



Activity Transfer

[Click here to Begin](#)

Error!

Please Follow the On-Screen
Instructions to Continue

[Go Back](#)



Complete!

Please Navigate to the next module
within this course to continue

[Start Over](#)



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

Front Desk × +

Pending Receipt #1

Help

Pending Receipt #1

Receipt Actions

► Registration

- [Enroll](#)
- [Enroll from Waiting List](#)
- [Modify Enrollment](#)
- [Transfer](#)

► POS

- [Sell](#)

► Equipment Loans

- [Loan / Return](#)

► Reserve

- [Quick Reserve](#)
- [Reserve Facility](#)
- [Reserve Equipment](#)
- [Reserve Instructor](#)
- [Schedule Reservations](#)
- [Reserve Locker](#)
- [Refund Payments](#)

► Donation

- [Make Donation](#)

► Gift Cards

- [Sell Gift Card](#)
- [Inquire about Gift Cards](#)

► Refund/Withdraw

- [Refund/Withdraw Transaction](#)

► Membership

- [Renew Membership](#)
- [Sell Membership](#)
- [Transfer](#)

► Account Actions

- [Refund from Account](#)
- [Pay on Account](#)
- [Adjust Balance](#)
- [Transfer Balance](#)

► FlexReg/Private Lessons

- [Enroll/Modify enrollment](#)
- [Enroll from Waiting List](#)

Trainer Site **Pay** **Finish** **Cancel****Tip:***Under **Registration**, Select “Transfer”*



Front Desk

Customers

Organizations

POS

Pass Scan

Reports

Communication

Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +
Pending Receipt #1 » Registration » Activity Transfer

Transfer Enrollment

Help

▼ Find Transaction

Receipt Number

First Name Email Address
Middle Name Phone ()
Last Name Sounds like
Family Name Cell Phone ()
Address
City, State, Zip Code

Scan Card
Customer ID
Membership Pass Number

▶ Find Activity To Transfer Into (Status=Open)

Cancel

Tip:

Enter the First Name of the client.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +

Pending Receipt #1 » Registration » Activity Transfer

Help

Transfer Enrollment

▼ Find Transaction

Receipt Number

Submit

First Name

Justin

Email Address

Middle Name

Phone (

)

Last Name

 Sounds like

Cell Phone (

)

Family Name

Retired

Exclude Retired

Address

City, State, Zip Code



Search

Scan Card

Submit

Customer ID

Submit

Membership Pass Number

Submit

▶ Find Activity To Transfer Into (Status=Open)

Cancel

Tip:

Enter the Last Name of the client.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +

Pending Receipt #1 » Registration » Activity Transfer

Help

Transfer Enrollment

▼ Find Transaction

Receipt Number

Submit

First Name

Justin

Email Address

Middle Name

Phone ()

Last Name

Goulet

 Sounds likeCell Phone ()

Family Name

Retired

Exclude Retired

Address

City, State, Zip Code



Search

Scan Card

Submit

Customer ID

Submit

Membership Pass Number

Submit

▶ Find Activity To Transfer Into (Status=Open)

Cancel

Tip:

Search for client.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +

Pending Receipt #1 » Registration » Activity Transfer

Help

Transfer Enrollment

▶ Find Transaction (First=Justin, Last=Goulet)

▶ Find Activity To Transfer Into (Status=Open)

▼ Customer List

Name

Address

Phone

Email

Date of Birth

Family

Justin A. Goulet

H: --
W: (760) 602-4680

Justin.Goulet@carlsbadca.gov

Jun 20, 1994

Goulet

Cancel

Tip:

Select the correct client from the results



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +

Pending Receipt #1 » Registration » Activity Transfer

Help

Transfer Enrollment

▶ Find Transaction (Transactions for Customer: Justin A. Goulet)

▶ Find Activity To Transfer Into (Status=Open)

▼ Select Transaction for Activity Transfer

Description	Transaction Type	Date	Receipt Customer
Volleyball: Coed Four-Person - Men's - 02 #19841	Enroll	Jun 1, 2016	1196273.002 Justin A. Goulet

Cancel

Tip:

Select the Activity the client wishes to withdraw from.
Or, view the Original Receipt.

Click here to Return to Main Page

Receipt Number: 1196273.002
Prepared By: Justin Goulet
Jun 1, 2016 2:50 PM

▼ Transactions

Customer	Description	Charge Item	Unit	Qty	Unit Fee	Charge
Justin A. Goulet 1462 Countryview Lane Vista, CA 92081 Home phone: -- Email: Justin.Goulet@carlsbadca.gov ID: 2902	Volleyball: Coed Four-Person - Men's - 02 #19841 Action: Enroll No class on 9/5 Prizes are provided for the session-ending tournament, which begins at 6:15 p.m. Enrollment Effective Date: Jun 1, 2016 Meets: From July 18, 2016 to September 12, 2016 Each Monday from 6:30pm to 9:30pm Location: Calavera Hills: Gymnasium at Calavera Hills Community Center & Park	Activity Registration Fee	Per Seat	1.00	\$87.00	\$87.00
		Discount: Resident	Per Seat	1.00	10.00%	(\$8.70)

▼ Payments

Payer

Justin A. Goulet
1462 Countryview Lane
Vista, CA 92081
ID: 2902

Home: --
Work: (760) 602-4680

Justin A. Goulet
1462 Countryview Lane
Vista, CA 92081
ID: 2902

Home: --
Work: (760) 602-4680

Payment Type	Amount
Check #123 Cancel this payment	\$38.30
Cash Cancel this payment	\$40.00
Total Charges	\$78.30
Total Payments	\$78.30
Balance	\$0

We reserve the right to cancel or postpone any program or activity due to inclement weather, mechanical issues or low enrollment.

A \$35 service fee will be charged for all returned checks.

REFUND POLICY: If a class/program is cancelled by the city, a full refund will be given. When a registrant requests a refund at least 10 city business days prior to the scheduled class/program:

-50% of the registration fee will be refunded by check or credit card; or

- a full credit* will be applied to your account. **Once a credit is issued, it cannot be exchanged for a refund.**

No refunds or credits will be given for requests less than 10 city business days prior to the scheduled class/program.

*Please note that a credit will be valid for 6 months from date of issue, and may be used for any Parks & Recreation Department program. After 6 months, any unused credits will be written off or registrant may elect to donate it to the Parks & Recreation Department for a possible tax write-off.

The refund will be mailed approximately 2-3 weeks after a request for refund is received.

Tip:

This is the Original Receipt.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +
Pending Receipt #1 » Registration » Activity Transfer

Transfer Enrollment

▶ Find Transaction (Transaction: [Volleyball: Coed Four-Person - Men's - 02 #19841](#))

▼ Find Activity To Transfer Into

Activity Name <input type="text"/>	Activity Type <input type="text"/>
Activity Number <input type="text"/>	Supervisor <input type="text"/>
Center <input type="text"/>	Instructor <input type="text"/>
Facility <input type="text"/> Remove	Site <input type="text"/> All Sites
Season <input type="text"/>	Status <input type="text"/> Open
Term <input type="text"/>	Include <input type="text"/> Activities and Sub-Activities
Start Date/Time From: <input type="text"/> To: <input type="text"/>	Participant's Age <input type="text"/> e.g., 1 or 1.5 (years)
Department <input type="text"/>	<input type="button" value="Search"/>
Category <input type="text"/>	
Age Range <input type="text"/>	

[Cancel](#)
Tip:

Input the Activity Number for the new class.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +
Pending Receipt #1 » Registration » Activity Transfer

Transfer Enrollment

▶ Find Transaction (Transaction: [Volleyball: Coed Four-Person - Men's - 02 #19841](#))

▼ Find Activity To Transfer Into

Activity Name	<input type="text"/>	Activity Type	<input type="text"/>
Activity Number	22345	Supervisor	<input type="text"/>
Center	<input type="text"/>	Instructor	<input type="text"/>
Facility	<input type="text"/> Remove	Site	All Sites
Season	<input type="text"/>	Status	Open
Term	<input type="text"/>	Include	Activities and Sub-Activities
Start Date/Time	From: <input type="text"/> <input type="text"/>	Participant's Age	<input type="text"/> e.g., 1 or 1.5 (years)
Department	<input type="text"/>	<input type="button" value="Search"/>	
Category	<input type="text"/>	Cancel	
Age Range	<input type="text"/>		


Tip:

Search for the class.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +

Pending Receipt #1 » Registration » Activity Transfer

Help

Transfer Enrollment

▶ Find Transaction (Transaction: [Volleyball: Coed Four-Person - Men's - 02 #19841](#))

▶ Find Activity To Transfer Into (Number=22345, Status=Open)

▼ Select Activity

Name	Number	Open	Enr	W/L	Starting Day	Begins	Ends	Wks	Ages	Type
Volleyball: Coed Inter. / Adv. - 01	22345	30	0	0	Mon	Sep 12, 2016 6:30 PM	Nov 7, 2016	7	18 and up	Standard Activity

Cancel

Tip:

Select the correct activity from the results.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +

Pending Receipt #1 » Registration » Activity Transfer

Help

Transfer Enrollment

▶ Find Transaction (Transaction: [Volleyball: Coed Four-Person - Men's - 02 #19841](#))▶ Find Activity To Transfer Into (Selected: [Volleyball: Coed Inter. / Adv. - 01](#))

▼ Credit Fees

▼ Fees

Include? Description

		Original Charge	Original Discount	Prorated Charge	Prorated Discount	Amount Paid	Owed	Refund
<input checked="" type="checkbox"/>	Volleyball: Coed Four-Person - Men's - 02 #19841-Activity Registration Fee	87.00	-8.70	0	0	78.30	0	78.30
<input checked="" type="checkbox"/>	Volleyball: Coed Four-Person - Men's - 02 #19841-Discount: Resident	-8.70	0.00	0	0	10.00%	0	0
						Financial Aid	0	
						Total Amount to Retain	0	
						Total Refund Amount	78.30	

▼ Withdrawal Date

Date 

The date will be the customer's last date of attendance and will be used to calculate proration.

▼ Transfer Reasons

Select from the reasons list or enter the customer's reasons for transferring.

Reasons: 

▶ Staff Notes

[Customer Notes](#)[Refund](#)

Tip:

Select a Transfer Reason from the list.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 x [+] Pending Receipt #1 » Registration » Activity Transfer

Transfer Enrollment Help

▶ [Find Transaction \(Transaction: Volleyball: Coed Four-Person - Men's - 02 #19841\)](#)

▶ [Find Activity To Transfer Into \(Selected: Volleyball: Coed Inter. / Adv. - 01\)](#)

▼ Credit Fees

▼ Fees

Include?	Description	Original Charge	Original Discount	Prorated Charge	Prorated Discount	Amount Paid	Owed	Refund	
<input checked="" type="checkbox"/>	Volleyball: Coed Four-Person - Men's - 02 #19841-Activity Registration Fee	87.00	-8.70	0		0	78.30	0	78.30
<input checked="" type="checkbox"/>	Volleyball: Coed Four-Person - Men's - 02 #19841-Discount: Resident	-8.70	0.00	0		0	10.00%	0	0
									Financial Aid 0
									Total Amount to Retain 0
									Total Refund Amount 78.30

▼ Withdrawal Date

Date The date will be the customer's last date of attendance and will be used to calculate proration.

▼ Transfer Reasons

Select from the reasons list or enter the customer's reasons for transferring.

Reasons: Other
 Activity Cancellation
 Activity Transfer (Selected)
 Customer Complaint
 Customer Conduct
 Customer Damages
 Customer Relocating
 Deposit Refund
 Event Cancellation
 Facility Unavailable
 Inclement Weather
 Instructor Unavailable
 Insufficient Registrations
 Internal Error

Refund

Tip:

Select “Activity Transfer” from the list.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 ×

Pending Receipt #1 » Registration » Activity Transfer

Transfer Enrollment

▶ [Find Transaction \(Transaction: Volleyball: Coed Four-Person - Men's - 02 #19841\)](#)

▶ [Find Activity To Transfer Into \(Selected: 🏐 Volleyball: Coed Inter. / Adv. - 01\)](#)

Credit Fees

Fees

Include?	Description	Original Charge	Original Discount	Prorated Charge	Prorated Discount	Amount Paid	Owed	Refund
<input checked="" type="checkbox"/>	Volleyball: Coed Four-Person - Men's - 02 #19841-Activity Registration Fee	87.00	-8.70	0	0	78.30	0	78.30
<input checked="" type="checkbox"/>	Volleyball: Coed Four-Person - Men's - 02 #19841-Discount: Resident	-8.70	0.00	0	0	10.00%	0	0
								Financial Aid 0
								Total Amount to Retain 0
								Total Refund Amount 78.30

Withdrawal Date

Date The date will be the customer's last date of attendance and will be used to calculate proration.

Transfer Reasons

Select from the reasons list or enter the customer's reasons for transferring.

Reasons:

Activity Transfer

▶ [Staff Notes](#)

[Customer Notes](#)

Tip:

Select “Refund”



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +
Pending Receipt #1 » Registration » Activity Transfer

▼ Transfer to Fees

▼ Registration Effective Date

Date Jun 14, 2016

▼ Fees

Include?	Charge Name	Estimate	Actual
<input checked="" type="checkbox"/>	Activity Registration Fee	75.00	75.00
<input checked="" type="checkbox"/>	Discount: Resident	10.00%	-7.50
		Sub-Activity Total	67.50
		Tax	0.00
		Total Charges	67.50

Pending Refund for Transfer From (\$78.30)

[Recalculate Charges?](#)

▼ Grand Total -10.80

► Staff Notes

► Customer Notes

Agree to Waiver for Volleyball: Coed Inter. / Adv. - 01

<input type="checkbox"/>	Required Yes	Description Participant Waiver	Attachment --
<input type="checkbox"/>	Yes	Refund Policy	Refund Policy

▼ Overrides

Override Early Explanation
Registration opens at Aug 15, 2016 12:00 AM

Enroll and Pay **Enroll** **Back** **Cancel**

Tip:

Verify and Select the Participant Waiver check.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +
Pending Receipt #1 » Registration » Activity Transfer

▼ Transfer to Fees

▼ Registration Effective Date
Date Jun 14, 2016

▼ Fees

Include?	Charge Name	Estimate	Actual
<input checked="" type="checkbox"/>	Activity Registration Fee	75.00	75.00
<input checked="" type="checkbox"/>	Discount: Resident	10.00%	-7.50
		Sub-Activity Total	67.50
		Tax	0.00
		Total Charges	67.50

Pending Refund for Transfer From (\$78.30)

[Recalculate Charges?](#)

▼ Grand Total

► Staff Notes

► Customer Notes

Agree to Waiver for Volleyball: Coed Inter. / Adv. - 01

Required	Description	Attachment
Yes	Participant Waiver	--
Yes	Refund Policy	Refund Policy

▼ Overrides

Override Early Explanation
Registration opens at Aug 15, 2016 12:00 AM

Tip:

Verify and Select the Refund Policy check.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +
Pending Receipt #1 » Registration » Activity Transfer

▼ Transfer to Fees

▼ Registration Effective Date

Date Jun 14, 2016

▼ Fees

Include?	Charge Name	Estimate	Actual
<input checked="" type="checkbox"/>	Activity Registration Fee	75.00	75.00
<input checked="" type="checkbox"/>	Discount: Resident	10.00%	-7.50
		Sub-Activity Total	67.50
		Tax	0.00
		Total Charges	67.50
		Pending Refund for Transfer From	(\$78.30)

[Recalculate Charges?](#)

▼ Grand Total

► <u>Staff Notes</u>	-10.80
► <u>Customer Notes</u>	

Agree to Waiver for Volleyball: Coed Inter. / Adv. - 01

Required	Description	Attachment
<input checked="" type="checkbox"/>	Participant Waiver	--
<input checked="" type="checkbox"/>	Refund Policy	Refund Policy

▼ Overrides

Override Early

Explanation
Registration opens at Aug 15, 2016 12:00 AM

Enroll and Pay **Enroll** **Back** **Cancel**

Tip:

Address any Overrides - Check “Early”

Never complete an early registration without consent from a supervisor. Please refer to registration dates in ActiveNet.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +
Pending Receipt #1 » Registration » Activity Transfer

▼ Transfer to Fees

▼ Registration Effective Date

Date Jun 14, 2016

▼ Fees

Include?	Charge Name	Estimate	Actual
<input checked="" type="checkbox"/>	Activity Registration Fee	75.00	75.00
<input checked="" type="checkbox"/>	Discount: Resident	10.00%	-7.50
		Sub-Activity Total	67.50
		Tax	0.00
		Total Charges	67.50
		Pending Refund for Transfer From	(\$78.30)

[Recalculate Charges?](#)

▼ Grand Total

► <u>Staff Notes</u>	-10.80
► <u>Customer Notes</u>	

Agree to Waiver for Volleyball: Coed Inter. / Adv. - 01

<input checked="" type="checkbox"/>	Required	Description	Attachment
<input checked="" type="checkbox"/>	Yes	Participant Waiver	--
	Yes	Refund Policy	Refund Policy

▼ Overrides

Override	Explanation
<input checked="" type="checkbox"/> Early	Registration opens at Aug 15, 2016 12:00 AM

Enroll and Pay **Enroll** **Back** **Cancel**

Tip:

Select “Enroll and Pay”



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × +

Pending Receipt #1 » Registration » Receipt Payment

Receipt Refund and Withdrawal

Help

▼ Payer to Receive Refund: Justin A. Goulet

Refund To Justin A. Goulet

Address 1462 Countryview Lane
Vista, CA 92081Phone : --
: (760) 602-4680Email Justin.Goulet@carlsbadca.gov
Paid \$78.30

▼ Receipt Refund and Withdrawal

Amount to Refund Payer ID # (e.g., Driver's license)

(Click on appropriate \$ to apply remaining refund)

► Request Refund by Check : \$ ▼ Refund to Credit Card : \$ Card Number Input CardCard Expiration (MMYY, MMYYYY, MM/YY or MM/YYYY)Card Type ► Refund to Account : \$ ▼ Refund to Gift Card : \$ Issue new Gift Card

Refund and Finish

Refund

Cancel

Tip:

Refund balance back to CarlsbadConnect account



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #1 × [\[+\]](#)
Pending Receipt #1 » Registration » Receipt Payment
Receipt Refund and Withdrawal [Help](#)

Payer to Receive Refund: Justin A. Goulet

Refund To: Justin A. Goulet
Address: 1462 Countryview Lane
Vista, CA 92081
Phone: --
: (760) 602-4680
Email: Justin.Goulet@carlsbadca.gov
Paid: \$78.30

Receipt Refund and Withdrawal

Amount to Refund: Payer ID #: (e.g., Driver's license)
(Click on appropriate \$ to apply remaining refund)

► [Request Refund by Check](#) : \$

▼ [Refund to Credit Card](#) : \$
Card Number: [Input Card](#)
Card Expiration: (MMYY, MMYYYY, MM/YY or MM/YYYY)
Card Type:

► [Refund to Account](#) : \$

▼ [Refund to Gift Card](#) : \$
Issue new Gift Card:

[Refund and Finish](#) [Refund](#) [Cancel](#)

A large green circle with a white border and a white arrow pointing towards the text.
Tip:

Select “Refund and Finish” to complete.



Front Desk



Customers



Organizations



POS



Pass Scan



Reports



Communication



Admin

Front Desk Menu

- ▶ Favorites
- ▶ Campaign
- ▶ Equipment Loans
- ▶ Financial
- ▶ FlexReg/Private Lessons
- ▶ League
- ▶ Membership
- ▶ Population
- ▶ Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #2005147.002 X +
Front Desk Home > Receipt #2005147.002

Trainer Site

Carlsbad Parks & Recreation
799 Pine Avenue
Suite 200
Carlsbad, CA 92008
Phone: (760) 434-2826
FAX: (760) 434-5088
Email: carlsbadconnect@carlsbadca.gov

[Print](#)[Send Email](#)[New Receipt](#)

Voucher #2005147.002

Jun 14, 2016 2:56 PM



Prepared By: Justin Goulet
Customer ID: 2902

JUSTIN A. GOULET
1462 COUNTRYVIEW LANE
VISTA, CA 92081

Home phone: --, Work phone: (760) 602-4680

Refund Summary

Account:	(\$10.80)
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Total Received:	\$0
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Total Refund:	(\$10.80)
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Transactions

Customer

Justin A. Goulet
1462 Countryview Lane
Vista, CA 92081
Home phone: --
Email: Justin.Goulet@carlsbadca.gov
ID: 2902

Description

Volleyball: Coed Four-Person - Men's - 02 #19841

Action: [Transfer Out](#)

No class on 9/5 Prizes are provided for the session-ending tournament, which begins at 6:15 p.m.

Withdrawal Date: Jun 14, 2016

Item	Unit	Qty	Fee	Charge
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Activity Registration Fee	Each	1.00	\$87.00	(\$87.00)
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Discount: Resident	Each	1.00	10.00%	\$8.70
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Justin A. Goulet
1462 Countryview Lane
Vista, CA 92081
Home phone: --
Email: Justin.Goulet@carlsbadca.gov
ID: 2902

Meets: From July 18, 2016 to September 12, 2016

Each Monday from 6:30pm to 9:30pm

Location: [Calavera Hills: Gymnasium](#) at [Calavera Hills Community Center & Park](#)

Volleyball: Coed Inter. / Adv. - 01 #22345

Action: [Transfer In](#)

No class Oct. 12 & 31

Enrollment Effective Date: Jun 14, 2016

Activity Registration Fee	Per Seat	1.00	\$75.00	\$75.00
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Discount: Resident	Per Seat	1.00	10.00%	(\$7.50)
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Meets: From September 12, 2016 to November 7, 2016

Each Monday from 6:30pm to 9:30pm

Except the following dates:

Monday, October 10, 2016

Monday, October 31, 2016

Location: [Stagecoach: Gymnasium](#) at [Stagecoach Community Center & Park](#)

Total Charges (\$10.80)

Tip:

Send the client an email confirmation.