



CRESCENT BEACH SWIMMING CLUB

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Thank you for your interest in **100 Summers** – CBSC’s 100th Anniversary book. This document has been created to show you how to purchase the book online.

In order to purchase the book online, you must create an account in our ActiveNet computer system.

If you purchased a CBSC membership (family, individual, social or senior) in either Summer 2014, 2015, 2016 or 2017 – then you already have an account in ActiveNet. You may log into your account and skip to Step 6 in this document. You need your username and password in order to access your ActiveNet account.

If you have not purchased a CBSC membership in the last four summers (in other words, you haven’t been a paid CBSC member since 2013 or earlier) – then you have not used the ActiveNet system. Please begin at Step 1, in order to create your account. Once your account has been created, you can start at Step 6 to purchase the book.

We thank you in advance for your patience with this process. If you have any troubles with purchasing **100 Summers** online – please call 604-803-6266 for assistance. Thank you – we hope you love the book!

Reminder: Books will be published and ready for distribution in April 2018.

Ready, Set, Go:

Visit this link: https://ca.apm.activecommunities.com/cbsc/ActiveNet_Login

Click on **Create New Account** at the bottom of this page.

Already have an account?

Login

Password

Remember me on this computer?

[Forgot your login name?](#)

[Forgot your password?](#)

Login

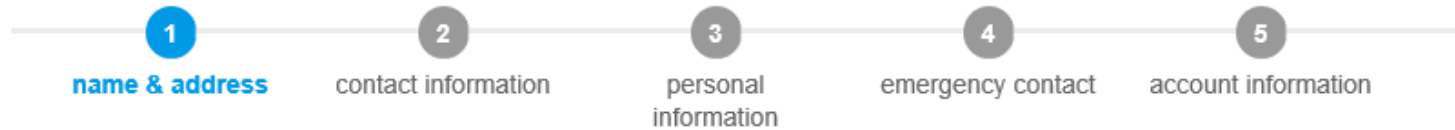
Don't have an Account?

Create New Account

Click here



Step 1: Input your name and address. Then click **Next** at the bottom of the screen.



Name & Address

Please note that in order to create an account for a child you must create an account for an adult first. Additional family members can be added to your account during registration.
* Denotes a required field.

* First Name

* Last Name

* Street Address

* City, Province, Postal Code

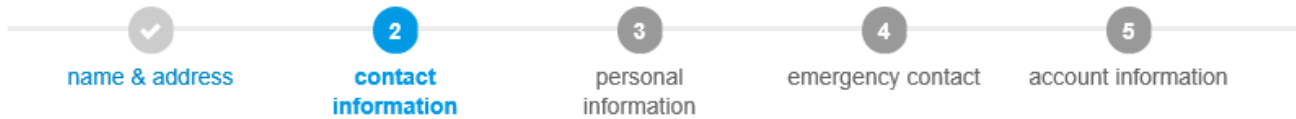
[+ Add Mailing Address\(if different from above\)](#)

Fill in these fields and then click Next.

[Cancel & Return Home](#)

Next ▶

Step 2: Enter your contact information - summer phone number, winter phone number, and your email address. Don't worry – your summer and winter phone numbers can be the same numbers. Then click **Next** at the bottom of the screen.



Contact Information

Please enter your contact information.
* Denotes a required field.

* Summer Phone Extension

* Winter Phone Extension

Cell Phone

Cell Carrier

Yes, I agree to receive text messages

Fax Extension

Yes, I am the main contact for my family

* Email address

Yes! Please email me the latest news and information.
 Yes! Please mail me the latest news and information.

Fill in these fields and then click Next.

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[Next ▶](#)

Step 3: Enter your personal Information. There are four fields that require information on this page. Please fill in your gender, and your date of birth. For Customer Type, choose “general public”. Then enter the year you first became a member of CBSC? If you have never been a member of CBSC, please type in “not a member”. Then click **Next** at the bottom of the screen.



Personal Information

Please enter your personal information.
* Denotes a required field.

Role in Family

* Gender

Users must be 13 years of age or older.

* Date of Birth

* Customer Type

Geographic Area

Medical Alert

Questions

* In what year did you first become a member of CBSC?
 If you have never been a member, type in "not a member".

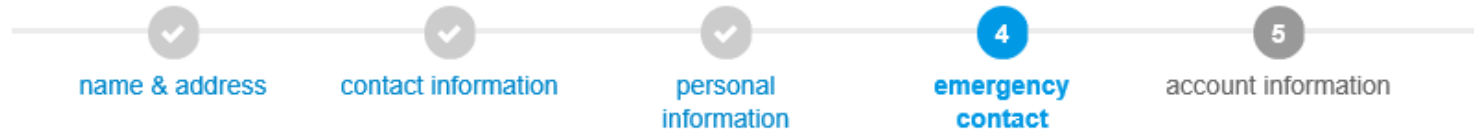
How did you hear about us?

Fill in these fields and then click Next.

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Next ▶

Step 4: The emergency contact page does not have a required field. You may skip these fields and click **Next** at the bottom of this page.



Emergency Contact

Please enter your emergency contact(s).

* Denotes a required field.

First Name

Last Name

Relationship

Summer Phone

Extension

Other Phone

Extension

Skip this page and just click next.

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Step 5: This is the final step in creating your account. If the screen is asking you to fill in an alternate login ID - please click the blue 'minus' button next to "Add Alternate Login ID". The field will disappear (like shown below). And, now you just need to fill in the Password and Confirm Password fields. Then click **Create Account** at the bottom of the screen.



Account Information

Please enter your account information.
* Denotes a required field.

* Email address

You want to see a + sign next to "Add Alternate Login ID". If it shows a - sign, then click the - sign and it will change into a +.

+ Add Alternate Login ID

* Password

* Confirm Password

Create a password for your account. Then click Create Account

By creating an account, you are agreeing to [terms of use](#) and [privacy rights](#).

The Crescent Beach Swimming Club:
[Terms of Use](#) | [Your Privacy Rights](#)

Active Network, LLC:
[Terms of Use](#) | [Copyright Policy](#) | [Your Privacy Rights](#)

Step 6: Great! Your account has been created and you are now logged in. You should now see the screen below. Click on **Register for Activities**.



Welcome, Sally

[My Account](#) | [My Wish List](#) | [Sign Out](#)

[Home](#)

[Activities](#)

[Memberships](#)

 [My Cart](#)

Account Options for Sally Seahorse

- **Account Activity**

- [Show Your Daily Schedules](#)
- [Show and Manage your Wish List](#)
- [List Account Deposits](#)
- [List Account Credits](#)
- [List of Prior Transactions](#)
- [Print Tax Receipts](#)

- **Online Services**

- [Register for Activities](#)
- [Purchase Memberships](#)
- [View Your Shopping Cart](#)
- [Logoff](#)

- **Account Settings**

- [Change Your Password](#)
- [Change Account Address or Personal Information](#)
- [Change Information about Family/Friends](#)

- **Payment Details**

- [Pay on Account](#)
- [List of Account Payments](#)
- [View Account Payment Details](#)
- [Change Auto-Charge Payments](#)

Click here.

Step 7: Now you should see the **Activities Search** page. Search for “Book” or “100 Year Book” in the field highlighted below.

The item will say [Early Bird](#) beside it, if it is prior to December 31, 2017 – and the price will be \$85. It will not say Early Bird if it is after December 31, 2017, and the price will be \$95. Then, click **Add to Cart**.



Welcome, Sally | [My Account](#) | [My Wish List](#) | [Sign Out](#)

[Home](#) | **Activities** | [Memberships](#)

[My Cart](#)

Activity Search

> [Home Page](#) > Activity Search

Search by keyword OR number View As: Sort By:

Filter Search By:

Displaying: 1-20 of 307



Location:	Activity name	Activity number	Open	First Meeting or Date Description	Location	Fee and Action
All	100 Year Book - Early Bird	7203	Unlimited	July 5, 2017 to December 31, 2017	n/a	\$85.00 <input type="button" value="Add to Cart"/> In progress. Get involved now!
In progress/future	Any					
Days of the Week:	<input type="button" value="Quick View"/>					
Su Mo Tu We Th Fr Sa						

Once you've searched for the 100 Year Book - click here.

Step 8: Because of the way the CBSC system is set up, you need to select a participant. Using the drop down menu – choose your name. And, click **Next** at the bottom of the Screen.

Enrollment: 100 Year Book - Early Bird

> [Home Page](#) > [Activity Search](#) > Enrollment Process



Select Participant

Don't see the person you want to add in this drop down? [Create a new Family Member](#)

* Who will be participating in this Activity?

Sally Seahorse

Tips

If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

Choose your name and then click Next.

[Cancel & Return to Search](#)

Next ▶

Step 9: Once you have selected your name, it will show the activity fee and the screen will allow you to choose more than one book – the CBSC system says “purchase multiple seats” (shown below). If you are ordering two books, please enter in 2. If you are ordering three books, please enter in 3. If you are ordering four books, please enter in 4. And so on. Click on **Proceed to Shopping Cart**, once you are satisfied with the quantity of books.



Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Unit Fee	Total Price
Activity Fee	1	\$85.00	\$85.00
Subtotal per participant:			\$85.00
Purchase multiple seats for this activity:			<input type="text" value="2"/>
Activity subtotal			\$170.00

Don't worry, if you selected the book, this activity fee really means "book".

Choose the number of books you want, here!

If the total \$ looks right, click here.

Proceed to Shopping Cart

[Register Another Participant for this Activity](#)

[Add to Cart & Continue Shopping](#)

Remember, the book is \$85 each before December 31, 2017. After December 31, 2017 - the book price increases to \$95. This example is for \$85 x 2 books = \$170.

Step 10: The Shopping Cart will appear with your name and address, and the description of what you are purchasing. It does not show the quantity of books. Please make sure the total of your purchase is equal to \$85 (or \$95 after December 31, 2017) per book x number of books you are ordering. If this information looks correct, click **Proceed to Checkout**.



Shopping Cart



Participant: Sally Seahorse
1234 Target St. Crescent, BC V0N 1B0
[\(604\) 555-1234](tel:6045551234) sallyseahorse@gmail.com

Description	Amount
▶ 100 Year Book - Early Bird - 7203 Edit or Remove current participant , Add Another Participant	\$170.00

This page will not show the quantity of books you ordered.

If the total \$ is correct, click here.

Subtotal for Sally Seahorse: \$170.00

Due Now: \$170.00

[Proceed to Checkout](#)



Step 11: The second step in the checkout process is the review of the waiver. We realize that you are only purchasing a book, however, due to CBSC lessons and participation in all CBSC activities (bullhead derbies, dances, BINGO, etc.) – recognition of the waiver is mandatory. Please tick the box next to “I acknowledge...”. Click **Next** at the bottom of this screen.



Review Waivers

The following waivers must be reviewed and initialed before continuing to checkout.

You must agree to our waiver, in order to buy this book.

Check this tickbox then click next.

Waiver: In consideration of my (and/or my child's) participation in this activity, I hereby release and discharge the Organization, and its representatives, successors, and assigns, from any and all liability arising from accident, injury, and illness that I (he/she) may suffer as a result of my (our) participation in this activity. I (we) also will follow the rules and regulations set by the Organization and above named parties. Parent or guardian must sign for anyone age 18 and under. I do hereby grant and give those groups the

I acknowledge that I have carefully reviewed and consent to the waiver set forth above.

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Step 12: The final step in the process is to fill in your payment information. Fill in the card type, credit card number, expiry date, and security code. Click **Pay and Finish**. You should receive a receipt to your email inbox.



Billing Information

- Sally Seahorse
- Add New Billing Information

Sally Seahorse
1234 Target St.
Crescent, BC, V0N 1B0

Secure Payment

* Select Card Type

Visa

* Credit Card Number * Expires

Digits on the front of t | Month | Year

ACT* CBSC or Active Network will show up on your credit card statement for this payment.

* Security Code CVC or CVV



The last 3 digits on the back of the credit card or for AE, the 4 digits on the front of the card. For your protection, we do not keep it after the transaction is completed.

Fill in your credit card details here. Then click here.

We thank you in advance for your patience with this process, for your longstanding continued support of CBSC, and for purchasing our 100th Anniversary book – **100 Summers**.

If you have any troubles with purchasing **100 Summers** online – please call 604-803-6266 for assistance. Thank you – we hope you love the book! Books will be published and ready for distribution in April 2018.