

Merritt Academy uses the Smart Rec Platform (by Amilia) for Program Registration to better serve you.

To create a new account, please follow these simple steps:

1. Go to: <https://app.amilia.com/store/en/merrittacademyafterschool/shop/programs>
2. Click on the 'Register' button
3. Create your account

➤ Please note: The account owner must be the parent/guardian

The account owner **cannot** be in the student's name

4. Once your account has been created and verified, click on your email address (top right of your screen), and go to my account
5. Click on 'add family members' (which would be the students), enter the student's details, your address and contact information.

This article will help you:

- Navigate through Merritt Academy's online store.
- Register and add account members to an activity.
- Proceed through checkout.

Registration Process

1. Begin by clicking on a Program.
2. Select a sub-category to display the corresponding activities.
3. Once you've found the activity, click to register for a session on the blue box.

Selecting participants to register

1. Log in to your **Amilia** user account if you have not already done so. If you do not have an account, you must create one.
2. Once logged in, select who you would like to register:
 - The first name that appears belongs to the Account Owner- the **adult responsible** for the account.
 - Add as many family members as you need by clicking Add another person. You only need to add an account member once.
 - Click the blue box to register the member. You will notice a 30 minute timer in the upper right hand as you proceed through checkout.
 - The green check icon means you've successfully added the activity for the person indicated to your cart. - The icon allows you to view your cart or proceed to checkout.
 - Click on Continue Shopping if you wish to keep browsing in the store.

Checking out

1. Review your purchases before your checkout. You can remove any items that you do not want to keep.
2. Complete parent/guardian + participant registration form for each individual member.
3. Click Continue my purchase to save the form for each member.
4. Once all forms are completed, you will be able to proceed to entering your payment information.
5. After entering your payment information and clicking Pay Now, you will receive an email confirming your purchase. Payment is due in full by credit card at checkout.

Want to save your credit card information for a faster checkout next time?
Add your payment details in the Payment Method tab of your user account.

Questions? Contact us at office@merrittacademy.org