

HOW TO TRANSFER PROGRAMS ON ACTIVENET

1 Log in to your Academy account: <u>https://apm.activecommunities.com/masonartsacademy/ActiveNet_Login</u>

NOTE: Safari browser does not support full features on the Academy registration site. We recommend Mac/iOS users use Google Chrome or Firefox as an alternative.



Already have an account?		
Login		
† ~}	Please ent	er email address
Password		
I'm not a robot		
Forgot your login name?		
Forgot your password?		
Login		
Don't have an Account? Create New Account		

2 Under Account Program, Click on "Historical Transaction List."



3 Select the program you wish to transfer out.

Prior Transactions

✓ Search Criteria							
Mason Arts Academy Family as of May 5, 2020 8:34 AM							
Registrations	Registrations		Scholarship				
				Select all	Deselect all		
Begin Date		End Date			112		
	_						Search
Transaction	Description	Receipt	Date	<u>Time</u>	Customer	Actions	
Enroll	Piano: Summer Piano Academy Session 1 ONLINE #5374	0000000.001	May 5, 2020	4:05 PM	Jane Doe	Withdraw	Transfer
Enroll	Guitar: Beginner Guitar Camp Ages 8 - 12 ONLINE #5373	000000.001	May 5, 2020	4:05 PM	Jane Doe	Withdraw	Transfer
Enroll	Acting Camp Afternoon Session 4 - Group 4(Ages 11- 12) ONLINE #5544	000000.001	May 5, 2020	4:05 PM	Jane Doe	Withdraw	Transfer
Enroll	Art: Intro to Graphic Design ONLINE #5347	000000.001	May 5, 2020	4:05 PM	Jane Doe	Withdraw	Transfer

4 Search and select the program you wish to transfer in.

Back to Start Page > Program Search

Program Search

Adventures ONLINE ()		\$12	25.00
e At least 6 but less than 10		Enrol	Now
			\heartsuit
Summer Piano Academy Session 1 ONLINE 0		\$5!	55.00
e At least 8 but less than 19		Enrol	Now
			~
	Adventures ONLINE ① ge At least 6 but less than 10 Summer Piano Academy Session 1 ONLINE ① ge At least 8 but less than 19 om July 27 - 31, 2020	Adventures ONLINE () ge At least 6 but less than 10 Summer Piano Academy Session 1 ONLINE () ge At least 8 but less than 19	Adventures ONLINE () ge At least 6 but less than 10 Summer Piano Academy Session 1 ONLINE () ge At least 8 but less than 19 Enrol Dom July 27 - 31 2020

5 To transfer multiple programs, select "My Account" on the top right corner and repeat steps 2 -4. After you have selected all programs you wish to transfer, click "Check Out."



Shopping Cart

Jane Doe JD	
Guitar: Beginner Guitar Camp Ages 8 - 12 ONLINE - 5373	\$225.00 💙
PROGRAM TRANSFER OUT	Ŵ
Piano: Summer Piano Academy Session 1 ONLINE - 5374	\$555.00 💙
PROGRAM TRANSFER IN	Ŵ

Order Summary

Subtotal	\$330.00
Processing Fee	\$3.00
Due Now	\$333.00
Check Out	
2	

6 Complete the Payment Information, then click "Pay."

Back to Start Page > Shopping Cart > Check Out

Check Out

Payment Information						
Payment Method ACT* Mason Arts Acad statement for this pays	d lemy or Active Network will nent.	l show up on you	r credit card			
Please choose a cr	edit card.					
• VISA ****	6629	04/2021				
CVV/CVC *		0				
Add a new cred	lit card		Privacy - Terms			
Billing Address						
Jane Doe			~			
Mailing Name Address	Mailing NameNo mailing nameAddress4260 Chain Bridge Rd, Fairfax, VA, US, 22030Image: state billing address					
Create a new payer 💊	,					

Order Summary





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