



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

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Front Desk × +

Pending Receipt #1

Pending Receipt #1

Receipt Actions

▶ Registration

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

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▶ Account Actions

- [Refund from Account](#)
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- [Adjust Balance](#)
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▶ FlexReg/Private Lessons

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

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



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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.



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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.



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

Transfer Enrollment

Help

▼ Find Transaction

Receipt Number Submit

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

Scan Card Submit
Customer ID Submit
Membership Pass Number Submit



▶ Find Activity To Transfer Into (Status=Open)

Cancel

Tip:

Search for client.



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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



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Receipt #1 × +

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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'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
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

Charge Item	Unit	Qty	Unit Fee	Charge
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 issued for up to 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.



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Pending Receipt #1 » Registration » Activity Transfer

Transfer Enrollment

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

▼ Find Activity Transfer Into

Activity Name

Activity Number

Center

Facility [Remove](#)

Season

Term

Start Date/Time From:

To:

Department

Category

Age Range

Activity Type

Supervisor

Instructor

Site All Sites

Status Open

Include Activities and Sub-Activities

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

[Search](#)

[Cancel](#)

Tip:

Input the Activity Number for the new class.



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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.



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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.



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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 Jun 14, 2016



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



▶ Staff Notes

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

Tip:

Select a Transfer Reason from the list.



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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** 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.



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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”



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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.



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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.



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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 Required Yes Description Attachment

Override Participant Waiver --
 Early Refund Policy

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.



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

▼ Overrides

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

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

Tip:

Select “Enroll and Pay”



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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



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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:

Select “Refund and Finish” to complete.



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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

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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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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.