

## Kids Zone Online Registration

### How to Prepare Before Registration Opens {Recommend completing by March 24<sup>th</sup>}

1. Go to <https://apm.activecommunities.com/mansfield>.
2. Ensure you have a current MAC Card that is good through August 14, 2019 for any child being registered for Kids Zone and you have purchased the Kids Zone Supply Fee for all children being registered. **These must be fully purchased and done before you can register for any summer day/week.**
3. Search for “Kids Zone.”
4. Click teal **More** button to see all days/weeks.
5. Find the day/week you are interested in registering for. Click teal **+Wish List** button.
  - a. This will add the general program to your Wish List – this is not child specific.
6. On the day of registration, log in and go to **My Wish List** at the top right of your screen.
  - a. This will show all programs you have added to your Wish List.
  - b. There will be a running countdown to the time registration opens. Stay on this screen.
7. Once registration has opened, click teal **Add to Cart** button for your first program.
8. Click the dropdown menu to select the family member you’d like to enroll. Click teal **Next** button.
9. The Payment Plan pop-up window will show. Click teal **Agree to Payment Plan** button.
  - a. You may choose to pay in full for this week or continue with the payment plan. *Use payment plan* is preselected; if you’d like to pay in full, toggle *Pay in full*.  
\*If you plan to pay for 6 or more weeks in full for the 10% discount, you must register in person at the Mansfield Activities Center.
10. If you need to register another child, click blue link for [Register Another Participant for this Activity](#) link under the teal *Proceed to Shopping Cart* button. Your multi-child discount will automatically apply with 2 or more children.
  - a. Repeat steps 8-10 for all children to be enrolled in that week.
11. For subsequent weeks needed, go back to **My Wish List** at the top of the page and follow steps 7-10 to add all Wish List programs to the cart for all family members.
12. Once finished adding all Wish List items to the cart, click teal **Proceed to Shopping Cart** button.
13. Once you have gone to your shopping cart, verify the weeks you have registered for and the fees associated with those. (i.e. \$145 per child, 10% off for second child or more)
  - a. Unless you selected to pay in full, your *Due Now* amount should total \$10 for each week registered for each child.
14. Check the box that you have read and agree to the MAC Waiver of Liability. Click teal **Check Out** button.
15. You may choose to select a saved credit card or input your payment information.
16. We highly recommend that you select to automatically charge your credit card when the payment for the weeks registered for are due. Under your payment in Future Charges, check the box under the weeks you would like to apply this to. Click the teal **Pay** button.
  - a. Selecting this option will aid in on-time payments ensuring your child(ren) does not lose their spot in that week(s).
  - b. If you choose to have your card automatically charged each week and later decide you want to not have, your card automatically charged (or vice versa), you must call the MAC to have this changed. It cannot be done online.
17. Congratulations! You are registered.
18. Click the blue [View printable receipt](#) button. This receipt gives more detail than receipts printed at the MAC. You will be able to view your payments made and see the payment plans scheduled for future weeks.
  - a. See below for a copy of a receipt with all detailed information, including future payments due.

## How to Register Once Kids Zone is Open

1. Go to <https://apm.activecommunities.com/mansfield>.
2. Ensure you have a current MAC Card that is good through August 14, 2019 for any child being registered for Kids Zone and you have purchased the Kids Zone Supply Fee for all children being registered. **These must be fully purchased and done before you can register for any summer day/week.**
3. Search for "Kids Zone."
4. Click teal **More** button to see all days/weeks.
5. Find the day/week you are interested in registering for. Click teal **Add to Cart** button.
  - a. If green Add to Cart button is unavailable, that day/week is full.
  - b. Click **Check details for fees**. A pop-up window will show.
  - c. Click blue **+Add to Waitlist** link.
6. Click the dropdown menu to select the family member you'd like to enroll. Click teal **Next** button.
7. The Payment Plan pop-up window will show. Click teal **Agree to Payment Plan** button.
  - a. You may choose to pay in full for this week or continue with the payment plan. *Use payment plan* is preselected; if you'd like to pay in full, toggle *Pay in full*.  
\*If you plan to pay for 6 or more weeks in full for the 10% discount, you must register in person at the Mansfield Activities Center.
8. If you need to register another child, click the blue **Register Another Participant for this Activity** link under the green *Proceed to Shopping Cart* button. Your multi-child discount will automatically apply with 2 or more children.
  - a. Repeat steps 5-7 for all children to be enrolled in that week.
9. If you do not need to register for more weeks, click teal **Proceed to Shopping Cart** button. If you do need to register for more weeks, click the blue **Add to Cart & Continue Shopping** link under *Proceed to Shopping Cart*.
  - a. If you are registering for more weeks, repeat steps 3-8.
10. Once you have gone to your shopping cart, verify the weeks you have registered for and the fees associated with those. (i.e. \$145 per child, 10% off for second child or more)
  - a. Unless you selected to pay in full, your *Due Now* amount should total \$10 for each week registered for each child.
11. Check the box that you have read and agree to the MAC Waiver of Liability. Click teal **Check Out** button.
12. You may choose to select a saved credit card or input your payment information.
19. We highly recommend that you select to automatically charge your credit card when the payment for the weeks registered for are due. Under your payment in Future Charges, check the box under the weeks you would like to apply this to. Click the teal **Pay** button.
  - a. Selecting this option will aid in on-time payments ensuring your child(ren) does not lose their spot in that week(s).
  - b. If you choose to have your card automatically charged each week and later decide you want to not have your card automatically charged (or vice versa), you must call the MAC to have this changed. It cannot be done online.
13. Congratulations! You are registered.
14. Click the blue **View printable receipt** button. This receipt gives more detail than receipts printed at the MAC. You will be able to view your payments made and see the payment plans scheduled for future weeks.
  - a. See below for a copy of a receipt with all detailed information, including future payments due.



**Internet Site - City of Mansfield**  
 106 S. Wisteria St.  
 Mansfield, TX, 76063  
 Phone: (817) 728-3680 Fax: (817) 728-3679

Mar 21, 2018

Your transaction is now complete.

Receipt Number: 1003833.001

Customer ID: 22124

Transaction Confirmation #: 1003833.001

**Angus Jones**

123 Main St  
 Mansfield, TX 76063  
 Primary Phone: (817) 728-3680

Description	Charge Item	Unit	Qty	Unit Fee	Price
<b>KZ Week 1 - 9080</b> Activity enrollment Effective enrollment date: Mar 21, 2018	Registration Fee	Per Seat	1.00	\$145.00	\$145.00

Subtotal for Angus Jones: \$145.00

**Molly Jones**

123 Main St  
 Mansfield, TX 76063  
 Primary Phone: (817) 728-3680

Description	Charge Item	Unit	Qty	Unit Fee	Price
<b>KZ Week 1 - 9080</b> Activity enrollment Effective enrollment date: Mar 21, 2018	Registration Fee	Per Seat	1.00	\$145.00	\$145.00
	KZ Multi-Child Discount	Per Seat	1.00	10.00 %	(\$14.50)

Subtotal for Molly Jones: \$130.50

**Parker Jones**

123 Main St  
 Mansfield, TX 76063  
 Primary Phone: (817) 728-3680

Description	Charge Item	Unit	Qty	Unit Fee	Price
<b>KZ Week 1 - 9080</b> Waiting List Effective enrollment date: Mar 21, 2018					

Subtotal for Parker Jones: \$0.00

**Total Charges: \$275.50**

**Total Payment: \$20.00**

**Balance: \$255.50**

**Payment Summary**

Description	Remaining Balance	Amount Paid
Billed to: Mary Jones 123 Main St Mansfield, TX 76063 Credit card: xxx5555		\$20.00

**Future Payments**

Description	Next Due	Amount
KZ Week 1 - 9080 for Angus Jones	Mar 26, 2018	\$135.00
KZ Week 1 - 9080 for Molly Jones	Mar 26, 2018	\$120.50

Did you know...? You can now save 5% when you register online - all the time! See a front desk attendant for your login info or use "Forgot my password" on the login screen. [www.mansfieldparks.com](http://www.mansfieldparks.com)

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