



## Campia is excited to introduce our new online registration system!

This Fall Campia will be introducing a brand new online registration system! We are excited about our new easier and more user-friendly way to register for classes and camps!

Before registration begins, we ask that all our members setup their accounts in advance to make the registration process as smooth as possible. Previous accounts will not be transferred to our new system.

[Please click here to get started](#) and follow our step-by-step guide to set up your new account!

### Step 1 - Set up your account

Once you click the link above, you should see the following screen:

Campia Gymnastics Club Inc  
info@campiagymnastics.com  
(709) 368-5867

**Log in**

Email

Password

[Log in](#)

[Log in with Facebook](#)

[Log in with Office 365](#)

[Create an account or reset your password](#)

Please click "Create an account". This will prompt you to enter an email address and a password.

Campia Gymnastics Club Inc  
info@campiagymnastics.com  
(709) 368-5867

**Create an account**

Email

Confirm

Password

Confirm

[Create an account](#)

[Log in with Facebook](#)

[Log in with Office 365](#)

By clicking on "Create an account", you agree to the [User Service Agreement and Privacy Policy](#).

[Log in or reset your password](#)

### Step 2 - Activate your account

#### Create an account

Your account was successfully created. You will receive an email confirmation. It contains instructions to validate your email.

You are now ready to register to activities and make purchases on Amilia.

[Continue](#)

[Not receiving Confirmation Email?](#)

[Log in or create an account](#)

Once you have submitted your email and password, it should take about 60 seconds for an email to be sent to you from "Amelia (support@amilia.com)." Please check your spam/junk folder if you do not receive this email in your inbox in a few minutes. This email will contain a link to activate your account. Click on the activation email and your account will be activated. Click "Back to Amilia" and log in.

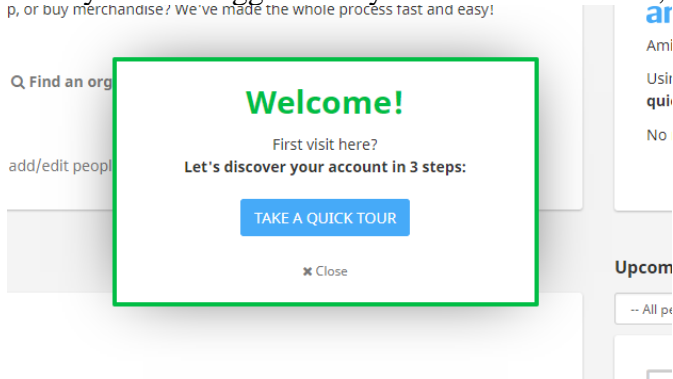
#### Welcome to Amilia

Your email address was confirmed. You can now log into your account.

[Back to Amilia](#)

### Step 3 - Take a quick tour

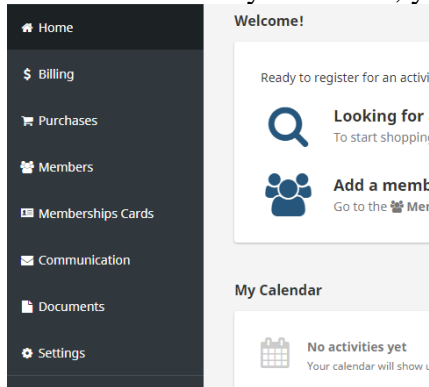
Once you have logged in to your activated account, you will see this screen:



Click the "Take a quick tour" link to be shown some of the basic features of your account.

### Step 4 - Your menu options

On the left side of your screen, you should see the following:



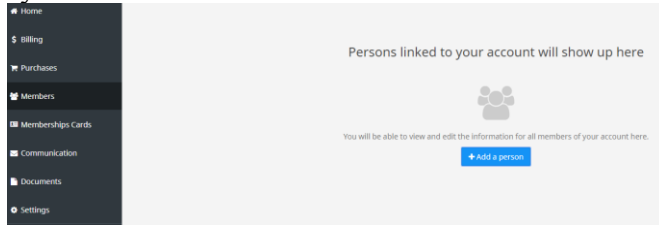
**Billing** – This is where you can see anything you have purchased and your receipts. This includes everything purchased through Campia from August 21 onward - classes, camps, and merchandise.

**Purchases** – This is where you will be able to see which items have been purchased and for which family member from August 21 onward.

**Members** – This is where you will add all your family members. Please see Step 5 for Adding a Family Member.

## Step 5 – Adding a Family Member

Before our Fall Registration begins, please make sure that you and all of your family members are set up in the system. Please click “Members”. You will see the following screen:



Click “Add a person”. This is where you set up the parent name and information in the following screen.

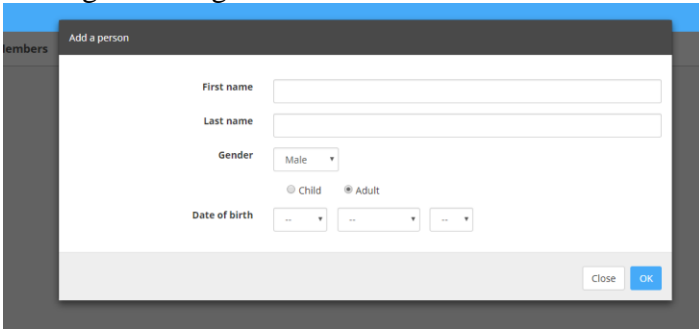
Once you have filled in the name and basic information (DOB is not required for a parent), you should see the following screen:

Please “EDIT” Address and Contact Information fields. Please be sure to click “SAVE” after you enter information in each field. It is important to enter your email address as this is how we will send invoices and registration information.

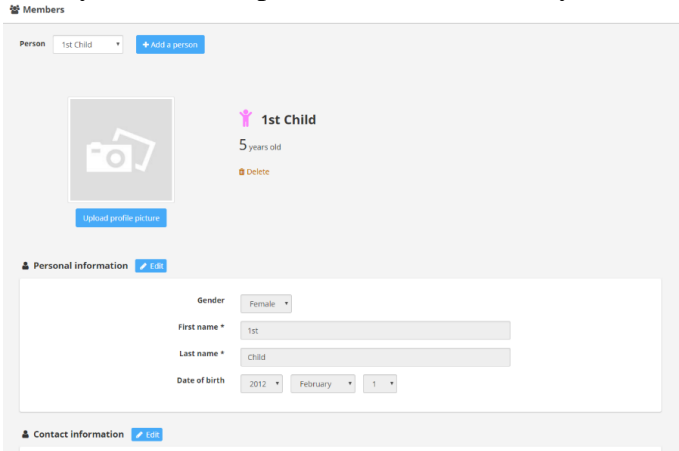
Once this is complete, it is time to enter your athlete's information! Please scroll back up to the top of the screen where you will see “Add a person”:

Click on the "+Add a person" button.

Please add your child, please make sure to select "**child**" for anyone under the age of 18 as shown in the box highlighted below. You are required to enter the date of birth for ALL children as it will determine what classes they are eligible to register for.



Once you have completed the information, you will see the following screen:



Please edit the Contact Information with your email address and click SAVE.

You will continue to "Add a Person" until you have all family members added (Parent(s) and children that are part of Campia's activities).

When registration opens you will need to provide more information for your child. We require that you fill out all necessary information prior to payment. You will be asked to provide MCP number and more detailed information at that time.

### **Step 6 – All done and ready for registration!**

When you have all of your members set up including parent(s) and your family member(s); you have completed your account set up!