	ADULT		09/26/2023	11
112314	A	Pound Fitness	Active	FITNESS AND W...	ADULT		10/04/2023	11
112400	1124000	After School Program	Active	AFTER SCHOOL ...	YOUTH		08/26/2024	12
112400	A	After School Program	Active	AFTER SCHOOL ...	YOUTH		08/28/2023	12
112401	T	Teen Night	Active	AFTER SCHOOL ...	TEEN		10/04/2023	12
112500	A	Ballroom Dance	Active	DANCE CLASS	ADULT		10/05/2023	11
112501	A	Beginning Belly Dance Level 1	Active	DANCE ETHNI	ADULT		10/03/2023	11
112502	A	Intermediate Belly Dance	Active	DANCE ETHNI	ADULT		10/03/2023	11
112503	A	Master Belly Dance	Active	DANCE ETHNI	ADULT		10/04/2023	11
112506	A	Belly Barre Workout	Active	DANCE ETHNI	ADULT		10/03/2023	11
112526	A	Belly Dance Level 2	Active	DANCE ETHNI	ADULT		10/05/2023	11
112598	A	Zumba Gold	Active	FITNESS AND W...	SENIO		08/22/2023	16

Family Member Selection

Order	First Name	Last Name	Birthday	Age	Gen...	Grade	Stat
1	Emily	Stevens	06/16/1979	44 yrs 9 mos	Female	0.00	Acti
2	Chad	Stevens	01/25/1979	45 yrs 2 mos	Male	0.00	Acti
3	Anderson	Stevens	02/07/2006	18 yrs 1 mo	Male	0.00	Acti
4	Beckett	Stevens	08/18/2008	15 yrs 7 mos	Male	0.00	Acti
5	Natalie	Shibley	05/04/2008	15 yrs 11 mos	Female	0.00	Acti
6	Jackson	Shibley	02/03/2018	6 yrs 2 mos	Male	0.00	Acti

Shopping Cart

Description	First Name	Total Amount	Previous Paid	Total Due
Foster WK 1 - Color Wars (4...	Jackson	\$ 40.00	\$ 0.00	\$ 40.00

Total Amount: \$ 40.00, Previous Paid: \$ 0.00, Total Due: \$ 40.00

\$40.00 Payment

Complete transaction as normal

Payments

Pay Code - Description - Amount - Type - Payment Reference 1 - Pay

No records were found.

Settings

Payment User Name: ESS, Payment Cash Drawer: 12, Payment Date: 04/05/2024, Preview Receipt: checked, Printer: \\PrintParks - Lets Comm Ctr - B7, Email Address(es): (1) emily.stevens@lansingm...

Shopping Cart

Description	First Name	Fee Amount	Fee Paid	New Fee Paid	Deposit Am...	Deposit Paid	New Depos...	Total Due	Minimum D...
Foster WK 1 - Color Wars (4...	Jackson	\$ 40.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 40.00	\$ 40.00

Process

Details on when the charge will happen and what happens if it is declined prints on the receipt.

Enrollment Status: Enrolled

Class Location: GAME ROOM  
Foster Community Center  
200 N. FOSTER STREET  
LANSING, MI 48912  
(517)483-4233

Class Dates: 06/17/2024 to 06/21/2024  
7:45am to 6:00pm  
M,Tu,Th,F

Scheduled Sessions: 4

Activity Comments: Any camp balance will be charged to the card on file one week prior to the camp week. If your payment is declined you will have 24 hours to pay the balance or the child will be unenrolled from camp and will not receive a refund of the initial payment. If this happens, you will be ineligible to participate in the payment plan moving forward. Campers should be prepared for a majority of their time to be spent outdoors. We recommend an