

How To Enroll Online for Kids Zone

1. Go to <https://apm.activecommunities.com/mansfield>
2. Search for “Kids Zone.”
3. Click blue **More** button to see all weeks.
4. Find the week you are interested in registering for. Click blue **More** button for that week.
5. Click green **Add to Cart** button for Regular or Early Drop Off.
 - a. If green Add to Cart button is unavailable, that week is full.
 - b. Click **Check details for fees**. A pop-up window will show.
 - c. Click blue **+Add to Waitlist** link.
6. Click the dropdown menu to select the family member you’d like to enroll. Click green **Next** button.
7. A pop-up window will show. Click the green **Agree to Payment Plan** for the week you are enrolling for.
 - a. If you need to enroll another child, click the blue **Register Another Participant for this Activity** link under the green Proceed to Shopping Cart button. Your multi-child will automatically apply with 2 or more children.
 - b. Repeat steps 5-6 for all children to be enrolled in that week.
8. You may choose to pay in full for this week or continue with the payment plan. *Use payment plan* is preselected, if you’d like to pay in full, select the radio dial for *Pay in full*.

*If you plan to pay for 6 or more weeks in full for the 10% discount, you must register in person at the Mansfield Activities Center.
9. If you do not need to register for more weeks, click the green **Proceed to Checkout** button. If you do need to register for more weeks, click the blue **Add to Cart & Continue Shopping** link under *Proceed to Checkout*.
 - a. If you are registering for more weeks, repeat steps 1-8.
10. Once you have gone to your shopping cart, verify the weeks you have enrolled for and the fees associated with those. (i.e. \$150 per child for Early Drop-Off, \$135 for Regular Drop-off, 10% off for second child or more)
11. Unless you selected to pay in full, your *Due Now* amount should total \$10 for each week registered for each child.
12. Click the green **Proceed to Checkout** button.
13. Check the box that you have read and agree to the Waiver of Liability. Click the green **Next** button.
14. You may choose to select a saved credit card or input your payment information. Click the green **Next** button.
15. You may choose to automatically charge your credit card when the payment for the weeks registered for are due. If you choose to do so, check the box next to the weeks you would like to apply this to. Click the green **Pay and Finish** button.
16. Click the blue **View or Print Receipt** button. This receipt gives more detail than receipts printed at the MAC. You will be able to view your payments made and see the payment plans scheduled for future weeks.