

# How to Make a Purchase from an Organization

Find out how to register you and your family members in an organization's Amilia store.



Written by Samantha Postlethwaite  
Updated over a week ago

In this article, you will learn how to:

1. [Find what you're looking for in an organization's Amilia store](#)
2. [Register to an activity](#)
3. [Choose who to register and add account members](#)
4. [Add items to your cart and proceed through checkout](#)

There are two ways to access your organization's Amilia store:

- Click on the orange '**Find an organization**' button if you're logged into your user account; **or**
- Click the **Register** button on your organization's website.

## 1. What are you looking for?

Are you registering to an activity? Purchasing a Membership, or interested in some Merchandise?

Select the appropriate tab to access the list of items you're looking for.

# amilia

Social Club

## Amilia Social Club

Amilia Employee Activities and

1751 Richardson St., Suite 3.1  
kristen.goecke@amilia.com

Register

Memberships

Merchandise

MultiPass

Q Search

Click on the Register button.  
Programs you can register to  
will appear underneath.

Choose a program



Winter Sports 2018-2019


## 2. Registering to an activity

Choosing a **Program** will allow you to see the categories of activities within.

- Click on a category, then sub-category to display the corresponding activities.

### Programs

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#### Fall Fun

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**- Fall Sports** ← Click on any category to display its sub

- + Ages 3-5**
- + Ages 6-10** ← Click on any sub-category to display i

**+ Fall Competitive Sports**

- When you've found the activity, click the blue **Add a person** icon to register for a session; **or**
- Click the blue **Calendar** icon to register for a [drop-in](#).

## Fall Sports

 Ages 3-5

[Click](#)

 Ages 6-10



### Harvest Dash

It's a Fall relay and you're invited!

[More information ...](#)

**Schedule:**  On Saturdays from 2:00 PM to 3:00 PM.

**Start date:** 9/1/2018



### Leaf Blow Game

Why blow bubbles when you can blow leaves?  
across is the winner!

[More information ...](#)

**Schedule:**  On Sundays from 1:00 PM to 2:00 PM.

**Start date:** 9/2/2018

### 3. Choosing who to register

Log in to your Amilia user account if you have not already done so. If you do not have an account, you must create one.

Once logged in, select who to register:

- The first name belongs to the Account Owner, the adult responsible for the account.
- Add family members by clicking **Add another person**. They become account members.
- You only need to add an account member once. Add as many as you need!
- Click the blue + icon to register the member.

The image shows a screenshot of a web application interface. On the left is a modal dialog titled "Select participants to register". It contains information about a "Junior Season" activity, including schedules for Mondays and Wednesdays, dates from 9/17/2018 to 11/26/2018 and 9/19/2018 to 11/28/2018, a price of \$500.00 with taxes included, and a gender of N/A. Below this information is a blue button with a checkmark and a plus icon, labeled "Click on + to add to your cart". There are two options for adding participants: "Samantha Postlethwaite (34 years old)" with a blue plus icon and a red arrow pointing to the text "The account owner", and "Add another person" with a blue plus icon and a red arrow pointing to the text "The account member(s)". At the bottom of the dialog are "Continue Shopping" and "Checkout" buttons. On the right is a partial view of the "Info" form, showing fields for "First name" (Sam Jun), "Last name" (Postleth), "Gender" (Female), "Date of birth" (2015), and a radio button for "Child".

### 4. Add items to your cart and checkout

It's easy to keep track of what you are purchasing!

- The green check mark icon means you've successfully added the person for the activity to your cart.

- The shopping cart icon allows you to view your cart or proceed to checkout.
- **Continue Shopping** if you want to keep browsing the store.

## Select participants to register

### 7-8 years old

 on weekdays from 9:00 AM to 5:00 PM.



 From 7/30/2018 until 8/3/2018


 Gym Room 1

 \$100.00 Taxes not included


**Gender:** N/A


  
CHECKO

 Click on  to add to your cart

 Samantha Postlethwaite

 Sam Junior Postlethwaite (4 years old)

 Rachelle Postlethwaite (6 years old)

 [Add another person](#)

Continue Shopping

Review your purchases before you **Checkout**. You can **Remove** any item if you don't want it. You will need to validate your information as well as that of the member(s) you're registering.

- Complete the organization's registration form for each individual member.
- Click **Continue my purchase** to save the form for each member. When all forms are completed, you will be able to provide the payment information.



**Your information** Validate all sections to continue your purchase.

**You can always add more items before Add more items checking out.**

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**Account owner**  
Samantha Postlethwaite

Samantha Postlethwaite

Sam Junior Postlethwaite

Rachelle Postlethwaite

**Account owner : Samantha Postlethwaite**

First name  Last name

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Address   
[Edit](#)

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Email

Home Phone  Work Phone

Cellular  Extension

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[Continue my purchase](#)

**Your information** Validate all sections to continue your purchase.

[Add more items](#)

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Account owner   
Samantha Postlethwaite

Samantha Postlethwaite

**Sam Junior Postlethwaite**

Rachelle Postlethwaite

**Personal information : Sam Junior Postlethwaite**

Date of birth: 1/1/2015  
This information can be modified in your account settings.

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Email

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Select a Primary Legal Guardian  
 [Edit](#) [New](#)

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[Continue my purchase](#)

**Your information** Validate all sections to continue your purchase.

[Add more items](#)

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Account owner   
Samantha Postlethwaite

Samantha Postlethwaite

Sam Junior Postlethwaite

**Rachelle Postlethwaite**

**Personal information : Rachelle Postlethwaite**

Date of birth: 1/1/2011  
This information can be modified in your account settings.

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Email

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When it's time to pay, select how you want to pay. If you want to pay by credit card, enter your details. You'll receive an email confirmation of your purchase!

- You need to indicate your billing address. Use a **different billing address** if it's not your home address.
- Tired of rummaging through your wallet for your credit card? You can choose to save your credit card or bank account and allow the organization to charge it for future agreed purchase. [Click here](#) to learn more!

### Payment

### [View order details](#)

# \$200.00

*amount to be paid now*

Cardholder name

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Card number

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Expiration date      CVV

MM/YY                      \_\_\_\_\_

### Billing address

49 Rue de Liège  
Saint-Jean-sur-Richelieu QC J3B 3T2  
Canada

Use different billing information

Save card to my account, and allow The Amilia Demo Experience to charge your credit card for future agreed upon purchases.