

# Summer Camp 2024 Fee Instructions

1. Look up household and the registration fees and all weeks of camp they wish to attend to the cart. Before the fees window appears, an income verification prompt will appear. Make sure the patron agrees to both in person as the language came from the City Attorney's office:

Summer Camp Registration Fee (105121101-01) for Freyja Sielen (Purchase) i ?

Questions ✓ Copy Answers ⓘ

By checking this box, I declare under the penalty of perjury, under the laws of the State of California, that my household's projected annual income for the benefit year is below \$91,000.00 if the subsidized weekly rate is selected.  
\* ⓘ

By checking this box, I understand that if I select the subsidized weekly camp rate, an income attestation form MUST be uploaded to my laparks.org account by May 1st or else the the subsidization and registration for Summer Camp will be revoked. Blank forms will be attached to the emailed receipt.  
\* ⓘ

2. The fees options will now appear. At the top of the window hit **Copy Fees** or else you will have to select the fees one week at a time. Then place a checkmark next to the correct fee. Hit **Continue** when done. Don't forget the Attestation Form is mandatory for those who pay \$25.

Summer Camp - Week 1 (105121102-01) for Freyja Sielen (Purchase) i ?

Fees ✓ Copy Fees ⓘ

Summer Camp Registration - Select at Least 1 Fee(s)

Add	Line	Description	Amount	Discount	Quantity	Time Count	Net Fee
<input checked="" type="checkbox"/>	308236713	My household's projected annual income for the benefit year in which I am requesting subsidization is below \$91,000.00. Documentation required.	25.00	0.00	1.00	1.00	25.00
<input type="checkbox"/>	308236715	My household's projected annual income for the year is at or above \$91,000.00.	80.00	0.00	1.00	1.00	80.00

3. One the weeks and the registration fee are in the cart, click on the **Payment** button.

Shopping Cart Add To Cart Remove From Cart Empty Cart Update Fees from Cart Change From Cart Finish ⓘ

Description	First Name	Total Amount	Previous Paid	Total Due
<input type="checkbox"/> Summer Camp Registration...	Freyja	\$ 25.00	\$ 0.00	\$ 25.00
<input type="checkbox"/> Summer Camp - Week 1 (10...	Freyja	\$ 25.00	\$ 0.00	\$ 25.00
		<b>Total Amount</b>	<b>Previous Paid</b>	<b>Total Due</b>
		\$ 100.00	\$ 0.00	\$ 100.00

**\$100.00 Payment**

- On the **Payment Page** change the Amount to the total they are paying at that very moment. Only the registration fees (\$25 per child) are mandatory at this point. Then select the payment type and hit **Process**. If they are paying more than the registration fees, enter that amount – it will apply the extra funds to the first week(s) of camp.

Total Due ⓘ  
\$ 100.00

**Amount ⓘ**  
\$ 25.00

Pay Code ⓘ  
02 - Cash

Payment Reference 1

Payment Reference 2

- A popup window will now appear stating it is not being paid in full. Click on **Yes** to continue.

**Information**
ⓘ ? ✕

You are not paying this transaction in full.  
Are you sure you want to continue?

Yes
No

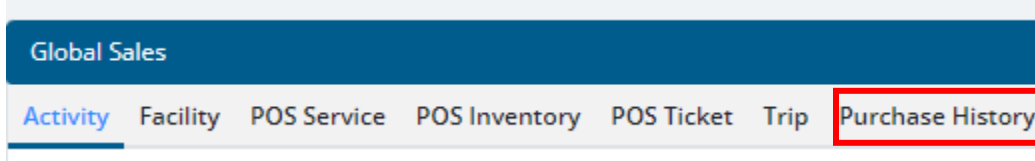
- The receipt will now appear. Each week will show an **Amount Due**.

**Activity Enrollment Details: 105121102-02 (Summer Camp - Week 2)**

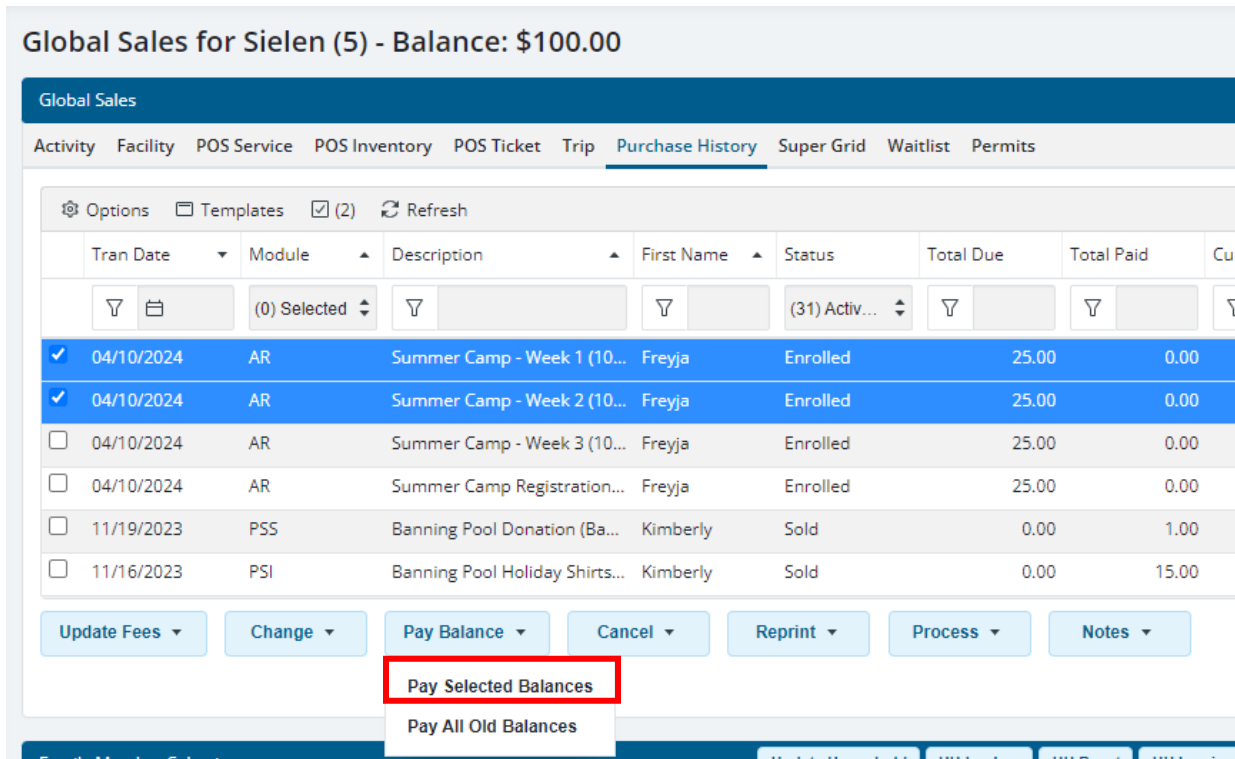
<p>Enrollee Name: <b>Freyja Sielen</b></p> <p>Enrollment Date: 04/10/2024</p> <p>Enrollment Status: Enrolled</p>	<p><u>New Fees</u> 25.00</p> <p><u>Total Fees</u> 25.00</p> <p><u>New Paid</u> 0.00</p>	<p><u>Total Paid</u> 0.00</p> <p><u>Amount Due</u> 25.00</p>
<p>Class Location: Universal Access Playground Yucca Community Center 6671 Yucca St. Hollywood, CA 90028 (323)957-6339</p>	<p>Class Dates: 06/17/2024 to 06/21/2024 8:00 A to 6:00 P M,Tu,Th,F</p> <p>Scheduled Sessions: 4</p>	

# Paying Weekly Balances

1. **Global Sales** then look up open the household.
2. Click on the **Purchase History** tab



3. Select the week(s) of camp they are paying for at that moment (not weeks they aren't paying for yet), and hit the **Pay Balance** button followed by **Pay Selected Balances**. This will send the items to the **Shopping Cart**.



4. The items will now be in the Shopping Cart. Process the payment normally.

## Report Info

1. Run the **VSI – Activity Roster Fees Report** template from **Section Inquiry** or **Activity Enrollment Reports** to check who has and hasn't paid for the weeks all at once. Contact the RecTrac office if you would like this to be emailed to your facility account weekly.

