

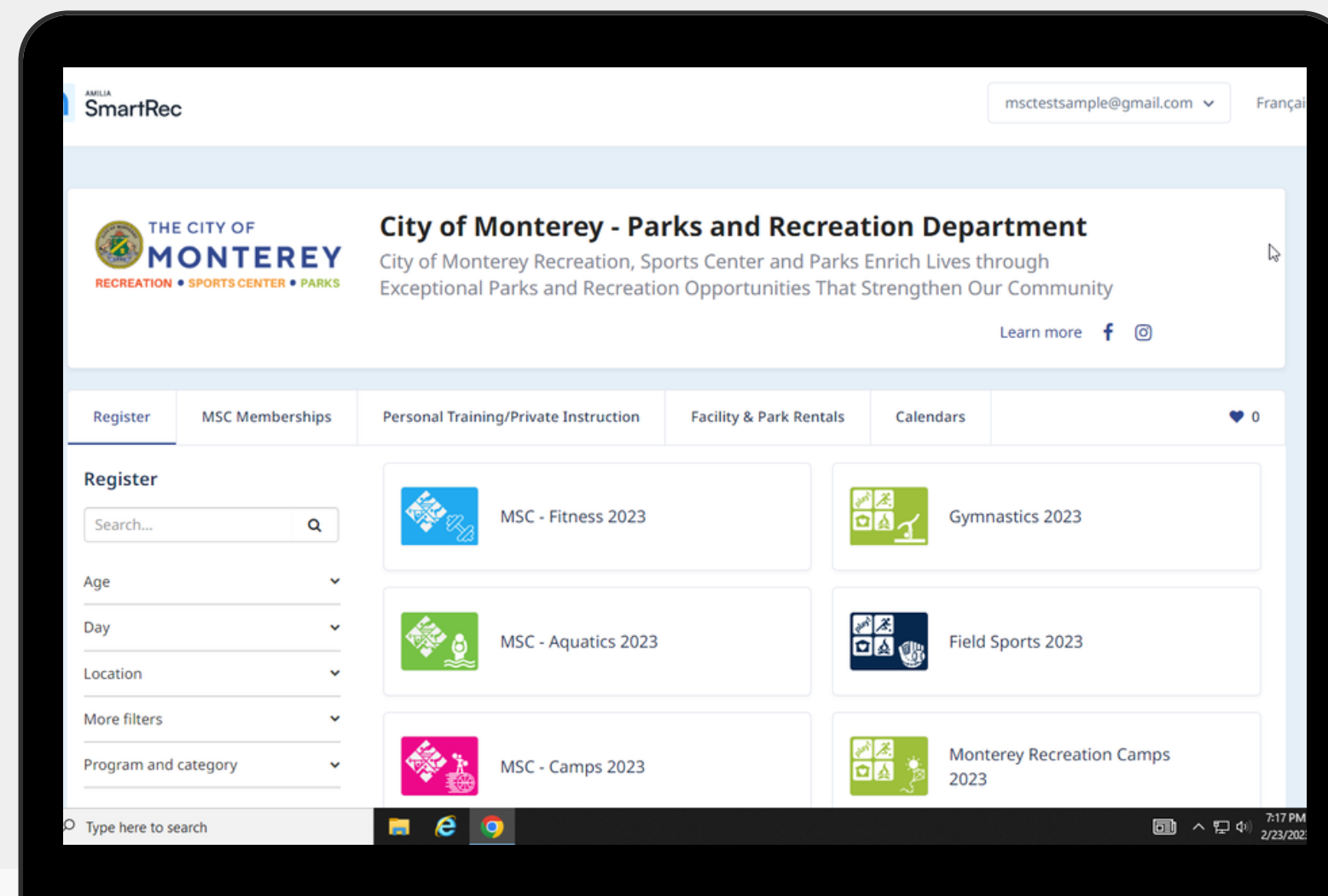


MONTEREY SPORTS CENTER



# ENROLLING IN ACTIVITIES

Step by step directions on how to enroll in activities



**Monterey Sports Center**  
301 E Franklin St, Monterey CA

**831-646-3730**

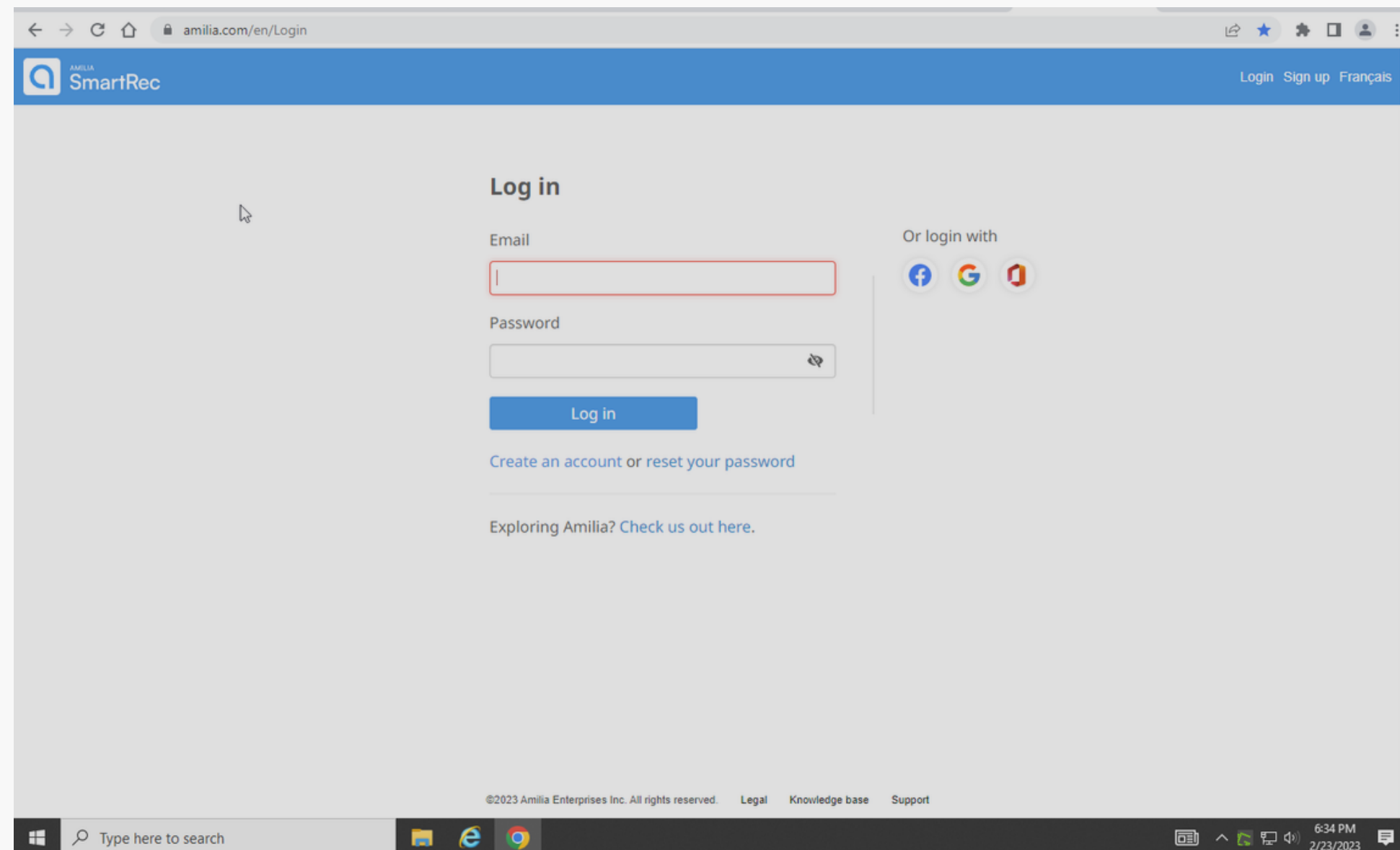
[www.montereysportscenter.org](http://www.montereysportscenter.org)

Part 1



# Sign In To Your Amilia Account

Visit <https://www.amilia.com/en/Login>



Part 2



# Click On Store

Click On "City of Monterey- Parks and Rec" To Access Store Front.

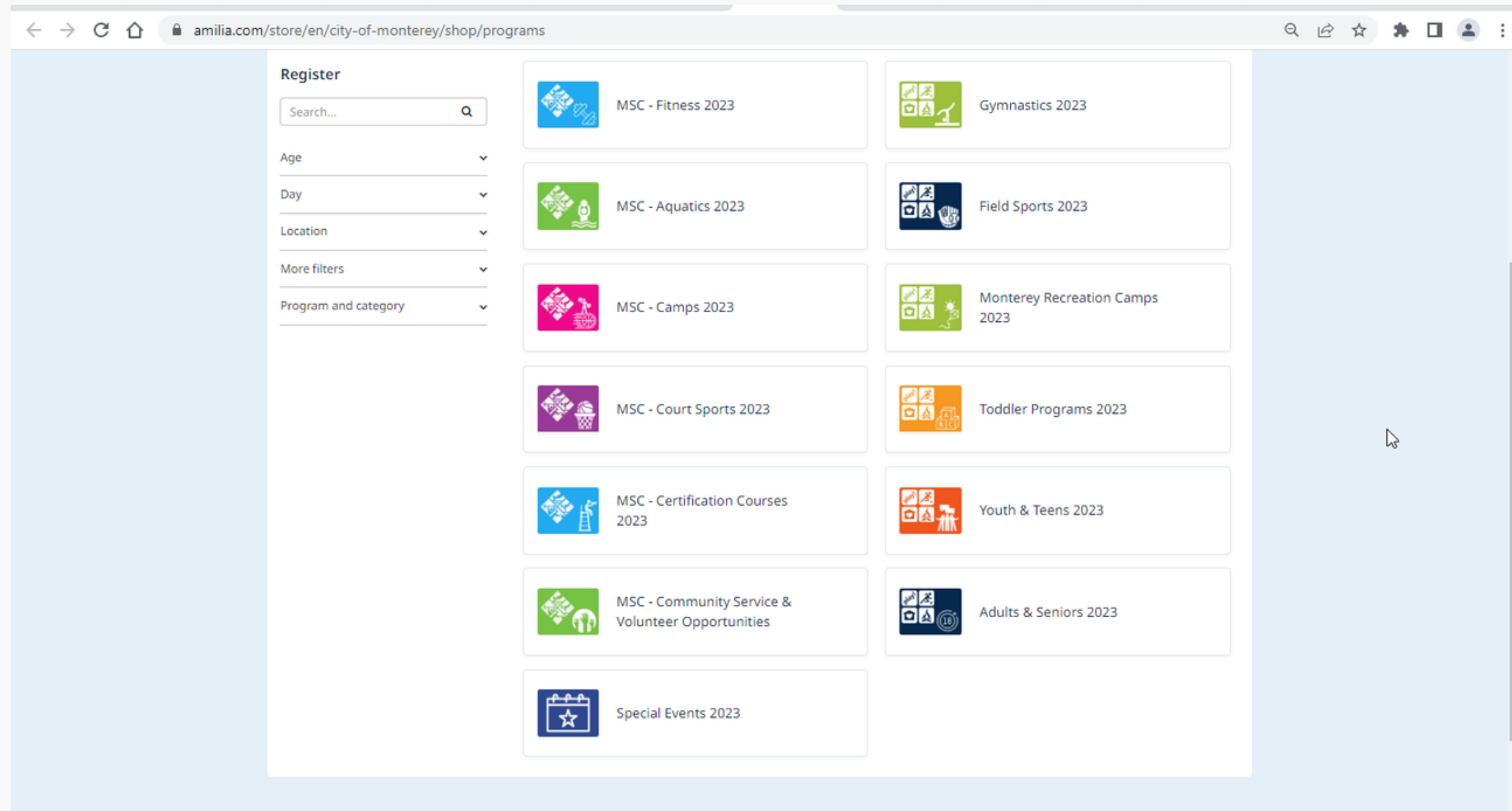
The screenshot shows a web browser window with the URL `amilia.com/UserAccount/en/?userAccountId=54580698`. The page header includes the Amilia SmartRec logo and the user's email `msctestsample@gmail.com`. A dark sidebar on the left contains a 'My account' section with the email `msctestsample@gmail.com` and a list of menu items: Home, Billing, Purchases, Wallet, Members, Membership cards, Communication, Documents, and Settings. At the bottom of the sidebar is a 'Find a store' button. The main content area has a 'Home' breadcrumb and a 'TS' button. A card for 'City of Monterey - Parks and Rec' is displayed, featuring a shopping cart icon and a 'Store' button, which is pointed to by a large black arrow. Below the card are two sections: 'About Amilia', which states that Amilia has partnerships with many organizations and that using the account to reserve activities is quick, easy, and secure, with a 'Read more' link; and 'My calendar', which shows 'No activities yet' and 'Your calendar will show up here.'

Part 3



# Choosing your Activity

Browse through the **different categories** to choose the Program Activity you desire.



Part 4



# Dates and Times Of Activity

Browse through the different sections of that Activity and click on which time and date works best for you. **Once you know which one click on the blue plus sign next to the time and date.**

The screenshot shows a web browser window with the URL [amilia.com/store/en/city-of-monterey/shop/programs/68167](https://amilia.com/store/en/city-of-monterey/shop/programs/68167). The page displays a list of activities, each in a white box with a right-pointing arrow. The 'Angelfish (Ages 3 - 5 YRS)' activity is expanded, showing a list of time slots, each preceded by a blue plus sign. A mouse cursor is hovering over the first time slot: 'Tues, Wed, Thurs (11:15 AM - 12:00 PM)'. Other activities listed include Starfish (Ages 6 MO - 3 YRS), Sea Turtle (Ages 3 - 5 YRS), Otter (Ages 3 - 5 YRS), Polar Bear (Ages 3 - 5 YRS), Goldfish (Ages 6 - 13 YRS), Penguin (Ages 6 - 13 YRS), Seahorse (Ages 6 - 13 YRS), and Seal (Ages 6 - 13 YRS). The footer contains copyright information for Amilia Enterprises Inc. and a link to start using Amilia for business.

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Start using Amilia for your business

Part 5

# Dates and Times Of Activity



Scroll through the times and dates available.  
Once you choose the one you desire click on the Blue Icon.

The screenshot shows a web browser window with the URL `amilia.com/store/en/city-of-monterey/shop/programs/68167?subCategoryId=4110767`. The page displays three activity sessions for children's swimming. Each session card includes a description, schedule, location, and a 'Session' button with a blue icon. An arrow points to the blue icon on the second session card, which is for the dates April 4 - 13.

Session	Schedule	Location	Price
Session 1	On Tuesday, Wednesday, Thursday from 11:15 AM to 12:00 PM. From 3/21/2023 until 3/30/2023	Monterey Sports Center (831) 646-3730	\$63.00 - \$70.00
Session 2 (Highlighted)	On Tuesday, Wednesday, Thursday from 11:15 AM to 12:00 PM. From 4/4/2023 until 4/13/2023	Monterey Sports Center (831) 646-3730	\$63.00 - \$70.00
Session 3	On Tuesday, Wednesday, Thursday from 11:15 AM to 12:00 PM. From 4/18/2023 until 4/27/2023	Monterey Sports Center (831) 646-3730	\$63.00 - \$70.00

# Waitlist



If the time and date of the Activity is not available and you wish to be added to the "Wait List" Click on the Blue Wait List Icon.

**How the Wait List works:** An email will be sent out to everyone on that waiting list stating a spot has opened up. It is on a first-come first-serve basis. Please check your email daily to ensure you get a spot in that Activity.

More information ...

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**Schedule:** On Tuesday, Wednesday, Thursday from 11:15 AM to 12:00 PM.

From 3/21/2023 until 3/30/2023

Monterey Sports Center

(831) 646-3730

**Start date:** 3/21/2023  
6 classes

**Available:** Full

**Session**

[+ Wait list](#)

\$63.00 - \$70.00

[Discounts](#)

Part 6



# Adding The Person To The Activity

You will now be prompted to add the person for who the Activity will be for by clicking "Add Another Person". If the person is already listed you do not need to add them again. Click on the Blue icon next to there name to continue purchase.

The image shows a sequence of two screenshots from a registration interface. The first screenshot shows a 'Select participants to register' modal for an activity on April 4-13. It lists 'Test Sample (43 yrs.)' with a blue icon next to it. The second screenshot shows the same modal after a selection, with 'Test Sample II (3 yrs. 11 mos.)' now checked with a green checkmark and a blue icon next to it. A blue arrow points from the first screenshot to the second, indicating the transition between the two states.



Part 7

# Verifying The Activity

On this screen you will be prompted to **verify the activity and make sure the times and dates are the ones you want.** Click on "checkout" once ready.



Browser address bar: amilia.com/store/en/city-of-monterey/checkout/step/1

City of Monterey - Parks and Recreation Department

Progress bar: 1 (Your order) | 2 (Your information) | 3 (Payment) | 4 (Confirmation)

Your order : 1 item

Continue Shopping [Checkout](#)

<b>MSC - Aquatics 2023 - Angelfish (Ages 3 - 5 YRS) - Tues, Wed, Thurs (11:15 AM - 12:00 PM) - April 4 - 13</b> Participant: Test Sample II Session	\$70.00	\$70.00 <a href="#">Remove</a>
<b>Schedule:</b> On Tuesday, Wednesday, Thursday from 11:15 AM to 12:00 PM. From 4/4/2023 until 4/13/2023 Monterey Sports Center		
Monterey Resident - Discount of 10%	MSC - Aquatics 2023 - Angelfish (Ages 3 - 5 YRS) - Tues, Wed, Thurs (11:15 AM - 12:00 PM) - April 4 - 13 / Test Sample II	(\$7.00) (\$7.00)

Discount Code  [Add](#)

<b>Sub Total</b>	\$63.00
City of Monterey Sales Tax	\$0.00
<b>Order Total</b>	\$63.00

[Checkout](#)



# Your Information

Here you will enter the Account Owners information such as address, phone number, etc and [click continue purchase](#)

SmartRec msctestsample@gmail.com Français 29:45

City of Monterey - Parks and Recreation Department

Progress: 1 Your order 2 **Your information** 3 Payment 4 Confirmation

**Your information** Validate all sections to continue your purchase. [Add more items](#)

**Account owner**  
Test Sample  
Test Sample II

**Account owner : Test Sample**

First name:  Last name:

Address: 301 East Franklin Street  
Monterey CA 93940  
USA  
[Edit](#)

Email:

Home Phone:  Work Phone:

Cellular:  Extension (optional):

*Please make sure to fill at least one phone number*

[Continue my purchase](#)  
*Validate all sections to continue your purchase.*

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Part 9

# Your Information Pt.2



You will enter the **persons information here such as gender, school grade, emergency contact and primary guardian.** You will also be asked to accept the terms by clicking the "Read Me" boxes. Click on continue my purchase when ready.

The screenshot displays the Amilia checkout process for the City of Monterey - Parks and Recreation Department. The left side shows the 'Your information' step, which includes a progress bar with four stages: 'Your order', 'Your information', 'Payment', and 'Confirmation'. The 'Your information' section contains a dropdown for 'Account owner' (Test Sample II), a 'Personal information' section with fields for 'Date of birth' (4/1/2019), 'Gender' (Male), 'School' (Monterey Sports), and 'School Grade Level' (Pre K). It also includes a checkbox for 'Check here if no known medical conditions.' and a text area for 'Is there any other information about your child that would be helpful for our staff to ensure your child has a successful program experience?' (no). At the bottom, there is a question about English proficiency with radio buttons for 'Yes' and 'No'. The right side shows the 'Terms and Agreements' section, including 'Youth Program Behavior Policy 2023' and 'City of Monterey Recreation Programs Release and Waiver of Liability and Indemnity Agreement eff. 06/01/2022', both with 'Read me' buttons. Below this are radio buttons for 'How did you hear about us?' (In-Person selected) and dropdown menus for 'Select a Primary Legal Guardian', 'Select a Secondary Legal Guardian (optional)', 'Select an Emergency Contact', and 'Select a second Emergency Contact'. A 'Continue my purchase' button is at the bottom right. The footer contains copyright information and links for 'Legal', 'Parks and recreation', 'Knowledge base', and 'Support'.



# Almost Done! Payment Required

**Enter your payment information.** If you wish to pay by cash or check, you will need to come in person to do so. Once you enter your payment info you will need to click **"Make Payment"**

City of Monterey - Parks and Recreation Department

Your order    Your information    **Payment**    Confirmation

**Payment**    [View order details](#)    [Add more items](#)

**\$63.00**  
*amount to be paid now*

**Credit card payment**

**Credit card details**

Cardholder name

Card number

Expiration date    CVV  
   

**Billing address**  
301 East Franklin Street  
Monterey CA 93940  
United States

Use different billing address

Save card to this account, and allow City of Monterey - Parks and Recreation Department to charge this card for future agreed-upon purchases.

I accept the [terms and conditions](#)

**Make payment**

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# **You are now enrolled in your selected Activity!**

**For any additional questions please call the  
Front Desk at (831) 646-3730**

