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ActiveNet - City of Carlsbad

Welcome, Justin Goulet! Account ▾

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City of Carlsbad

Front Desk Customers Organizations POS Reports Admin

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- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Front Desk × +

Pending Receipt #1

Pending Receipt #1 Help

Receipt Actions

| | | | |
|---|--|--|--|
| ▶ Registration <ul style="list-style-type: none">EnrollEnroll from Waiting ListTransfer | ▶ Reserve <ul style="list-style-type: none">Reserve FacilitySchedule ReservationsRefund Payments | ▶ Membership <ul style="list-style-type: none">Renew MembershipSell Membership | ▶ Donation <ul style="list-style-type: none">Make Donation |
| ▶ POS <ul style="list-style-type: none">Sell | ▶ Refund/Withdraw <ul style="list-style-type: none">Refund/Withdraw Transaction | ▶ Account Actions <ul style="list-style-type: none">Refund from AccountPay 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 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

Tip:

Select the Customer from the list

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Front Desk * +

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

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- [Change Address](#)
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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
- 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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Customer Account Functions - Justin A. Goulet (#2902) Help

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 Phone
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 Email Justin.Goulet@carlsbadca.gov
 Login Name JUSTIN.GOULET@CARLSBADCA.GOV
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Tip:

Open the **Front Desk** module



Complete!

Please Navigate to the next module
within this course to continue

Start Over