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ActiveNet - City of Carlsbad

Welcome, Justin Goulet! Account ▾

**ACTIVENet**

City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

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- ▶ Favorites
- ▶ FlexReg/Private Lessons
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- ▶ Population
- ▶ Receipts
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- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Front Desk × +

Pending Receipt #1

Pending Receipt #1 Help

Receipt Actions

- ▶ Registration
  - Enroll
  - Enroll from Waiting List
  - Transfer
- ▶ Reserve
  - Reserve Facility
  - Schedule Reservations
  - Refund Payments
- ▶ Membership
  - Renew Membership
  - Sell Membership
- ▶ Donation
  - Make Donation
- ▶ POS
  - Sell
- ▶ Refund/Withdraw
  - Refund/Withdraw Transaction
- ▶ Account Actions
  - Refund from Account
  - Pay on Account

Pay Finish Cancel

**Tip:**

Open the **Customers** module



# Error!

Please Follow the On-Screen  
Instructions to Continue

Go Back

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Front Desk \* +

Front Desk Home » Customers

Help

Customer Search...

Customer Search Criteria

First Name	<input type="text"/>	Address	<input type="text"/>
Middle Name	<input type="text"/>	City	<input type="text"/>
Last Name	<input type="text"/>	State	<input type="text"/>
Sounds Like? <input type="checkbox"/>	Exact Match? <input type="checkbox"/>	Zip Code	<input type="text"/>
Family Name	<input type="text"/>	Phone	<input type="text"/>
Entered Since	<input type="text"/>	Cell Phone	<input type="text"/>
Include Retired? <input type="checkbox"/>		Email	<input type="text"/>

Search Now Clear Add New Customer

**Tip:**

Select the "First Name" text field

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Front Desk \* +

Front Desk Home » Customers

Help

Customer Search...

Customer Search Criteria

First Name	Justin	Address	
Middle Name		City	
Last Name		State	
Sounds Like?	<input type="checkbox"/>	Zip Code	
Exact Match?	<input type="checkbox"/>	Phone	( ) -
Family Name		Cell Phone	( ) -
Entered Since		Email	
Include Retired?	<input type="checkbox"/>		

Search Now Clear Add New Customer

**Tip:**

Select the "Last Name" text field

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Front Desk \* +  
Front Desk Home » Customers

Customer Search...

Customer Search Criteria

First Name	Justin	Address	
Middle Name		City	
Last Name	Goulet	State	
Sounds Like?	<input type="checkbox"/>	Exact Match?	<input type="checkbox"/>
Family Name		Zip Code	
Entered Since		Phone	( ) - -
Include Retired?	<input type="checkbox"/>	Cell Phone	( ) - -
		Email	

Search Now Clear Add New Customer



**Tip:**

Select the **Search Now** button



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Front Desk Home » Justin Goulet

Justin Goulet [X] Customer Search...

Justin A. Goulet [Edit]

**Address:**

Email: Justin.Goulet@carlsbad.org

Family Role: Adult / Guardian

Gender: Male

Instructor?: No

(C):

(H):

(W): (760) 602-4680

**Detail** Family History Account Balance Actions

**Customer Notes/Alerts** [Add]

No records found

**Upcoming Activities/FlexReg/Private Lessons** [New Activity Enrollment]

No records found

**Interests** [Add]

No records found

No records found

**Tip:**

*Edit the Customer's Information*

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Front Desk \* +

Front Desk Home » Customer: Justin A. Goulet (#2902)

**Customer Account Functions - Justin A. Goulet (#2902)** Help

Customer List: [Back to List](#)

**General Information**

Customer Name Justin A. Goulet  
Address  
Phone  
Cell Phone  
Email Justin.Goulet@carlsbadca.gov  
Login Name JUSTIN.GOULET@CARLSBADCA.GOV  
Customer Since Dec 26, 2013  
Family Goulet (#1324)  
Online Account Lockout No

[Add / change image](#)

**Name and other Details**

- [Change Details](#)
- [Change Address](#)
- [Change Family Details](#)
- [Change Extra Details](#)
- [Change Note / Alert](#)

**Customer Lists**

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**Transactions and Schedules**

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**Actions**

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- [Set Default Membership for Check-in](#)

**Customer History**

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- [View Account Change History](#)
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**Tip:**

Change the **Details** of the client



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Front Desk \* +

Front Desk Home » Customer: Justin A. Goulet (#2902) » Customer Details

Change Customer Details - Justin A. Goulet (#2902) Help

[Cancel and go back to Customer Account Functions](#)

\* - required field

**Name**

First\* Justin Middle A. Last\* Goulet

Address

**Personal Information**

Gender\* Male

Date of Birth\* Jun 20, 1994

Customer Type\* Individual

Grade Override 2016

External ID External Description

☐ Retire Customer ☐ Special Handling?

☐ Head of Household? ☐ Membership Overusage?

**Notes**

Notes

General Alert(Staff Use Only)

Linked Organizations

**Tip:**

*Change the client's birthday*

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Front Desk \* +

Front Desk Home » Customer: Justin A. Goulet (#2902) » Customer Details

Change Customer Details - Justin A. Goulet (#2902) Help

[Cancel and go back to Customer Account Functions](#)

\* - required field

**Name**

First\* Justin Middle A. Last\* Goulet

Address

**Personal Information**

Gender\* Male

Date of Birth\* Jun 20, 1994

Customer Type\*

Grade Override

External ID

Handling?

ship Overusage?

**Notes**

Notes

General Alert(Staff Use Only)

Linked Organizations

**Tip:**

*Change the Birthday to June 1, 1994*

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Front Desk x

Front Desk Home » Customer: Justin A. Goulet (#2902) » Customer Details

Change Customer Details - Justin A. Goulet (#2902) Help

[Cancel and go back to Customer Account Functions](#)

\* - required field

**Name**

First\* Justin Middle A. Last\* Goulet

Address

**Personal Information**

Gender\* Male

Date of Birth\* Jun 1, 1994

Customer Type\* Individual

Grade Override as of Dec 1, 2016

External ID External Description

☐ Retire Customer Record? ☐ Special Handling?

☐ Head of Household? ☐ Membership Overusage?

**Notes**

Notes

General Alert(Staff Use Only)

No Typing  
needed for this  
tutorial

Tip:

Click to add a **Note** for the birthday change

**Tip:**

*Click to Save your Changes*



- Front Desk
- Home
- Customers
- Organizations
- POS
- Reports
- Admin
- Help
- Change Customer Details - Justin A. Goulet (#2902)
- Cancel and go back to Customer Account Functions
- \* - required field
- Name
- First\* Justin Middle A. Last\* Goulet
- Address
- Personal Information
- Gender\* Male
- Date of Birth\* Jun 1, 1994
- Customer Type\* Individual
- Grade Override as of Dec 1, 2016
- External ID - External Description
- Retire Customer Record?
- Special Handling?
- Head of Household?
- Membership Overusage?
- Notes
- Notes Birthday changed to Jun 1, 1994 from Jun 1, 2016
- General Alert(Staff Use Only)
- Linked Organizations
- Save and Attach New Organization
- Save and Add a New Family Member
- Save
- Delete

Front Desk

Front Desk Home » Customer: Justin A. Goulet (#2902) » Customer Details

Change Customer Details - Justin A. Goulet (#2902)

Help

[Cancel and go back to Customer Account Functions](#)

\* - required field

[Name](#)

First\* Justin Middle A. Last\* Goulet

Address

[Personal Information](#)

Gender\* Male

Date of Birth\* Jun 1, 1994

Customer Type\* Individual

Grade Override as of Dec 1, 2016

External ID - External Description

- ☐ Retire Customer Record?
- ☐ Special Handling?
- ☐ Head of Household?
- ☐ Membership Overusage?

[Notes](#)

Notes Birthday changed to Jun 1, 1994 from Jun 1, 2016

General Alert(Staff Use Only)

[Linked Organizations](#)

Save and Attach New Organization

Save and Add a New Family Member

Save

Delete

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Front Desk Home » Customer: Justin A. Goulet (#2902)

**Customer Account Functions - Justin A. Goulet (#2902)** Help

Customer List: [Back to List](#)

**General Information**

Customer Name Justin A. Goulet  
Address  
Phone  
Cell Phone  
Email Justin.Goulet@carlsbadca.gov  
Login Name JUSTIN.GOULET@CARLSBADCA.GOV  
Customer Since Dec 26, 2013  
Family Goulet (#1324)  
Online Account Lockout No

[Add / change image](#)

- ▶ **Name and other Details**
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**Tip:**

Open the **Front Desk** module



# Complete!

Please Navigate to the next module  
within this course to continue

[Start Over](#)