Virginia Beach
Parks & Recreation
2019 Summer Camp
Online Registration Guide

https://apm.activecommunities.com/vbparksrec
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New for Va Beach Parks & Rec Summer Camps in 2019:

- **Priority Registration** begins at 9am on March 23, 2019
- Priority Registration is available online only for participants currently enrolled in a School Year 2018/19 program or that were enrolled in and attended a Summer 2018 camp
- Priority Registration ends March 29, 2019
- Standard Registration begins at 9 am on March 30
- Standard Registration is available online and in-person
- Online registration ends May 20

*Online Registration Note:* Participants registering online who do not meet the age requirements at the time of registration will need to contact Registration Management.

*Priority Registration Note:* Parents should login with the current e-mail address for the account where their child is enrolled for School Year 2018/19 and/or Summer 2018 as this is how eligibility for Priority Registration will be verified. Parents that are unable to access their account (have never logged in or forgotten password) should utilize the Forgot your password? link from the login screen to retrieve a temporary password via e-mail.

*Please do not create a new account:* New accounts will not be able to access Priority Registration and will need to contact Registration Management for further assistance.
Sign In to (or Create) your account at:
https://apm.activecommunities.com/vbparksrec
Reminder: New accounts will not be able to access Priority Registration

To reset your password via email, please go the Sign in screen, click ‘Forgot Your Password’ and enter the email address on file in your account
• Click on the Activities Tab or the Register for Activities, Camps & Child Care link from the Home Page or from the My Account page
• Use the Filters on the next page to narrow your search
1. Use the Location filter to select the site where your child will attend summer camp. 
   Please note that not all locations offer Summer Camp.

2. Set the Activity Category filter to ‘Summer Camps – Child Care’.
Tip: A Secondary Category is not necessary but can help narrow your results

3. Set the Secondary Activity Category filter based on camp and participant’s age

**OST Early Childhood Camps**
- Held in select recreation centers for ages 2.5 to 3 (Preschool), ages 4 to 5 (Pre-K) or ages 5 to 6 (Kinderbuddies)

**OST KidzQuest Camps – Junior**
- Held in select elementary schools for rising 1st – 3rd graders

**OST KidzQuest Camps – Senior**
- Held in select elementary schools for rising 4th – 6th graders

**OST Middle School Mania Camps**
- Held in select middle schools for rising 6th - 9th graders

**OST Rec Center Camps - Junior**
- Held in select recreation centers for rising 1st – 3rd graders

**OST Rec Center Camps – Senior**
- Held in select recreation centers for rising 4th – 6th graders

**OST Rec Center Camps – Teen**
- Held in select recreation centers for rising 7th – 9th graders
Add to Cart buttons will show next to each week once registration opens.
Click the Add to Cart button next to the first week of camp needed.

Select the participant to register for this week and click Next.
Select a participant eligible for Priority Registration and click Next.
Click Agree to Payment Plan

- ‘Use payment plan’ option is selected by default – leave this selected to pay only the Registration Fee & Deposit at time of registration
- Option: To pay in full for this week click the ‘Pay in full’ radio button
- To select additional weeks/camps click Add to Cart & Continue Shopping
- Repeat until all weeks and participants have been selected
- To complete your registrations click Proceed to Shopping Cart
• From your Shopping Cart confirm that all weeks and participants have been selected correctly
• Check the ‘I have read and agree toWaiver’ box after reviewing Waiver
• Click Check Out to Proceed to Payment screen
• Select the correct Payer under the Billing Address section
• Select a Saved card and enter the CVV/CVC code
Or
• Add a new credit card and click Pay

**Tip:** To have future payments automatically charged to your selected card on the due date check the ‘Pre-authorize your selected credit card’ box
• A receipt will automatically be emailed to the email address in your account
• Click on ‘View Printable Receipt’ to view/print the receipt
• Please print your receipt for confirmation purposes
• Tip: Receipts are available to reprint as needed from your account
Wish List Option
The Wish List allows pre-selection of camp weeks and participants for ease of registering multiple participants for multiple weeks

Sign In to (or Create) your account at:
https://apm.activecommunities.com/vbparksrec

Search for and locate the camp you are interested in

Tip: See pages 3-6 of this guide for detailed information on logging in and searching for Summer Camp weeks

- Click on the Activities Tab or the Activities, Camps & Child Care link from the Home Page or from the My Account page
- Use the Filters on the next page to narrow your search
- Use the Location filter to select the site where your child will attend summer camp
- Set the Activity Category filter to ‘Summer Camps – Child Care’
- Set the Secondary Activity Category filter based on camp and participant’s age

Tip: A Secondary Category is not necessary but can help narrow your results

Caution - the Wish List does not hold spots or automatically enroll participants - you will need to return and register each participant into each week of camp once registration opens
Click the Wish List button on the Activity Search screen or Activity Detail screen. Click OK once the selected week has been added to your Wish List. Repeat for each week of camp you are interested in.

Caution - the Wish List does not hold spots or automatically enroll participants - you will need to return and register each participant into each week of camp once registration opens.
Once all weeks of camp have been added to your Wish List, click the ‘My Wish List’ link to View and Manage your Wish List.

Caution - the Wish List does not hold spots or automatically enroll participants - you will need to return and register each participant into each week of camp once registration opens.
Click Add Participant and select the participant from the Drop Down list
Click Add and repeat as needed to add additional participants
Click Done when completed

Example of Completed Wish List

Caution - the Wish List does not hold spots or automatically enroll participants - you will need to return and register each participant into each week of camp once registration opens
To register from your Wish List, sign in to your account and go to your Wish List.

Add to Cart buttons will show next to each week once registration opens.

Click the Add to Cart button next to the first week of camp needed.

If more than one participant’s name has been pre-selected, then click OK to proceed with registering all.

Deselect any names you do not wish to register at this time.

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Caution - the Wish List does not hold spots or automatically enroll participants - you will need to return and register each participant into each week of camp once registration opens.
The participant will be preselected – click Next
Click Agree to Payment Plan

Select Participant
* Who will be participating in this Activity?

Daughter Recreation

Tips
If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the "Register Another Participant for this Activity" link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

Cancel & Return to Wish List

Next

Payment Plan

Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Unit Fee</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reg Fee</td>
<td>1</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>1</td>
<td>$148.00</td>
<td>$148.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay in full</th>
<th>Use payment plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total: $183.00</td>
<td>Due Today: $35.00</td>
</tr>
</tbody>
</table>

Add to Cart & Register Next

Proceed to Shopping Cart

Caution - the Wish List does not hold spots or automatically enroll participants - you will need to return and register each participant into each week of camp once registration opens
To add additional weeks from the Wish List click Proceed to Shopping Cart and then click My Wish List.

Once all weeks and participants have been added from the Wish List click Proceed to Shopping Cart and complete checkout.

Caution - the Wish List does not hold spots or automatically enroll participants - you will need to return and register each participant into each week of camp once registration opens.