



How to Complete Common Tasks in Your Online Account

Finding a Receipt



1. Log into your account.
2. Click My Info.
3. Select your name.
4. Click Invoices.
5. If needed, enter details in the filter on the right-hand side.
6. Check the box next to the transaction and click Receipt.

Paying Your Invoice



1. Log into your account.
2. Click My Info.
3. Select your name.
4. Click Invoices and follow the payment instructions.

Your Activity Schedule



1. Log into your online account.
2. Click My Info
3. Click on your name/child's name.
4. Click Schedules to see your\their camp details.

Is Your Child on a Waitlist?

1. Log into your online account.
2. Click My Info
3. Click on your child's name.
4. Click Attendances to check their waitlist status.



Updating Your Child's Authorized Pickup List



1. Log into your online account.
2. Click My Info.
3. Click on your child's name (not the checkbox next to it).
4. Click Edit.
5. Scroll down to Authorized Pickup and update the list.

Updating Your Financial Information



1. Log into your account.
2. Click My Info.
3. Click your name.
4. Scroll down to Finance Info.
5. Click New, enter your updated information and click default, and click Save.

Retrieve your Tax Receipt



1. Log into your account.
2. Click on your name.
3. Select Tax Receipt from the menu.
4. Enter the appropriate year for the receipt you need.
5. Download or print the receipt for your records

Registration Confirmation



1. Log into your account.
2. Click My Info.
3. Click your name.
4. Scroll down to Schedules
5. Click Switch to List View
6. Next to the Activity, click Actions

Need Help?

customerservice@standrewsparks.com
or 843-763-4360