



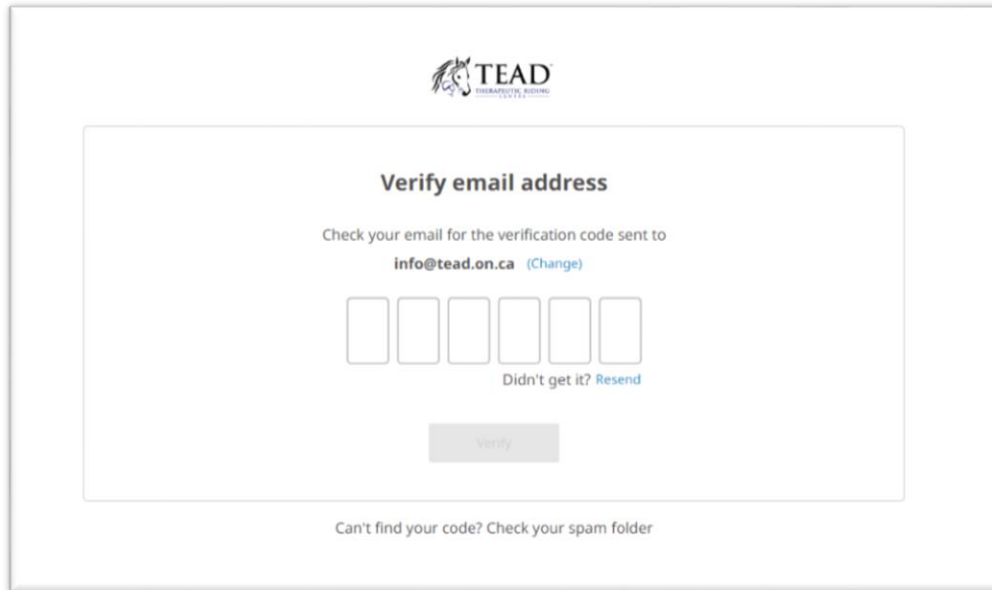
REGISTRATION INSTRUCTIONS FOR SMARTREC: TEAD'S ONLINE STORE

Creating An Account

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

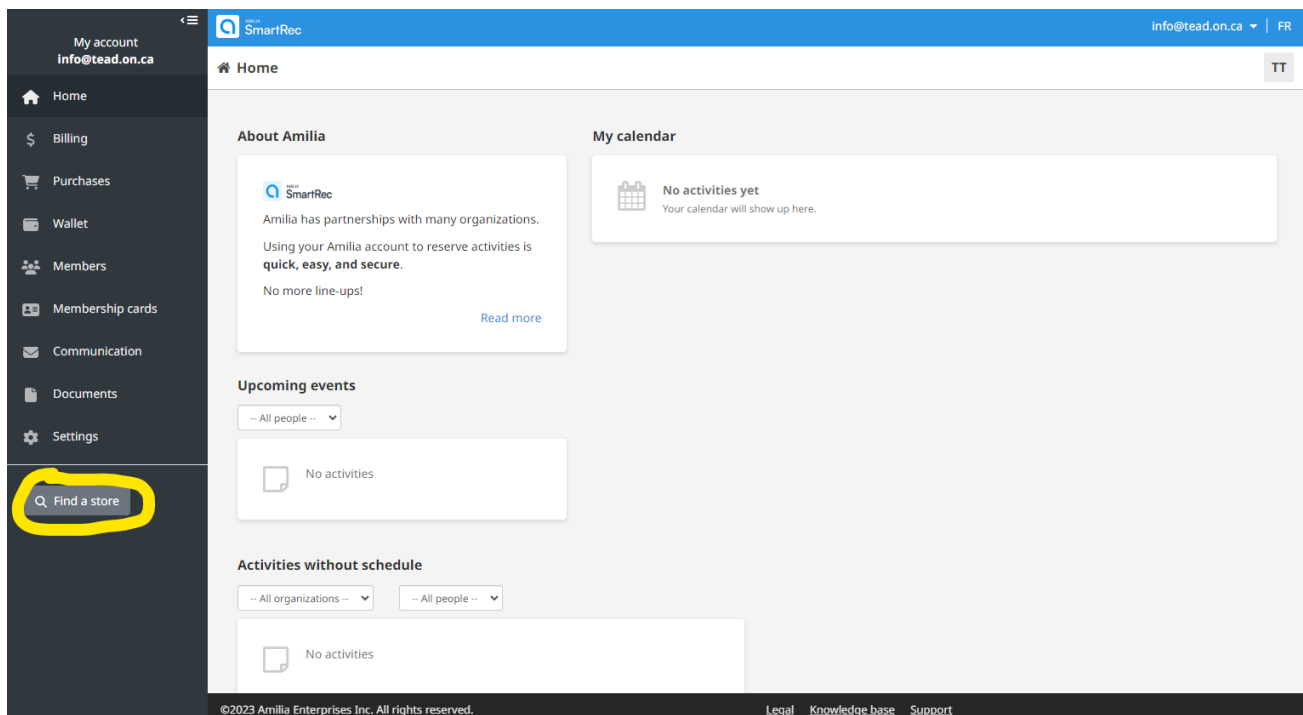
- If you do not have an account, click 'Create an account'
- Complete the fields. The account must belong to an adult (18yrs+).

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".



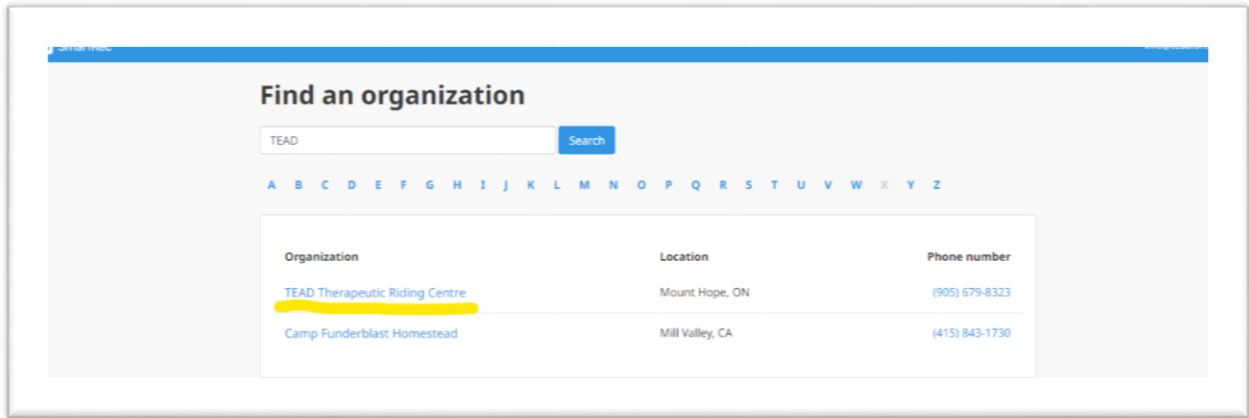
Upon activation, you will land on the home page of your account.

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

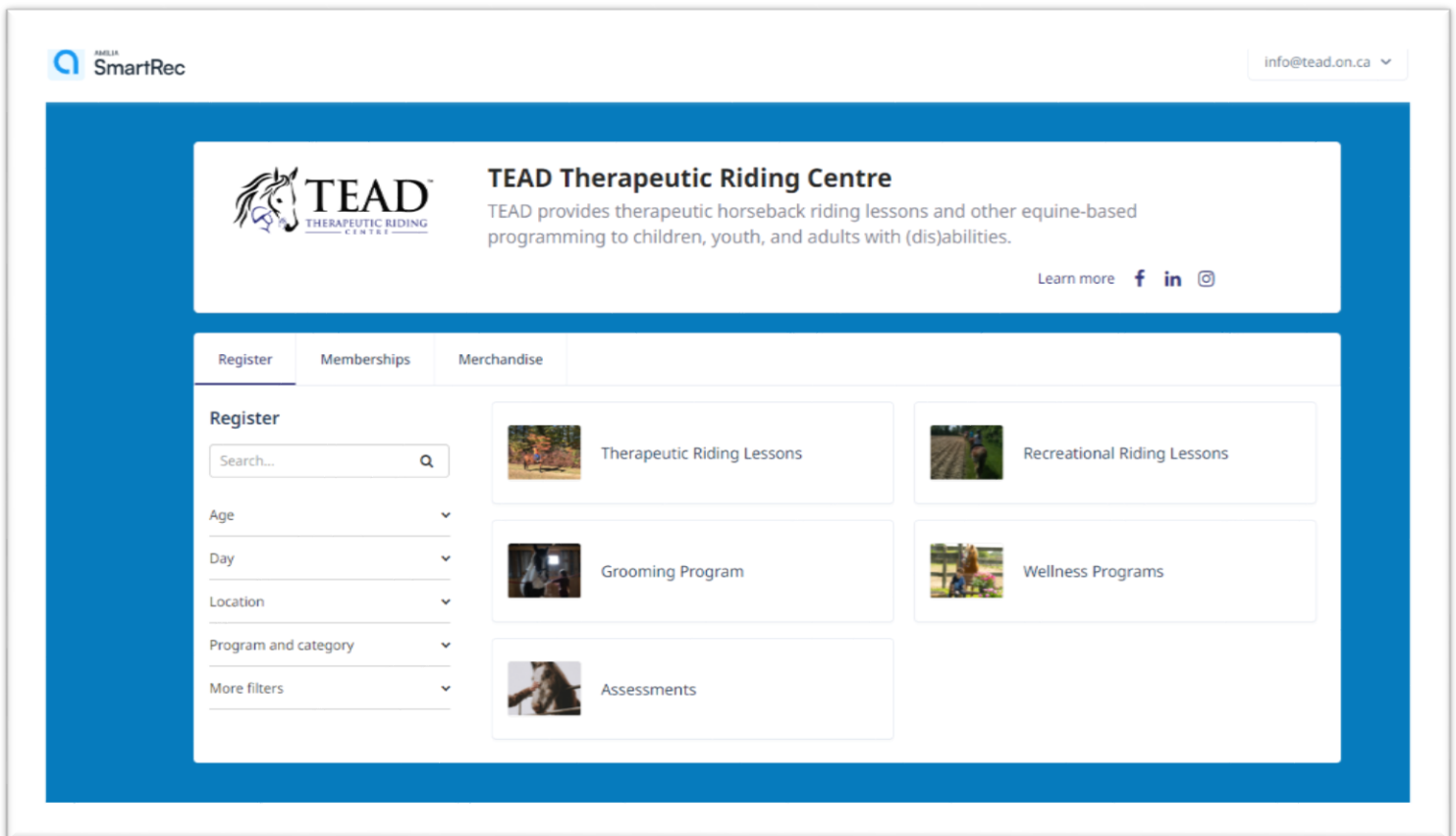




Then, type in TEAD in the search bar, hit “Search” and select the store.

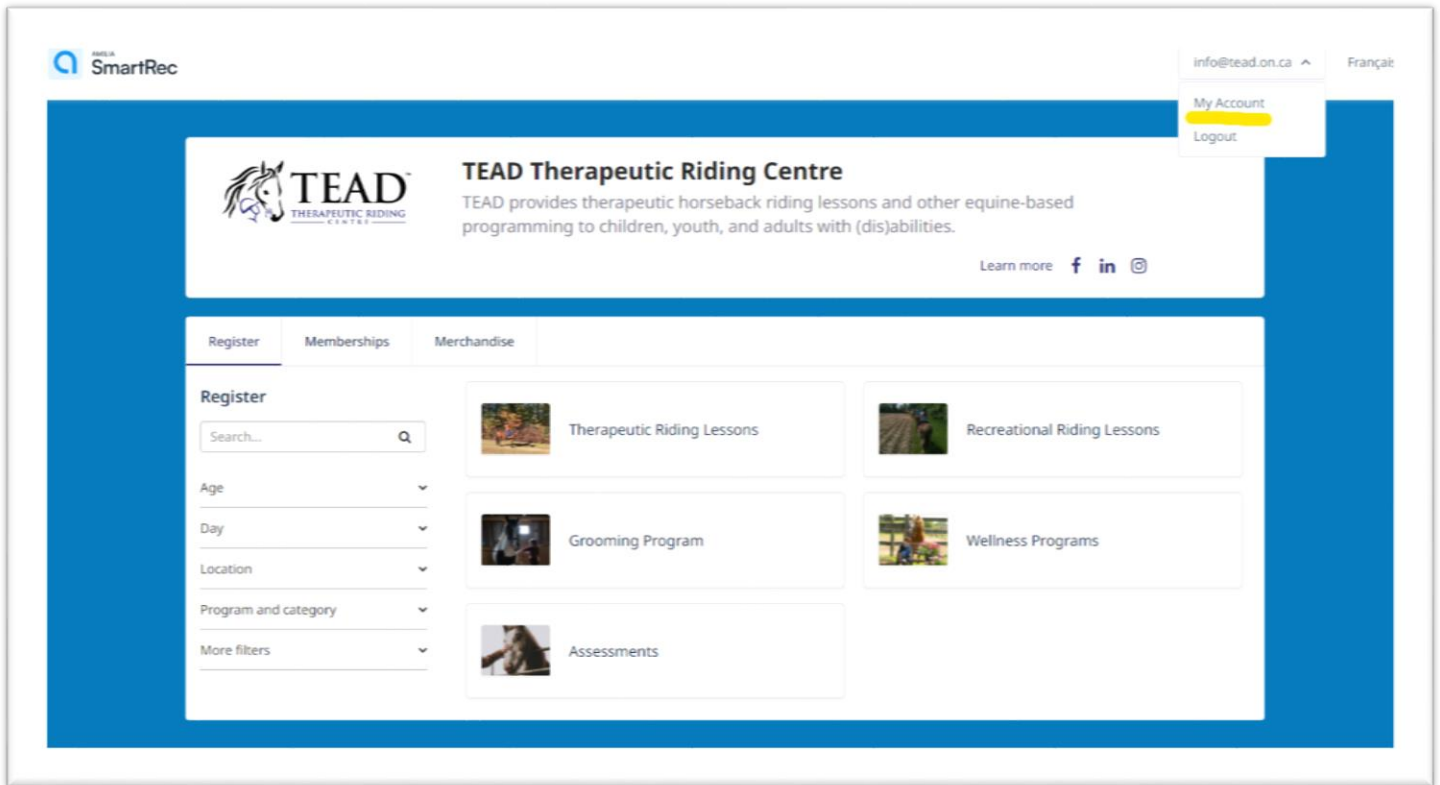


Now you will be able to see the TEAD store and sign up for any activities we are offering.

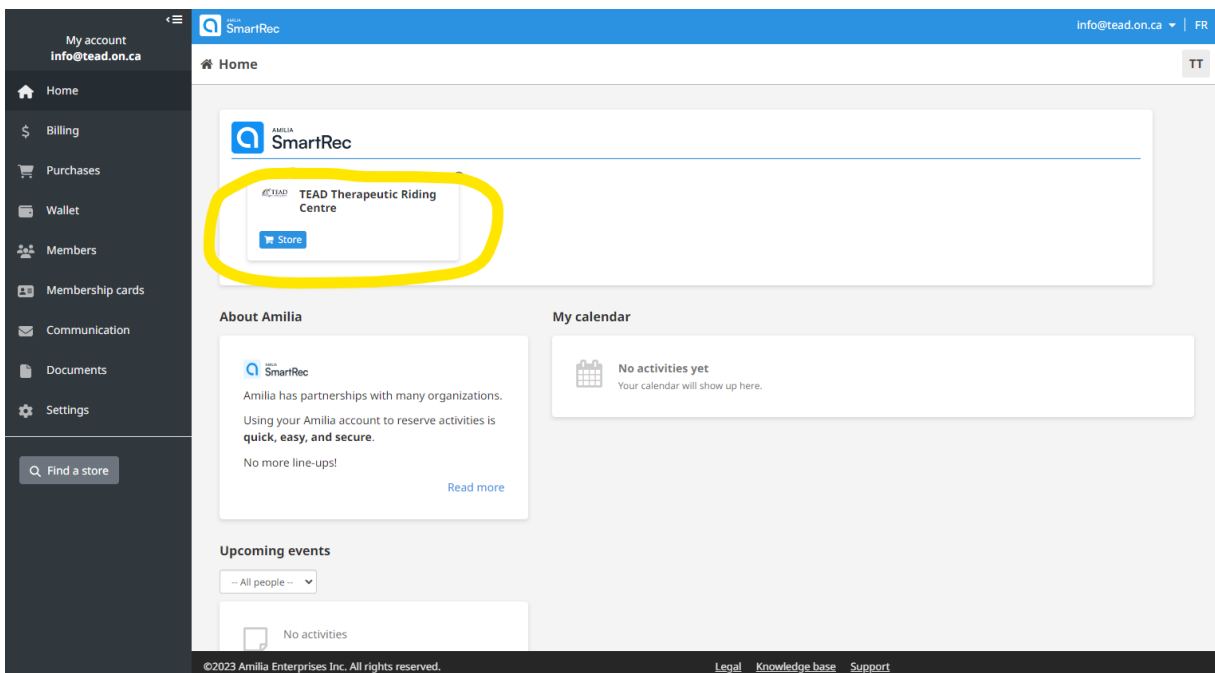




The TEAD store has now been added to your profile. If you click the top right corner of the screen, you will be able to get back to the home page of your account.



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



NOTE: In your account home page, you will also be able to [add account members](#), [pay off outstanding invoices](#), and [view your purchase history](#) at any time. You can also validate your account if you haven't done so already.

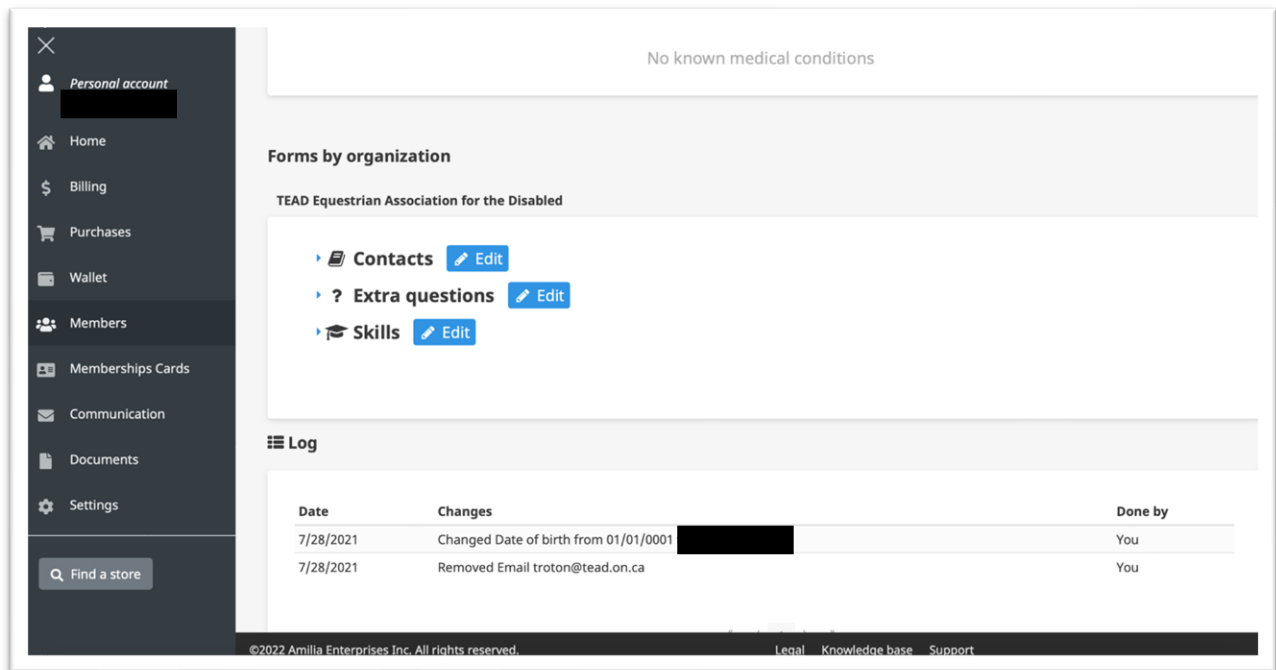
Not receiving a confirmation email?

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 <https://intercom.help/amilia/en/>

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 medical conditions

Forms by organization

TEAD Equestrian Association for the Disabled

- ▶ **Contacts** [Edit](#)
- ▶ **? Extra questions** [Edit](#)
- ▶ **Skills** [Edit](#)

Log

Date	Changes	Done by
7/28/2021	Changed Date of birth from 01/01/0001 [REDACTED]	You
7/28/2021	Removed Email troton@tead.on.ca	You

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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 ← Back




Fall Fun

[-] **Fall Sports** ← Click on any category to display its sub-categories.


- + Ages 3-5
- + Ages 6-10 ← Click on any sub-category to display its activities.
- + **Fall Competitive Sports**


[-] **Fall Sports**

- + Ages 3-5
- [-] Ages 6-10

Click on the  icon to register someone.

or








Harvest Dash

It's a Fall relay and you're invited!

[More information ...](#)



Schedule: ☉ On Saturdays from 2:00 PM to 3:00 PM.	Drop in	Session
Start date: 9/1/2018	 \$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 first one across is the winner!

[More information ...](#)

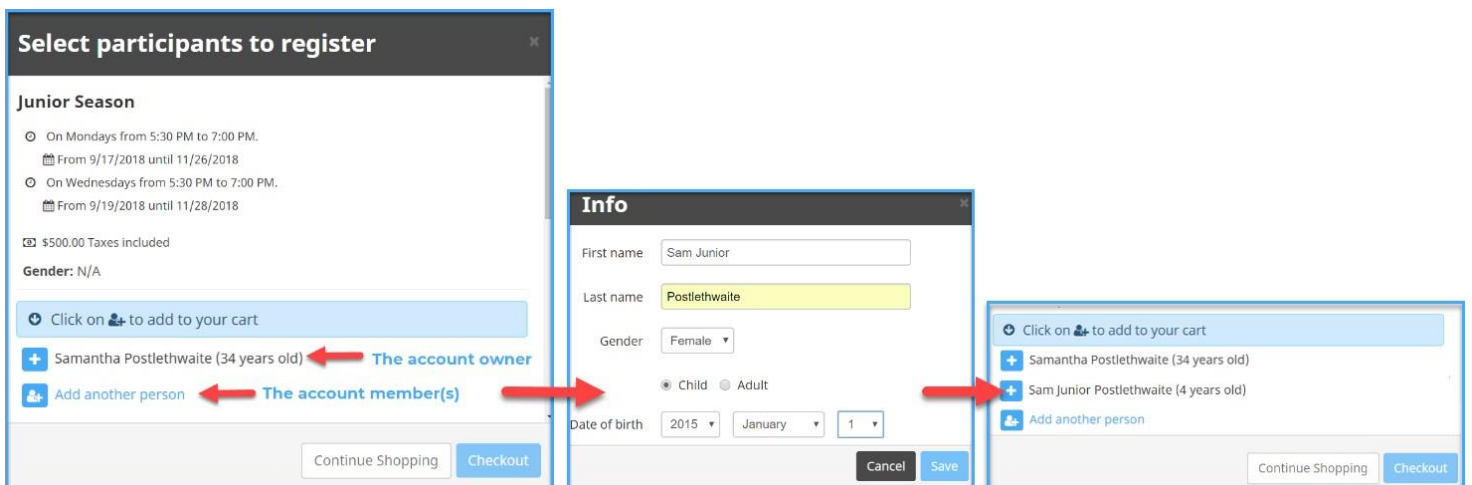
Schedule: ☉ On Sundays from 1:00 PM to 2:00 PM.	Drop in	Session
Start date: 9/2/2018	 \$5.00	 \$10.00

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.



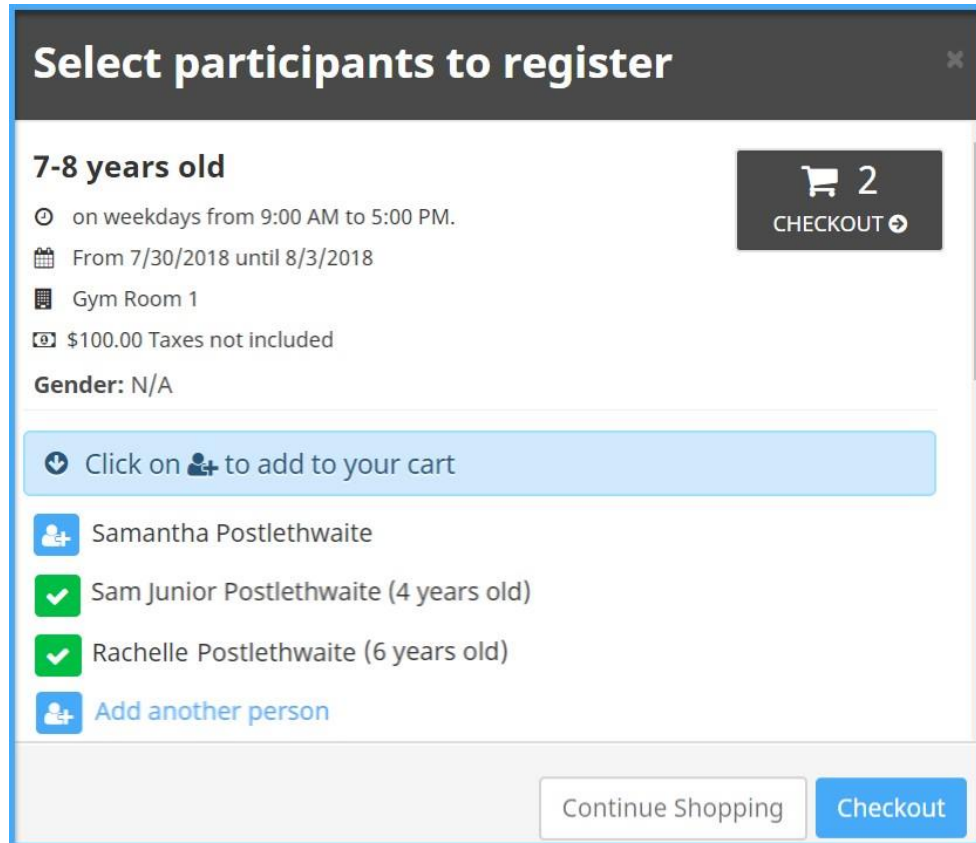
The screenshot illustrates the registration process in three stages:

- Select participants to register:** Shows options for 'Junior Season' (Mondays and Wednesdays) and a tax notice. It lists 'Samantha Postlethwaite (34 years old)' as 'The account owner' and 'Add another person' as 'The account member(s)'. Red arrows point from these labels to the corresponding elements in the next stage.
- Info:** A form for 'Sam Junior Postlethwaite' with fields for First name, Last name, Gender (Female), Date of birth (2015, January, 1), and radio buttons for Child (selected) and Adult. A red arrow points from the 'Add another person' button in the first stage to this form.
- Confirmation:** Shows the selected participants: 'Samantha Postlethwaite (34 years old)' and 'Sam Junior Postlethwaite (4 years old)'. A red arrow points from the 'Save' button in the 'Info' form to the 'Sam Junior Postlethwaite' entry in this list.

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 register

7-8 years old

on weekdays from 9:00 AM to 5:00 PM.

From 7/30/2018 until 8/3/2018

Gym Room 1

\$100.00 Taxes not included

Gender: N/A

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

You can always add more items before checking out.

Account owner Samantha Postlethwaite	Account owner : Samantha Postlethwaite	
Samantha Postlethwaite	First name <input type="text" value="Samantha"/>	Last name <input type="text" value="Postlethwaite"/>
Sam Junior Postlethwaite	Address <input type="text" value="1751 Rue Richardson"/> <input type="text" value="Montréal QC H3K 1G6"/> <input type="text" value="Canada"/> Edit	
Rachelle Postlethwaite	Email <input type="text" value="samantha.postlethwaite@amillia"/>	
	Home Phone <input type="text" value="450"/>	Work Phone <input type="text" value="514"/>
	Cellular <input type="text" value="514"/>	Extension <input type="text"/>

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

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

Account owner Samantha Postlethwaite ✓	Personal information : Sam Junior Postlethwaite
Samantha Postlethwaite ✓	
Sam Junior Postlethwaite	Date of birth: 1/1/2015 <small>This information can be modified in your account settings.</small>
Rachelle Postlethwaite	Email <input type="text"/>
	Select a Primary Legal Guardian <input type="text" value="Please select..."/> Edit New

[Continue my purchase](#)


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

Account owner Samantha Postlethwaite ✓	Personal information : Rachelle Postlethwaite
Samantha Postlethwaite ✓	
Sam Junior Postlethwaite ✓	Date of birth: 1/1/2011 <small>This information can be modified in your account settings.</small>
Rachelle Postlethwaite	Email <input type="text"/>
	Select a Primary Legal Guardian <input type="text" value="Please select..."/> Edit New

[Continue my purchase](#)

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. [Click here](#) to learn more!

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

\$200.00
amount to be paid now

Cardholder name

Card number

Expiration date CVV
MM/YY _____

Billing address

49 Rue de Liège
Saint-Jean-sur-Richelieu QC J3B 3T2
Canada

Use different billing information

Save card to my account, and allow The Amilia Demo Experience to charge my card for future agreed upon purchases.

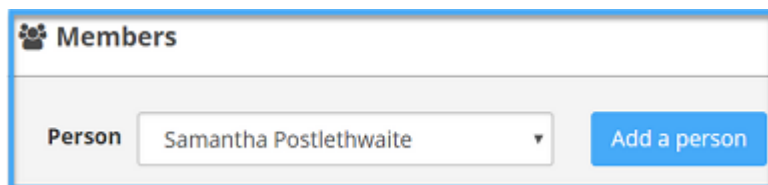
Pay now

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.

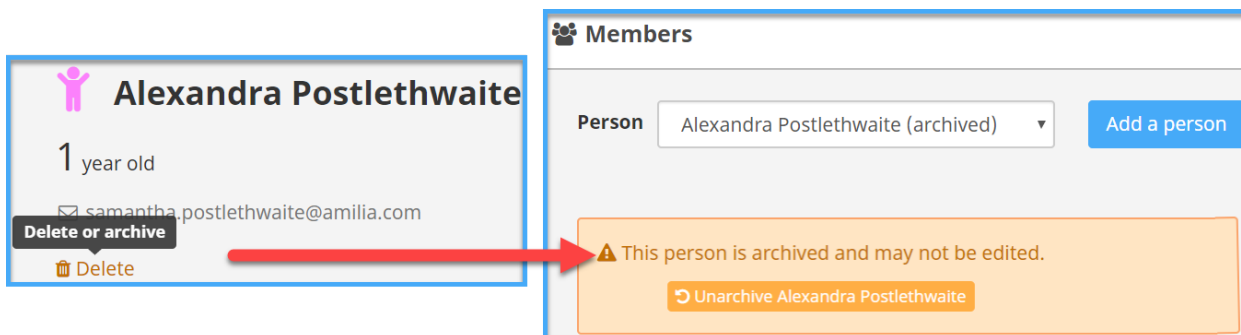
- Add an account member by clicking **+Add a person** next to your name.
- Complete the fields and click **Ok**.



Members

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**.



Members

Person

Alexandra Postlethwaite
1 year old
samantha.postlethwaite@amilia.com

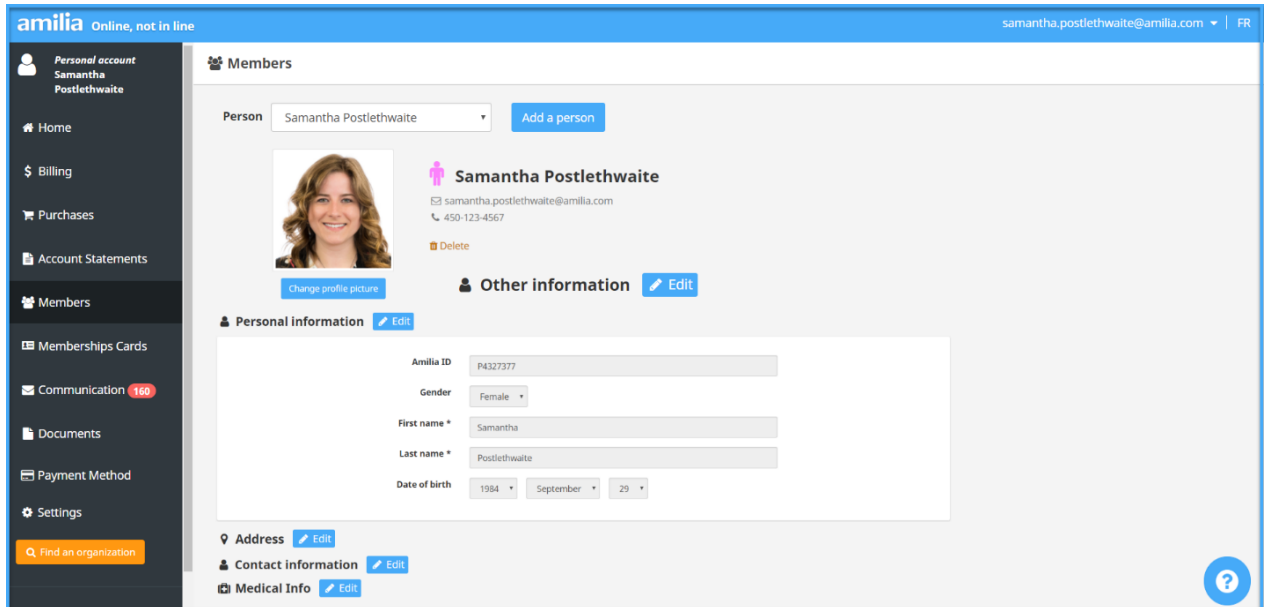
⚠ This person is archived and may not be edited.

NOTE: If you have duplicate records of the same account member and are unable to delete them, please contact us at support@amilia.com 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.

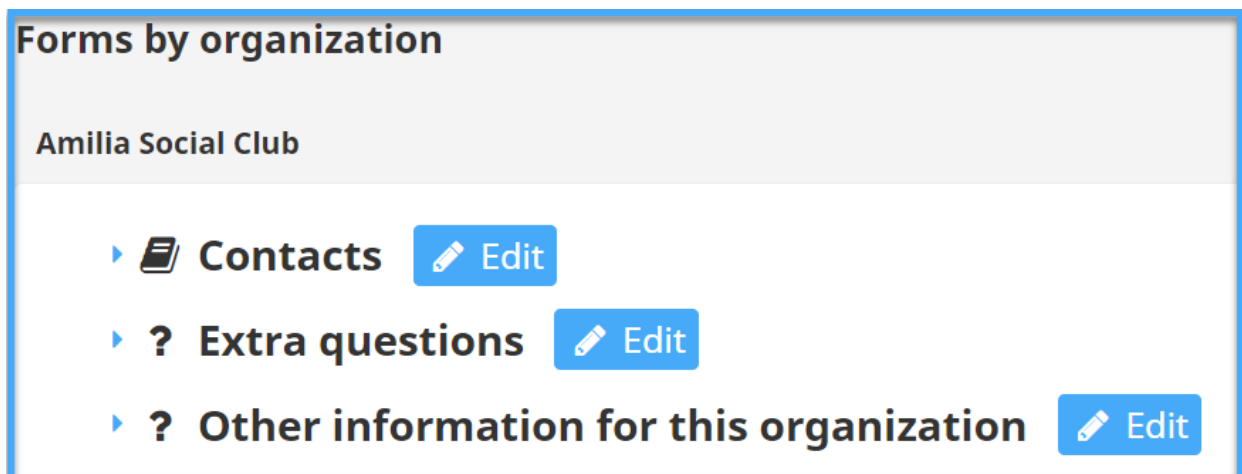
- Click the **Edit** button next to the section you wish to modify.
- Children do not have an **Address** section. It is the same address as the account owner.
- You can also update information during [checkout in an organization's online store](#).



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.



Forms by organization

Amilia Social Club

- ▶ **Contacts** [Edit](#)
- ▶ **? Extra questions** [Edit](#)
- ▶ **? Other information for this organization** [Edit](#)

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.

Forms by organization

Amilia Social Club

▼ **Contacts** ✕ Cancel ✓ Save

Name	Relationship	Role
Samantha Postlethwaite	Mother ▼	Primary legal guardian ▼
Korektor Kozlowski	Father ▼	Secondary legal guardian ▼
	Father	Primary legal guardian
	Mother	Secondary legal guardian
	Grand-father	Emergency contact
	Grand-mother	
	Uncle	
	Aunt	
	Colleague	
	Friend	
	Neighbour	
	Other	

▶ ? Extra questions ✎ Edit

▶ ? Other information for this o ✎ Edit

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