

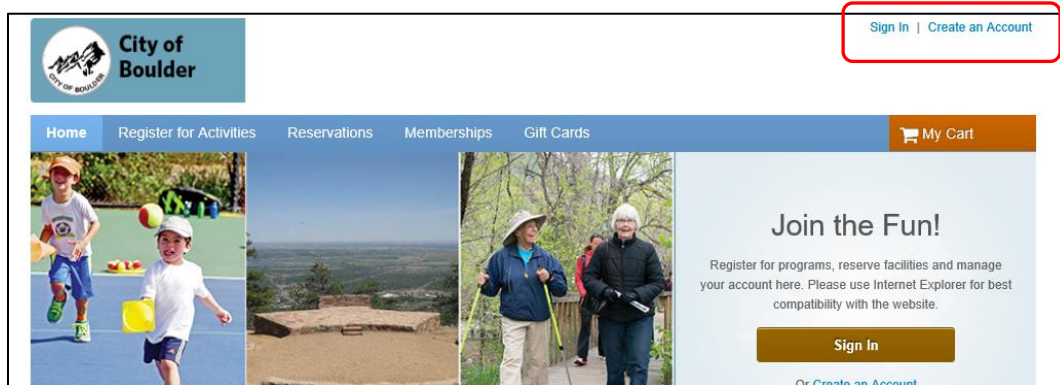
## **Purchasing a Gymnastics Team Auto Renewal Membership Online**

*Steps an online customer would perform to purchase a monthly auto renewal membership, view active account memberships and membership usages.*

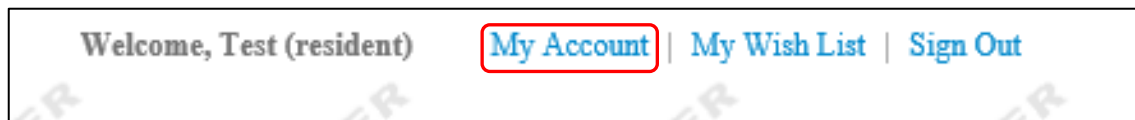
# Gymnastic Team Membership Sales – Online Process

Access the City of Boulder Parks and Recreation Online Registration Website

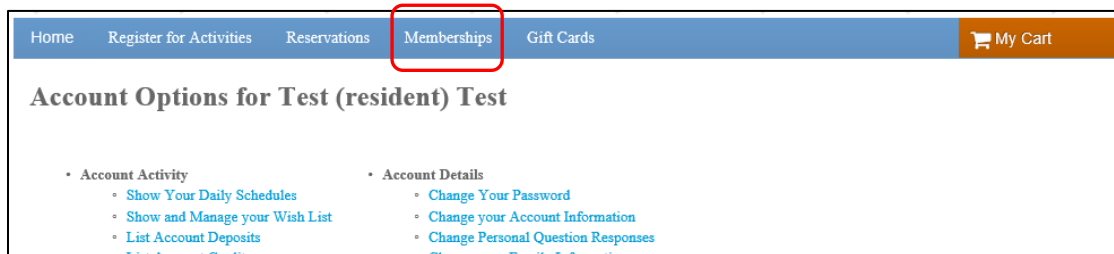
- 1) <https://apm.activecommunities.com/boulderparksrec/Home>
- 2) Sign In or Create an Account



- 3) Once logged in, your **My Account** page will populate. If not, click on **My Account** located at the top right side of the page.

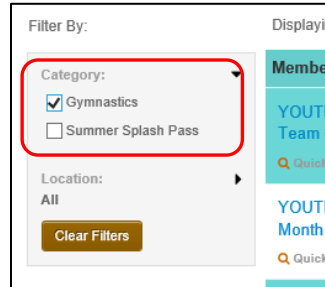


- 4) Click on **Memberships**



# Gymnastic Team Membership Sales – Online Process

- 5) All available online memberships will populate. Filter list by clicking on **Category** located on the left side of the page. Select **Gymnastics**.



The screenshot shows a 'Filter By:' dropdown menu. The 'Category:' section is expanded, showing two options: 'Gymnastics' (checked) and 'Summer Splash Pass' (unchecked). Below this, the 'Location:' section is set to 'All'. A 'Clear Filters' button is visible at the bottom of the filter menu.

- 6) Find correct membership and select **Add to Cart**



The screenshot shows a table of membership packages. The first row is highlighted with a red box. The table has columns for Membership Package, Description, Category, Standard Fee, and Action.

Membership Package	Description	Category	Standard Fee	Action
YOUTH: Boys Level 4 & Pre Team - 1 Month	Boys Level 4 & Pre Team - 1 Month Auto Renew Membership	Gymnastics	\$145.00	Add to Cart
YOUTH: Boys Level 5/6 & JD - 1 Month	Boys Level 5/6 & JD - 1 Month Auto Renew Membership	Gymnastics	\$161.00	Add to Cart
YOUTH: Boys Level 7+ - 1 Month	Boys Level 7+ - 1 Month Auto Renew Membership	Gymnastics	\$189.00	Add to Cart
YOUTH: Girls Advanced Team - 1 Month	Girls Advanced Team - 1 Month Auto Renew Membership	Gymnastics	\$189.00	Add to Cart
YOUTH: Girls Beginning Team - 1 Month	Girls Beginning Team - 1 Month Auto Renew Membership	Gymnastics	\$145.00	Add to Cart
YOUTH: Girls Intermediate Team - 1 Month	Girls Intermediate Team - 1 Month Auto Renew Membership	Gymnastics	\$161.00	Add to Cart

- 7) Review membership information and then select **Yes, do automatically renew this Membership when it expires**. Once selected, click **Add to my Cart**.



The screenshot shows a section titled 'Membership Automatic Renewal'. There are two radio button options: 'No, don't automatically renew this Membership when it expires' and 'Yes, do automatically renew this Membership when it expires'. The 'Yes' option is selected and highlighted with a red box. An 'Add to my Cart' button is located at the bottom right of the section.

# Gymnastic Team Membership Sales – Online Process

- 8) Select Participant who membership will be assigned to. If participant is not listed in the drop down, click on **Add Family Member** and create an account for the participant.

Please choose a participant. If you need to modify your personal or family member information, click [My Account](#)

▼ Membership Passes for YOUTH: Boys Level 4 & Pre Team - 1 Month

Select Participant 1  [Add Family Member](#)

- 9) Review Fees, click **Continue**

▼ Membership Detail for YOUTH: Boys Level 4 & Pre Team - 1 Month

Participant(s) Kid Under 13 Test [Change Participant\(s\)](#)

**Fees / Discounts**

Enter coupon code  [Apply](#)

Include?	Description	Quantity	Unit Fee	Total Price
<input checked="" type="checkbox"/>	Monthly Fee & Monthly Auto Renewal Fee	1	\$145.00	\$145.00

Sub-Total: 145.00  
Total: 145.00

When you are finished, click [Continue](#)

- 10) Agree to Waiver and click **Check Out**

Home > Shopping Cart

## Shopping Cart

Kid Under 13 Test KT 1 item, \$145.00 in total

**YOUTH: Boys Level 4 & Pre Team - 1 Month** \$145.00 ▼  
MEMBERSHIP  
Valid until: Mar 14, 2019

**Order Summary**  
Subtotal \$145.00  
Due Now **\$145.00**

[Check Out](#)

**Waiver**

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

I have read and agree to [Waiver](#).

# Gymnastic Team Membership Sales – Online Process

- 11) Enter Credit Card information. At bottom of page, verify Future Charges for Automatic Renewal is listed to take place until user cancels membership.

Expiration date \*  
Month / Year

CVV/CVC \*  
 ?

Store this card for future use

[Saving Credit Card Security Guarantee](#) ▼

**Billing Address**  
Test (resident) Test ▼

Mailing Name *No mailing name*  
Address 123 Test (Resident), Boulder, CO, 80801

[Use a new billing address](#) ▼

**Future Charges**

Membership Automatic Renewal for YOUTH: Boys Level 4 & Pre Team - 1 Month (Kid Under 13 Test)  
Next Due On expiration      Last Due Until user cancels

Pre-authorize your selected credit card

Pay


- 12) You will then be linked to the Confirmation page. You can **View printable receipt** if needed.

**Confirmation**

Your receipt #1019346.001 has been completed!

You will receive a confirmation email shortly [View printable receipt](#)

**Receipt Summary**

 Kid Under 13 Test	YOUTH: Boys Level 4 & Pre Team - 1 Month MEMBERSHIP Valid until: Mar 14, 2019	\$145.00
		Subtotal \$145.00
		Total <b>\$145.00</b>

# Gymnastic Team Membership Sales – Online Process

## How to view active participant memberships and usages

- 1) Access the City of Boulder Parks and Recreation online registration page:
  - a) <https://apm.activecommunities.com/boulderparksrec/Home>
- 2) Click on **Membership Usage**

Home Register for Activities Reservations Memberships Gift Cards My Cart

### Account Options for Test (resident) Test

- Account Activity
  - Show Your Daily Schedules
  - Show and Manage your Wish List
  - List Account Deposits
  - List Account Credits
  - List of Prior Transactions
  - List Scholarships
  - List Your Gift Cards
  - Print Tax Receipts
  - List Saved Credit Cards
  - Memberships and Usage**
- Account Details
  - Change Your Password
  - Change your Account Information
  - Change Personal Question Responses
  - Change your Family Information
- Payment Details
  - Pay on Account
  - List of Account Payments
  - View Account Payment Details
  - Change Auto-Charge Payments
- Online Services
  - Register for Activities
  - Make Reservations
  - Purchase Memberships
  - View Your Shopping Cart
  - View Gift Cards
  - Logoff

- 3) Select participant from drop down list. You can view active memberships and view usages by clicking on the blue number.

### Memberships

Kid Under 13 Test

Package	Pass Number	Status	Expiration	Max Uses(Available Uses)	Current Month Usage	Past Month Usage	All Usage
YOUTH: Boys Level 4 & Pre Team - 1 Month	AN0019568	Active	Mar 14, 2019	No limit	1	0	1
FAMILY: 2019 BHP Passport Pass - Annual	AN0019568	Cancelled	Dec 20, 2018	No limit	0	0	0

Page 1 of 1 < Prev Next > 20 results per page

Alternate Key Type	Alternate Key ID	Status	Current Month Usage	Past Month Usage	All Usage
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Page 1 of 1 < Prev Next > 20 results per page

Access My Account [My Account](#)