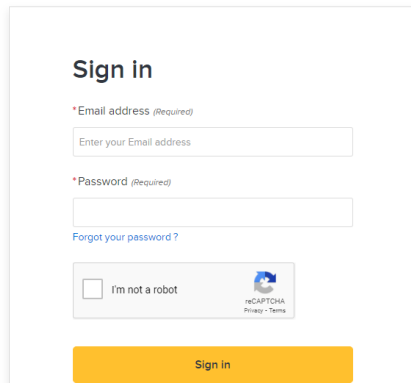


## Enrolling using gift cards on the customer database

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

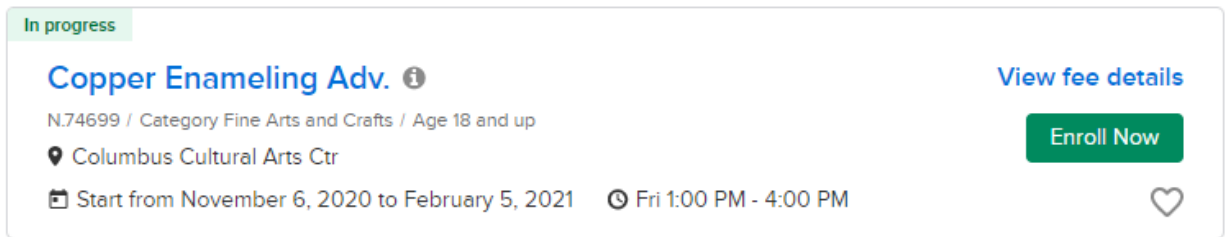


The sign-in form contains the following elements:

- Sign in** header
- \*Email address (Required)** with an input field containing the placeholder text "Enter your Email address".
- \*Password (Required)** with an input field.
- A link for **Forgot your password?**
- A checkbox labeled **I'm not a robot** next to a reCAPTCHA logo.
- A yellow **Sign in** button at the bottom.

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



The activity card displays the following information:

- In progress** status indicator.
- Copper Enameling Adv.** with an information icon.
- View fee details** link.
- Activity ID: **N.74699** / Category: **Fine Arts and Crafts** / Age: **18 and up**
- Location: **Columbus Cultural Arts Ctr**
- Duration: **Start from November 6, 2020 to February 5, 2021** / **Fri 1:00 PM - 4:00 PM**
- Enroll Now** button.
- Heart icon for favorites.

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

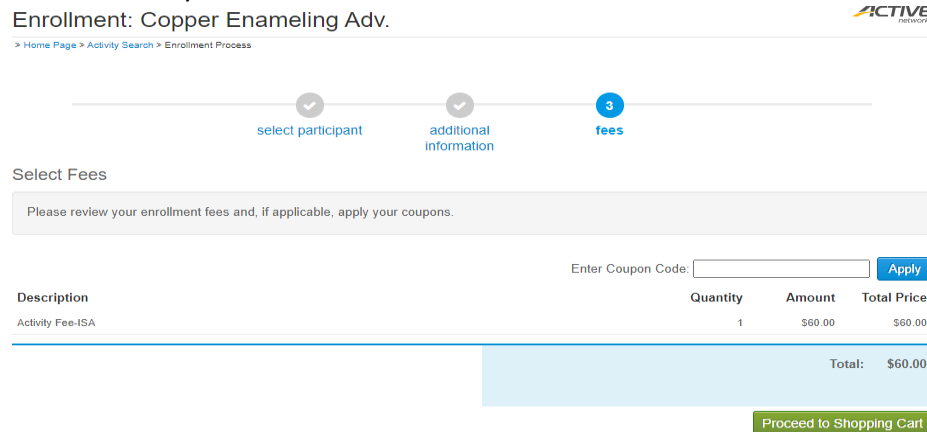
**\*Who will be participating in this Activity? (Required)**

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



The fees screen includes the following components:

- Enrollment: **Copper Enameling Adv.**
- Progress indicator with three steps: **select participant**, **additional information**, and **fees** (the current step).
- Select Fees** section with a message: "Please review your enrollment fees and, if applicable, apply your coupons."
- Coupon code input field with an **Apply** button.
- Table of fees:

Description	Quantity	Amount	Total Price
Activity Fee-ISA	1	\$60.00	\$60.00
			<b>Total: \$60.00</b>

**Proceed to Shopping Cart** button

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

1 item, \$60.00 in total.

**Copper Enameling Adv. - 74699** **\$60.00** ▼

ACTIVITY ✎ 🗑

### Order Summary

Subtotal ✓ \$60.00  
Processing Fee ✓ \$3.73

**Due Now \$63.73**

[Check Out](#)

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

**Due Now \$63.73**

8502150750723937252438 ▼ [Apply](#)

[Pay](#)

### Order Summary

Subtotal \$60.00  
Processing Fee \$3.73  
Gift Card -\$50.00

**Due Now \$13.73**

Gift Card [Apply](#)

Cultural Arts Gift Certificate -\$50.00 ✕  
#8502150750723937252438

[Pay](#)

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

#### Payment Method

ACT\* columbusrecparcs or Active Network will show up on your credit card statement for this payment.

We accept the following card types:



Name on card \*


TONY BRODIE

Card number \*

4111 1111 1111 1111 

Expiration date \*

3 / 2031

CVV/CVC \* 

123

#### Order Summary

Subtotal	\$60.00
Processing Fee	\$3.73
Gift Card	-\$50.00

**Due Now \$13.73**

Gift Card

Cultural Arts Gift Certificate -\$50.00 ✕

#8502150750723937252438

Relax, it's done.

[www.columbusrecparcs.com](http://www.columbusrecparcs.com)

[https://anc.apm.activecommunities.com/columbusrecparcs/home?onlineSiteId=0&from\\_original\\_cui=true](https://anc.apm.activecommunities.com/columbusrecparcs/home?onlineSiteId=0&from_original_cui=true)

Cultural Arts Center

614-645-7514

[www.culturalartscenteronline.org](http://www.culturalartscenteronline.org)

139 West Main Street

Columbus, Ohio 43215