



Enrollment Transfer

[Click to Begin](#)



Error!

Please follow the on-screen
instructions to continue.

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Front Desk × +

Pending Receipt #1

Pending Receipt #1 Help

Receipt Actions

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Trainer Site Pay Finish Cancel



Tip:

Select Transfer

In order to transfer a client, they must be currently enrolled in a program.

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Receipt #2 ✕ +

Pending Receipt #2 » Registration » Activity Transfer

Transfer Enrollment

[Help](#)

Find Transaction

Receipt Number First Name Email Address Middle Name Phone () Last Name ☐ Sounds likeCell Phone () Family Name Retired ▾Address City, State, Zip Code Scan Card Customer ID Membership Pass Number

Find Activity To Transfer Into (Status=Open)

[Cancel](#)**Tip:***Input the First Name*

- ▶ Favorites
- ▶ FlexReg/Private Lessons
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Receipt #2 ✕ +

[Pending Receipt #2](#) » [Registration](#) » [Activity Transfer](#)

Transfer Enrollment

[Help](#)

Find Transaction

Receipt Number First Name Email Address Middle Name Phone () Last Name ☐ Sounds likeCell Phone () Family Name Retired ▾Address City, State, Zip Code ▾ Scan Card Customer ID Membership Pass Number [Find Activity To Transfer Into](#) (Status=Open)[Cancel](#)**Tip:***Input the Last Name*

- ▶ Favorites
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Receipt #2 ✕ +

[Pending Receipt #2](#) » [Registration](#) » [Activity Transfer](#)

Transfer Enrollment

[Help](#)

Find Transaction

Receipt Number First Name Email Address Middle Name Phone () Last Name ☐ Sounds likeCell Phone () Family Name Retired ▾Address City, State, Zip Code ▾ Scan Card Customer ID Membership Pass Number [Find Activity To Transfer Into](#) (Status=Open)[Cancel](#)**Tip:***Search for the patron*



Front Desk



Customers



Organizations



POS



Reports



Admin

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Receipt #2 ✕ +

Pending Receipt #2 » Registration » Activity Transfer

Transfer Enrollment

Help

▶ [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	carlsbadconnect@carlsbadca.gov	Jun 1, 1994	Goulet (#1324)

[Cancel](#)

Tip:

Select the patron from the list.

If there are multiple accounts, have the client verify a distinguishing factor.



Front Desk



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Receipt #2 ✕ +

Pending Receipt #2 » Registration » Activity Transfer

Transfer Enrollment

Help

[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 01 #22340	Enroll	Sep 28, 2016	1234638.002	Justin A. Goulet

[Cancel](#)**Tip:**

Select the course the clients wishes to withdraw from.

You may also see the original receipt.

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Receipt #2 ✕ [+](#)
Pending Receipt #2 » Registration » Activity Transfer

Transfer Enrollment [Help](#)

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

▶ [Find Activity To Transfer Info](#) (Status=Open)

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

Receipt Number: 1234638.002
Prepared By: Intern Trainer
Sep 28, 2016 11:23 AM

▼ Transactions

Customer	Description	Charge Item	Unit	Qty	Unit Fee	Charge
Justin A. Goulet 1462 Countryview Lane Vista, CA 92081 Home phone: -- Email: carlsbadconnect@carlsbadca.gov ID: 2902	Volleyball: Coed Four-Person - Men 01 #22340 Action: Enroll No class Oct. 31 Enrollment Effective Date: Sep 28, 2016 Meets: From October 17, 2016 to December 12, 2016 Each Monday from 6:30pm to 9:30pm Except the following dates: Monday, October 31, 2016 Location: Calavera Hills: Gymnasium Court 1 at Calavera Hills Community Center & Park	Activity Registration Fee	Per Seat	1.00	\$87.00	\$87.00

Payments

Payment Type	Amount
Cash Cancel this payment	\$87.00



Collapse the receipt to continue



Front Desk



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Receipt #2 ✕ +

Pending Receipt #2 » Activity Transfer

Transfer Enrollment

Help

▶ Find Transaction (Transaction: Volleyball: Coed Four-Person - Men 01 #22340)

▼ Find Activity To Transfer Info

Activity Name

Activity Number

Center

Facility [Remove](#)

Season

Term

Start Date/Time From: To:

Department

Category

Age Range

Activity Type

Supervisor

Instructor

Site

Status

Include

Participant's Age e.g., 1 or 1.5 (years)

Search

[Cancel](#)**Tip:***Search for an activity to enroll*



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Receipt #2 ✕

Pending Receipt #2 » Activity Transfer

Transfer Enrollment

[Help](#)

Find Transaction (Transaction: Volleyball: Coed Four-Person - Men 01 #22340)

Find Activity To Transfer Info

Activity Name

Activity Type

Activity Number

Supervisor

Center

Instructor

Facility [Remove](#)

Site

Season

Status

Term

Include

Start Date/Time

From:

Participant's Age

To:

Department

Category

Age Range

[Search](#)

[Cancel](#)

Tip:

Click to search



Front Desk



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Receipt #2 ✕ +

Pending Receipt #2 » Activity Transfer

Transfer Enrollment

Help

▶ [Find Transaction](#) (Transaction: Volleyball: Coed Four-Person - Men 01 #22340)▶ [Find Activity To Transfer Info](#) (Name=Volleyball, Status=Open)▼ [Select Activity](#)

Name	Number	Open	Enr	W/L	Starting Day	Begins	Ends	Wks	Ages	Type
Volleyball: Coed Four-Person - Men 01	22340	7	13	0	Mon	Oct 17, 2016 6:30 PM	Dec 12, 2016	8	18 and up	Standard Activity
Volleyball: Coed Four-Person - Men 02	22341	12	8	0	Mon	Jan 30, 2017 6:30 PM	Mar 27, 2017	8	18 and up	Standard Activity
Volleyball: Coed Four-Person - Women 01	22342	2	10	0	Mon	Oct 17, 2016 6:30 PM	Dec 12, 2016	8	18 and up	Standard Activity
Volleyball: Coed Four-Person - Women 02	22343	5	7	0	Mon	Jan 30, 2017 6:30 PM	Mar 27, 2017	8	18 and up	Standard Activity
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
Volleyball: Coed Inter. / Adv. - 02	22346	30	0	0	Mon	Nov 14, 2016 6:30 PM	Dec 12, 2016	5	18 and up	Standard Activity
Volleyball: Coed Inter. / Adv. - 03	22347	30	0	0	Mon	Jan 9, 2017 6:30 PM	Mar 6, 2017	7	18 and up	Standard Activity
Volleyball: Coed Inter. / Adv. - 04	22348	30	0	0	Mon	Mar 13, 2017 6:30 PM	Apr 24, 2017	7	18 and up	Standard Activity
Volleyball: Women's Inter.&Adv. - 01	22350	23	2	0	Wed	Sep 7, 2016 10:30 AM	Oct 19, 2016	7	18 and up	Standard Activity
Volleyball: Women's Inter.&Adv. - 02	22351	24	1	0	Wed	Oct 26, 2016 10:30 AM	Dec 14, 2016	7	18 and up	Standard Activity
Volleyball: Women's Inter.&Adv. - 03	22352	25	0	0	Wed	Jan 4, 2017 10:30 AM	Feb 22, 2017	8	18 and up	Standard Activity
Volleyball: Women's Inter.&Adv. - 04	22353	25	0	0	Wed	Mar 1, 2017 10:30 AM	Apr 26, 2017	8	18 and up	Standard Activity

[Cancel](#)**Tip:***Select the course in which to enroll*In this case, select **Volleyball: Coed Four-Person – Men 02**



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Receipt #2 ✕ +

Pending Receipt #2 » Activity Transfer

[Find Transaction](#) (Transaction: Volleyball: Coed Four-Person - Men 01 #22340)[Find Activity To Transfer Into](#) (Selected: Volleyball: Coed Four-Person - Men 02)

▼ 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 01 #22340-Activity Registration Fee *	87.00	0.00	0	0	87.00	0	87.00
Financial Aid								0
Total Amount to Retain								0
Total Refund Amount								87.00

▼ 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](#)[Guides](#)**Tip:***Select a reason for transfer*



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Receipt #2 ✕ +

Pending Receipt #2 » Activity Transfer

▶ [Find Transaction](#) (Transaction: Volleyball: Coed Four-Person - Men 01 #22340)▶ [Find Activity To Transfer Info](#) (Selected: Volleyball: Coed Four-Person - Men 02)

▼ Credit Fees

▼ Fees

Include? D	Other	Original Charge	Original Discount	Prorated Charge	Prorated Discount	Amount Paid	Owed	Refund
<input checked="" type="checkbox"/>	✓ Activity Transfer	01 #22340-Activity Registration Fee *	87.00	0.00	0	0	87.00	0
	Customer Complaint							
	Customer Conduct							
	Customer Damages							
	Customer Relocating							
	Deposit Refund							
	Event Cancellation							
	Facility Unavailable							
	Inclement Weather							
	Instructor Unavailable							
	Insufficient Registrations							
	Internal Error							
	Journal Entry							
	Medical / Illness							
	Membership Cancellation							
	Membership Transfer							
	Merchandise Return							
	No Reason Provided							
	Reservation Cancellation							
	Scheduling Conflict							
	Financial Aid							0
	Total Amount to Retain							0
	Total Refund Amount							87.00

▼ With

Date Sep

▼ Tran

Select from

Reasons:

[Staff Notes](#)[Customer Notes](#)[Guides](#)**Tip:***Select the appropriate option*

In our case, we are just doing an activity transfer.



Front Desk



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Receipt #2 ✕ +

Pending Receipt #2 » Activity Transfer

[Find Transaction](#) (Transaction: Volleyball: Coed Four-Person - Men 01 #22340)[Find Activity To Transfer Info](#) (Selected: Volleyball: Coed Four-Person - Men 02)

▼ 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 01 #22340-Activity Registration Fee *	87.00	0.00	0	0	87.00	0	87.00
Financial Aid								0
Total Amount to Retain								0
Total Refund Amount								87.00

▼ 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](#)[Guides](#)**Tip:***Collapse the Transfer Reasons section.*



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Receipt #2 ✕ +

Pending Receipt #2 » Activity Transfer

Transfer Enrollment

Help

[Find Transaction](#) (Transaction: Volleyball: Coed Four-Person - Men 01 #22340)[Find Activity To Transfer Info](#) (Selected: Volleyball: Coed Four-Person - Men 02)

▼ 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 01 #22340-Activity Registration Fee *	87.00	0.00	<input type="text" value="0"/>	0	87.00	0	<input type="text" value="87.00"/>
Financial Aid								0
Total Amount to Retain								0
Total Refund Amount								87.00

▼ Withdrawal Date

Date 

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

[Transfer Reasons](#)[Staff Notes](#)[Customer Notes](#)[Overrides](#)[Refund](#)[Cancel](#)**Tip:***Refund the full amount to apply to transfer*

Transfer to Fees

Registration Effective Date

Date Sep 28, 2016

Fees

Include? Charge Name
☒ Activity Registration Fee*
☐ Discount: Resident*

Estimate Actual
 87.00 87.00
 10.00% 0

Sub-Activity Total 87.00

Tax 0.00

Total Charges 87.00

Pending Refund for Transfer From (\$87.00)

[Recalculate Charges?](#)

Grand Total

0.00

* - Needs override authority to change

Override User

Password

[Staff Notes](#)

[Customer Notes](#)

Waiver to Waiver for Volleyball: Coed Four-Person - Men 02



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

Enroll and Pay

Enroll

Back

Tip:

Ensure the client agrees to the waiver

The waiver contains Photographic and Release of Liability releases.

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Receipt #2 ✕

Pending Receipt #2 » Activity Transfer

▼ [Transfer to Fees](#)▼ [Registration Effective Date](#)Date Sep 28, 2016 ▼ [Fees](#)

Include?	Charge Name	Estimate	Actual
<input checked="" type="checkbox"/>	Activity Registration Fee*	87.00	<input type="text" value="87.00"/>
<input type="checkbox"/>	Discount: Resident*	10.00%	<input type="text" value="0"/>
Sub-Activity Total			<input type="text" value="87.00"/>
Tax			<input type="text" value="0.00"/>
Total Charges			<input type="text" value="87.00"/>
Pending Refund for Transfer From			<input type="text" value="(\$87.00)"/>

[Recalculate Charges?](#)▼ [Grand Total](#)

* - Needs override authority to change

Override User Password ▶ [Staff Notes](#)▶ [Customer Notes](#)

Consent to Waiver for Volleyball: Coed Four-Person - Men 02



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

[Enroll and Pay](#)[Enroll](#)[Back](#)**Tip:**

Ensure the client agrees to the **Refund Policy**

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Receipt #2 ✕

Pending Receipt #2 » Activity Transfer

▼ [Transfer to Fees](#)▼ [Registration Effective Date](#)Date Sep 28, 2016 ▼ [Fees](#)

Include?	Charge Name	Estimate	Actual
<input checked="" type="checkbox"/>	Activity Registration Fee*	87.00	<input type="text" value="87.00"/>
<input type="checkbox"/>	Discount: Resident*	10.00%	<input type="text" value="0"/>
Sub-Activity Total			<input type="text" value="87.00"/>
Tax			<input type="text" value="0.00"/>
Total Charges			<input type="text" value="87.00"/>
Pending Refund for Transfer From			<input type="text" value="(\$87.00)"/>

[Recalculate Charges?](#)▼ [Grand Total](#)

* - Needs override authority to change

Override User Password ▶ [Staff Notes](#)▶ [Customer Notes](#)

Waiver to Waiver for Volleyball: Coed Four-Person - Men 02



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

[Enroll and Pay](#)[Enroll](#)[Back](#)**Tip:****Enroll and Pay**



Front Desk



Customers



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Receipt #2 ✕ +

Pending Receipt #2 » Receipt Payment

Receipt Payment

Help

Find Customer for Payer

Potential Customers

Justin A. Goulet ▾

Select

First Name

Email Address

Middle Name

Phone ()

Last Name

☐ Sounds like

Cell Phone ()

Family Name

Retired

 ▾

Address

Entered On or After



City, State, Zip Code

▾

Search

Add New Customer

Add Family Member
(Based on Customer)

Justin A. Goulet ▾

Submit

Scan Card

Submit

Membership Pass Number

Submit

Find Organization

Cancel

Tip:*Select the Customer as the Payer*

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Front Desk × +

Pending Receipt for Justin A. Goulet

Pending Receipt for Justin A. Goulet

Help

Receipt Actions

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[Refund Payments](#)

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

Donation

[Make Donation](#)

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[Sell](#)

Refund/Withdraw

[Refund/Withdraw Transaction](#)

Account Actions

[Refund from Account](#)
[Pay on Account](#)

Trainer Site

Pay

Finish

Cancel

Payments

Type	Customer	Description	Payment
Payment Remove	Justin A. Goulet	No Money	\$0
Charges			\$0
Payments			\$0
Balance			\$0

Transactions

Action	Description	Customer	Fee	Amount
Transfer Remove	Volleyball: Coed Four-Person - Men 02, # 22341	Justin A. Goulet	\$87.00	Refund: (\$87.00) Charge: \$87.00
Starts: From January 30, 2017 to March 27, 2017 Each Monday from 6:30pm to 9:30pm Except the following dates: Monday, February 20, 2017 From: Volleyball: Coed Four-Person - Men 01 #22340				
Totals			\$87.00	\$0

Tip:

Finish the transaction

Notice that since the balance and the refund were equal, this is a non-monetary receipt.



Front Desk



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Receipt #3022514.002 ✕

Front Desk Home » Receipt #3022514.002

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

JUSTIN A. GOULET
1462 COUNTRYVIEW LANE
VISTA, CA 92081

Non-Monetary Receipt #3022514.002

Sep 28, 2016 12:00 PM



Prepared By: Intern Trainer
Customer ID: 2902

Transactions

Customer

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

Description

Volleyball: Coed Four-Person - Men 01 #22340

Action: [Transfer Out](#)

No class Oct. 31

Withdrawal Date: Sep 28, 2016

Meets: From October 17, 2016 to December 12, 2016

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

Except the following dates:

Monday, October 31, 2016

Location:

[Calavera Hills: Gymnasium Court 1](#) at [Calavera Hills Community Center & Park](#)

Volleyball: Coed Four-Person - Men 02 #22341

Action: [Transfer In](#)

No class Feb. 20

Enrollment Effective Date: Sep 28, 2016

Meets: From January 30, 2017 to March 27, 2017

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

Except the following dates:

Monday, February 20, 2017

Location:

[Calavera Hills: Gymnasium Court 1](#) at [Calavera Hills Community Center & Park](#)

Item	Unit	Qty	Fee	Charge
Activity Registration Fee	Each	1.00	\$87.00	(\$87.00)

Activity Registration Fee	Per Seat	1.00	\$87.00	\$87.00
---------------------------	----------	------	---------	---------

Tip:

Send the client the receipt via email

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Receipt #3022514.002 *
Front Desk Home » Receipt #3022514.002

Trainer Site

Carlsbad Parks & Rec
799 Pine Avenue
Suite 200
Carlsbad, CA 92008
Phone: (760) 434-28
FAX: (760) 434-508
Email: carlsbadconn

JUSTIN A. G
1462 COUN
VISTA, CA 9

Transactions

Customer

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

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

Meets: From January 30, 2017 to March 27, 2017
Each Monday from 6:30pm to 9:30pm
Except the following dates:
Monday, February 20, 2017

Location:
[Calavera Hills: Gymnasium Court 1](#) at [Calavera Hills Community Center & Park](#)

Email Receipt Confirmation

[Help](#)

Recipients

1

2

3

4

5

6

7

8

9

10

Send Email

Cancel

Monetary Receipt #3022514.002

Sep 28, 2016 12:00 PM



Prepared By: Intern Trainer
Customer ID: 2902

Unit	Qty	Fee	Charge
Each	1.00	\$87.00	(\$87.00)

Per Seat	1.00	\$87.00	\$87.00
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Confirm the email and send