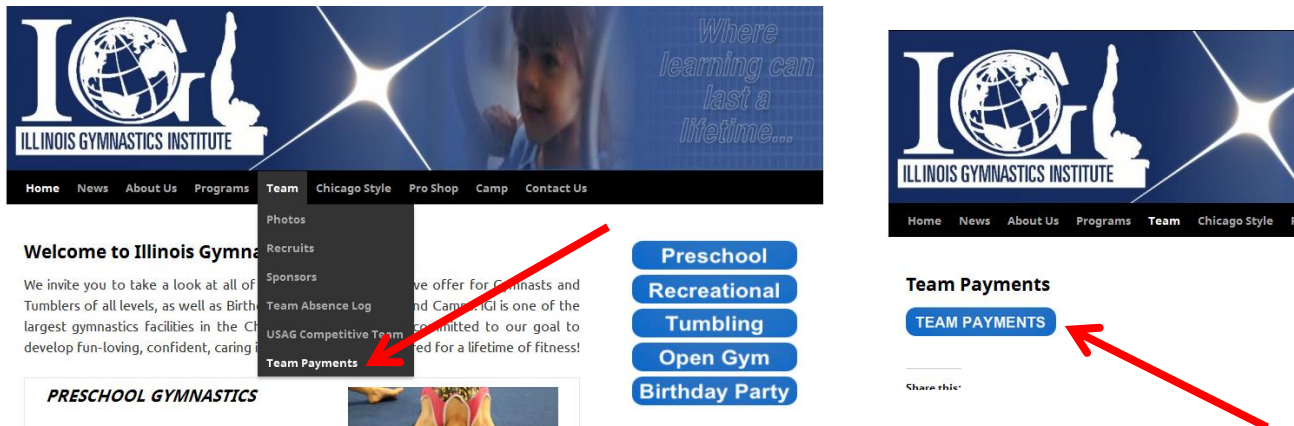


Detailed Instructions for Setting Up Your Online Account

Step 1: Access the Online System.

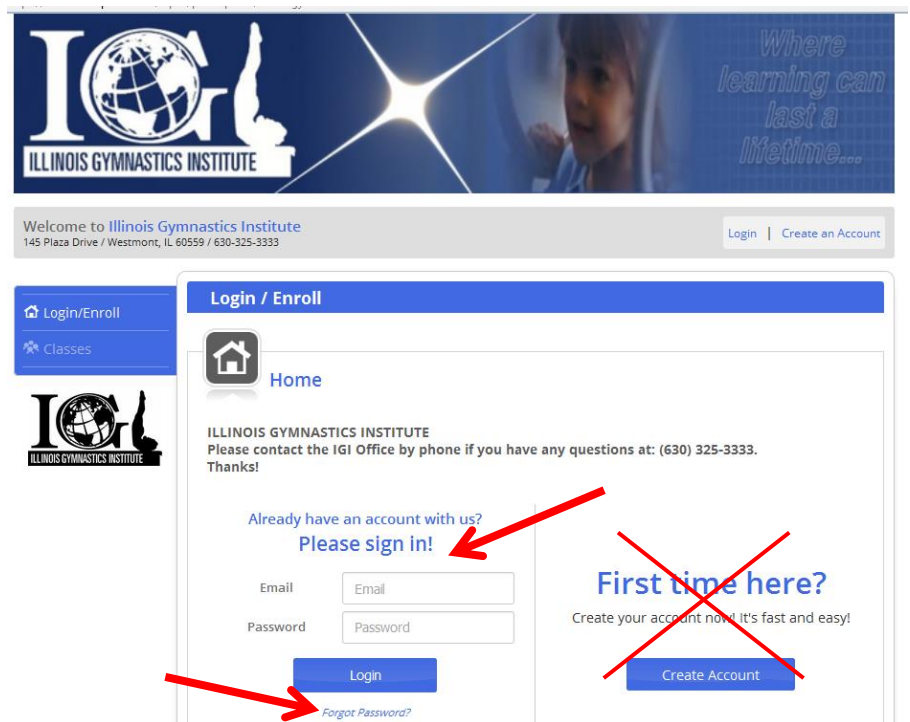
Access the online system through our website. Hover over “Team” in our menu bar and go down to select “Team Payments”. Then, click on the Team Payments button.



Step 2: You will need to set up a Family Account.

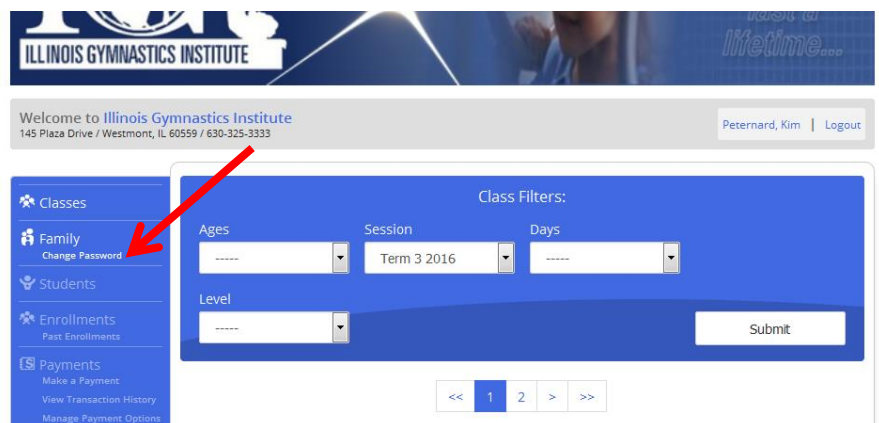
If we have your email on file, the system has already created an account for you. (If not, please contact the office!!!). Go to where it says “Please sign in!” and select “Forgot Password”. Enter your email and then it will send a password to you. After you get it, go back to where it says “Please sign in!” and enter your email and the password that was sent to you. Then, you will need to accept our waiver and terms of use, service, finances, etc.

If we do not already have your email on file, we do not have an account linked to online payments yet for you. Do NOT go to “First time here?” to create an account. Please call or stop by the office to give us your email that you will then use to access your account.



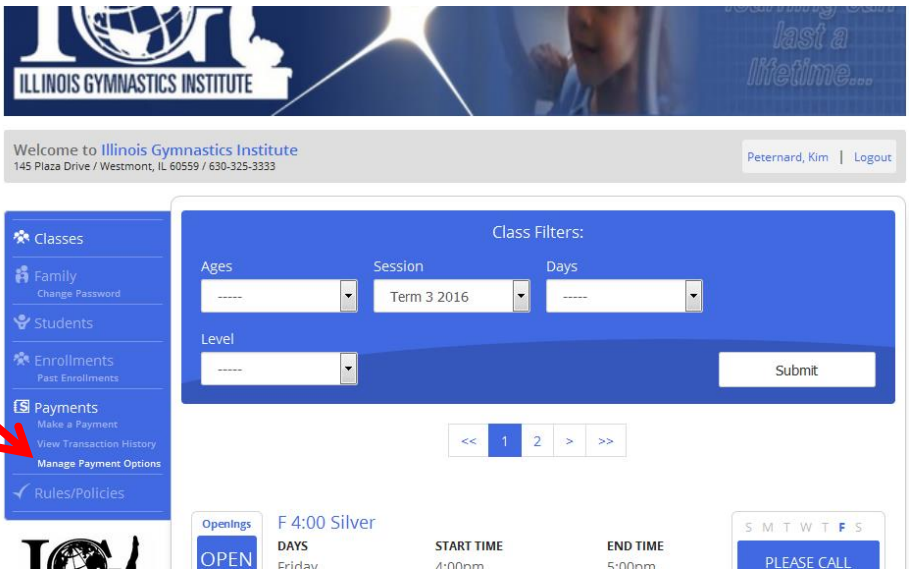
Step 3: Change your password.

Click on “Change Password” (under the “Family” tab). Enter and confirm the password you want to use.



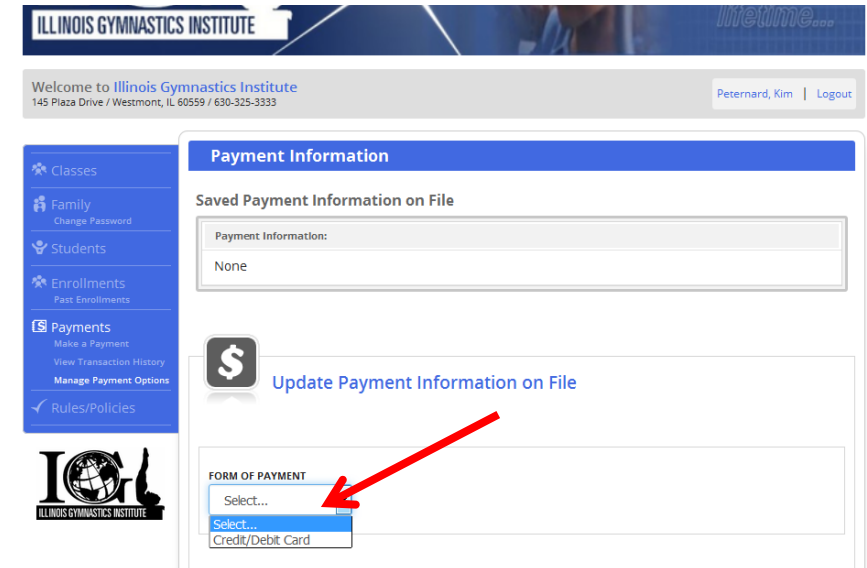
Step 4: Enter your payment information.

- 1) Click on “Manage Payment Options” (you can see it under the “Payments” tab).



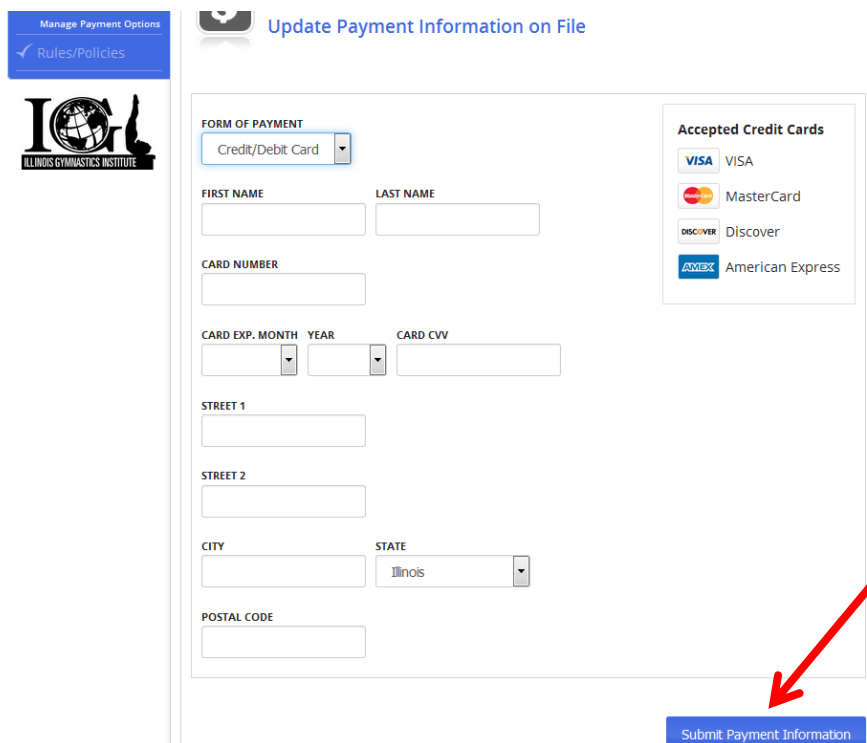
The screenshot shows the Illinois Gymnastics Institute website. The header includes the logo and the text "last a lifetime...". Below the header, there is a navigation bar with the text "Welcome to Illinois Gymnastics Institute" and contact information. A sidebar menu on the left contains several options, with "Manage Payment Options" highlighted by a red arrow. The main content area shows a "Class Filters" section with dropdown menus for "Ages", "Session" (Term 3 2016), and "Days". Below this is a "Level" dropdown and a "Submit" button. A pagination control shows "1" and "2". At the bottom, there is a section for "Openings" with details for "F 4:00 Silver" on "Friday" from "4:00pm" to "5:00pm".

- 2) Select “Form of Payment” and choose “Credit/Debit Card”.



The screenshot shows the "Payment Information" page. The header includes the logo and the text "last a lifetime...". Below the header, there is a navigation bar with the text "Welcome to Illinois Gymnastics Institute" and contact information. A sidebar menu on the left contains several options, with "Manage Payment Options" highlighted. The main content area shows a "Payment Information" section with a "Saved Payment Information on File" box containing "None". Below this is a "Update Payment Information on File" button. A "FORM OF PAYMENT" dropdown menu is shown with "Credit/Debit Card" selected, indicated by a red arrow.

- 3) Enter your credit card information and then click “Submit Payment Information”. This is now stored for automatic payment processing. If you do not want it to be used automatically, email me: kimm@igymnastics.com.



The screenshot shows the credit card information form. The header includes the logo and the text "last a lifetime...". Below the header, there is a navigation bar with the text "Welcome to Illinois Gymnastics Institute" and contact information. A sidebar menu on the left contains several options, with "Manage Payment Options" highlighted. The main content area shows a "Payment Information" section with a "FORM OF PAYMENT" dropdown menu set to "Credit/Debit Card". Below this are fields for "FIRST NAME", "LAST NAME", "CARD NUMBER", "CARD EXP. MONTH", "YEAR", "CARD CVV", "STREET 1", "STREET 2", "CITY", "STATE" (set to "Illinois"), and "POSTAL CODE". To the right, there is a section for "Accepted Credit Cards" listing "VISA", "MasterCard", "Discover", and "American Express". At the bottom right, there is a "Submit Payment Information" button highlighted by a red arrow.