

How to use the registration system

Amilia

Page 1 - Register a dancer *(for the first time)*

Page 11 - Register a second dancer *(for the first time)*

**registration is for the Acro Championship travel.
Entry fees for Dance Challenge (after Championships) will be
additional and payable in person*

Page 15 - Register a family member *(for the first time)*

Page 21 - Understanding your account

**Page 22 - Make an online payment with your credit card at any time
also, change payment dates, change credit card, etc**

**Page 27 - Change/update information about members
such as updating passport**

E-transfers:

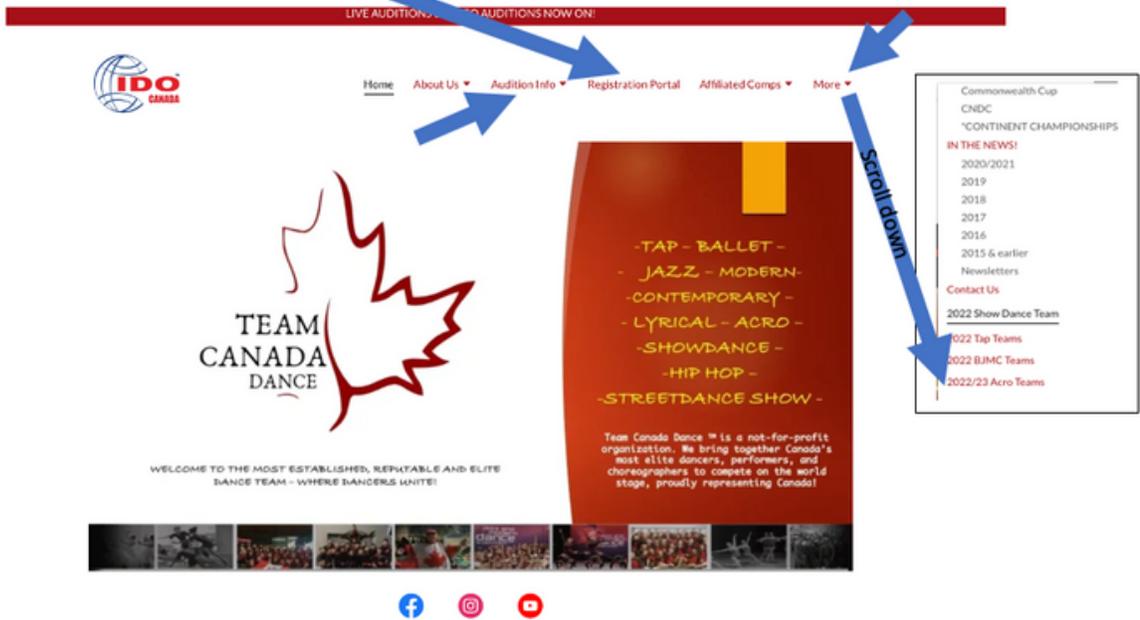
Please only email your e-transfers to canadaworlddance@gmail.com
Please only use the password **Dance2023**

**Your Amilia account will be updated with this payment once it is deposited,
however, you must be enrolled in Amilia to get this credited to your account. We
need the details on Amilia for booking and entries.**

**If you are e-transferring, the service fee (which is only charged once if making
credit card payments) will be removed as it is automatically added to the system
for credit card processing.**

HOW TO REGISTER FOR THE TEAM/TRAVEL

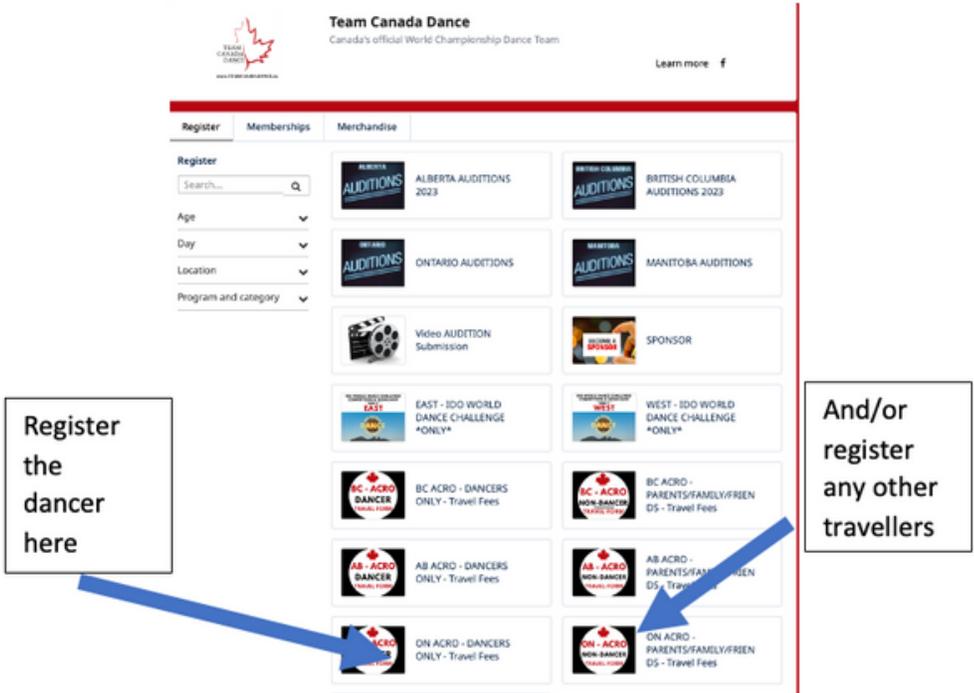
1) You can access the **Registration Portal** through our website homepage, www.teamcanadadance.ca



The registration portal can also be found under **Audition Info** as well as the **ACRO team page** (under *More*).

OR

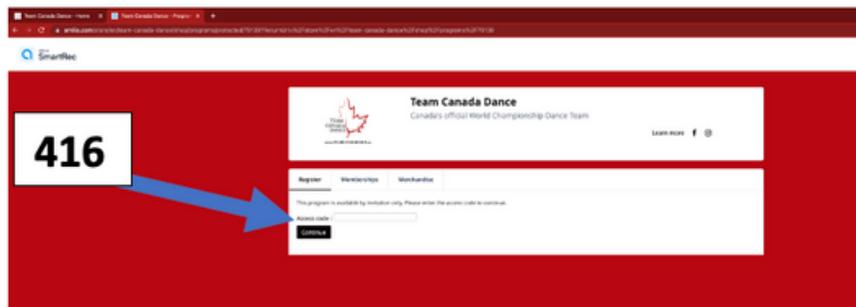
Go to the registration system <https://www.amilia.com/store/en/team-canada-dance/shop/programs>



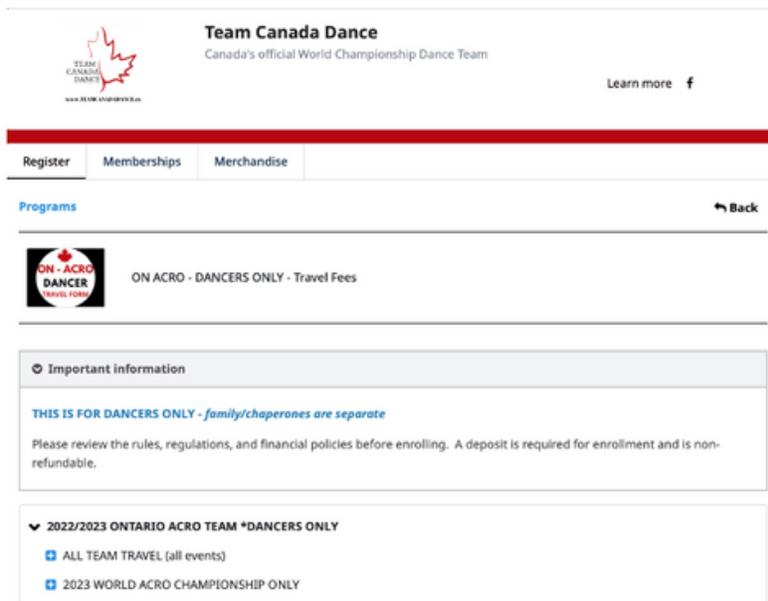
2) Select **ON ACRO Dancer** (for the dancer)



3) After you click on **ON ACRO DANCER**, you will see a new window asking for an access code. This code is there simply so that families do not register for the wrong genre/province. It happens! **The access code for ON ACRO DANCER is 416 (like the area code).**



This will bring you to the ON ACRO Dancer registration page for the trip



- 4) Click on **2022/2023 ONTARIO ACRO TEAM *DANCERS ONLY**, then **ALL TEAM TRAVEL (all events)** OR **2023 WORLD ACROBATIC DANCE CHAMPIONSHIP ONLY**. Here, you will see the registration for **Children, Junior, and Adult ACRO dancers**.

I will use the first option for my example – the ALL TEAM TRAVEL that comes home July 30th.

More information

Team Canada Dance
Canada's official World Championship Dance Team

Register Memberships Merchandise

Programs [Back](#)

ON ACRO DANCER ON ACRO - DANCERS ONLY - Travel Fees

Important information

THIS IS FOR DANCERS ONLY - family/chaperones are separate

Please review the rules, regulations, and financial policies before enrolling. A deposit is required for enrollment and is non-refundable.

2022/2023 ONTARIO ACRO TEAM *DANCERS ONLY

ALL TEAM TRAVEL (all events)

CHILDREN'S TEAM (under 12)
IDO World Acrobatic Dance Championship, July 22-23, 2023, and the IDO World Dance Challenge, Competition and Workshops
[More information ...](#)

Schedule: From Saturday, July 22, 2023 at 12:00 AM until Saturday, July 29, 2023 at 11:59 PM

Start date: 7/22/2023

Session: \$2,900.00
[Show Installments](#)

JUNIOR TEAM (13-16)
IDO World Acrobatic Dance Championship, July 22-23, 2023, and the IDO World Dance Challenge, Competition and Workshops
[More information ...](#)

Schedule: From Saturday, July 22, 2023 at 12:00 AM until Saturday, July 29, 2023 at 11:59 PM

Start date: 7/22/2023

Session: \$2,900.00
[Show Installments](#)

ADULT TEAM (17 & over)
IDO World Acrobatic Dance Championship, July 22-23, 2023, and the IDO World Dance Challenge, Competition and Workshops
[More information ...](#)

Schedule: From Saturday, July 22, 2023 at 12:00 AM until Saturday, July 29, 2023 at 11:59 PM

Start date: 7/22/2023

Session: \$1,800.00
[Show Installments](#)

SECOND DANCER competing
IDO World Acrobatic Dance Championship, July 22-23, 2023, and the IDO World Dance Challenge, Competition and Workshops
[More information ...](#)

Schedule: From Saturday, July 22, 2023 at 12:00 AM until Saturday, July 29, 2023 at 11:59 PM

Start date: 7/22/2023

Session: \$1,800.00
[Show Installments](#)

2023 WORLD ACRO CHAMPIONSHIP ONLY

Total amount: \$2,900.00
\$0.00 now \$966.67 / month, 3 Installments
\$0.00 now \$725.00 / month, 4 Installments
\$0.00 now \$966.67 / month, 3 Installments
\$0.00 now \$1,450.00 / 2 months, 2 Installments

You can click on the **Show Installments** to see the installments

Or you can click on the **More information...** to see more. Click the **Back** button in the upper right to go back to the previous screen. Or you can go to the black box in the upper right corner that says **REGISTER**

Canada's official World Championship Dance Team

Learn more

Register Memberships Merchandise

ON ACRO - DANCERS ONLY - Travel Fees | 2022/2023 ONTARIO ACRO TEAM *DANCERS ONLY | ALL TEAM TRAVEL (all events) Back

CHILDREN'S TEAM (under 12) Register

ON ACRO CHILDREN
12 & under

Start date: Saturday, July 22 2023.

Schedule:
 O From Saturday, July 22, 2023 at 12:00 AM until Saturday, July 29, 2023 at 11:59 PM

Resource person: canadaworlddance@gmail.com or text/WhatsApp 519-277-5111

Location: Monterrey, Mexico

Description:
IDO World Acrobatic Dance Championship, July 22-23, 2023, and the IDO World Dance Challenge, Competition and Workshops
 For **CHILDREN'S TEAM DANCERS** (under 12) competing at the 2023 IDO World Championship and the IDO World Dance Challenge Competition and Workshop

ACRO TRAVEL: July 20 - July 26, 2023
 Competition July 22-23. Workshop July 24-25. For this option, you will travel as a team to the World Championship. You will depart Canada 2 days before the start of the competition (one travel day and one rehearsal day), and return to Canada the day after the event completes.

TEAM TRAVEL: July 20 - July 30, 2023
 Competitions July 22-29. For this option, you will travel as a team to the World Acro Championship and IDO World Dance Challenge Competition and Workshops. You will depart Canada 2 days before the start of the competition (1 travel day and 1 rehearsal day), and return to Canada the day after the event completes. You will be staying for 10 nights.

This option includes airfare, hotel, breakfast, airport shuttle in Mexico and ground transportation, team warmup suit, IDO start fees & license (ACRO ONLY), and choreographer travel.

This does not include choreography fees and costume which is paid directly to the choreographer.

This does not include any entry fees associated with the IDO Dance Challenge Competition and Workshop as they will be itemized depending on your entries. Contact us for more information.

*Please choose the option you prefer when prompted in registration. We will let you know when the deadline is once the airline confirms

Price: \$2,900.00 Taxes waived

Show Installments

Required age: 5 - 12 as of 12/31/2023

Notes: Please inquire about offline payments such as E-transfer and payment by cheque

Taxes are included in the cost. Cost and taxes cannot be itemized due to group bookings and money conversion.

Requirements: Accepted by audition and/or invitation only

More information: Costume and Choreography fees separate and payable to choreographer

Share this activity:
 f t v e

5) On the previous screen, select the **black box**

Session

\$2,900.00

Show Installments

6) You will be brought to a login page. Create an account if you haven't already done so for auditions. Account holders must be over 18 yrs.

Log in

Email

Password

Log in

Create an account or reset your password

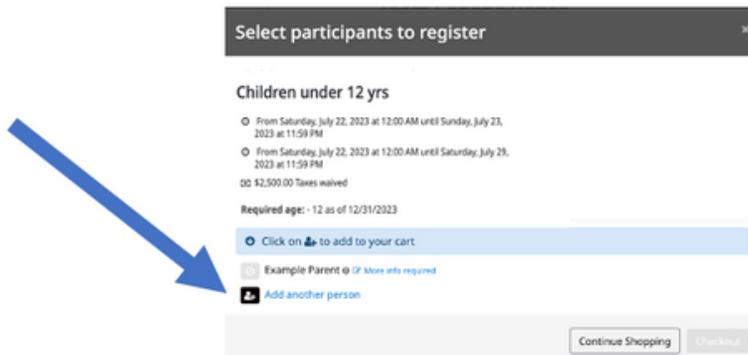
Log in with Facebook

Log in with Google

Log in with Microsoft 365

7) You will then be asked which person you would like to register. Select

 [Add another person](#)



Select participants to register

Children under 12 yrs

- From Saturday, July 22, 2023 at 12:00 AM until Sunday, July 23, 2023 at 11:59 PM
- From Saturday, July 22, 2023 at 12:00 AM until Saturday, July 29, 2023 at 11:59 PM

📄 \$2,500.00 Taxes waived

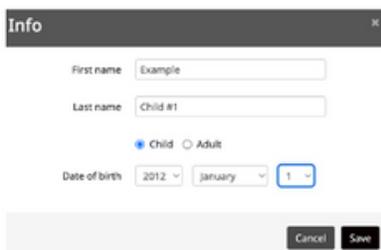
Required age: - 12 as of 12/31/2023

Click on  to add to your cart

Example Parent [or](#) [More info required](#)

Add another person

8) You will have to add each dancer one at a time.



Info

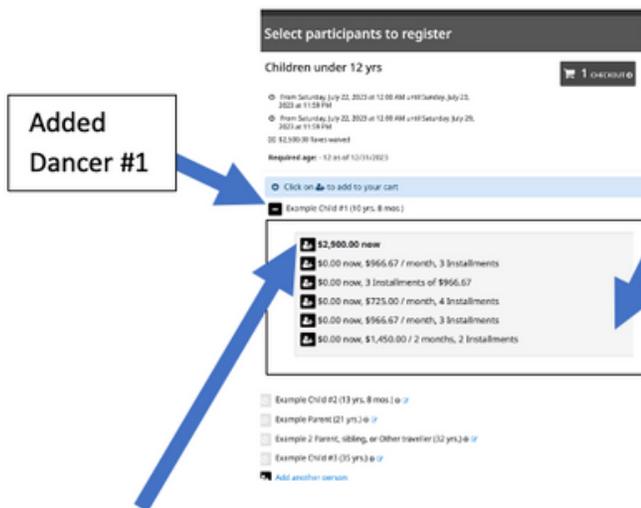
First name

Last name

Child Adult

Date of birth

9) When you add a dancer, you will have to option of selecting an installment plan or choose the full amount for E-transfers or other methods of payment.



Select participants to register

Children under 12 yrs 🛒 1 checkout

- From Saturday, July 22, 2023 at 12:00 AM until Sunday, July 23, 2023 at 11:59 PM
- From Saturday, July 22, 2023 at 12:00 AM until Saturday, July 29, 2023 at 11:59 PM

📄 \$2,500.00 Taxes waived

Required age: - 12 as of 12/31/2023

Click on  to add to your cart

Example Child #1 (10 yrs, 8 mos.)

\$2,900.00 now

\$0.00 now, \$966.67 / month, 3 Installments

\$0.00 now, 3 Installments of \$966.67

\$0.00 now, \$725.00 / month, 4 Installments

\$0.00 now, \$966.67 / month, 3 Installments

\$0.00 now, \$1,450.00 / 2 months, 2 Installments

Example Child #2 (13 yrs, 8 mos.) [or](#)

Example Parent (21 yrs.) [or](#)

Example 2 Parent, sibling, or Other traveler (32 yrs.) [or](#)

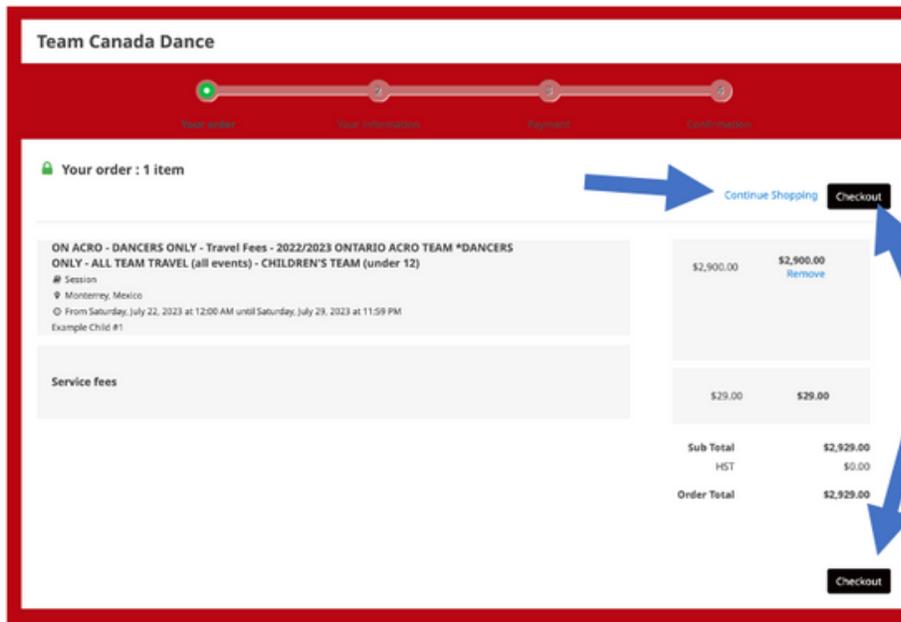
Example Child #3 (05 yrs.) [or](#)

Add another person

10) For this example, I will choose the **full amount** or **\$2,900 now**

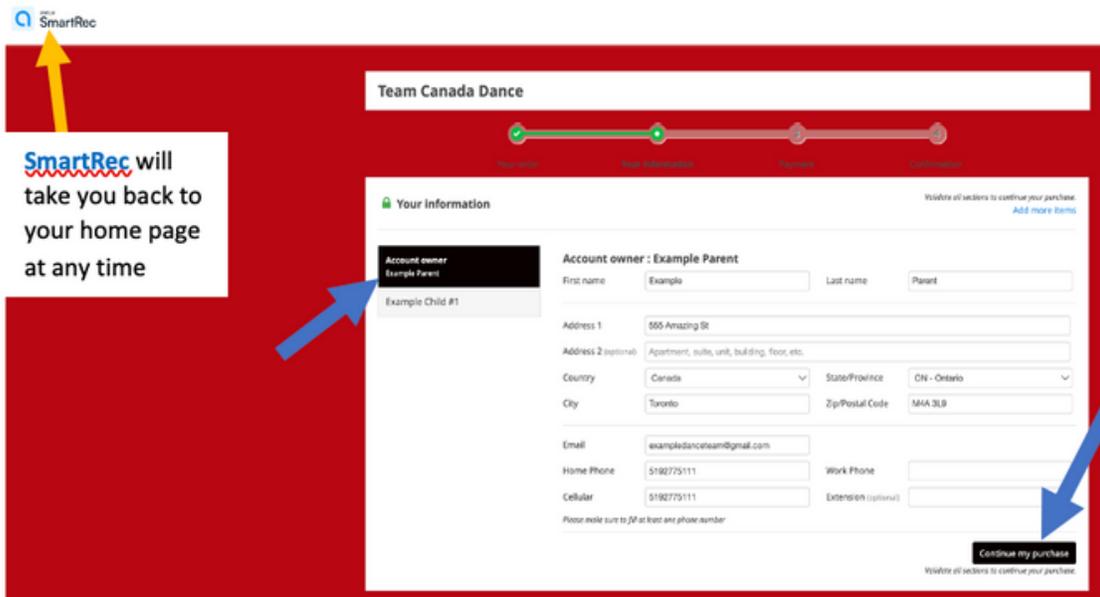
11) For this example, I will not choose **Continue Shopping** but rather the **Checkout button** (at the bottom left corner and showing the cart at the top left corner)

12) You will be brought to **Your Order** to verify



13) For this example, I will select **Checkout**. You can also choose the **Continue Shopping** in the upper right corner if you want to add another dancer. I will **Checkout** at this time.

14) You will be brought to a page with **the Account Owner information**. You will have to validate all sections to **continue with your purchase**.



15) You will then be brought to the **Dancers Information page**. In my example, I am **registering Example Child #1**. Please validate all sections to continue your purchase

Team Canada Dance

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

Your information

Account owner: Example Parent ✓

Example Child #1

Personal information : Example Child #1

Date of birth: 1/1/2012 This information can be modified in your account settings.

Gender: Female

Email: example@mteam@gmail.com

School (optional): Awesome School of Dance /or/ University of Dance

Pairing with a Friend

First name (optional): Last name (optional):

Picture (optional)

 [Change the picture](#)

Check here if no known medical conditions.

Allergies (optional)

Nuts Peanuts
 Eggs Insect bites/stings
 Seafood

Other (optional):

Allergic reactions (optional): anaphylactic

Medical conditions (optional)

Asthma Incontinence

For school, please select your home studio or university if you are no longer part of a dance school. You may put where you trained as well. The picture is optional but it helps if you can add one. In terms of **medical conditions** or **allergies**, you only need to let us know anything that may impact travel or dance in any way – such as a nut allergy or any other allergy that can lead to anaphylaxis, or if you have a seizure disorder and we may be the ones that need to help at some time, etc.... Those choices are automatic with the system, we don't need to know if you are incontinent (that was already there)! Diabetes would be good to know in case there is an emergency with blood sugars, same with asthma...you get the idea. We won't share the health information unless it's absolutely necessary (for instance, a paramedic is called) or you don't mind others knowing in case there is an emergency. We always seem to have at least one parent who is in the medical field which is nice.

TRAVEL OPTIONS: (optional)

Team Travel (optional) Team Extended Travel (optional)

Payment Options (optional)

Other

Please attach a copy of your passport *PASSPORT CANNOT EXPIRE WITHIN 6 MONTHS OF TRAVEL! We have had dancers/parents turned away at customs in the past - please check your expiry date and take any needed action. IT IS YOUR RESPONSIBILITY, NOT OURS OR THE AIRLINE! If you are in need to renew, please attach expired passport until replaced by new one. If do not have one at all at this time, please take a picture of a note saying you are in the process of getting a passport, then replace picture with passport once you get it. We need this information for the airline. (optional)

Passport Photo.png

Choose a file

Are you vaccinated or willing to be vaccinated to be a part of the team? (optional)

Yes (optional) No (optional) Specify (optional)

Please submit proof of covid vaccination and ensure that all core vaccines are up-to-date for traveling. (optional)

Vaccine Proof Photo.png

Choose a file

If you are a dancer not travelling with family, please list someone you may want to room with. We will pair the dancer with a friend/chaperone in the next room. (optional)

You will need to upload your **passport** photo to continue. Please use an old one now and replace it when you get a new one, or if you don't have any yet, just take a pic of a piece of paper with "passport is coming..."

16) Before you can continue the purchase, you will need to review the **terms and conditions**

Please review our terms and conditions. If there is something you would like to discuss, please let us know.

Read me

Select a Primary Legal Guardian

Example Parent Edit

Select a Secondary Legal Guardian (optional)

None Edit New

Select an Emergency Contact

Example Parent Edit New

Select a second Emergency Contact

Please select... Edit New

Confirm

RELEASE OF LIABILITY In consideration of the permission granted by Team Canada Dance and the donated studio usage for auditions, rehearsals and its agents (including the Director, choreographers, chaperones, studio owners, CNDF, CNDG, CDO, IDO, and Team Canada Dance Hip Hop, Streetdance, Tap, Ballet, Jazz, Modern, Showdance, Acro, Commonwealth teams, World Dance Teams, Team Canada Dance and/or Team Canada Dance Org) for allowing the registered dancers and parents, or guardian(s) or participants agree with the follows A. That neither I/We or the Participant shall hold Team Canada Dance Org, and their directors or choreographers liable for any loss, damage, expense, injury, or death whatsoever, suffered or incurred by the Participant arising out of, or any way attributable to the activities inherent in Team Canada Dance participation and the IDO World Championships, or to the use of the Lands or any vehicle before, studio, rehearsals, during or after his or her participation in Team Canada Dance activities. B. To be involved in Team Canada Dance auditions and rehearsals and travel. C. That Team Canada Dance, Canadian National Dance Championships, Dance Studio, the rehearsal studios or their owners, choreographers and staff, Team Canada National Director Bonnie Dyer, Assistant Directors Alison Sharp and Melissa Dyer, International Dance Organization, Competition Organizers, or any of the Team Canada Dance Choreographers of which are not liable for any accidents or injuries or cancellations of any events in connection with World Dance Championships. D. I/We understand that there is an element of risk involved in some activities engaged in by Team Canada Dance, as in the consideration to send from music activities. I/We

Close Accept

Continue my purchase

Voluntarily agree to these sections to continue your purchase.

17) And fill in the **emergency contact** information. Then **Continue my purchase** which will take you to the payment page.

18) If you check out at this point, you will see the following.

The screenshot shows the checkout process for Team Canada Dance. At the top, a progress bar indicates four steps: 'Your order', 'Your information', 'Payment', and 'Confirmation'. The 'Payment' step is currently active. Below the progress bar, there are links for 'Payment', 'View order details', and 'Add more items'. A text box on the left explains that certain items may require online payment and that any amount not paid online will be added to the account. The main section is titled 'Select an amount to pay:' and contains two boxes. The first box shows '\$2,929.00 online'. The second box shows '\$0.00 online' and '\$2,929.00 offline'. A blue arrow points from the second box towards the next screenshot.

If you select the box with **\$0.00 (online)/\$2,525.00 (offline)**, which is what you would select if you were going to **pay all your travel fees by e-transfer/cheque/cash or set up your own credit card payment plan**, then you will be brought to a **receipt page**. Your account will be updated every time you send a payment.

The screenshot shows the next step in the checkout process. The progress bar now has three green checkmarks, indicating that 'Your order', 'Your information', and 'Payment' are complete. The 'Payment' section shows a total of '\$2,525.00 offline'. A text box on the left states: 'Your transaction is not complete until you accept the general terms of Team Canada Dance and click the complete purchase button.' The main section is titled 'You will need to make a payment directly to Team Canada Dance.' and includes a checkbox for 'I accept the Terms and conditions'. Below this, there are links for 'Previous' and a 'Complete purchase' button. A blue arrow points from the 'Complete purchase' button towards the next screenshot.

Accept the [terms and conditions](#), and **Complete purchase**

You will get a receipt like this:

Team Canada Dance

Your order Your information Payment Confirmation

Confirmation

[Return to store](#) [Share](#) [Print](#)

Your order has been successfully completed.
Invoice Number: 15199316
Date: 9/3/2022

Client
Example Parent
555 Amazing St
Dancetown, NT
X0X 0X0

Organization
Team Canada Dance
146 Bristol St
Guelph, ON
N1H 3L9

Session activities

2022/2023 ONTARIO ACRO TEAM *DANCERS ONLY - ALL TEAM TRAVEL (all events) - CHILDREN'S TEAM (under 12)	\$2,500.00
---	------------

Participant: Example Child #1
Monterrey, Mexico

Fees

Service fees	\$25.00
--------------	---------

Sub Total	\$2,525.00
HST	\$0.00
Order Total	\$2,525.00

Important - Please note

ON ACRO - DANCERS ONLY - Travel Fees

Confirmation for ONTARIO ACRO DANCERS ONLY participating in the IDO World Acrobatic Dance Championships in Monterrey, Mexico, July 2023

Please make sure your passport is valid within 6 months of traveling.

Additional information is on our website www.teamcanadadance.ca

*please note that TAXES ARE INCLUDED. We pay different taxes in multiple countries so the taxes cannot be broken down on invoice so they appear as 'waived'.

[Share](#) [Print](#)

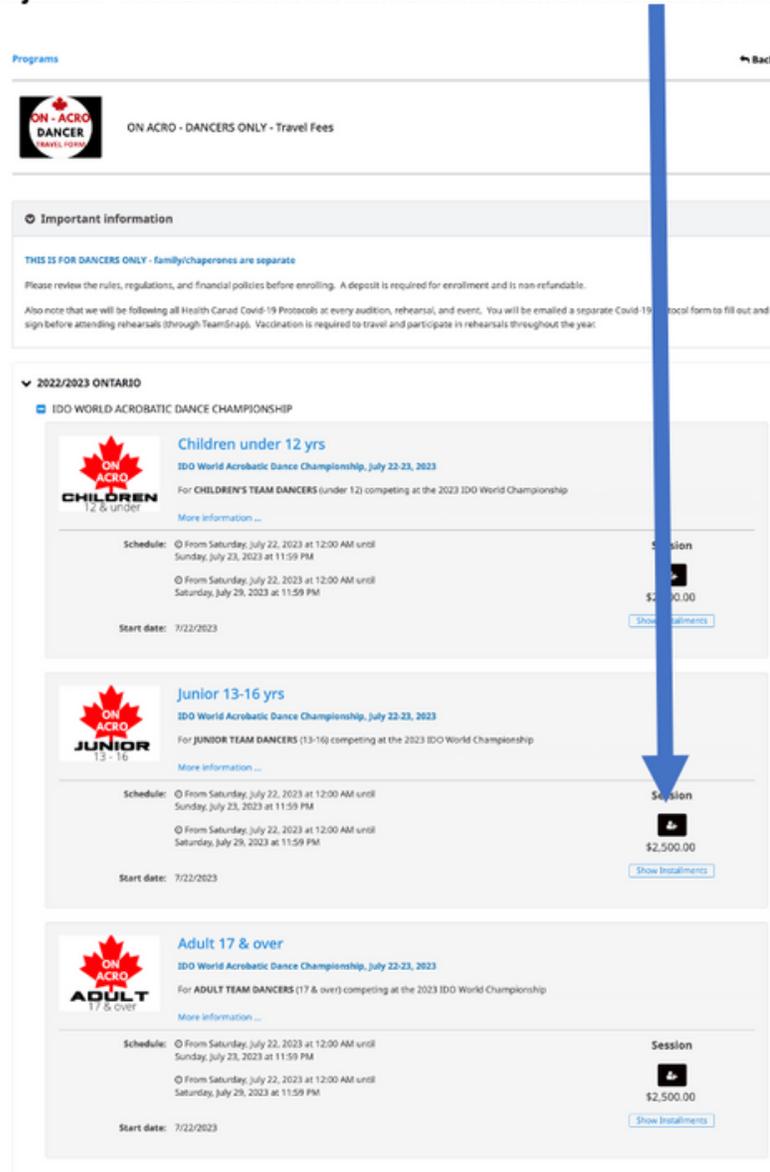
[Share](#) [Print](#)

If you select [Return to Store](#) or [Add more items](#) (previous page - before you completed the purchase), you can then add another dancer or parent/sibling/traveler.

19) **DANCER EXAMPLE 2:** I will then add a dancer and select an instalment plan for you to see that example. I will add in another dancer by selecting Return to Store

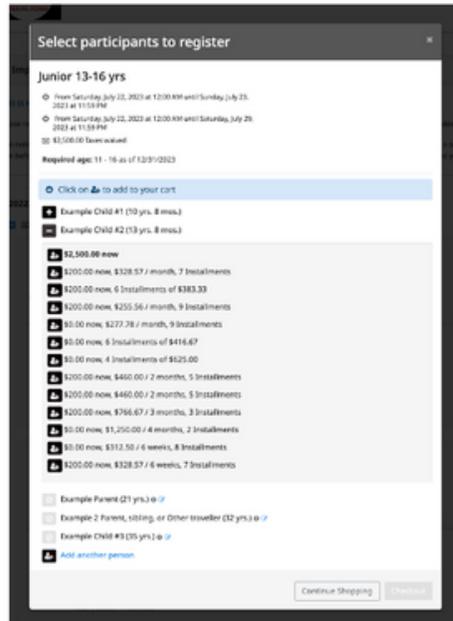


20) This dancer will be a **junior**. You can see the installments Click on the **black box** to get started

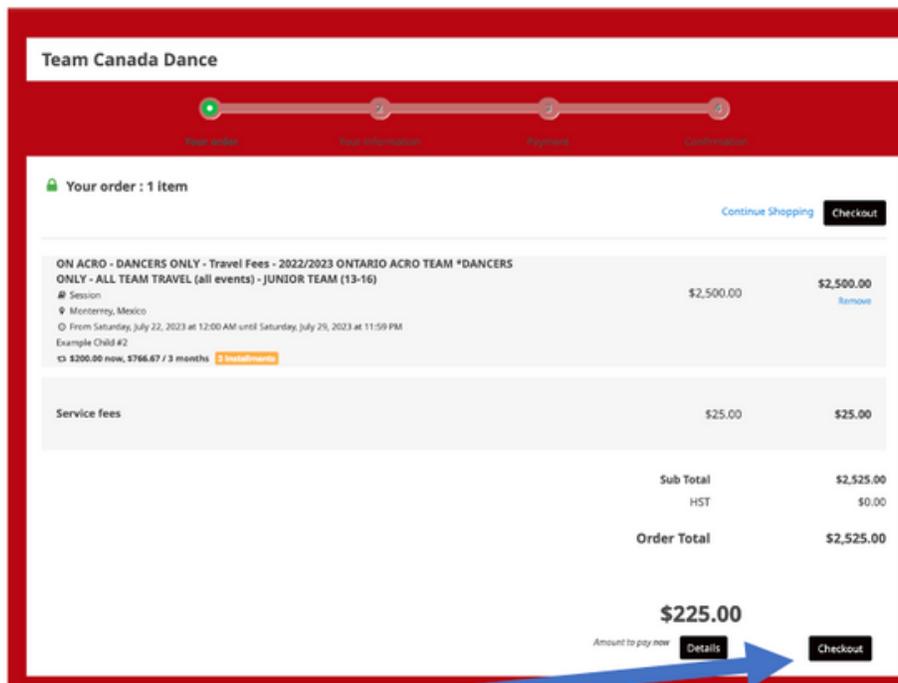


21) Add another dancer  Add another person

22) This dancer will be **Example Dancer #2**, repeat point 8) with the name/info and select an instalment plan
 Choose the instalment plan with the \$200 now if you are paying your deposit by credit card OR choose the instalment plan with \$0 now, and future credit card instalments if you plan to etransfer your deposit but pay the rest by credit card.



23) When you check out with this dancer, you will see the confirm **Your Order** page



24) Checkout

25) When you hit **Checkout**, you will then have to verify the **Account Owner** information

SmartRec exampleshowdanceteam@gr

Team Canada Dance

Your order Your information Payment Confirmation

Your information

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

Account owner
Example Parent

Example Child #2

Account owner : Example Parent

First name: Example Last name: Parent

Address 1: 555 Amazing St

Address 2 (optional): Apartment, suite, unit, building, floor, etc.

Country: Canada State/Province: ON - Ontario

City: Toronto Zip/Postal Code: M1A 2L8

Email: exampledanceteam@gmail.com

Home Phone: 5192775111 Work Phone:

Cellular: 5192775111 Extension (optional):

Please make sure to fill at least one phone number

Continue my purchase

Validate all sections to continue your purchase.

26) Then complete the **(Example Child #2)** dancer information as seen in point 15) example previously

Your information

Validate all sections to continue your purchase. © 85:13

Account owner ✓
Example Parent

Example Child #2

Personal information : Example Child #2

Date of birth: 1/1/2009
This information can be modified in your account settings.

Gender: Male

Email: example@mc@gmail.com

School (optional): Wonderful School of Dance

Pairing with a Friend

First name (optional): Last name (optional):

Picture (optional): **Change the picture**

Check here if no known medical conditions.

TRAVEL OPTIONS: *Can be changed up until air tickets are finalized Please note that some of these travel dates are dependent on the number of travelers and may not be possible through the airline. We won't know until the list is submitted. Ballet, Jazz, Modern/Contemporary Team Travel: Nov.25 - Dec. 5* Ballet, Jazz, Modern/Contemporary Extended Travel: Nov. 25 - Dec. 7 Ballet & Jazz Team Travel: Nov. 25-Dec. 3 Modern/Contemporary Team Travel: Nov. 29 - Dec. 5* Modern/Contemporary Extended Travel: Nov. 29 - Dec. 7

TEAM TRAVEL EXTENDED TRAVEL Other

Payment Options (optional): PAY ONLINE

Please attach a copy of your passport **PASSPORT CANNOT EXPIRE WITHIN 6-MONTHS OF TRAVEL! We have had dancers/parents

And finally, [Continue](#) my purchase when you are done completing all the fields

27) Because you selected one of the installment plans, you will be brought to the **credit card payment** page.

SmartRec exampleshowdanceteam@gm

Team Canada Dance

Your order Your information **Payment** Confirmation

Payment

\$225.00
amount to be paid now

INSTALLMENTS:
By entering your payment information, you agree to be charged for the following installments according to the terms described below:

Example Child #2
ON ACRO - DANCERS ONLY - Travel Fees
- 2022/2023 ONTARIO - IDO WORLD
ACROBATIC DANCE CHAMPIONSHIP - Junior 13-16 yrs

LIST OF PAYMENTS:	
Paid now	\$200.00
2022-10-01	\$460.00
2022-12-01	\$460.00
2023-02-01	\$460.00
2023-04-01	\$460.00
2023-06-01	\$460.00

Credit card payment

Credit card details

Cardholder name

Card number

Expiration date CVV

Billing address
555 Amazing St
Toronto ON M4A 3L9
Canada

Use different billing address

Save card to this account, and allow Team Canada Dance to charge this card for future agreed-upon purchases.

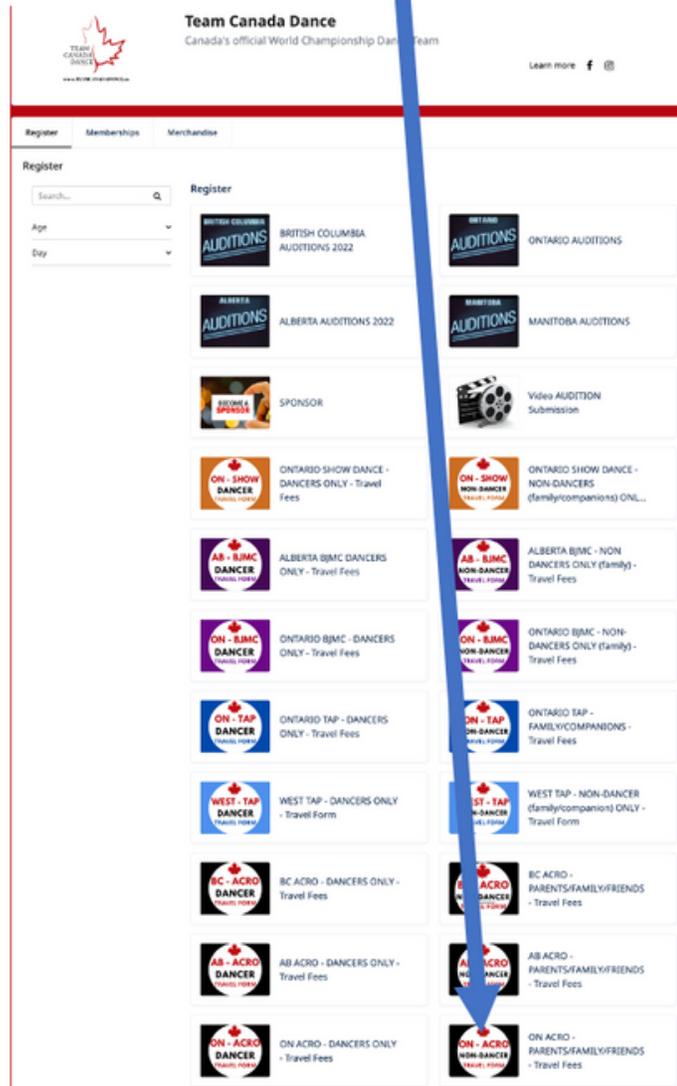
I accept the [terms and conditions](#)

Make payment

Enter your credit card information, **Make payment** and then you will see the receipt page.

Dancer registration is DONE!

28) If you want to add yourself (the account owner) or another person to travel with the dancer, then you must go back to the homepage and select **ON ACRO NON-DANCER (family)**.



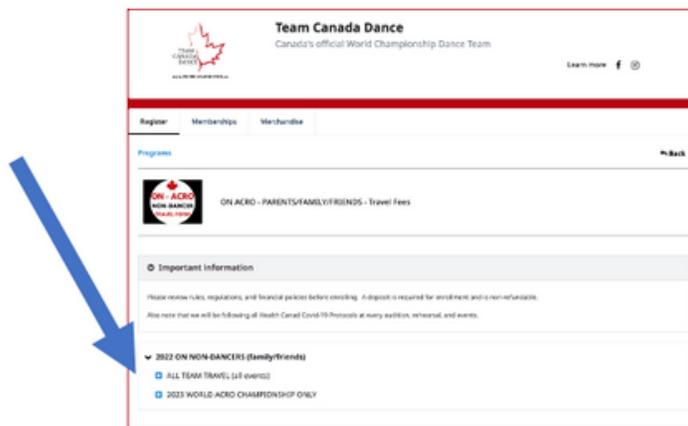
29) It will be the same access code **416**

Register Memberships Merchandise

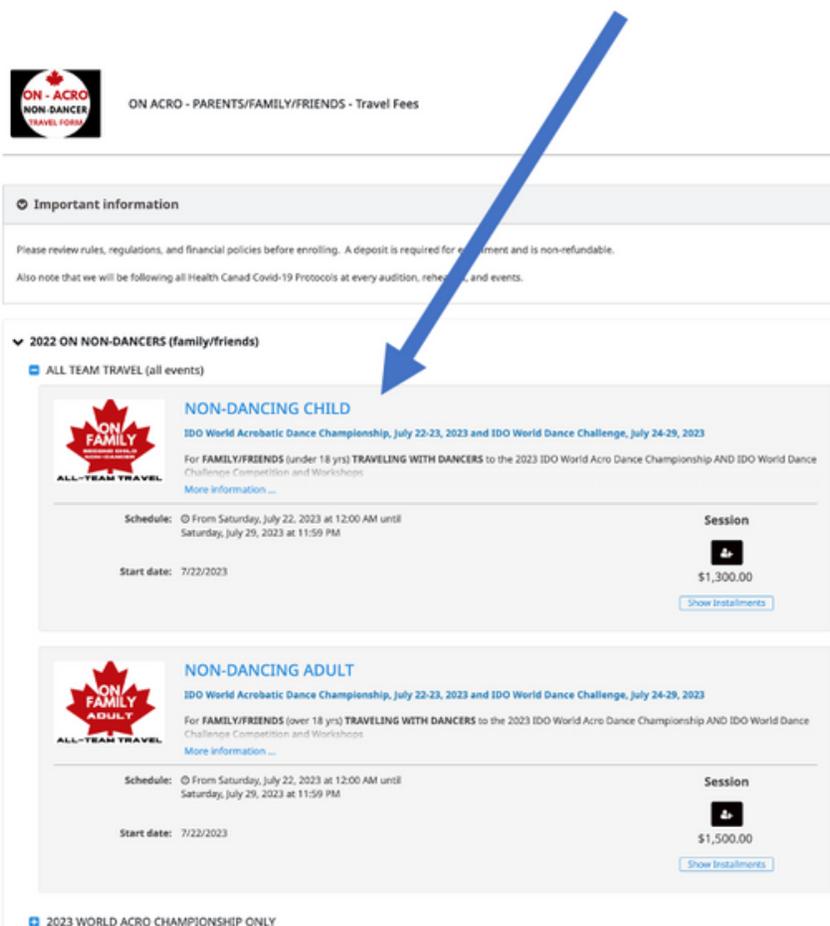
This program is available by invitation only. Please enter the access code to continue.

Access code:

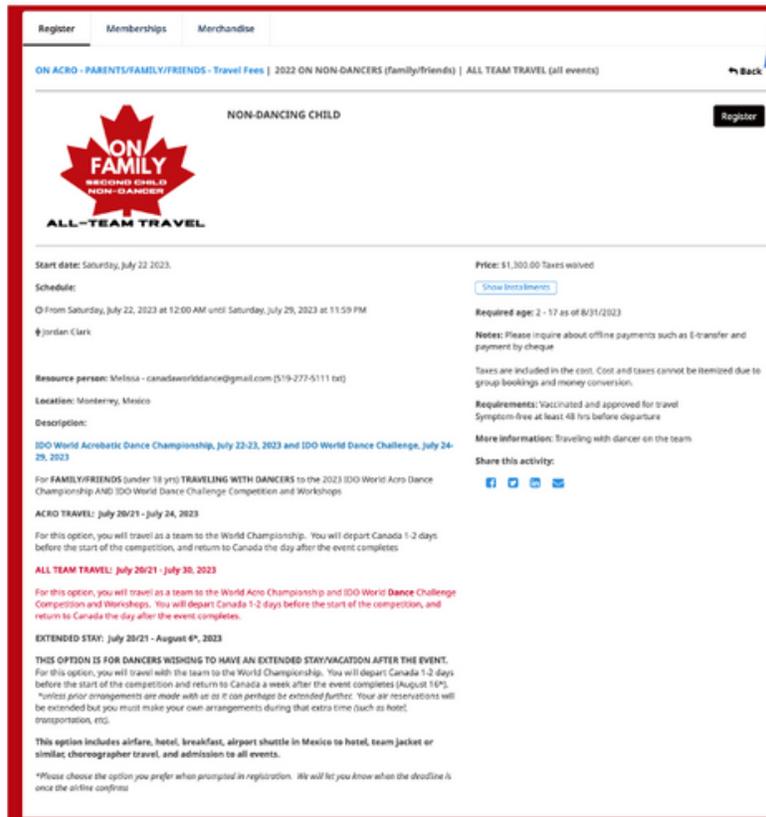
30) At the bottom, click on **2023 ONTARIO NON-DANCERS ONLY (family/friends)**, then **+** **ALL TEAM TRAVEL (all events)** **OR** **+** **IDO WORLD ACROBATIC DANCE CHAMPIONSHIP ONLY**. Here, you will see the registration for **Non-Dancing Child and Non-Dancing Adult**.



Here, you will see the registration for **Non-Dancing Child and Non-Dancing Adult**.



Open the [more information...](#) to see more information. Click **Back** to return to previous page.



The screenshot shows a registration page for a dance event. At the top, there are tabs for 'Register', 'Memberships', and 'Merchandise'. Below the tabs, there are links for 'ON ACRO - PARENTS/FAMILY/FRIENDS - Travel Fees', '2022 ON NON-DANCERS (family/friends)', and 'ALL TEAM TRAVEL (all events)'. A blue arrow points to a 'Back' button in the top right corner. The main heading is 'NON-DANCING CHILD' with a 'Register' button. Below this is a logo for 'ON FAMILY' and 'ALL-TEAM TRAVEL'. The page is divided into two columns. The left column contains details such as 'Start date: Saturday, July 22 2023', 'Schedule: From Saturday, July 22, 2023 at 12:00 AM until Saturday, July 29, 2023 at 11:59 PM', 'Resource person: Melissa - canadaworlddance@gmail.com', 'Location: Monterrey, Mexico', and 'Description: IDO World Acrobatic Dance Championship, July 22-23, 2023 and IDO World Dance Challenge, July 24-25, 2023'. The right column contains 'Price: \$1,300.00 Taxes waived', 'Required age: 2 - 17 as of 8/31/2023', 'Notes: Please inquire about offline payments such as E-transfer and payment by cheque.', 'Requirements: Vaccinated and approved for travel Symptom-free at least 48 hrs before departure', and 'More information: Traveling with dancer on the team'. There are also social media sharing icons at the bottom right.

31) You will then need to choose yourself (the account owner) and/or another person who will be travelling. **You must do this for every traveler.** If you need to add another person, do that here.

 [Add another person](#)

Modify the account owner information

The account owner is the main point of contact for the organization and is responsible for paying balances. He/she must be 18 years or older.

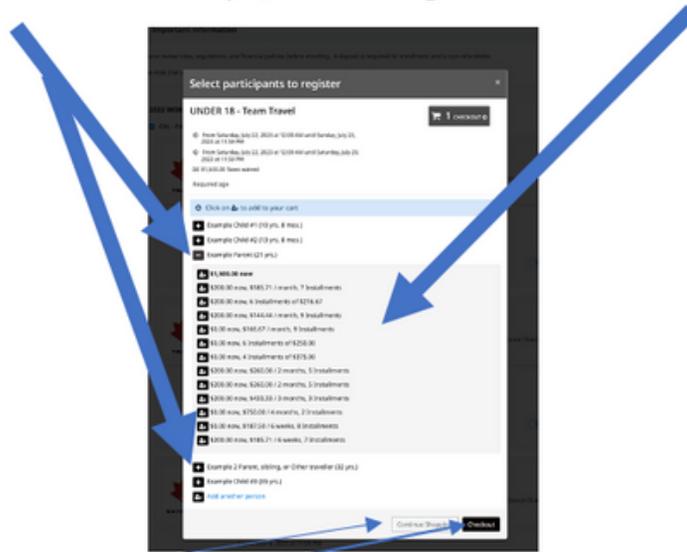
First name

Last name

Child Adult

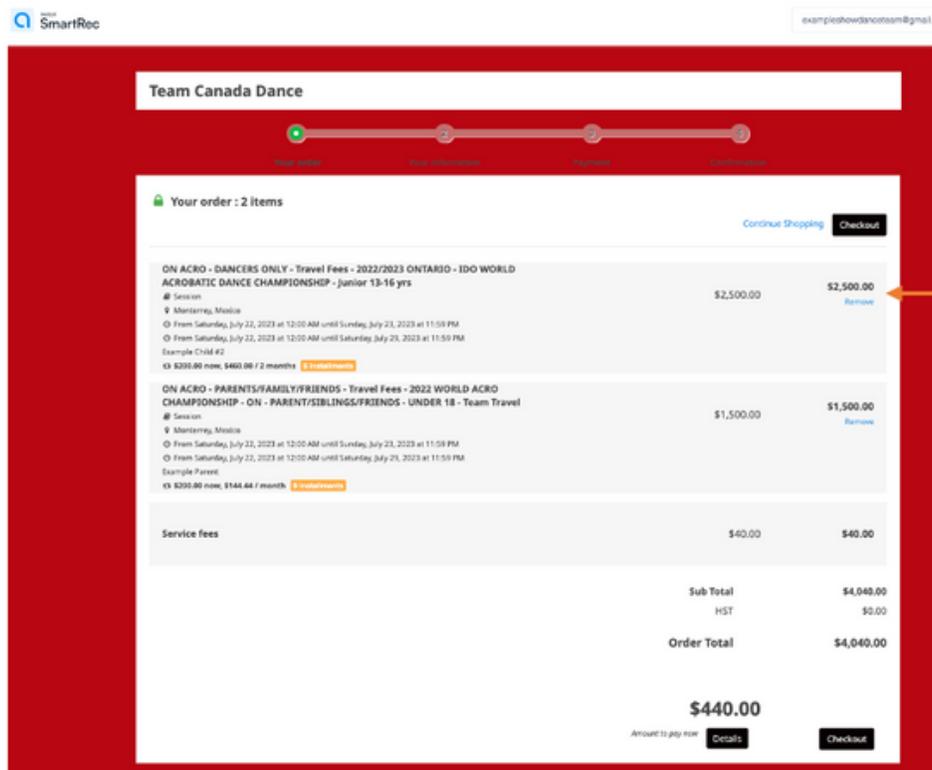
Date of birth

32) If you are selecting yourself (the account owner), then click on your name. If you are selecting someone else, click on their name. For this example, I am choosing a different installment plan for 'Example Parent'



Then either **Continue Shopping** or **Checkout**. I am going to Checkout right now.

33) For my examples, I had previously added Dancer #2 to an instalment plan and now myself as a parent traveler. I will then see the following summary page:

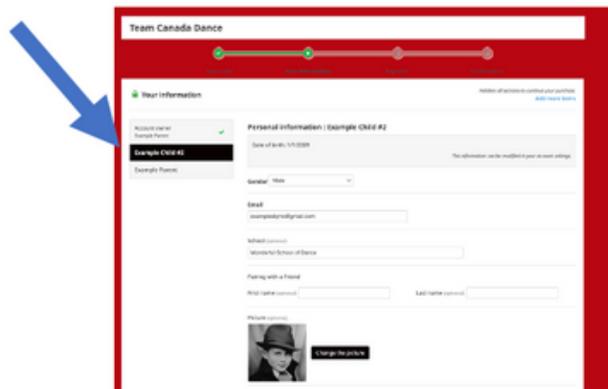


In this example, I already had the instalment plan from the previous dancer in my cart.

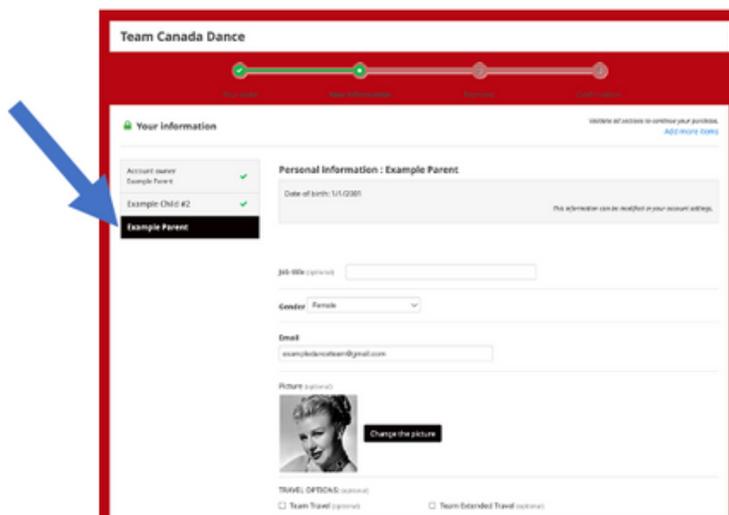
34) You will then have to either **Confirm** the **Account Owner** information again, then **Continue my purchase**. It will then ask you to confirm any other travelers that you are currently in the process of checking out



Right now it will bring me back to **Example Child #2** to **Confirm my purchase** because I haven't completed that purchase yet. It won't bring me to confirm Example Child #1 because I chose to pay offline and have already completed that purchase. Check the information for accuracy, then **Continue my purchase**



Now (in my example) it will bring me to my Personal Information page where I will finish entering all the information needed for travel. I'm the account holder, but this page has all the needed travel information for the purchase. Finally, click **Continue my purchase** for this traveler (yourself, other parent/sibling).



35) When you do **Continue my purchase**, on all travelers added to this purchase **by installment plans**, you will be brought to the **Payment** page where you will enter your credit card information (if you haven't already) or confirm payment method.

Team Canada Dance

View order View items **Payment** Confirmation

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

\$440.00
amount to be paid now

INSTALLMENTS:
By entering your payment information, you agree to be charged for the following installments according to the terms described below:

Example Child #2
ON ACRO - DANCERS ONLY - Travel Fees - 2022/2023 ONTARIO - IDO WORLD ACROBATIC DANCE CHAMPIONSHIP - Junior 13-16 yrs

LIST OF PAYMENTS:

Paid now	\$200.00
2022-10-01	\$460.00
2022-12-01	\$460.00
2023-02-01	\$460.00
2023-04-01	\$460.00
2023-06-01	\$460.00

Example Parent
ON ACRO - PARENTS/FAMILY/FRIENDS - Travel Fees - 2022 WORLD ACRO CHAMPIONSHIP - ON - PARENT/SIBLINGS/FRIENDS - UNDER 18 - Team Travel

LIST OF PAYMENTS:

Paid now	\$200.00
2022-10-01	\$144.48
2022-11-01	\$144.44
2022-12-01	\$144.44
2023-01-01	\$144.44
2023-02-01	\$144.44
2023-03-01	\$144.44
2023-04-01	\$144.44
2023-05-01	\$144.44
2023-06-01	\$144.44

Credit card payment

Credit card details

Cardholder name

Card number

Expiration date CV

MM/YY

Billing address
555 Amazing St
Toronto ON M4A 3L9
Canada

Use different billing address

Save card to this account, and allow Team Canada Dance to charge this card for future agreed-upon purchases.

I accept the [terms and conditions](#)

Make payment

Fill it in and click on the **Make Payment** box on the lower right side.

You are done! You will get a receipt emailed to you. Credit Card service fees go to the company, not us. That fee comes off the first payment only.

If you need to change your payment options at any time, see the following page.

If you choose to **Make a Payment** here, you will see the payment page. This is used for making any payment by credit card outside of the regularly scheduled installment plan or paying off a balance.

Personal account
Example Parent ▾

Home
Billing
Purchases
Wallet
Members
Memberships cards
Communication 1
Documents
Settings

Find a store

User account > Billing

Make a payment

Team Canada Dance

Outstanding invoices

<input type="checkbox"/>	Invoice	Date	Status	Total	Balance
<input type="checkbox"/>	15079160	2022-08-24	Unpaid	\$3,939.00	\$3,939.00

Payment information

Amount
\$0
Enter the amount you want to pay

Payment type
Credit card ▾

Credit card details

Cardholder name

Card number

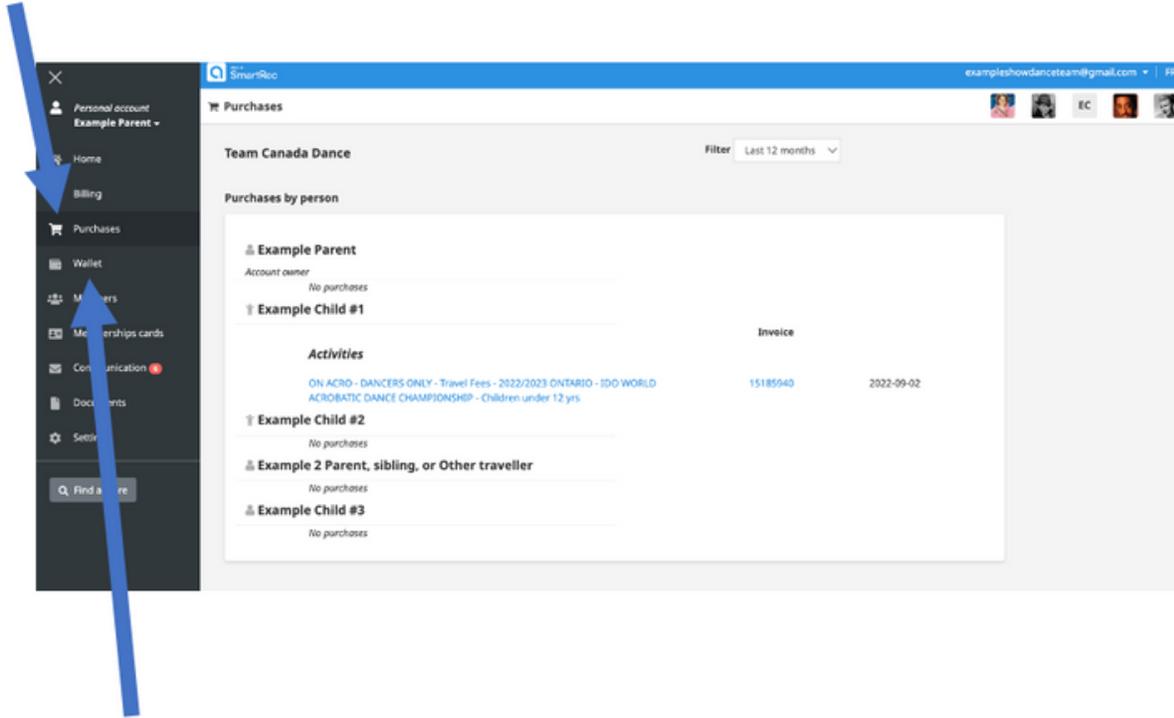
Expiration date
MM/YY
CVV

Billing address
151 Corstate Ave
Concord ON L4K 4Y2
Canada
 Use different billing address

Make payment

Check the **invoice** (there is only one in my example, but you may have several – you can check them all if you just want to make a general payment, not to a specific traveler), the **amount you want to pay**, then the **credit card details**. Then **Make Payment**.

- C) **PURCHASES** in the black box will show you a summary of all your purchases. I didn't complete my credit card payment details for Example Child Dancer #2 or myself as the Example Parent so it won't show up here until I do finish checking out with payment. I checked out Child #1 with an offline payment so I will see it here as it is a completed purchase.



- D) **WALLET** will bring you to your payment information. It will show your credit card information or your bank information – however you chose to pay. I didn't put in any credit cards for my example, so it shows like this

User account > Wallet

Wallet



You haven't saved any payment methods yet.
Don't worry, it's quick and easy to do!

Add a credit card

Add a bank account

- You can add/change credit cards here. You may have several on file if this is your preference

Wallet

Payment methods [Upcoming payments](#) 31

Your credit cards

▼ **VISA** Visa ending in 1111 Samantha Postlethwaite 03/23

Billing address
35 Cedar
Greenfield Park QC J5A 1L4
Canada

Authorizations 
Amilia Fun Club ×
The Amilia Demo Experience ×

 [Delete card](#) [Replace card](#) 

[Add a credit card](#) 

Your bank accounts

>  **Royal Bank of C...** ending in 6789 Sam's Fun Fund

[Add a bank account](#)

- **When you do go to make a payment, you can either choose any cards already added, or add another.**

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

\$10.00
amount to be paid now

Credit card payment

VISA Visa ending in 1111 Samantha Postlethwaite 03/23

Billing address
35 Cedar
Greenfield Park QC J5A 1L4
Canada

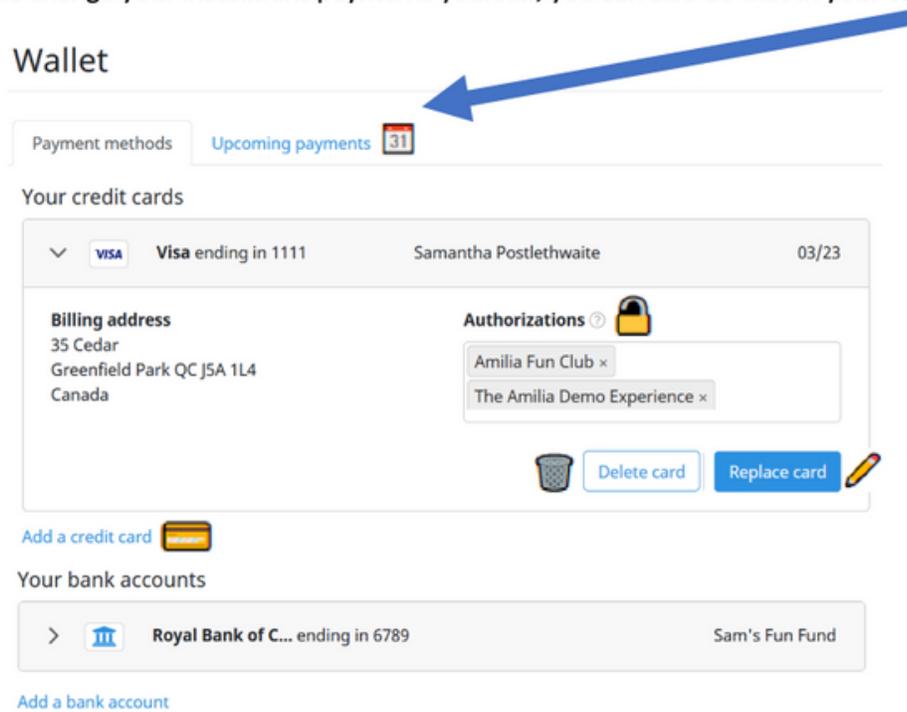
Use different billing address

VISA Visa ending in 4700 Samantha Postlethwaite 03/22

[Use a different card](#)

[Make payment](#)

E) If you want to change your instalment payments yourself, you can also do that in your **Wallet** page



The screenshot shows the 'Wallet' page with two tabs: 'Payment methods' and 'Upcoming payments'. A blue arrow points to the 'Upcoming payments' tab, which has a calendar icon with the number '31'. Below the tabs is the 'Your credit cards' section, which displays a Visa card for Samantha Postlethwaite, ending in 1111, with an expiration date of 03/23. The card details include the billing address: 35 Cedar, Greenfield Park QC J5A 1L4, Canada. There are also two authorizations listed: 'Amilia Fun Club' and 'The Amilia Demo Experience'. At the bottom of the card details are buttons for 'Delete card' and 'Replace card'. Below the credit card section is the 'Your bank accounts' section, which shows a Royal Bank of Canada account ending in 6789, associated with 'Sam's Fun Fund'. There is also an 'Add a bank account' link.

F) **UPCOMING PAYMENTS** In your Wallet, you can see your **Upcoming Payments** on the credit card instalments you chose only.

If you selected e-transfers/pay offline, then you make your own instalment schedule. As long as it is paid before November, you can pay in a schedule that works best for you

View Upcoming payments

This section displays **all** your planned installment payments and your **next** subscription payment(s). You can edit the payment method on any upcoming payment with any of your saved credit card(s) or bank account(s). This in turn updates all future payments linked to the payment plan.

- G) **Edit Installment Date, the Amount or Cancel a Payment:** First, select the installment payment(s) and click **Edit Planned Date**. A new table will appear. The new date will apply to the payment(s) shown in the table.

Clients > Samantha Postlethwaite > Upcoming payments > Edit planned date

Samantha Postlethwaite

Installment

Id	Invoice	Installment plan	Planned date
26699674	11112656	Afterschool Activities 2021 - Winter 2021 - Young Cubs (3-6 yrs) - Robotics Club	Sep 1st, 2021

Payment information

Planned date

2021-09-01 

Admin comments (optional)

- H) Edit the **instalment amount** by selecting the installment payment(s) and click **Edit Amount**. A new table will appear. The new amount will apply to the payment(s) shown in the table. *Before editing the amount of an installment, it is recommended to search for the applicable invoice number to double-check which installments (and how much) are already planned.

Clients > Samantha Postlethwaite > Upcoming payments > Edit amount

Samantha Postlethwaite

Installment

Id	Invoice	Installment plan	Planned date
26699675	11112656	Afterschool Activities 2021 - Winter 2021 - Young Cubs (3-6 yrs) - Robotics Club	Oct 1st, 2021

Payment information

Amount

\$25

Admin comments (optional)

Save

You can enter any amount, whether the value is lower or higher than what is required to pay the invoice item eligible for installments.

- I) **CANCEL A PAYMENT:** If you need to put a payment on hold or just cancel it for the time being, then select the installment payment(s) and click **CANCEL PAYMENT(s)**. A new table will appear. The payments in the table can be called. Click **CANCEL PAYMENT**. A success message will appear when it is canceled.

Installment			
Id	Invoice	Installment plan	Planned date
26699674	11112656	Afterschool Activities 2021 - Winter 2021 - Young Cubs (3-6 yrs) - Robotics Club	Sep 1st, 2021

[Cancel payment](#)

You can view canceled installments in the **Upcoming payments** subtab by filtering for **Canceled installments**.

- J) **MEMBERS:** The members tab in the black box to the left is where you will find all the information about all the travellers you added. This is where you can make any necessary changes such as adding a new passport photo or changing any other details.
- K) When you first click on the **Members tab**, it will likely take you to the **account owner** or the last person you added.

Account Owner info

Everyone on your account

- L) In this example, if I want to choose (and/or edit) **Dancer #1** in my account, I will click **on the picture** (or initial if no pic is uploaded) in the top right corner and it will open and look something like this:

The screenshot shows a user profile for 'Example Child #1', 10 years old. The profile includes sections for Personal Information, Contact Information, Other Information, and Medical Info. A callout box labeled 'Edit' points to the 'Edit' link in the Personal Information section. Another callout box labeled 'EXTRA QUESTIONS is where you will find passport info' points to the 'Extra questions' link under the 'Forms by organization' section.

- M) To change something, hit **EDIT**.

- N) To change passport photo, just click on **CHOOSE FILE**

Please attach a copy of your passport
 *PASSPORT CANNOT EXPIRE WITHIN 6 MONTHS OF TRAVEL!
 We have had dancers/parents turned away at customs in the past
 - please check your expiry date and take any needed action.
 IT IS YOUR RESPONSIBILITY, NOT OURS OR THE AIRLINE!

If you are in need to renew, please attach expired passport until replaced by new one. If do not have one at all at this time, please take a picture of a note saying you are in the process of getting a passport, then replace picture with passport once you get it. We need this information for the airline.

Passport Photo.png

DON'T FORGET TO SAVE ANY CHANGES!!

- O) Finally, the **COMMUNICATION** tab has all the emails that have been sent through the registration system.

If you have any questions, please let us know.