

# Panther Academy Summer Registration

April 4, 2024

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## Registration Process High Level

1. Go to **recreation.upei.ca**
2. Login (create account for yourself if needed)
3. Select Youth Programming
4. Add children to account, if needed
5. Complete registration process
6. Make payment online
7. Receive confirmation email
8. Logout

**Note: There is a 15-minute timer on the registration process once it is started. If you are not complete within this time you will need to start over.**

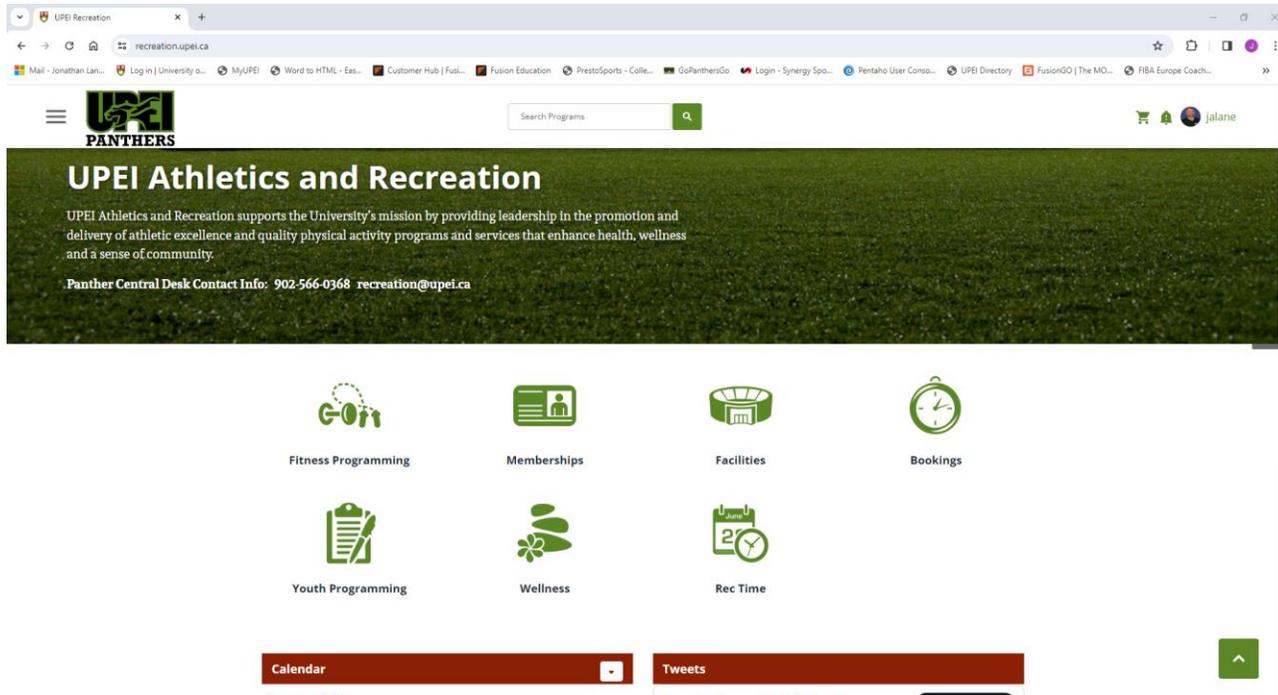
See below for detailed step by step instructions with screenshots.

For assistance with account creation and Panther Academy registration please contact UPEI Athletics and Recreation at:

Email: [recreation@upei.ca](mailto:recreation@upei.ca) tel: 902-566-0368

## Registration Process Step By Step With Screenshots

Go to [recreation.upei.ca](https://recreation.upei.ca)



Log In

UPEI Students Staff Faculty

1. In the top right corner select Sign In
2. If you are an active UPEI student or staff and faculty member, select UPEI LOGIN

Help ×

## Sign In

CURRENT UPEI STAFF/FACULTY & STUDENTS: Use "UPEI Login" button. COMMUNITY: Use the login field below or click "Sign up" if you do not have a Fusion account

 UPEI LOGIN

OR

Community (email or username)

Next

Don't have an account? [Sign Up](#)

3. Enter your UPEI email address



## Sign in

|username@upei.ca

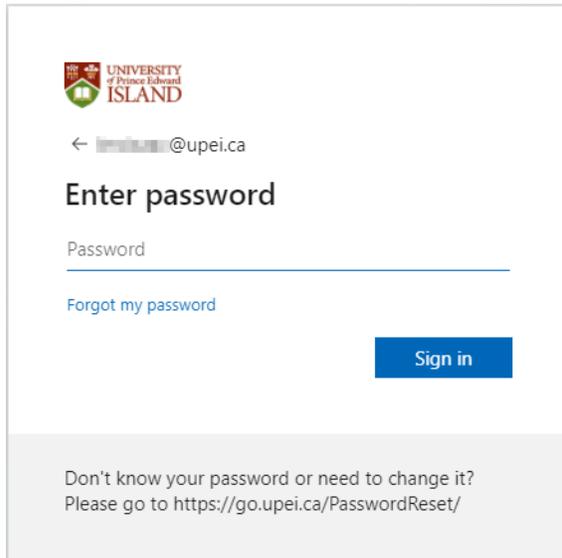
Can't access your account?

Back Next

Don't know your password or need to change it?  
Please go to <https://go.upei.ca/PasswordReset/>

 Sign-in options

4. Enter your UPEI password

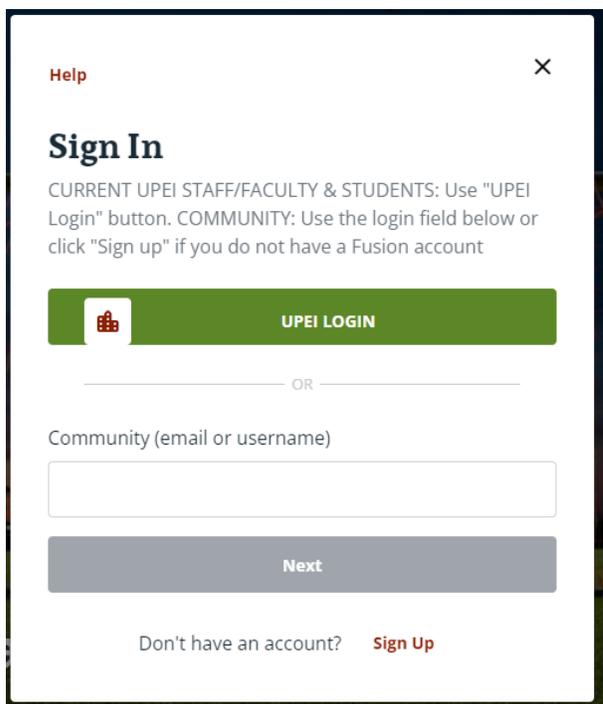


The screenshot shows a web page for password management. At the top left is the UPEI logo. Below it is a back arrow and a partially obscured email address ending in '@upei.ca'. The main heading is 'Enter password'. There is a text input field labeled 'Password'. Below the field is a link that says 'Forgot my password'. A blue button labeled 'Sign in' is positioned to the right of the password field. At the bottom of the page, there is a grey box containing the text: 'Don't know your password or need to change it? Please go to <https://go.upei.ca/PasswordReset/>'.

## Community Members

### Existing Account

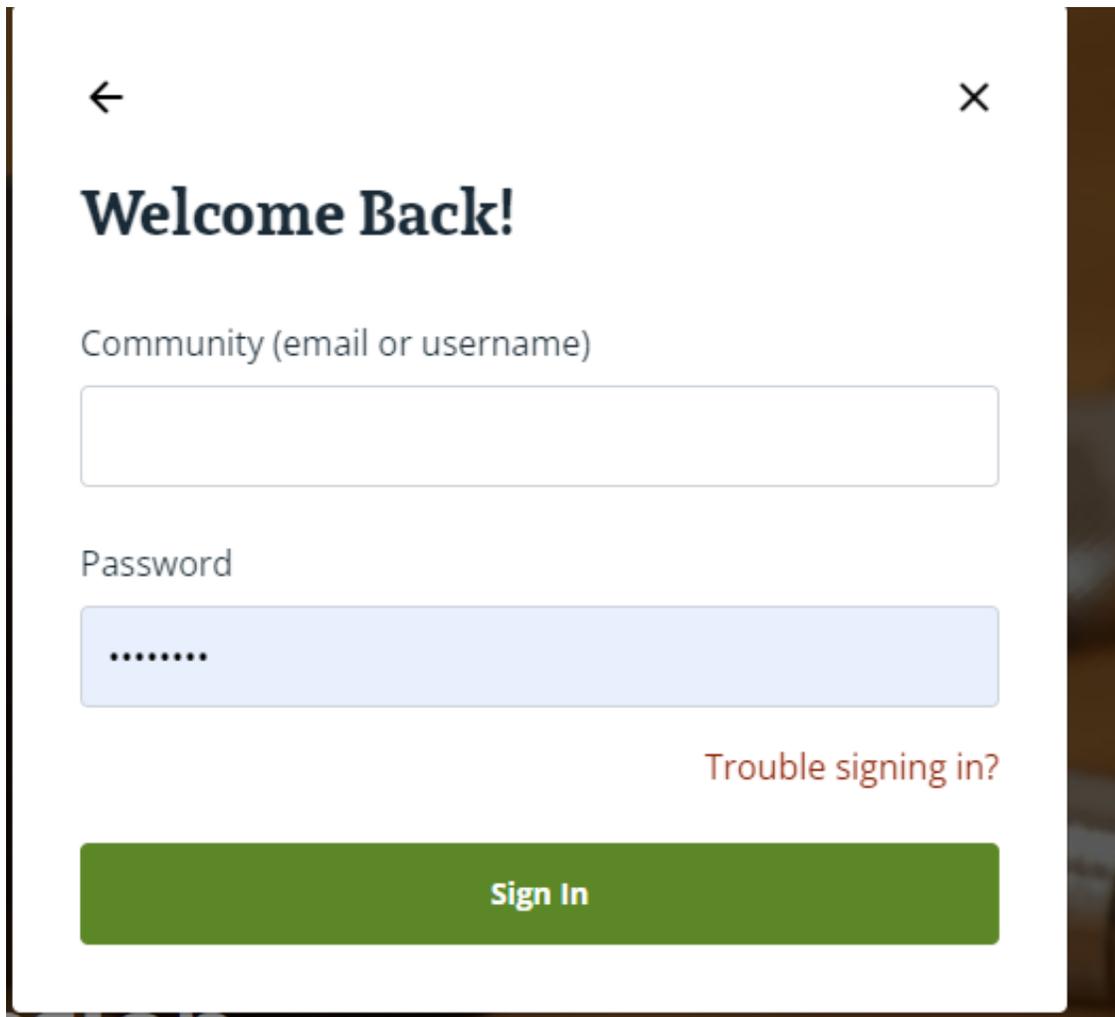
1. In the top right corner select Log In
2. If you have already created a community account for yourself, select COMMUNITY LOGIN.



The screenshot shows a 'Sign In' dialog box with a 'Help' link and a close button (X) in the top right corner. The main heading is 'Sign In'. Below the heading is instructional text: 'CURRENT UPEI STAFF/FACULTY & STUDENTS: Use "UPEI Login" button. COMMUNITY: Use the login field below or click "Sign up" if you do not have a Fusion account'. There are two main options: a green button with a building icon and the text 'UPEI LOGIN', and a text input field labeled 'Community (email or username)'. Below the input field is a grey button labeled 'Next'. At the bottom, there is a link that says 'Don't have an account? Sign Up'.

3. Enter the username and click 'Next'. Re-enter the username and password you created for yourself when you signed up for an account.
4. Click on Sign In

5. Proceed to Panther Academy registration by clicking “Youth Programming”



← ×

## Welcome Back!

Community (email or username)

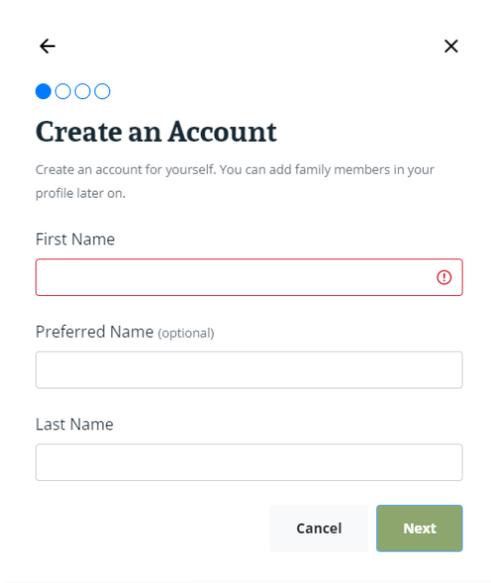
Password

[Trouble signing in?](#)

**Sign In**

## Create Account

1. You only need to create an account if you are not a current UPEI student or UPEI staff or faculty member. Or, if you have not already created a community account.
2. On the **recreation.upei.ca** website, In the top right corner select Sign In
3. On the Sign In options window, select Sign Up to create an account for yourself.
  - a. **Note: this account is for you, not your child, you will have the opportunity to add your child during the Panther Camp registration process.**
4. Follow the instructions on the prompts and click on “Create Account”. An email will be sent upon completion.



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### Create an Account

Create an account for yourself. You can add family members in your profile later on.

First Name

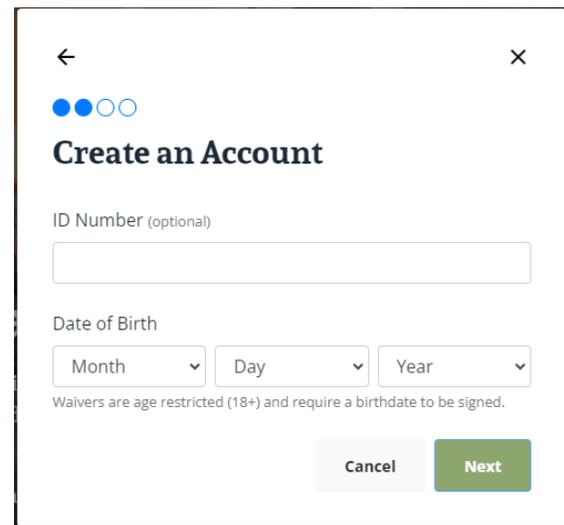
 ⓘ

Preferred Name (optional)

Last Name

Cancel

Next



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### Create an Account

ID Number (optional)

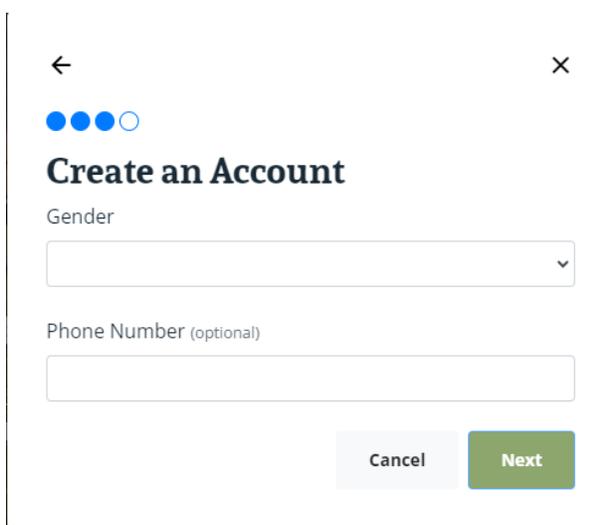
Date of Birth

Month ▾ Day ▾ Year ▾

Waivers are age restricted (18+) and require a birthdate to be signed.

Cancel

Next



← ×

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### Create an Account

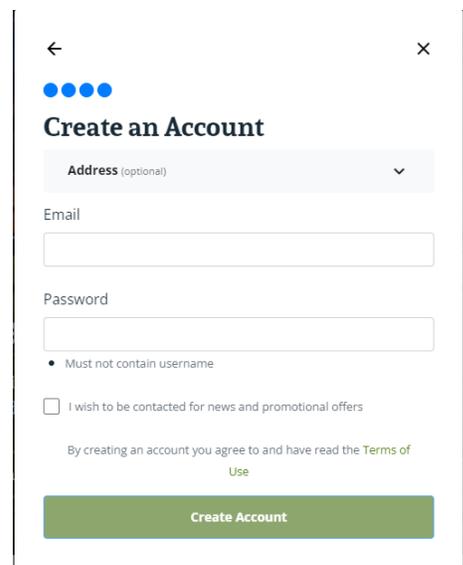
Gender

 ▾

Phone Number (optional)

Cancel

Next



← ×

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### Create an Account

Address (optional) ▾

Email

Password

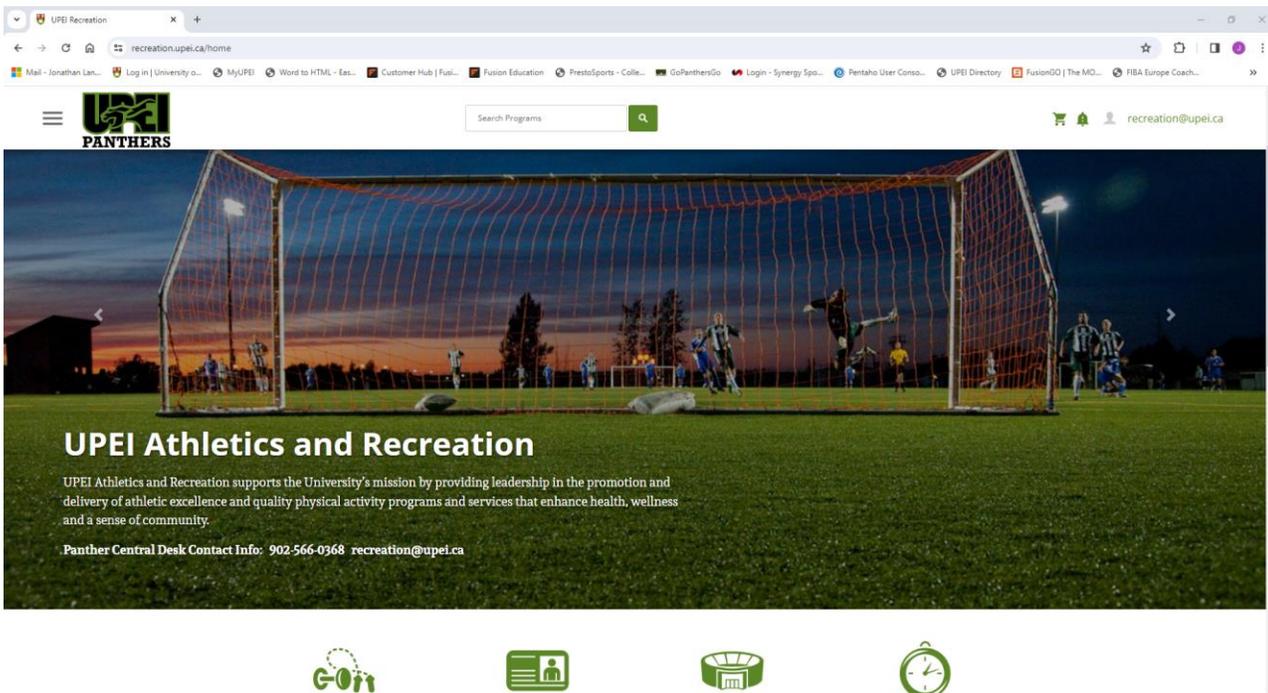
- Must not contain username

I wish to be contacted for news and promotional offers

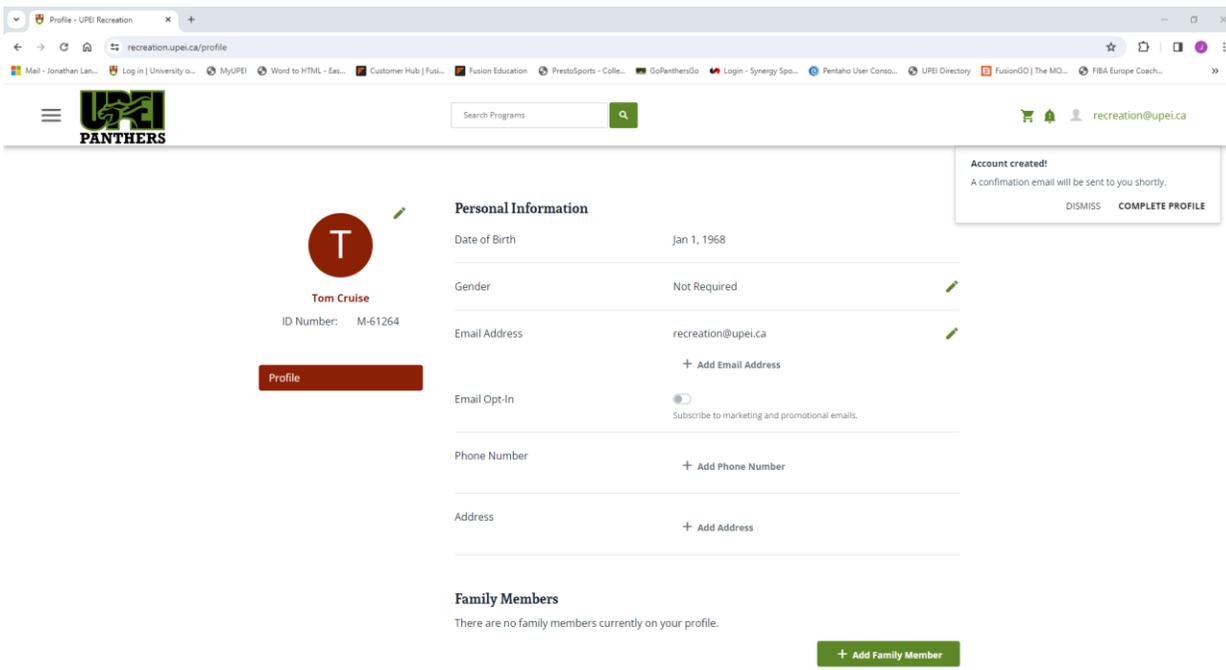
By creating an account you agree to and have read the Terms of Use

Create Account

- You will be logged in to your account and can complete your profile by clicking on the username/email in the top right corner.

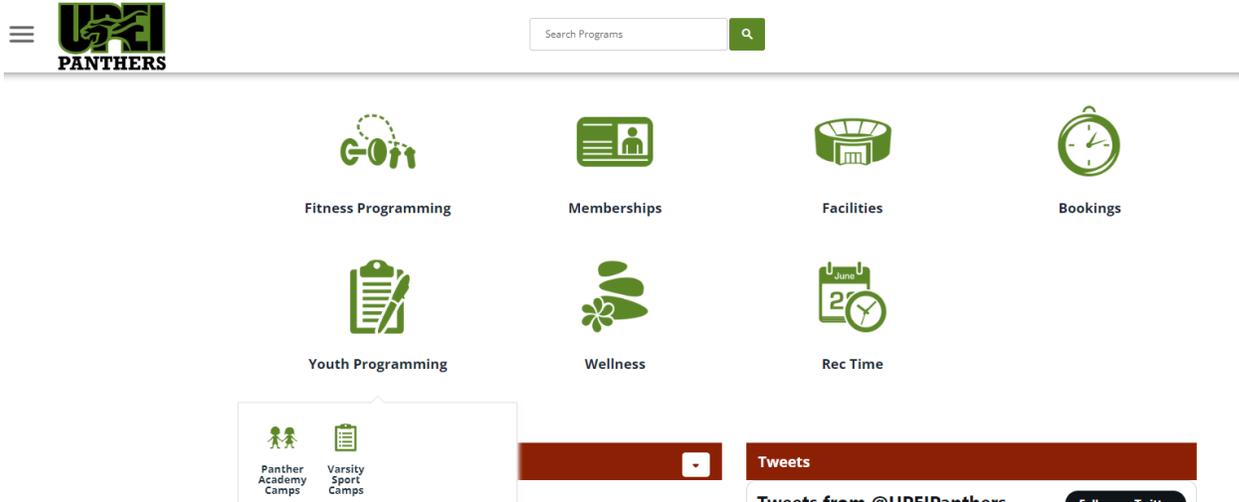


- Click on “Complete Profile” to complete any details you want to add. You can also add your child(ren) by clicking on “Add Family Member” tab



## Panther Academy Registration

- After logging in, click on the Youth Programming icon then select either “Panther Academy Camps” or “Varsity Sport Camps”



- On Search Programs page, if not already selected, under Classification select the appropriate Classification: Panther Academy (Weekly); Panther Academy (Daily); Panther Academy Varsity Sport Camps. You can also narrow your search by selecting one or more of the “Tags”.

### Programs

Classifications

Select All Classifications

- Membership Fitness Class
- Panther Academy Summer (Daily)
- Panther Academy Summer (Weekly)**

Tags

- Ages 4-6
- Basketball Camps
- Cooking
- Creative

CLEAR

5 Results

 <b>Cooking   Summer Camps   Grades 3-7</b> \$200.00	 <b>Creative &amp; Artistic   Summer Camps   Grades 2-7</b> \$160.00 - \$200.00	 <b>Fun 'N' Fitness   Summer Camps   Grades 2-7</b> \$160.00 - \$200.00	 <b>Mini University   Summer Camps   Grades 2-7</b> \$160.00 - \$200.00
 <b>Momma J's Jelly Bean Gym   Summer Camps   Ages 4-6</b> \$160.00 - \$200.00			

- Click on the desired Camp Theme
  - On the Program Details page scroll to the desired camp offering

b. Click on Select

▲ Dance | August 19 - 23  
20 Spots Left Select

---

📅 Mon, Aug 19 2024 - Fri, Aug 23 2024      🔄 Every Day      ⌚ 8:00 AM - 5:00 PM      📍 Studio 1

**CAMP DESCRIPTION:** It doesn't matter if you are a beginner or an expert, this camp is sure to keep you moving. Campers will practice original choreographed dance routines ending the week with a final performance for parents and other campers.

4. Once selected a bar will appear at the bottom of the page where you can click "Register"

▲ Dance | August 19 - 23  
20 Spots Left ✔ Selected

---

📅 Mon, Aug 19 2024 - Fri, Aug 23 2024      🔄 Every Day      ⌚ 8:00 AM - 5:00 PM      📍 Studio 1

**CAMP DESCRIPTION:** It doesn't matter if you are a beginner or an expert, this camp is sure to keep you moving. Campers will practice original choreographed dance routines ending the week with a final performance for parents and other campers.

Clear SelectionRegister

5. If not already listed, add your child as a new dependent. If your child is eligible for a camp the Register button will appear beside their name.
  - a. If not eligible then Age Restricted will appear below their name.
  - b. Click on Register

### Select Family Member

Select which family members to register for the following offerings:

1 Dance | August 19 - 23

MAX REGISTRANTS: 0/20

---

Tom Cruise Jan 1, 1968  
Age Restricted

---

Billy Cruise Jan 1, 2015

---

Billy Cruise Jan 1, 2015

+ Add a Family Member

6. You can select to pay in full or pay a NON-REFUNDABLE deposit. Click “Next” to move on.

## Register For Creative & Artistic | Summer Camps | Grades 2-7

You have 19 minutes left to register and checkout

How would you like to pay?

**B** Billy Cruise

Dance | August 19 - 23  
May - August 2024  
Instructor  
19 Spots Left

Pay in full Lowest cost \$200.00  
 Pay less up front \$50.00  
The rest (\$150.00) can be paid from your profile

1 Payment Options    2 Waivers    3 Additional Info

#### Payment Summary

Subtotal: \$200.00  
Pay Later: \$150.00

---

**Pay Now: \$50.00**

Exit

Next

7. You will be prompted to accept a waiver. Click the drop-down arrow beside “Not Accepted” to expand the waiver.

## Register For Creative & Artistic | Summer Camps | Grades 2-7

You have 18 minutes left to register and checkout

Please review and accept

**B** Not Accepted ▼

---

✓ 1 Payment Options    2 **Waivers**    3 Additional Info

#### Payment Summary

Subtotal: \$200.00  
Pay Later: \$150.00

---

**Pay Now: \$50.00**

Exit

Next

8. Click the gray box and enter your signature using the computer mouse, or if on a touch screen use your finger.

## Register For Creative & Artistic | Summer Camps | Grades 2-7

You have 18 minutes left to register and checkout



Please review and accept

B

Not Accepted ^

PLEASE CLICK THE BOX BELOW TO SIGN. IF YOU ARE USING A DESKTOP, CLICK AND HOLD THE MOUSE BUTTON TO SIGN. ONCE SIGNED, CLICK THE "SAVE" BUTTON FOLLOWED BY THE "SIGN NOW" BUTTON.



0/1 Signed

Decline

Accept

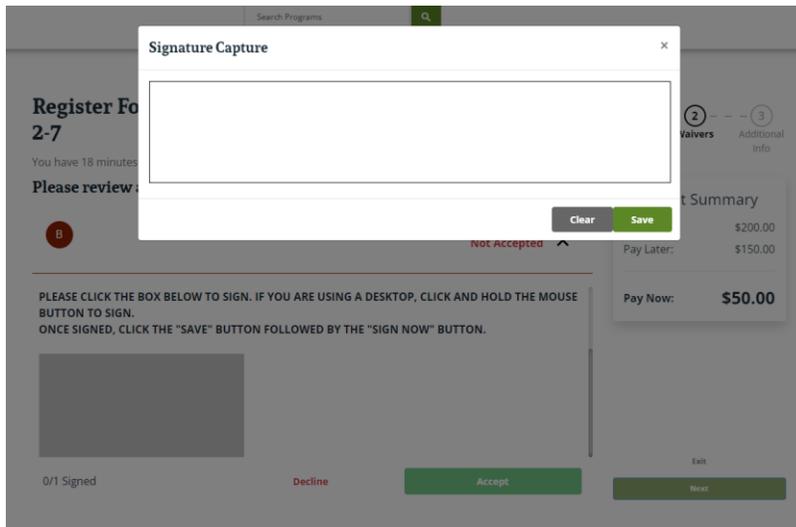
Exit

Next

### Payment Summary

Subtotal: \$200.00  
Pay Later: \$150.00

Pay Now: **\$50.00**



### Signature Capture



Clear

Save

- a. Click on Save

## Register For Creative & Artistic | Summer Camps | Grades 2-7

You have 18 minutes left to register and checkout

Please review and accept

B

Not Accepted ^

PLEASE CLICK THE BOX BELOW TO SIGN. IF YOU ARE USING A DESKTOP, CLICK AND HOLD THE MOUSE BUTTON TO SIGN.  
ONCE SIGNED, CLICK THE "SAVE" BUTTON FOLLOWED BY THE "SIGN NOW" BUTTON.



1/1 Signed

Decline

Accept

Exit

Next

Payment Options    2 Waivers    3 Additional Info

### Payment Summary

Subtotal: \$200.00

Pay Later: \$150.00

Pay Now: **\$50.00**

b. Click on Accept

9. The next page will have several required/optional prompts to fill in.

- a. Add Emergency Contacts and Authorized Pickup People; Click on Save
- b. Provide any Medical Information we staff should be aware of

## Register For Creative & Artistic | Summer Camps | Grades 2-7

You have 17 minutes left to register and checkout

### Complete your registrations

**B** Billy Cruise

#### Your Emergency Contacts\*

No Contacts

+ Add New Contact

#### Your Authorized Pickups\*

No Contacts

+ Add New Contact

#### Medical Information \*

Please provide any relevant information our camp staff may need to know. If none, please type N/A.



#### Payment Summary

Subtotal: \$200.00  
Pay Later: \$150.00

**Pay Now: \$50.00**

### Add Contact Details ✕

First Name

Last Name

Mobile Phone Number

Home Phone Number

Email Address

Relationship

Contact this person in case of emergency

This person is an authorized pickup

Cancel Save

- c. Select the appropriate swim information
- d. Accept/Decline the photo release

## Register For Creative & Artistic | Summer Camps | Grades 2-7

You have 17 minutes left to register and checkout

#### Free Swim Authorization \*

In order to keep children safe and in appropriate areas of the pool for their capability, children will wear color coded bracelets. Please select the appropriate option from the list below:

--SELECT--

#### Photo Release \*

Yes  No

I authorize Panther Academy and UPEI to take photographs and/or videos or record audio of my child for use in UPEI promotional materials. I understand that images or audio recordings are the property of the University. I release the University from any and all claims, demands, actions, causes of action (including invasion of privacy), and/or liability arising out of the use of these images or audio. Also, in the publication of these images or audio via any media I give my permission to use:



#### Payment Summary

Subtotal: \$200.00  
Pay Later: \$150.00

**Pay Now: \$50.00**

Exit

 Proceed to Checkout

- e. If you would like to purchase a souvenir camp shirt
  - i. Select T-shirt size
  - ii. Enter the number of shirts you like to purchase

## Register For Creative & Artistic | Summer Camps | Grades 2-7

You have 16 minutes left to register and checkout audio via any media I give my permission to use:

### Souvenir Camp T-Shirt

Please select a size from the list below if you are interested in purchasing a Panther Academy souvenir t-shirt:

For those that purchase, t-shirts will be handed out on Friday each week. Campers will have a variety of colours to choose from.

### Additional Items

0 Panther Academy Souvenir T-shirts \$8.70 



**Payment Summary**

Subtotal: \$200.00  
Pay Later: \$150.00

---

**Pay Now: \$50.00**

Exit

 **Proceed to Checkout**

f. Click "Proceed to Checkout"

## 10. Shopping Cart

a. Review order

### Shopping Cart

Tom Cruise

O-37745

Item	Customer Name	Quantity	Unit Price	Total	
Creative & Artistic   Summer Camps   Grades 2-7 <small>Programs Offering: Dance   August 19 - 23</small>	Billy Cruise	1	\$200.00	\$200.00	<b>Remove</b>
• Panther Academy Souvenir T-shirts		1	\$8.70	\$8.70	<b>Remove</b>

Enter promo code... **Apply**

**Subtotal:** \$208.70  
**Tax:** \$1.31  
**Total:** \$210.01  
**Pay Later:** \$160.01

**Pay Now:** \$50.00

**Continue Shopping** **Checkout**

### Refund Policy

**PANTHER ACADEMY SUMMER CAMPS:** Participants enrolled in a program may withdraw and receive a refund, less a \$50 processing fee on weekly camps, up to 7 days prior to the program start date. For daily camps, a \$10/day processing fee will be withheld. Requests must be made by emailing recreation@upeil.ca. Refunds WILL NOT be granted within 7 days of the program start date.

In the event a program is cancelled due to low registration numbers a full refund will be issued.

b. Click Checkout to go to the Proceed to Checkout window

## Proceed to Checkout ×

Do not click **Back** or **Refresh/F5** on your browser  
Processing may take few minutes

Cancel

Checkout

- c. Click on Checkout again to be taken to the payment page

**Order Information** \* Required Fields

---

Description: Invoice Number: O-10070

---

**Total: \$235.30 (CAD)**

**Payment Information**

Pay by  **Credit / Debit Card**  **Bank Account**  
(USA Only)



Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (mmyy)

Card Code:  \* [What's this?](#)

**Billing Information**

Customer ID:

First Name:  \* Last Name:  \*

Address:  \*

City:  \*

State/Province:  \* Zip/Postal Code:  \*

**Security Code**



Please enter the security code above.

[I cannot read the code, please provide a new one.](#)

[Cancel](#)

- d. Enter your credit card information

- e. Click on Pay Now
  - i. If your payment was successful you will be taken back to the recreation.upei.ca site.

## Your order was processed successfully

### Payment was Successful

A receipt has been sent to you.

### Happy Panther

O-10070

Item	Customer Name	Quantity	Unit Price	Total	
Program: Cooking   Summer Camps   Grades 3-7 Program Offering: Tasty Treats   July 5-9	Joy Panther	1	\$190.00	\$190.00	<a href="#">Confirmation</a>
• Subway Meal Plan		1	\$35.00	\$35.00	
• Summer Camp T-shirts		1	\$4.39	\$4.39	

**Subtotal:** \$229.39  
**Tax:** \$5.91  
**Total:** \$235.30

- f. Your order is complete
- g. You will automatically be sent two emails
  - i. Payment receipt
  - ii. Registration details



## \*TEST\* UPEI Athletics & Recreation \*TEST\*

550 University Ave, HST # 108162108, Charlottetown, Prince Edward Island, C1A 4P3  
902-566-0368

### Registration Confirmation

Joy Panther

#### Program Registration Information

Order #: O-10070  
 Invoice #: [I-10008](#)  
 Registration #: R-10054  
 Total Before Tax: \$190.00  
 Date/Time Registered: 5/3/2021 7:47:14 PM  
 Program Name: Cooking | Summer Camps | Grades 3-7  
 Program Code:  
 Program Description:  
 Offering/Instance: Tasty Treats | July 5-9  
 Offering Notes:

#### Optional Add On Products

Quantity	Name	Description
1	Subway Meal Plan	
1	Summer Camp T-shirts	

#### Schedule

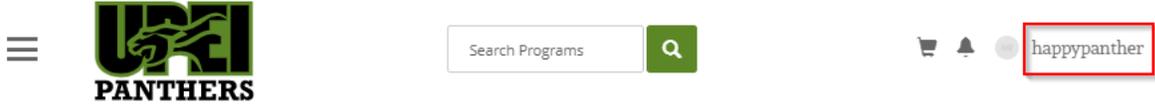
Summary	Start Date	Time	Location
every Monday, Tuesday, Wednesday, Thursday, and Friday from 9:00 AM to 4:00 PM	Starting Mon, Jul 5 2021 ending Fri, Jul 9 2021	9:00 AM to 4:00 PM	HSB Food Lab

## Lookup Account History

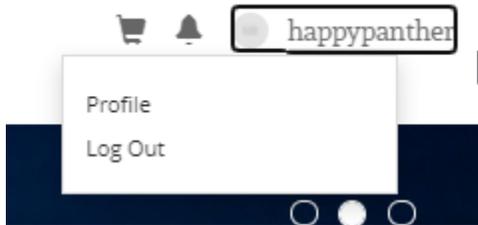
1. To see your account information and purchase history return to the homepage by clicking on the UPEI Panther logo



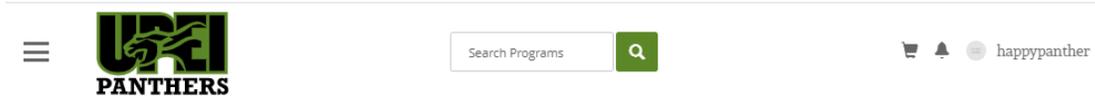
2. On the homepage click on your username in the top right corner



- 3.
4. Click again on Profile



5. This will take you to the View Account page



## View Account

For: Happy Panther

<p><b>Personal Information</b></p> <ul style="list-style-type: none"> <li>Programs 0</li> <li>Memberships 0</li> <li>Equipment 0</li> <li>Bookings 0</li> <li>Facilities 0</li> <li>Guest Passes 0</li> <li>Multi-Visit Passes 0</li> <li>Order History 1</li> <li>Invoices 1</li> </ul>	<p><b>Photo</b></p> <p>NO IMAGE AVAILABLE</p> <hr/> <p><b>Personal Information</b></p> <p><b>E-mail OptIn</b> <input type="checkbox"/> <a href="#">Submit Opt In Changes</a></p> <p><b>ID Number</b> M-10046</p>
--	--

6. Order History
  - a. Click on Order History

## View Account

For:

**My Orders**

Order #	Date	Computer Name	Subtotal	Adjustment Total	Totals	Voided
O-10070	Mon, May 3 2021	Web Order	\$229.39	\$5.91	\$235.30	No

- Personal Information
- Programs (0)
- Memberships (0)
- Equipment (0)
- Bookings (0)
- Facilities (0)
- Guest Passes (0)
- Multi-Visit Passes (0)
- Order History (1)**
- Invoices (1)

### 7. Invoice Lookup

- a. Click on Invoices



Search Programs

For:

**My Invoices**

Unpaid (0) | All (1)

Invoice #	Date	Total	Paid	Owing	
I-10008	Mon, May 3 2021	\$235.30	\$235.30	\$0.00	<a href="#">Details</a> <a href="#">Print</a> <a href="#">Pay</a>

- Personal Information
- Programs (0)
- Memberships (0)
- Equipment (0)
- Bookings (0)
- Facilities (0)
- Guest Passes (0)
- Multi-Visit Passes (0)
- Order History (1)
- Invoices (1)**

### 8. Logout

- a. Click on your username in the top right corner, then on Log Out

