



Boulder Parks & Recreation

Below are instructions for some commonly used functions of Active.net

To begin each step, log in to your active.net account:

<https://apm.activecommunities.com/boulderparksrec/ActiveNet>Login>

To add a saved credit card to your account:

- Go to "My Account" (*on top right hand side of page*)
- Under Account Activity select "List Saved Credit Cards"
- This will show you any current saved credit cards and allow you to delete them if needed.
- To add a new credit card, select "Add New"

To see your scholarships and financial aid:

- Go to "My Account" (*on top right hand side of page*)
- Under Account Activity select "Scholarships List"

To see your payment plan:

- Go to "My Account" (*on top right hand side of page*)
- Under Payment Details select "List of Account Payments"
- Click on the receipt number of the payment you would like to review. The initial payment plan can be seen by finding "Payment Plan" listed under Type on this page.
- The payment plan will be listed on the bottom of your receipt.

To make additional payments on your account:

- Go to "My Account" (*on top right hand side of page*)
- Under Payment Details select "Pay on Account"

To check to see if you have a credit on your account:

- Login to your Active.net account
- Under account activities select "List account credits"
- Here you can see whose account the credit is on

Registering your camper with the credit on your account:

- The credit will automatically apply at checkout, but you must be logged in to the person's account who holds the credit on Active.net. In most cases, the parent will have the credit on their account. You are then able to choose which family member you are registering for the camp. To check who's, account the credit is on see steps above