Head Over Heels Gymnastics

Helpful Hints for Registering Your Child for Summer Camp

As we have a new system this year, here are a few things to help you when booking your child into summer camp!

***Full Program = Full Week.**

***Drop In = Single Days within the 'Full Program' Week.**

- Using Quick Search type "Summer" and you'll bring up all our Summer Camp Weeks.

- To **register your child for the Full Week of Summer Camp**:
  - Click the REGISTER button on the right-hand side.
  - *If you have more than one child registered with the gym, choose your child's name from the drop-down menu titled "Which participant is to be enrolled in this program?"
  - Choose 'Full Program' by clicking in the circle beside. You will see a green check mark in the option you've chosen.
  - Click the OK button to add to your cart.

- To **register your child for Individual Days of Summer Camp**:
  - Click the REGISTER button on the right-hand side.
  - *If you have more than one child registered with the gym, choose your child's name from the drop-down menu titled "Which participant is to be enrolled in this program?"
  - Choose '**Drop In**' option by clicking the circle on the right hand side. You will see a green check mark in the option you've chosen.
  - The days of the week will drop down, click the empty square box on the right-hand side to choose them.
  - Once finished, click the OK button to add to your cart.

- Once you've added all the dates or weeks you'd like, click OK.
- Repeat step 2 to add more weeks / individual dates to your cart.
- **Ready to check out**? Click the SHOPPING CART button at the top right of the screen.

- Review your cart.
- Click the BILLING INFORMATION button. Ensure your CONTACT & BILLING information is up to date.
- Ensure all Waivers / Policies are signed off on.
    - They will be highlighted in yellow if they require attention.
    - Click the empty box beside the outstanding waiver or policy.
    - A new window will open, scroll down, fill in the PARTICIPANTS name, click ACCEPT. (You will not be allowed to check out if you do not accept the outstanding Waiver / Policies).
- Once finished, click the PAYMENT INFORMATION button on the right-hand side.
    - Click **PAY BY CREDIT CARD** on the left-hand side.
    - Enter your credit card information.
    - Click SUBMIT.

If you'd prefer to **PAY BY E-TRANSFER you are welcome to e-transfer the gym the total amount using email headoverheelsgym@gmail.com and our admin will update your invoice once received. If you have a credit on your account, the system will automatically apply it to the invoice.)

Should you have any questions or complications, please email headoverheelsgym@gmail.com, and our administrator will be happy to assist you.

Thank you!