



Front Desk Menu

- > Favorites
- > FlexReg/Private Lessons
- > Membership
- > Population
- > Receipts
- > Refund
- > Registrations
- > Reserve
- > Resource Scheduler
- > Help Center
- > Active Support



Front Desk x +

Pending Receipt #1

Help

Pending Receipt #1

▼ Receipt Actions

► Registration

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

► POS

- [Sell](#)

► Reserve

- [Reserve Facility](#)
- [Schedule Reservations](#)
- [Refund Payments](#)

► Refund/Withdraw

- [Refund/Withdraw Transaction](#)

► Membership

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

► Account Actions

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

► Donation

- [Make Donation](#)

Pay

Finish

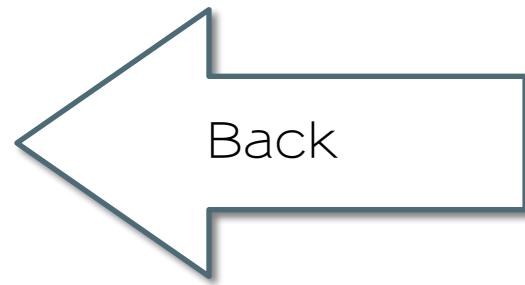
Cancel



Task:

Open the "Customers" module





STOP!

Please follow the Onscreen Instructions to Continue!

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account

ACTIVENet

City of Carlsbad

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

Front Desk Home > Customers

Customer Search...

Customer Search Criteria

First Name Middle Name Last Name Sounds Like? Exact Match? Family Name Entered Since Include Retired?

Address City State Zip Code Phone Cell Phone Email

Search Now Clear Add New Customer

The screenshot shows a web-based application interface for managing customer data. The main title bar indicates the URL as https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi and the page title as ActiveNet - City of Carlsbad. The top navigation bar includes links for File, Edit, View, Favorites, Tools, Help, and a user account for Justin Goulet. Below the navigation is a horizontal menu bar with icons for Front Desk, Customers, Organizations, POS, Pass Scan, Reports, Communication, and Admin. A sidebar on the left contains a 'Front Desk Menu' with various administrative links such as Favorites, Campaign, Equipment Loans, Financial, FlexReg/Private Lessons, League, Membership, Population, Receipts, Refund, Registrations, Reserve, Resource Scheduler, Help Center, and Active Support. The main content area is titled 'Customer Search...' and features a 'Customer Search Criteria' section with fields for First Name, Middle Name, Last Name, Sounds Like? (with an 'Exact Match?' checkbox), Family Name, Entered Since (with a date picker icon), and Include Retired? (checkbox). There are also fields for Address, City, State (dropdown), Zip Code, Phone, Cell Phone, and Email. At the bottom of the search form are buttons for 'Search Now', 'Clear', and 'Add New Customer'.



Task:
Select the "First Name" Text Field

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

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Customer Search...

Customer Search Criteria

First Name: Justin | Address:
Middle Name: City:
Last Name: State:
Sounds Like? Exact Match?
Family Name: Zip Code:
Entered Since: Phone: -
Include Retired? Cell Phone: -
Email:

Search Now Clear Add New Customer



Task:

Select the "Last Name" Text Field

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

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Welcome, Justin Goulet! Account

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Customer Search...

Customer Search Criteria

First Name: Justin Address:
Middle Name: City:
Last Name: Goulet State:
Sounds Like? Exact Match?
Family Name: Zip Code:
Entered Since: Phone: -
Include Retired? Cell Phone: -
Email:

Search Now Clear Add New Customer



Task:

Select the "Search Now" Button

Tip: Some buttons in this module are functional. Click others to play around!

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

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Customer Search...

Customer Search Criteria (1 record found)

Name	Address	Phone	Email	Date of Birth	Gender	Cust Type	Family	Customer Since	Retired?
Goulet, Justin A.		(H): -- (W): (760) 602-4680	Justin.Goulet@carlsbadca.gov	06/20/1994	M	Individual	Goulet (#1324)	12/26/2013	No



Task:
Select the Customer from the Results

https://anprod.active.com/cityofcarlsbad/trainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

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Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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Lookup Receipt
Lookup Transaction
New Receipt
Pending Front Desk Receipts
Queued Online Receipts

Customer Search... Help

Justin A. Goulet Edit

Vista, CA 92081
Email: Justin.Goulet@carlsbadca.gov
Family Role: Adult / Guardian
Gender: Male
Instructor?: No
(C):
(H): --
(W):

Detail Family History Account Balance Actions

Customer Notes/Alerts Add
No records found

Upcoming Activities/FlexReg/Private Lessons New Activity Enrollment New FlexReg/Private Lessons Enrollment
No records found

Customer Skill Add **Interests** Add
No records found



Task:

View the Account Balance

https://anprod.active.com/cityofcarlsbad/trainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

ACTIVENet

Welcome, Justin Goulet! Account ▾

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Lookup Receipt
Lookup Transaction
New Receipt
Pending Front Desk Receipts
Queued Online Receipts

Customer Search...

Justin A. Goulet Edit

Vista, CA 92081
Email: Justin.Goulet@carlsbadca.g
Family Role: Adult / Guardian
Gender: Male
Instructor?: No
(C):
(H): --
(W): (760) 602-4680

Detail Family History Account Balance Actions

Account Balance

Total credit on account: \$0
Total owed on account: \$0
Total owed:

Pay on Account Adjust Balance Transfer Balance

Payables

No records found

Pay on Account

Credits on Account

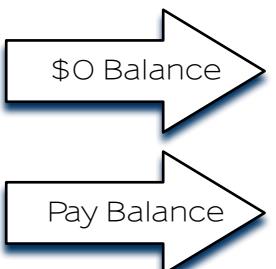
No records found



Task:

View the Account Balance.

If the Balance is Zero, Continue.
Else, the client must pay any outstanding balance.



https://anprod.active.com/cityofcarlsbad/trainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

ACTIVENet

Welcome, Justin Goulet! Account ▾

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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Lookup Receipt
Lookup Transaction
New Receipt
Pending Front Desk Receipts
Queued Online Receipts

Customer Search... Justin Goulet

Detail Family History Account Balance Actions

Account Balance

Total credit on account: \$0
Total owed on account: \$0
Total owed:

Pay on Account Adjust Balance Transfer Balance

Payables

No records found

Credits on Account

No records found

Vista, CA 92081
Email: Justin.Goulet@carlsbadca.g
Family Role: Adult / Guardian
Gender: Male
Instructor?: No
(C):
(H): --
(W): (760) 602-4680



Task:

To Proceed, Select "Actions"

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

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File Edit View Favorites Tools Help

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Lookup Receipt
Pending Front Desk Receipts
Queued Online Receipts

New Activity Enrollment Customer Info Demographics Account Balance

New FlexReg/Private Lessons Enrollment Address / Contact Information Mailing List Interests Pay on Account

New Reservation Alternate Keys Skills Adjust Balance

New Membership Family Authorized Pickups Transfer Balance

New Receipt Extra Details Awards Scholarships

Notes / Alerts Custom Question Answers List Payments

Verify Identity Uploaded Files Scheduled Refunds

Transaction / Schedule Actions Account History Miscellaneous

Activity Grades Ledger Access My Account

FlexReg/Private Lessons Program Grades Payments Merge Two Customers

Checklist Transactions Transactions Show Like Customers

Coupons Communications Set Default Check-in Membership

Family Schedule Account Changes

Gift Cards All History

No records found

Front Desk * +

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

Help

Justin Goulet Customer Search...

Justin A. Goulet Edit

Vista, CA 92081

Email: Justin.Goulet@carlsbadca.gov

Family Role: Adult / Guardian

Gender: Male

Instructor?: No

(C):

(H): --

(W): (760) 602-4680

New Transactions Update Customer Detail Update Customer Lists Financial Actions

New Activity Enrollment Customer Info Demographics Account Balance

New FlexReg/Private Lessons Enrollment Address / Contact Information Mailing List Interests Pay on Account

New Reservation Alternate Keys Skills Adjust Balance

New Membership Family Authorized Pickups Transfer Balance

New Receipt Extra Details Awards Scholarships

Notes / Alerts Custom Question Answers List Payments

Verify Identity Uploaded Files Scheduled Refunds

Transaction / Schedule Actions Account History Miscellaneous

Activity Grades Ledger Access My Account

FlexReg/Private Lessons Program Grades Payments Merge Two Customers

Checklist Transactions Transactions Show Like Customers

Coupons Communications Set Default Check-in Membership

Family Schedule Account Changes

Gift Cards All History



Task:
Select "New Activity Enrollment"

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

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Lookup Transaction
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Queued Online Receipts

Lookup Receipt
Pending Front Desk Receipts
Queued Online Receipts

New Activity Enrollment Customer Info Demographics Account Balance

New FlexReg/Private Lessons Enrollment Address / Contact Information Mailing List Interests Pay on Account

New Reservation Alternate Keys Skills Adjust Balance

New Membership Family Authorized Pickups Transfer Balance

New Receipt Extra Details Awards Scholarships

Notes / Alerts Custom Question Answers List Payments

Verify Identity Uploaded Files Scheduled Refunds

Transaction / Schedule Actions Account History Miscellaneous

Activity Grades Ledger Access My Account

FlexReg/Private Lessons Program Grades Payments Merge Two Customers

Checklist Transactions Transactions Show Like Customers

Coupons Communications Set Default Check-in Membership

Family Schedule Account Changes

Gift Cards All History

No records found

Front Desk * +

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

Help

Justin Goulet Customer Search...

Justin A. Goulet Edit

Vista, CA 92081

Email: Justin.Goulet@carlsbadca.gov

Family Role: Adult / Guardian

Gender: Male

Instructor?: No

(C):

(H): --

(W): (760) 602-4680

New Transactions Update Customer Detail Update Customer Lists Financial Actions

New Activity Enrollment Customer Info Demographics Account Balance

New FlexReg/Private Lessons Enrollment Address / Contact Information Mailing List Interests Pay on Account

New Reservation Alternate Keys Skills Adjust Balance

New Membership Family Authorized Pickups Transfer Balance

New Receipt Extra Details Awards Scholarships

Notes / Alerts Custom Question Answers List Payments

Verify Identity Uploaded Files Scheduled Refunds

Transaction / Schedule Actions Account History Miscellaneous

Activity Grades Ledger Access My Account

FlexReg/Private Lessons Program Grades Payments Merge Two Customers

Checklist Transactions Transactions Show Like Customers

Coupons Communications Set Default Check-in Membership

Family Schedule Account Changes

Gift Cards All History



Task:
Select "New Activity Enrollment"

https://anprod.active.com/cityofcarlsbad/trainer/servlet/processAdminLogin.sdi

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Welcome, Justin Goulet! Account ▾

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Lookup Receipt
Lookup Transaction
New Receipt
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Find Activity

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

Find Customer (Selected: Justin A. Goulet)

Cancel

RETRAINER

Task:
Type an Activity Name

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

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File Edit View Favorites Tools Help

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Welcome, Justin Goulet! Account ▾

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Lookup Receipt
Lookup Transaction
New Receipt
Pending Front Desk Receipts
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Find Activity

Activity Name: Volley
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

Find Customer (Selected: Justin A. Goulet)

Cancel



Task:
Search the System for Courses

https://anprod.active.com/cityofcarlsbad/trainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

Activity Enrollment

Help

Find Activity (Name=Volley, Status=Open)

Find Customer (Selected: Justin A. Goulet)

Select Activity

Name	Number	Open	Enr	WL	Starting Day	Begins	Ends	Wks	Ages	Type
Master Sport - Volleyball Camp	20270	37	8	0	Mon	Jul 18, 2016 9:00 AM	Jul 22, 2016	1	At least 7 but less than 15	Standard Activity
Volleyball: Coed Four-Person - Men 01	22340	20	0	0	Mon	Oct 17, 2016 6:30 PM	Dec 12, 2016	8	18 and up	Standard Activity
Volleyball: Coed Four-Person - Men 02	22341	20	0	0	Mon	Jan 30, 2017 6:30 PM	Mar 27, 2017	8	18 and up	Standard Activity
Volleyball: Coed Four-Person - Men's - 01	19840	0	20	0	Mon	Apr 18, 2016 6:30 PM	Jun 13, 2016	8	18 and up	Standard Activity
Volleyball: Coed Four-Person - Men's - 02	19841	3	17	0	Mon	Jul 18, 2016 6:30 PM	Sep 12, 2016	9	18 and up	Standard Activity
Volleyball: Coed Four-Person - Women 01	22342	12	0	0	Mon	Oct 17, 2016 6:30 PM	Dec 12, 2016	8	18 and up	Standard Activity
Volleyball: Coed Four-Person - Women 02	22343	12	0	0	Mon	Jan 30, 2017 6:30 PM	Mar 27, 2017	8	18 and up	Standard Activity
Volleyball: Coed Four-Person - Women's - 01	19842	0	12	0	Mon	Apr 18, 2016 6:30 PM	Jun 13, 2016	8	18 and up	Standard Activity
Volleyball: Coed Four-Person - Women's - 02	19843	0	12	0	Mon	Jul 18, 2016 6:30 PM	Sep 12, 2016	9	18 and up	Standard Activity
Volleyball: Coed Four-Person Intermediate/Advanced	19839	64	61	0	--	--	Sep 12, 2016	0	18 and up	Standard Activity
Volleyball: Coed Inter. / Adv.	22344	120	0	0	--	--	Apr 24, 2017	0	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: Four-Person - Men's	22339	64	0	0	--	--	Mar 27, 2017	0	18 and up	Standard Activity
Volleyball: Intermediate & Advanced	19844	80	34	0	--	--	Aug 29, 2016	0	16 and up	Standard Activity
Volleyball: Intermediate & Advanced - 01	20587	9	31	0	Mon	May 2, 2016 6:30 PM	Jun 27, 2016	8	16 and up	Standard Activity
Volleyball: Intermediate & Advanced - 02	20588	37	3	0	Mon	Jul 11, 2016 6:30 PM	Aug 29, 2016	8	16 and up	Standard Activity
Volleyball: Women's Inter. & Adv.	22349	100	0	0	--	--	Apr 26, 2017	0	18 and up	Standard Activity
Volleyball: Women's Inter. & Adv. - 01	22350	25	0	0	Wed	Sep 7, 2016 10:30 AM	Oct 19, 2016	7	18 and up	Standard Activity
Volleyball: Women's Inter. & Adv. - 02	22351	25	0	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



Task:
Select "Volleyball: Coed Four-Person Mens -02"
This course is scheduled for July 18, 2016

https://anprod.active.com/cityofcarlsbad/trainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

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Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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Lookup Receipt
Lookup Transaction
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Recalculate Charges?

Grand Total: 78.30

Staff Notes Customer Notes

Agree to Waiver for Volleyball: Coed Four-Person - Men's - 02

Include?	Charge Name	Estimate	Actual
<input checked="" type="checkbox"/>	Activity Registration Fee	87.00	87.00
<input checked="" type="checkbox"/>	Discount: Resident	10.00%	-8.70
		Seats Requested	1
		Fee Total	78.30
		Tax	0.00
		Total	78.30

Required Description Attachment

Yes Participant Waiver --

Yes Refund Policy Refund Policy

Enroll and Pay Enroll

Enroll Again: Same Customer Same Activity



Task:
Before Accepting the Waiver and Refund Policy, Be sure you let the client know what they are, if they don't already.
This check is imperative!

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit

x Convert

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

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Receipt #5 x [+] Pending Receipt for Justin A. Goulet » Enroll

Enroll Add to Waiting List (openings available)

▼ Fees

Include?	Charge Name	Estimate	Actual
<input checked="" type="checkbox"/>	Activity Registration Fee	87.00	87.00
<input checked="" type="checkbox"/>	Discount: Resident	10.00%	-8.70

Seats Requested
Fee Total
Tax
Total

Recalculate Charges?

Grand Total 78.30

▼ Grand Total

▶ Staff Notes
▶ Customer Notes

Agree to Waiver for Volleyball: Coed Four-Person - Men's - 02

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

Enroll and Pay Enroll

Enroll Again: Same Customer Same Activity Cancel



Task:

Again, Advise the client of our policies. If you wish to review the policy to relay to the customer, select the "Refund Policy" Hyperlink.

File Edit View Favorites Tools Help

x Snagit x
x Convert x Select
Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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Receipt #5 x Pending Receipt for Justin A. Goulet » Enroll

Refund Policy
I have read and understand the Refund Policy.

Include?

Recalculate Charges?
Grand Total

▶ Staff Notes
▶ Customer Notes

Agree to Waiver for Volleyball: C

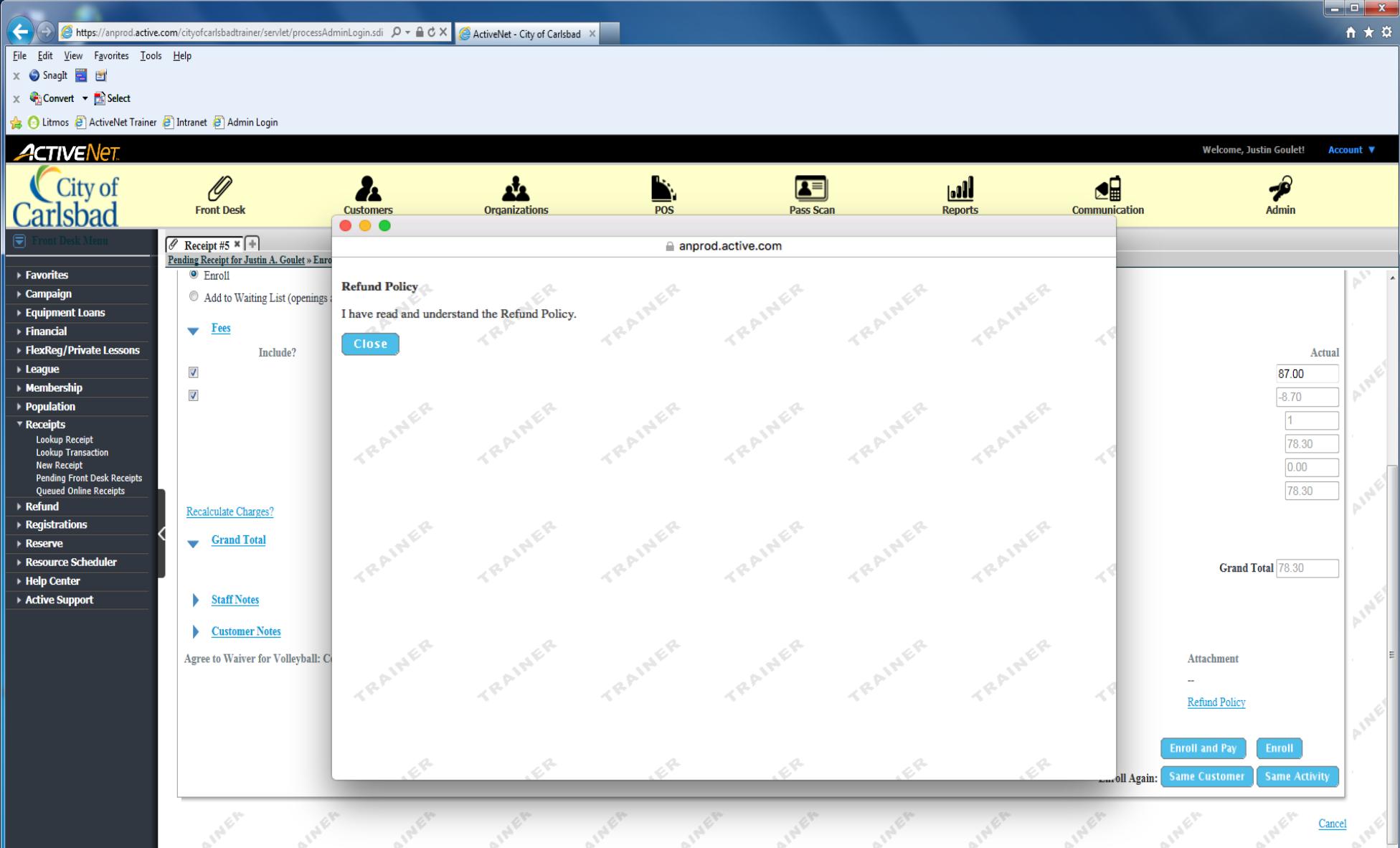
Actual
87.00
-8.70
1
78.30
0.00
78.30

Grand Total 78.30

Attachment
--
[Refund Policy](#)

Enroll and Pay Enroll
Enroll Again: [Same Customer](#) [Same Activity](#)

Cancel



Task:

This link is just for the description:
Click the blue "Close" Button

Park & Recreation

Refund Policy

Program Registration

When a registrant requests a refund at least 10 city business days prior to the scheduled class/program, 50 percent of the registration fee will be refunded by check or credit card or a full credit* will be applied to their account. Once a credit has been issued, it cannot be exchanged for a refund.

There are NO CASH REFUNDS. All check refunds will be mailed approximately 2 to 3 weeks after a request has been received.

*Please note, all credits are good 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 a registrant may elect to donate them to the department's Opportunity Grants Program for a possible tax write off.

Reservation

When an applicant requests a refund at least 30 calendar days prior to rental, 50 percent of the registration fee will be refunded by check or credit card or a full credit* will be applied to their account. Once a credit has been issued, it cannot be exchanged for a refund.

Upon notice of cancellation, any financial obligations incurred by the City of Carlsbad to accommodate the applicant or event will be invoiced and the applicant must pay the outstanding balance within seven calendar days of the date of the invoice.

No refunds or credits will be given for requests less than 30 days prior to the scheduled rental.

No refunds will be provided due to applicant canceling an event because of inclement weather. Any refund/credit applied will follow the procedure outlined above.

Leo Carrillo Ranch Historic Park – If an event is cancelled by the client with at least 90 days' notice, 50 percent of the rental holding fee will be refunded. If the event is canceled by the applicant with less than 90 days' notice, the City of Carlsbad will retain the entire rental holding fee.

There are NO CASH REFUNDS. All refunds will be mailed approximately 2 to 3 weeks after a request for refund has been received.

*Please note, all credits are good 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 department's Opportunity Grants Program for a possible tax write off.



Task:

Confirm You know the Policy

Confirm

File Edit View Favorites Tools Help

x Snagit x
x Convert x Select
Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

Receipt #5 x [Pending Receipt for Justin A. Goulet » Enroll](#)

Enroll
 Add to Waiting List (openings available)

Fees

Include?	Charge Name	Estimate	Actual
<input checked="" type="checkbox"/>	Activity Registration Fee	87.00	87.00
<input checked="" type="checkbox"/>	Discount: Resident	10.00%	-8.70

Seats Requested: 1
Fee Total: 78.30
Tax: 0.00
Total: 78.30

[Recalculate Charges?](#)

Grand Total: 78.30

Staff Notes:
Customer Notes:

Agree to Waiver for Volleyball: Coed Four-Person - Men's - 02

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

Enroll and Pay Enroll

Enroll Again: Same Customer Same Activity Cancel



Task:
Check the "Refund Policy" Checkbox

File Edit View Favorites Tools Help

x Snagit x
x Convert x Select
Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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**
 - Lookup Receipt
 - Lookup Transaction
 - New Receipt
 - Pending Front Desk Receipts
 - Queued Online Receipts
- ▶ Refund
- ▶ Registrations
- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #5 Pending Receipt for Justin A. Goulet » Enroll

Enroll
 Add to Waiting List (openings available)

Fees

Include?	Charge Name	Estimate	Actual
<input type="checkbox"/>	Activity Registration Fee	87.00	87.00
<input checked="" type="checkbox"/>	Discount: Resident	10.00%	8.70
		Seats Requested	1
		Fee Total	78.30
		Tax	0.00
		Total	78.30

[Recalculate Charges?](#)

Grand Total 78.30

Staff Notes

Customer Notes

Agree to Waiver for Volleyball: Coed Four-Person - Men's - 02

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

Enroll and Pay **Enroll**

Enroll Again: **Same Customer** **Same Activity**

[Cancel](#)



Task:

Select "Enroll and Pay"
OR
Select "Enroll"

https://anprod.active.com/cityofcarlsbad/trainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit

x Convert

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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

Front Desk

Pending Receipt for Justin A. Goulet

Pending Receipt for Justin A. Goulet

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
- 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
- Donation
 - Make Donation
- Gift Cards
 - Sell Gift Card
 - Inquire about Gift Cards

Trainer Site Pay Finish Cancel

Transactions

Action	Description	Customer	Fee	Amount
Enroll Normal Remove	Volleyball: Coed Four-Person - Men's - 02, # 19841 Starts: From July 18, 2016 to September 12, 2016 Each Monday from 6:30pm to 9:30pm	Justin A. Goulet	\$78.30	\$78.30
		Totals	\$78.30	\$78.30



Task:

Select "Pay"

Note that here, you can add another enrollment, add a payment, or return to the customer's info page

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit x
x Convert x Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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 #5 x + Pending Receipt for Justin A. Goulet » Receipt Payment

Receipt Payment

Find Customer for Payer

Potential Customers: Justin A. Goulet

First Name:
Middle Name:
Last Name: Sounds like
Family Name:
Address:
City, State, Zip Code:
Email Address:
Phone:
Cell Phone:
Retired: Exclude Retired
Entered On or After:

Search Add New Customer

Add Family Member: Justin A. Goulet
(Based on Customer)

Scan Card:
Membership Pass Number:

Find Organization



Task:

Click "Select"

We are attaching the same customer to this receipt.

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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

Lookup Receipt
Lookup Transaction
New Receipt
Pending Front Desk Receipts
Queued Online Receipts

Refund Registrations Reserve Resource Scheduler Help Center Active Support

Receipt #4 * [+]

Front Desk Home > Customer: Justin A. Goulet (#2902) > Receipt Payment

Receipt Payment

Find Customer for Payer (Selected: Justin A. Goulet)

Find Organization

Add a Donation

Receipt Payment

Refund

Balance to be Paid

Portion Due Immediately

Payer ID #
(Click on appropriate \$ to apply remaining balance)

Check : \$

Cash : \$

Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel

Task:
Click the "\$" to the right of the "Cash" Option

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit x
x Convert x Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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 #5 Pending Receipt for Justin A. Goulet » Receipt Payment

Campaign Opportunity Grants Donation

Description: Help us never turn a child away because of financial hardship. Every child deserves the opportunity to learn, explore and have fun. Children who participate in Parks & Recreation programs not only have fun, they learn life skills, engage in healthy activities, and socialize in safe environments. The City of Carlsbad Parks & Recreation Department Opportunity Grants program provides access to parks & recreation classes, camps and activities for families that may not otherwise be able to afford them. By awarding grants to Carlsbad families, the department aims to encourage the development of positive self-esteem and social responsibility and promote physical fitness and health to create a safe and strong community. Your donation gives a child access to unforgettable activities and priceless experiences.

From Jul 1, 2015 to Jun 30, 2016

Donation Amount \$10 \$25 \$50 \$100 Other \$

Recurring Donation Options Recurring donation?

Receipt Payment

Balance to be Paid

Portion Due Immediately

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

(Click on appropriate \$ to apply remaining balance)

Check : \$
Cash : \$
Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel

Task:
Note this will automatically apply the remaining balance.

We are going to split up the payment, however. Delete the balance from the field.

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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

Lookup Receipt
Lookup Transaction
New Receipt
Pending Front Desk Receipts
Queued Online Receipts

Refund Registrations Reserve Resource Scheduler Help Center Active Support

Receipt #4 * [+]

Front Desk Home > Customer: Justin A. Goulet (#2902) > Receipt Payment

Receipt Payment

Find Customer for Payer (Selected: Justin A. Goulet)

Find Organization

Add a Donation

Receipt Payment

Refund

Balance to be Paid

Portion Due Immediately

Payer ID #
(Click on appropriate \$ to apply remaining balance)

Check : \$

Cash : \$

Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel

Task:

Pay with \$40 Cash

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit x
x Convert x Select
Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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 # Pending Receipt for Justin A. Goulet » Receipt Payment

Campaign Opportunity Grants Donation

Description: Help us never turn a child away because of financial hardship. Every child deserves the opportunity to learn, explore and have fun. Children who participate in Parks & Recreation programs not only have fun, they learn life skills, engage in healthy activities, and socialize in safe environments. The City of Carlsbad Parks & Recreation Department Opportunity Grants program provides access to parks & recreation classes, camps and activities for families that may not otherwise be able to afford them. By awarding grants to Carlsbad families, the department aims to encourage the development of positive self-esteem and social responsibility and promote physical fitness and health to create a safe and strong community. Your donation gives a child access to unforgettable activities and priceless experiences.

From Jul 1, 2015 to Jun 30, 2016

Donation Amount \$10 \$25 \$50 \$100 Other \$

Recurring Donation Options Recurring donation?

Receipt Payment

Balance to be Paid
Portion Due Immediately
Payer ID # (e.g., Driver's license)
(Click on appropriate \$ to apply remaining balance)

Check : \$
Cash : \$
Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel



Task:

Pay the Remaining by Check

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit x
x Convert x Select
Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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 # Pending Receipt for Justin A. Goulet » Receipt Payment

Campaign Opportunity Grants Donation

Description: Help us never turn a child away because of financial hardship. Every child deserves the opportunity to learn, explore and have fun. Children who participate in Parks & Recreation programs not only have fun, they learn life skills, engage in healthy activities, and socialize in safe environments. The City of Carlsbad Parks & Recreation Department Opportunity Grants program provides access to parks & recreation classes, camps and activities for families that may not otherwise be able to afford them. By awarding grants to Carlsbad families, the department aims to encourage the development of positive self-esteem and social responsibility and promote physical fitness and health to create a safe and strong community. Your donation gives a child access to unforgettable activities and priceless experiences.

From Jul 1, 2015 to Jun 30, 2016

Donation Amount \$10 \$25 \$50 \$100 Other \$

Recurring Donation Options Recurring donation?

Receipt Payment

Balance to be Paid 0.00

Portion Due Immediately 0.00

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

(Click on appropriate \$ to apply remaining balance)

Check : \$ 38.30 Number

Cash : \$ 40

Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel

Task:

Input the Check Number

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit x
x Convert x Select
Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

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 # Pending Receipt for Justin A. Goulet » Receipt Payment

Campaign Opportunity Grants Donation

Description: Help us never turn a child away because of financial hardship. Every child deserves the opportunity to learn, explore and have fun. Children who participate in Parks & Recreation programs not only have fun, they learn life skills, engage in healthy activities, and socialize in safe environments. The City of Carlsbad Parks & Recreation Department Opportunity Grants program provides access to parks & recreation classes, camps and activities for families that may not otherwise be able to afford them. By awarding grants to Carlsbad families, the department aims to encourage the development of positive self-esteem and social responsibility and promote physical fitness and health to create a safe and strong community. Your donation gives a child access to unforgettable activities and priceless experiences.

From Jul 1, 2015 to Jun 30, 2016

Donation Amount \$10 \$25 \$50 \$100 Other \$

Recurring Donation Options Recurring donation?

Receipt Payment

Balance to be Paid 0.00

Portion Due Immediately 0.00

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

(Click on appropriate \$ to apply remaining balance)

Check : \$ 38.30 Number 123

Cash : \$ 40

Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel



Task:

Click "Pay and Finish"

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit

x Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Receipt #1196273.002

Front Desk Home » Receipt #1196273.002

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

Receipt #1196273.002
Jun 1, 2016 2:50 PM

City of Carlsbad

Prepared By: Justin Goulet
Customer ID: 2902

JUSTIN A. GOULET
1462 COUNTRYVIEW LANE
VISTA, CA 92081

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

Payment Summary

Check:	\$38.30 Check # 123	Cash:	\$40.00
Total Received:	\$78.30	Total Payments:	\$78.30

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: 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

Item

Activity Registration Fee	Unit	Qty	Fee	Charge
Per Seat	1.00	\$87.00	\$87.00	
Discount: Resident	Per Seat	1.00	10.00% (\$8.70)	

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](#)

Total Charges	\$78.30
Total Payments	\$78.30
Balance	\$0



Task:

All Done!

Go Back to Pay Account Balance

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

Snagit Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account

ACTIVENet

City of Carlsbad

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

Front Desk Home » Justin Goulet

Justin Goulet Customer Search...

Justin A. Goulet Edit

Address: 1462 Countryview Lane Vista, CA 92081
Email: Justin.Goulet@carlsbadca.gov
Family Role:
Gender: Male
Instructor?: No
(C): (760) 221-2699
(H): --
(W): (760) 602-4680

No records found

Detail Family History Account Balance Actions

Account Balance

Total credit on account: \$0
Total owed on account: \$258.30
Total owed: \$258.30
Amount due now: \$258.30

Pay on Account Adjust Balance Transfer Balance

Payables

Receipt	Date Created	Account Owner	Original Amount	Current Balance	Next Payment	Next Due Date	Automatic Payment
3020442.002	Jun 1, 2016	Justin A. Goulet	\$258.30	\$258.30	\$258.30	Jun 1, 2016	No
				\$258.30			

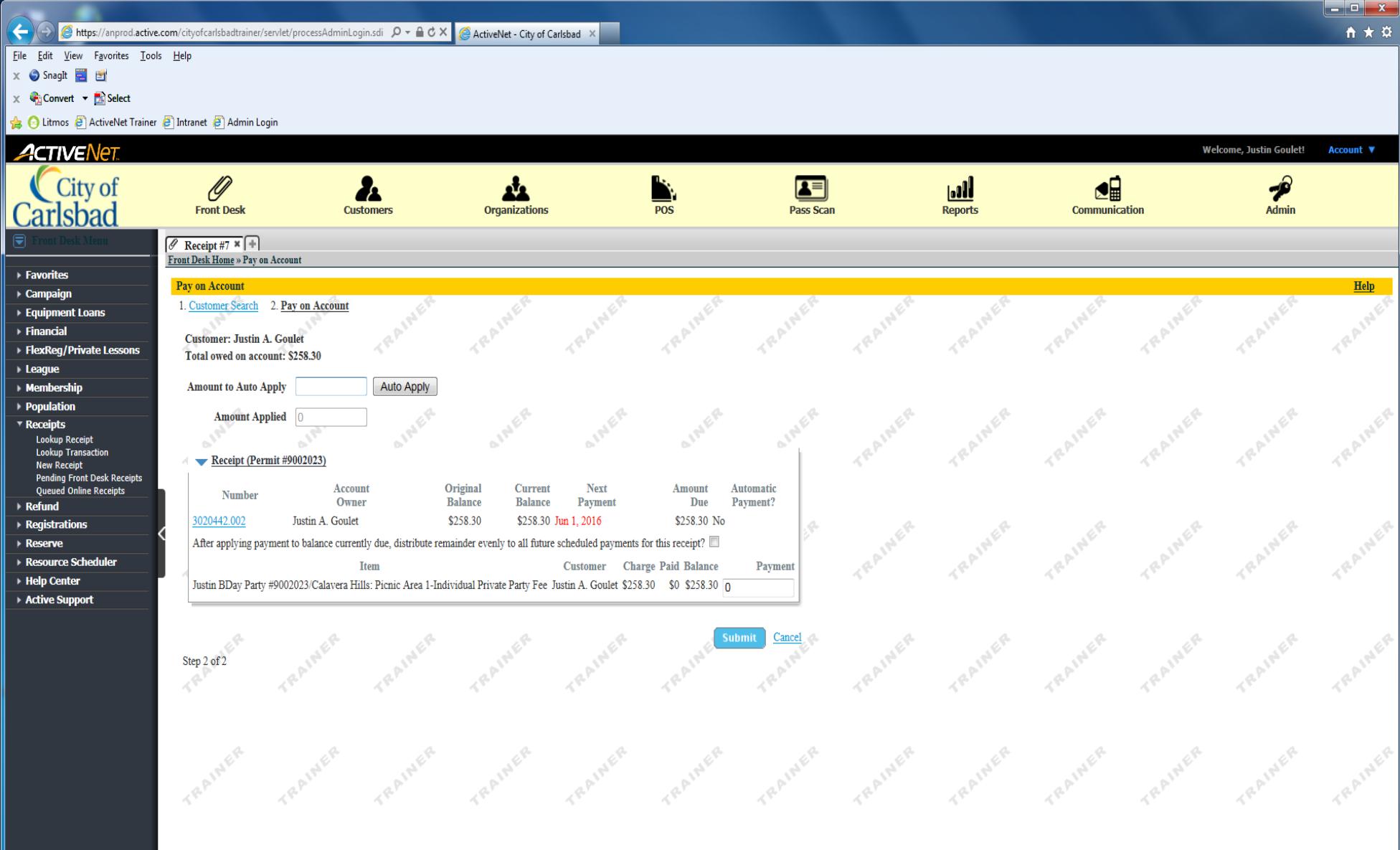
Credits on Account

No records found



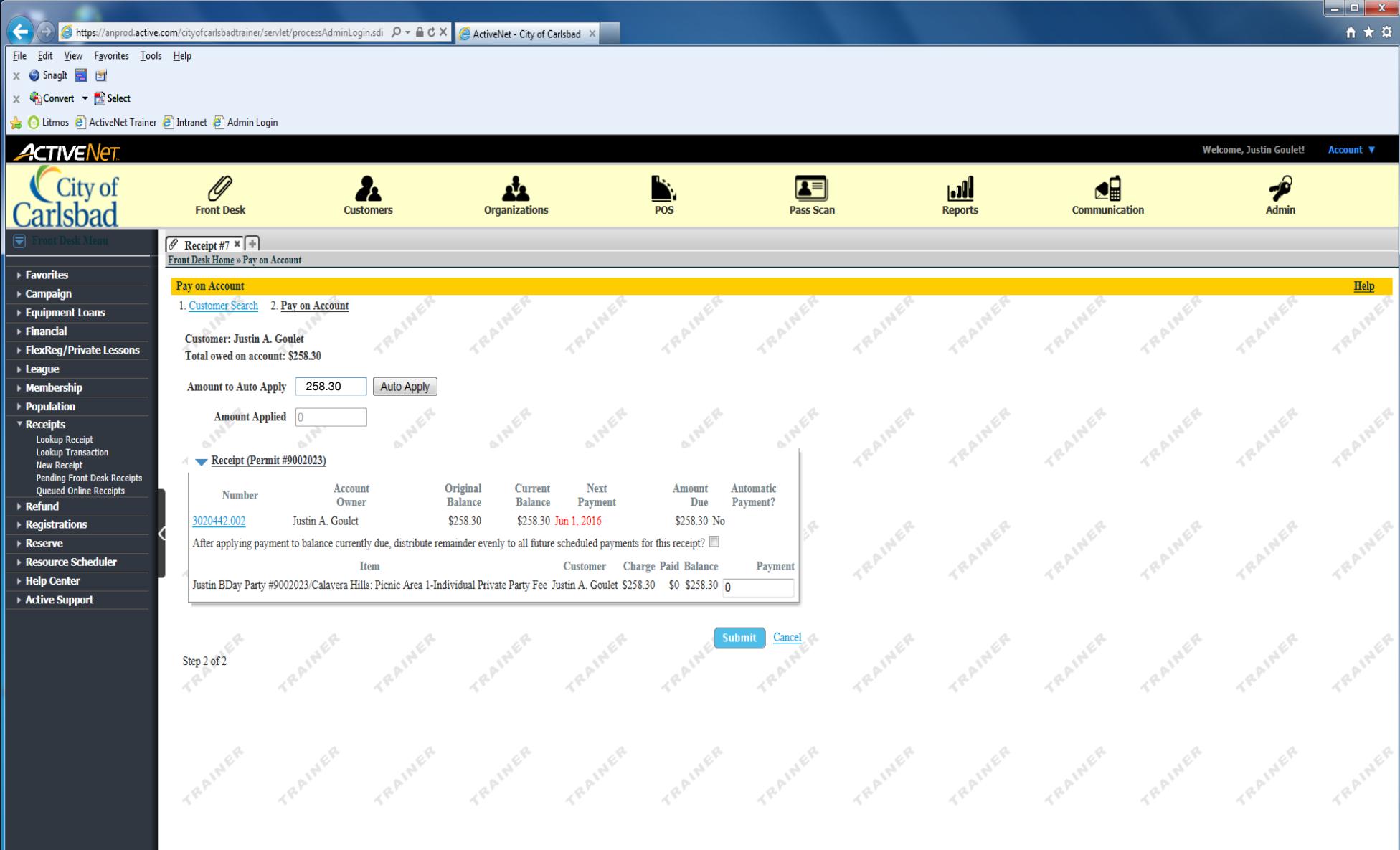
Task:

Select "Pay on Account"



Task:

Input the exact amount the client owes.



Task:

Select “Auto-Apply”

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit

x Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Front Desk Menu

Pay on Account

1. Customer Search 2. Pay on Account

Customer: Justin A. Goulet
Total owed on account: \$258.30

Amount to Auto Apply 258.30

Amount Applied 258.3

Receipt (Permit #9002023)

Number	Account Owner	Original Balance	Current Balance	Next Payment	Amount Due	Automatic Payment?
3020442.002	Justin A. Goulet	\$258.30	\$258.30	Jun 1, 2016	\$258.30	No

After applying payment to balance currently due, distribute remainder evenly to all future scheduled payments for this receipt?

Item	Customer	Charge Paid	Balance	Payment
Justin BDay Party #9002023/Calavera Hills: Picnic Area 1-Individual Private Party Fee	Justin A. Goulet	\$258.30	\$0	258.3

Step 2 of 2



Task:

Submit to Continue

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit

x Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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

Pending Receipt #7

Pending Receipt #7

Receipt Actions

- ▶ Registration
 - [Enroll](#)
 - [Enroll from Waiting List](#)
 - [Modify Enrollment](#)
 - [Transfer](#)
- ▶ Reserve
 - [Quick Reserve](#)
 - [Reserve Facility](#)
 - [Reserve Equipment](#)
 - [Reserve Instructor](#)
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 - [Pay on Account](#)
 - [Adjust Balance](#)
 - [Transfer Balance](#)
- ▶ FlexReg/Private Lessons
 - [Enroll/Modify enrollment](#)
 - [Enroll from Waiting List](#)
- ▶ Donation
 - [Make Donation](#)
- ▶ Gift Cards
 - [Sell Gift Card](#)
 - [Inquire about Gift Cards](#)

Transactions

Action	Description	Customer	Fee	Amount
Paid on Account Balance		Justin A. Goulet	\$0	\$258.30
			Totals	\$0
				\$258.30

Trainer Site Pay Finish Cancel



Task:

Select "Pay"

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit x
x Convert x Select
Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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▶ Active Support

Receipt #7 x [+] Pending Receipt #7 » Receipt Payment

Receipt Payment

Find Customer for Payer

Potential Customers

First Name
Middle Name
Last Name Sounds like
Family Name
Address
City, State, Zip Code

Email Address
Phone ()
Cell Phone ()
Retired Exclude Retired
Entered On or After

Search

Add Family Member
(Based on Customer)

Scan Card
Membership Pass Number

Find Organization



Task:

Click "Select" to use the existing Customer

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit

x Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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 - Lookup Receipt
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- ▶ Reserve
- ▶ Resource Scheduler
- ▶ Help Center
- ▶ Active Support

Receipt #7 × **[+]**
Pending Receipt #7 » Receipt Payment

Receipt Payment **Help**

▶ Find Customer for Payer (Selected: Justin A. Goulet)

▶ Find Organization

▶ Add a Donation

▼ Receipt Payment

Total A/R Due \$258.30 Due Now: \$258.30
Balance to be Paid
Portion Due Immediately
Payer ID #
(Click on appropriate \$ to apply remaining balance)

▶ Check : \$
▶ Cash : \$
▶ Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel



Task:

Auto-Apply the Cash Payment

https://anprod.active.com/cityofcarlsbad/trainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit

x Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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▶ Refund
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▶ Active Support

Receipt #7 x [+] Pending Receipt #7 » Receipt Payment

Receipt Payment

▶ Find Customer for Payer (Selected: Justin A. Goulet)

▶ Find Organization

▶ Add a Donation

▼ Receipt Payment

Total A/R Due \$258.30 Due Now: \$258.30

Balance to be Paid

Portion Due Immediately

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

(Click on appropriate \$ to apply remaining balance)

▶ Check : \$

▶ Cash : \$

▶ Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel



Task:

Pay and Finish this Receipt

https://anprod.active.com/cityofcarlsbad/trainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit

x Convert Select

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

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▶ Refund
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▶ Help Center
▶ Active Support

Receipt #7 x [+] Pending Receipt #7 » Receipt Payment

Receipt Payment

▶ Find Customer for Payer (Selected: Justin A. Goulet)

▶ Find Organization

▶ Add a Donation

▼ Receipt Payment

Total A/R Due \$258.30 Due Now: \$258.30

Balance to be Paid

Portion Due Immediately

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

(Click on appropriate \$ to apply remaining balance)

▶ Check : \$

▶ Cash : \$

▶ Electronic Check : \$

Trainer Site Pay and Finish Pay Cancel



Task:

Pay and Finish this Receipt

https://anprod.active.com/cityofcarlsbadtrainer/servlet/processAdminLogin.sdi

ActiveNet - City of Carlsbad

File Edit View Favorites Tools Help

x Snagit

x Convert

Litmos ActiveNet Trainer Intranet Admin Login

Welcome, Justin Goulet! Account ▾

ACTIVENet

City of Carlsbad

Front Desk Customers Organizations POS Pass Scan Reports Communication Admin

Receipt #1196274.002

Front Desk Home » Receipt #1196274.002

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

Receipt #1196274.002
Jun 1, 2016 2:57 PM

City of Carlsbad

Prepared By: Justin Goulet
Customer ID: 2902

JUSTIN A. GOULET
1462 COUNTRYVIEW LANE
VISTA, CA 92081

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

Payment Summary

Cash:	\$258.30
Total Received:	\$258.30
Total Payments:	\$258.30

Transactions

Customer	Description	Item	Unit	Qty	Fee	Charge
Justin A. Goulet 1462 Countryview Lane Vista, CA 92081 Home phone: -- Email: Justin.Goulet@carlsbadca.gov ID: 2902	Justin BDay Party #9002023 Action: Paid on Account Balance ¹ Location: Calavera Hills: Picnic Area 1 at Calavera Hills Cnty Ctr & Park Permit # 9002023	Individual Private Party Fee	Per Hour		\$258.30	

Total Charges \$258.30
Total Payments \$258.30
Balance \$0

¹ Payment Schedule for Original Balance of \$258.30

Task:

Great Work!

Please continue to the next module.