

## **REGISTRATION INSTRUCTIONS FOR SMARTREC: TEAD'S ONLINE STORE**

# **Creating An Account**

You Must first create and log in to your Amilia account before purchasing from TEAD's store. Click here to begin.

- If you do not have an account, click 'Create an account'
- Complete the fields. The account must belong to an adult (18yrs+).

. SmartRec			Login Sign up França
TEAD Therapeutic Riding Centre TEAD Therapeutic Riding TEAD Therapeutic Riding Teatre	Log in Email Intoton@tead on ca Password Log in Create an account or reset your password Exploring Amilia? Check us out here.	Or login with G	

J SmartRec			Login Sign up Flança
TEAD Therapeutic Riding Centre           Centre	Create an account  First Name  Last Name  Description  Password  Verify email  Sevice Agreement and Privacy Policy.	Or login with	



Once you've filled out the above fields, click "Verify email". You will then be sent a confirmation email with a code. Enter the code on the web page when prompted and click "Verify".

TEAD	
Verify email address Check your email for the verification code sent to info@tead.on.ca (Change)	
Didn't get it? Resend	
Can't find your code? Check your spam folder	

Upon activation, you will land on the home page of your account.

Now, you will need to add the TEAD store to your account. From your home page, select "Find a store"

	ہ My account	SmartRec		info@tead.on.ca 👻   FR
	info@tead.on.ca	쓝 Home		тт
•	Home			
\$	Billing	About Amilia	My calendar	
Ĩ	Purchases	C SmartRec Amilia has partnerships with many organizations.	No activities yet Your calendar will show up here.	
	Wallet Members	Using your Amilia account to reserve activities is <b>quick, easy, and secure</b> .		
83	Membership cards	No more line-ups! Read more		
	Communication			
Ē	Documents	Upcoming events		
\$	Settings	All people 🗸		
	C Find a store	No activities		
		Activities without schedule		
		No activities		
		©2023 Amilia Enterprises Inc. All rights reserved.	Legal Knowledge base Support	



Then, type in TEAD in the search bar, hit "Search" and select the store.

Find an organization		
TEAD	Search	
ABCDEFGHIJ	KLMNOPQRSTUV	W × Y Z
Organization	Location	Phone number
TEAD Therapeutic Riding Centre	Mount Hope, ON	(905) 679-8323
Camp Funderblast Homestead	Mill Valley, CA	(415) 843-1730

Now you will be able to see the TEAD store and sign up for any activities we are offering.

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ТЕ ТНЕРАДЕН		TEAD provi	nerapeutic Riding Centr des therapeutic horseback riding le ng to children, youth, and adults w	essons and other	equine-based
					Learn more <b>f in</b> 🔘
Register Memb	berships N	lerchandise			
Register				100	
Search	Q		Therapeutic Riding Lessons	118	Recreational Riding Lessons
Age	~				
Day	*	14	Grooming Program		Wellness Programs
Program and category	* *				
More filters	*		Assessments		



The TEAD store has now been added to your profile. If you click the top right corner of the screen, you will be able to get back to the home page of your account.

<b>於</b> I	EAD.	TEAD provi		g lessons and other equine-based	Logout
		programm	ing to children, youth, and adults	s with (dis)abilities. Learn more <b>f in</b> ③	
Register M	Memberships M	lerchandise			
Register					
Search	Q		Therapeutic Riding Lessons	Recreational Riding Lessons	
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Program and cate					
	~		Assessments		

You will be able to access the store again from here. We also recommend bookmarking the page for easy access.

	My account	SmartRec	info@tead.on.ca	←   FR
	info@tead.on.ca	番 Home		тт
A	Home			
\$	Billing	SmartRec		
Ì	Purchases			
	Wallet	Centre		
**	Members	R Store		
80	Membership cards			
	Communication	About Amilia	My calendar	
	Documents	SmartRec	No activities yet	
\$	Settings	Amilia has partnerships with many organizations. Using your Amilia account to reserve activities is quick, easy, and secure.	Vour calendar will show up here.	
٩	Find a store	No more line-ups!		
		Upcoming events		
		All people 💌		
		No activities		
		©2023 Amilia Enterprises Inc. All rights reserved.	Legal Knowledge base Support	



**NOTE:** In your account home page, you will also be able to <u>add account members</u>, <u>pay off outstanding</u> <u>invoices</u>, and <u>view your purchase history</u> at any time. You can also validate your account if you haven't done so already.

#### Not receiving a confirmation email?

Make sure to verify your junk email folder. If necessary, contact support@amilia.com who will be able to quickly assist you with confirming your account.

For more help articles, please visit <a href="https://intercom.help/amilia/en/">https://intercom.help/amilia/en/</a>

# Skills

To register for lessons, you must have "Skills" attached to your Amilia account. These can be found in the "Members" tab, and must be added by the TEAD Program Assistant after an assessment is completed.

×			No known n	nedical conditions					
-	Personal account								
*	Home	Forms by organiza	ition						
\$	Billing	TEAD Equestrian Asso	ciation for the Disabled						
Æ	Purchases	) 🗐 Contac	ts Z Edit						
	Wallet								
***	Members	🕅 🔁 Skills 🥒 Edit							
83	Memberships Cards								
	Communication	i≣ Log							
	Documents								
٠	Settings	Date	Changes		Done by				
		7/28/2021	Changed Date of birth from 01/01/0001		You				
٩	Find a store	7/28/2021	Removed Email troton@tead.on.ca		You				
	C	2022 Amilia Enterprises Inc.	All rights reserved.	Legal Knowledge base Support					

Your Skills represent what type and supports you, your child, or your client require in your riding lessons to ensure you gain the most benefit possible. The instructor who conducts your assessment will assign the Skills.

When you go to register for lessons, you will only be permitted to register for classes that have the same Skills assigned to them as your profile does. This ensures that we will have the correct supports in place. If you would like to sign up for lessons but do not have any Skills in your profile, please email troton@tead.on.ca.



# How to Purchase Programming

1. What are you looking for?

Are you registering to an activity? Purchasing a Membership, or interested in some Merchandise?

Select the appropriate tab to access the list of items you're looking for.



#### 2. Registering to an activity

Choosing a Program will allow you to see the categories of activities within.

- Click on a category, then sub-category to display the corresponding activities.
- When you've found the activity, click the blue Add a person icon to register for a session



		Programs	5		Sack	
			Fall Fun			
Fall Sports Click on any category to display its sub-categories.						
		🔁 A	ges 3-5			
		🔁 A	ges 6-10 <b>Click on any sub-category to</b>	display its activ	vities.	
		🗄 Fall	Competitive Sports			
Fa	ll Sports					
Ð	Ages 3-	5	Click on the 🚑 ico	n to register some	one.	
	Ages 6-	10	or 🖀			
	<b>N</b>	17	Harvest Dash It's a Fall relay and you're invited! More information			
		Schedule:	O On Saturdays from 2:00 PM to 3:00 PM.	Drop in	Session	
		Start date:	9/1/2018	<b>m</b>	<b>2</b> +	
				\$5.00	\$25.00	
Leaf Blow Game           Why blow bubbles when you can blow leaves? Children blow a leaf across the table with a straw. The straw is the table with a straw. The straw is the table with a straw. The straw is the table with a straw.						
		14	across is the winner! More information			
		Schedule:	O On Sundays from 1:00 PM to 2:00 PM.	Drop in	Session	
		Start date:	9/2/2018	<b>*</b> 5.00	<b>4</b> \$10.00	



### 3. Choosing who to register

Log in to your Amilia user account if you have not already done so. If you do not have an account, you must create one.

Once logged in, select who to register:

- The first name belongs to the Account Owner, the adult responsible for the account.
- Add family members by clicking Add another person. They become account members.
- You only need to add an account member once. Add as many as you need!
- Click the blue + icon to register the member.

Select participants to register		
Junior Season		
<ul> <li>On Mondays from 5:30 PM to 7:00 PM.</li> <li>From 9/17/2018 until 11/26/2018</li> <li>On Wednesdays from 5:30 PM to 7:00 PM.</li> <li>From 9/19/2018 until 11/28/2018</li> </ul>	Info	
(3) \$500.00 Taxes included Gender: N/A	First name Sam Junior	
<ul> <li>Click on &amp; to add to your cart</li> <li>Samantha Postlethwaite (34 years old) The account owner</li> </ul>	Last name     Postlethwaite       Gender     Female       Samantha Postlethwaite (34 years old)	
Add another person <b>The account member(s)</b>	Child      Adult     Adult	2
Continue Shopping Checkout	Cancel Save Continue Shopping	Checkout



### 4. Add items to your cart and checkout

It's easy to keep track of what you are purchasing!

- The green check mark icon means you've successfully added the person for the activity to your cart.
- The shopping cart icon allows you to view your cart or proceed to checkout.
- Continue Shopping if you want to keep browsing the store.

Select participants to re	gister	×
<ul> <li>7-8 years old</li> <li>o on weekdays from 9:00 AM to 5:00 PM.</li> <li>From 7/30/2018 until 8/3/2018</li> <li>Gym Room 1</li> <li>\$100.00 Taxes not included</li> <li>Gender: N/A</li> </ul>	CH	Т <mark>≓</mark> 2 нескоит <b>⊙</b>
O Click on 🏞 to add to your cart		
🚑 Samantha Postlethwaite		
Sam Junior Postlethwaite (4 years old)		
Rachelle Postlethwaite (6 years old)		
Add another person		
	Continue Shopping	Checkout

Review your purchases before you **Checkout**. You can **Remove** any item if you don't want it. You will need to validate your information as well as that of the member(s) you're registering.

- Complete the organization's registration form for each individual member.
- Click **Continue my purchase** to save the form for each member. When all forms are completed, you will be able to provide your payment information.



Your information		You can always add more i checking out.		ote all sections to continue your pure Add more i
	Account of	wner : Samantha Postleth	waite	
count owner nantha Postlethwaite	First name	Samantha	Last name	Postlethwaite
mantha Postlethwaite		1751 Rue Richardson		
m Junior stlethwaite	Address	Montréal QC H3K 1G6 Canada		
chelle Postlethwaite		Edit		
	Email	samantha.postlethwaite@amilia		
	Home Phone	450	Work Phone	514
	Cellular	514	Extension	
				Continue my purcha
				late all sections to continue your pur te all sections to continue your purcha
Your information			Panaa	Add more ite
Samantha Postlethwaite ✔ Sam Junior Postlethwaite Rachelle Postlethwaite	Email		This information co	an be modified in your account setting
	and the second second	ary Legal Guardian		
	Please	select	<b>≜</b> * New	
				Continue my purchase
A Your information		•	Validote o	If sections to continue your purchase. Add more items
Account owner	Personal i	information : Rachelle Pos	stlethwaite	
Samantha Postlethwaite	Date of birt		This information can b	e modified in your account settings.
Sam Junior Postlethwaite	Email			
	Later Stri			
Rachelle Postlethwaite				
Rachelle Postlethwaite	Select a Prim	nary Legal Guardian		



When it's time to pay, select how you want to pay. If you want to pay by credit card, enter your details. You'll receive an email confirmation of your purchase!

- You need to indicate your billing address. Use a **different billing address** if it's not your home address.
- Tired of rummaging through your wallet for your credit card? You can choose to save your credit card or bank account and allow the organization to charge it for future agreed purchase. <u>Click here</u> to learn more!

🔒 Payment	View order details	Add more items
\$200.00	Cardholder name	
amount to be paid now	Card number	
	Expiration date CVV MM/YY	
	Billing address	
	49 Rue de Liège Saint-Jean-sur-Richelieu QC J3B 3T2 Canada	
	<ul> <li>Use different billing information</li> <li>Save card to my account, and allow The Amilia Demo Experience to char card for future agreed upon purchases.</li> </ul>	rge my Pay now



# How to Manage your Account Members

#### 1. Add or remove an account member

An account member is a child or adult family member that is added to your user account for the purpose of registering to an activity or purchasing items from our online store.

- Add an account member by clicking **+Add a person** next to your name.
- Complete the fields and click **Ok**.

📽 Membe	ers		
Person	Samantha Postlethwaite	۲	Add a person

- To remove an account member, select their profile from the **Person** list.
- Click **Delete** to deactivate the member.
- If a member has purchases, you can only **archive** the account. Their name will no longer appear for selection when purchasing in an online store.
- To unarchive, select their name in the **Members tab** and click **Unarchive**.

	📽 Memb	ers	
🍴 🍸 Alexandra Postlethwaite			
1	Person	Alexandra Postlethwaite (archived)	Add a person
l year old			
Samantha.postlethwaite@amilia.com			
🛍 Delete	A This	s person is archived and may not be edited.	
		O Unarchive Alexandra Postlethwaite	

**NOTE:** If you have duplicate records of the same account member and are unable to delete them, please contact us at <a href="mailto:support@amilia.com">support@amilia.com</a> and they'll be glad to help!

#### 2. Edit a member's information

Via the **Members tab**, select the member you wish to edit information for.

- Click the Edit button next to the section you wish to modify.
- Children do not have an **Address** section. It is the same address as the account owner.
- You can also update information during <u>checkout in an organization's online store</u>.

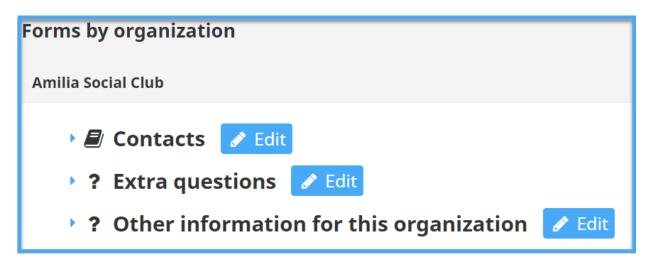


amilia Online, not in line		samantha.postlethwaite@amilia.com 👻   FR
Personal account Samantha Postlethwaite	<b>塔</b> Members	
# Home	Person         Samantha Postlethwaite         Add a person	
\$ Billing	👘 Samantha Postlethwaite	
🏲 Purchases	Samantha postlethwaite@amilia.com	
Account Statements		
😸 Members	Change profile picture  Change profile picture Change profile picture Change profile picture Change profile picture Change profile picture Change profile picture Change profile picture Change profile picture Change profile picture Change picture	
🕮 Memberships Cards		
	Amilia ID P4327377	
Communication 160	Gender Female •	
Documents	First name * Samantha	
	Last name * Postlethwaite	
Payment Method	Date of birth 1984 * September * 29 *	
Settings		
Q Find an organization	♀ Address <mark>≠ E</mark> dit	
	Contact information Cedit	
	🖾 Medical Info 🧪 Edit	

#### 3. Edit member information for an organization

Each organization has its own registration form, which means you can be providing different information for each one. For example, the need for a child's **contact information** may vary from one organization to the next.

- In the **Members** tab, select the member's name and scroll to the bottom.
- The '**Forms by organization**' section lists the organizations for which a registration form has been completed for a member.
- Click the blue triangle icon to view each section and Edit if you need to modify.
- Save your changes.





### 4. The importance of Contacts

Most organizations will require that you provide contact information for child members. This is important in the case of an emergency and for security.

- The number of contacts you need to provide varies between organizations.
- To remove a contact, click the **X** icon. If required, you can **Add** a contact.
- Save your changes.

	_	
Contacts Cancel Sa Name	Relationship	Role
Samantha Postlethwaite	Mother •	Primary legal guardian
Korektor Kozlowski	Father •	Secondary legal guardian
	Father	Primary legal guardian Secondary legal guardian
	Mother Grand-father	Emergency contact
	Grand-mother Uncle	
	Aunt	

Go to <u>https://help.amilia.com/en/collections/1987934-customer-help-center</u> for more information on how to manage your Amilia account.