Enrolling using gift cards on the customer database

This will hopefully assist you with enrolling in CAC activities using a gift card.

From the home screen login using your email address and password

Next select the activity in which you wish to enroll by clicking enroll now

Select the member of the family to enroll in the activity from the drop down list and click next

*Who will be participating in this Activity? (Required)

Select the Family Member to Enroll

Comments/Requests for Staff

Answer any required custom questions and click next

Once on the fees screen you should see the activity in which you enrolled as well as the fee associated with the activity

If everything looks legit click proceed to shopping cart
Review and agree to all waivers once in the shopping cart.

You should see in the shopping cart your activity fee as well as a processing fee for the online sale of the activity. Click check out

**Shopping Cart**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copper Enameling Adv. - 74699</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

**Order Summary**

- **Subtotal**: $60.00
- **Processing Fee**: $3.73
- **Due Now**: $63.73

On the check out screen select the drop down box under “due now” in order to select your gift card to apply to the order. If your gift card covers the class fee as well as the online fee you will not need additional payment methods, if not you will need to cover the remaining balance with a credit card.

If you have a gift card on your account the gift card will auto populate as an option.

If you were given a gift card or the gift card you have the number for is not associated with your account you will need to manually enter the gift card number.

Once the gift card number is populated click apply and your amount due will be reduced by the amount of the gift card.

**Order Summary**

- **Subtotal**: $60.00
- **Processing Fee**: $3.73
- **Gift Card**: -$50.00
- **Due Now**: $13.73

Gift Card:

8502150750723937252438

#8502150750723937252438

Pay
In order to complete the transaction enter your name and credit card information which will pay off the balance due. Click pay.

Relax, it's done.

www.columbusrecparks.com

https://anc.apm.activecommunities.com/columbusrecparks/home?onlineSiteId=0&from_original_cui=true

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