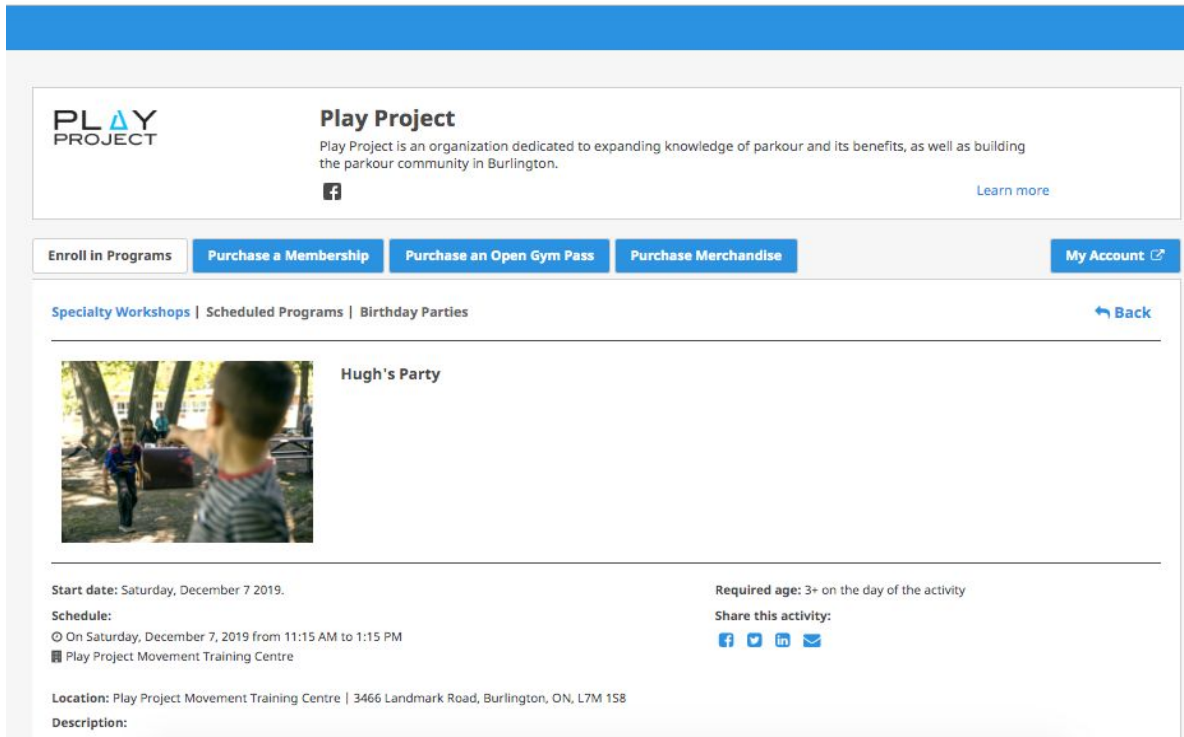


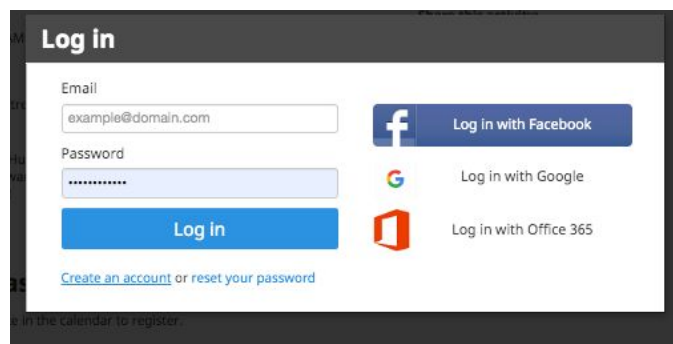
How to Enrol Your Child in a Play Project Birthday Party

1. Use the private link you were given to bring you to the invite page on amilia (our registration software). Typically it will be www.playproject.ca/ followed by the birthday child's name after the slash.



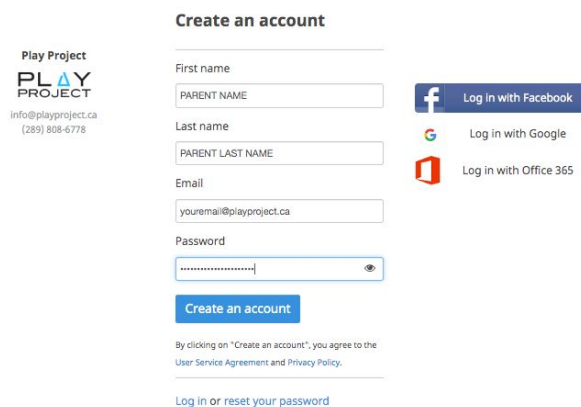
The screenshot shows the Play Project website interface. At the top left is the Play Project logo. To its right is the text: "Play Project is an organization dedicated to expanding knowledge of parkour and its benefits, as well as building the parkour community in Burlington." Below this is a Facebook icon and a "Learn more" link. A navigation bar contains buttons for "Enroll in Programs", "Purchase a Membership", "Purchase an Open Gym Pass", "Purchase Merchandise", and "My Account". Below the navigation bar are links for "Specialty Workshops", "Scheduled Programs", and "Birthday Parties", with a "Back" button. The main content area features a photo of a child and the title "Hugh's Party". Below the photo, the event details are listed: "Start date: Saturday, December 7 2019.", "Schedule: © On Saturday, December 7, 2019 from 11:15 AM to 1:15 PM", "Location: Play Project Movement Training Centre", and "Location: Play Project Movement Training Centre | 3466 Landmark Road, Burlington, ON, L7M 1S8". There is also a "Required age: 3+ on the day of the activity" and "Share this activity:" section with social media icons.

2. When you click “register” a log-in window will appear. Select “create an account” if you do not yet have one on amilia. If you do have an account, log-in and skip to step 4.



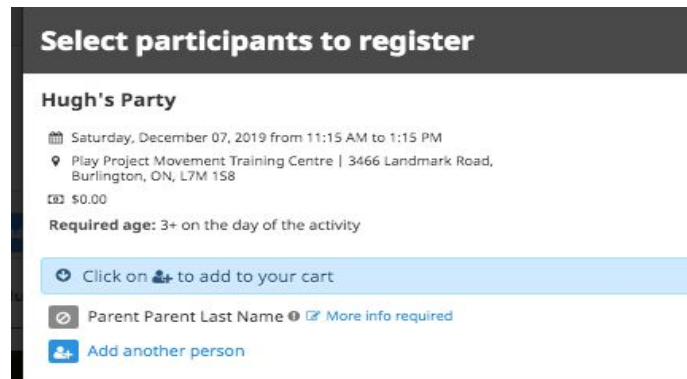
The screenshot shows a "Log in" window with the following fields and options: "Email" (example@domain.com), "Password" (masked with dots), "Log In" button, "Log in with Facebook" button, "Log in with Google" button, and "Log in with Office 365" button. Below the fields is a link: "Create an account or reset your password".

3. Fill in the required information in the text boxes and hit “create an account”. Consent to the sharing information agreement. The sharing information agreement is so that we can interact with your profile.

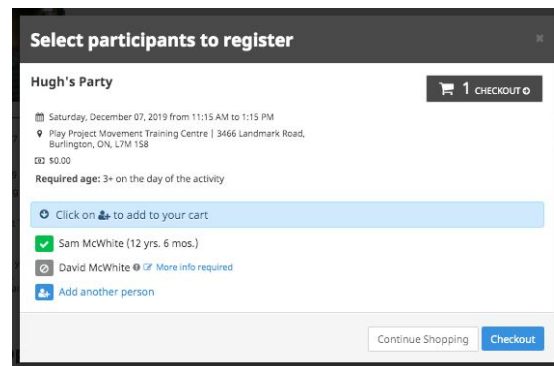


The screenshot shows the "Create an account" window. On the left is the Play Project logo and contact information: "info@playproject.ca (289) 808-6778". The form fields are: "First name" (PARENT NAME), "Last name" (PARENT LAST NAME), "Email" (you@email@playproject.ca), and "Password" (masked with dots). There is a "Create an account" button and social login options: "Log in with Facebook", "Log in with Google", and "Log in with Office 365". Below the form is a consent statement: "By clicking on 'Create an account', you agree to the User Service Agreement and Privacy Policy." and a link: "Log in or reset your password".

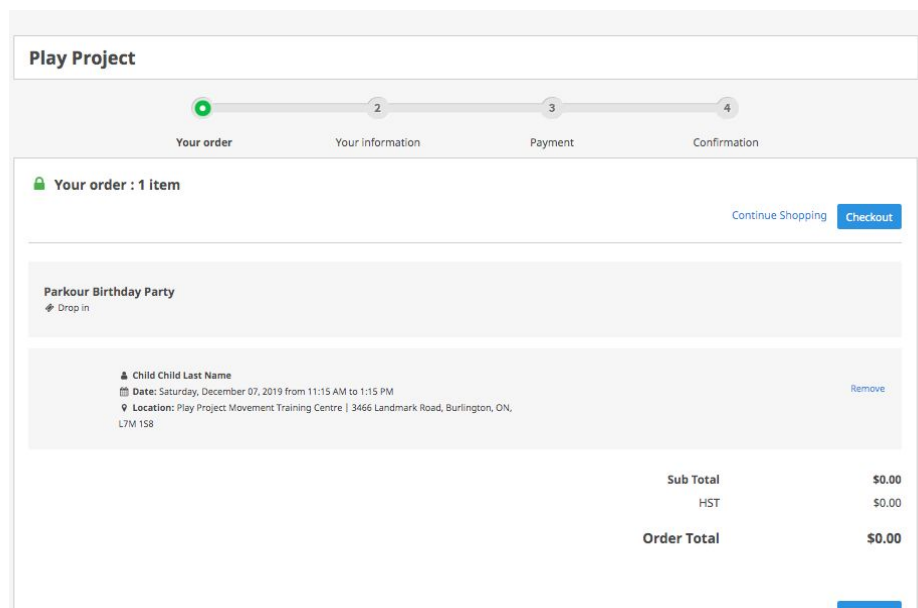
- A new window will allow you to select participants to register. If you have not added your child to your account yet, click the blue + button beside “add another person” to add your child to your account.



- Once your child has been added, you can repeat step 4 to add any additional children. Then hit the + button beside the desired registrants' names and it will turn to a green checkmark. Once the green check mark is beside all registrants click the checkout button.



- Before you are allowed to checkout our system will show you an overview of your order, including the participants and programs in your cart. If everything looks good, click the checkout button again to proceed.



7. Next, you'll need to fill out some required information for the account owner. The boxes in red show the required information. Note that only one of the phone number boxes are required to be filled out. Click "Continue my purchase" upon completion.

Your order
Your information
Payment
Confirmation

Your information

Account owner
Parent Parent Last Name

Child Child Last Name

Account owner : Parent Parent Last Name

First name Last name

Address 1

Address 2 (optional)

Country State/Province

City Zip/Postal Code

Email

Home Phone Work Phone

Cellular Extension (optional)

Please make sure to fill at least one phone number

Address line 1 is required.
 State/Province is required.
 City is required.
 Zip/Postal Code is required.
 At least one phone number is required.

Continue my purchase

Validate all sections to continue your purchase.

8. You will now be on the child information page.
 - a. Fill out the information at the top of the page accordingly. Be sure to select a gender as well as to include any medical information.

Your information
Validate all sections to continue your purchase.
[Add more items](#)

Your information

Account owner
Parent Parent Last Name

Child Child Last Name

Personal information : Child Child Last Name

Date of birth: 5/6/2012 This information can be modified in your account settings

Gender

Check here if no known medical conditions.

Allergies (optional)

Nuts Peanuts
 Eggs Insect bites/stings
 Seafood

Other (optional)

Allergic reactions (optional)

Medical conditions (optional)

Asthma Incontinence
 Hearing disorder Diabetes
 Hyperactive Epilepsy
 Visual disorder

Other (optional)

Medications (optional)

Dosage (optional)

Frequency (optional)

b. Complete the information at the bottom of the page. Be sure to click the “Read me” liability waiver button. When you do that our waiver will pop up, allowing you to read it. Once you scroll to the bottom of the waiver the “accept” button will become clickable.

c. The legal guardian and emergency contact are demanding in terms of the information that is required. So if you try to proceed and these sections come up as incomplete, it’s likely that you’ll need to click the edit button beside each of these to add more information.

A screenshot of a web form section titled "Liability Waiver". It contains a blue "Read me" button with a red arrow pointing to it from the right. Below this is a "Waiver Upload (Administrator Only) (optional)" section with a "Choose a file" button. The next section is "Select a Primary Legal Guardian" with a dropdown menu showing "Parent Parent Last Name" and "Edit" and "New" buttons. Below that is "Select a Secondary Legal Guardian (optional)" with a dropdown menu showing "None" and "Edit" and "New" buttons. The final section is "Select an Emergency Contact" with a dropdown menu showing "Parent Parent Last Name" and "Edit" and "New" buttons.

d. Once you click the edit button, a pop-up window should appear like the one below, so you can edit the contact’s information. Typically, the Primary Legal Guardian is missing the relationship to the child and the Emergency Contact is missing a home phone number. Be sure to click save once you have edited or added any information.

A screenshot of a "Personal Information" pop-up window. It contains fields for "Address 2", "Country" (Canada), "State/Province" (ON - Ontario), "City" (Burlington), "Zip/Postal Code" (L7M 1S8), "Home Phone" (2898086778), "Work Phone", "Cellular", and "Extension". A "Relationship" dropdown menu is open, showing options: Father (checked), Mother, Grandfather, Grandmother, Uncle, Aunt, Colleague, Friend, Neighbour, and Significant other. There are "Cancel" and "Save" buttons at the bottom right. A warning message at the top reads: "Warning: Your email is not confirmed. Click here to confirm."

After saving the contact’s information, you can hit the “continue purchase” button at the bottom of the page.

9. The next page is the checkout confirmation page. The total amount should be \$0.00. From here, no further action is required and you have enrolled in the party successfully.

Play Project

Your order Your Information Payment **Confirmation**

Confirmation

Your order has been successfully completed.
Invoice Number: 7198048
Date: 11/29/2019

[Return to store](#) [Share](#) [Print](#)

You will receive a confirmation email including this invoice and receipt shortly.

Client: **Parent Parent Last Name**
3466 Landmark Rd
Burlington, ON
L7M 1S8

Organization: **Play Project**
3466 Landmark Road
Burlington, ON
L7M 1S8

Drop-ins

Parkour Birthday Party	
Participant: Child Child Last Name	\$0.00
Schedule: Saturday, December 07, 2019 from 11:15 AM to 1:15 PM	

Sub Total	\$0.00
HST	\$0.00
Order Total	\$0.00