Summer Camp Online Registration Guide

https://apm.activecommunities.com/vbparksrec

CITY OF VIRGINIA BEACH
Parks & Recreation

Table of Contents

- General Information
- Signing In/Creating Account
- Searching/Filtering Activities
- Registering
- Checking Out and Paying
- Wishlist Feature
- Adding Activities to Wishlist
- Putting Activities into Cart from Wishlist

Virginia Beach Parks & Rec Summer Camp Registration 2026

- **2026 Summer Registration will occur in three blocks**
  - Priority Registration will occur during Block 1 and Block 2, and is available only to participants currently enrolled in OST 2025-2026 before or after school programs or participants who attended 2025 summer camps
  - **Block 1:** Priority registration for participants enrolling in all-weeks of the child care camp at one location
    - Opens: March 14, 2026 @ 9 am | Closes: March 15, 2026 @ 11:59 pm
    - A waitlist will not be available during Block 1
  - **Block 2:** Priority registration for individual week enrollment for child care and specialty & sport camps
    - Opens: March 20, 2026 @ 6 pm | Closes: March 20, 2026 @ 11:59 pm
    - A waitlist will be available during Block 2
  - **Block 3:** Open registration for individual week enrollment for child care, specialty & sport, and nature camps
    - Opens: March 21, 2026 @ 9 am | Closes: 2 weeks prior to the start of each camp
    - A waitlist will be available during Block 3

- **Priority Registration** is <u>available online only</u> for participants currently enrolled in a School Year program or that were enrolled in and attended a camp during the previous Summer season
- Standard registration begins once Priority Registration has ended
- Once online registration has ended, please contact Registration Management for further assistance
- Required registration forms & documents - ePACT has replaced paper registration forms, consents & waivers
  - new customers receive an ePACT invite upon registering (overnight)
  - existing customers receive an email requesting they review and reconfirm existing information (prior to the start of camp)

Priority Registration Note: *Please login with the current e-mail address for the account where the participant is currently enrolled in a School Year program or where they were enrolled in and attended a camp during the previous Summer season to ensure access to Priority Registration. Parents that are unable to access their account (have never logged in or forgotten password) should utilize the* ***Forgot your password?*** *link from the login screen to retrieve a temporary password via e-mail.*

Online Registration Note: *Participants registering online who do not meet the age requirements at the time of registration will need to contact Registration Management.*

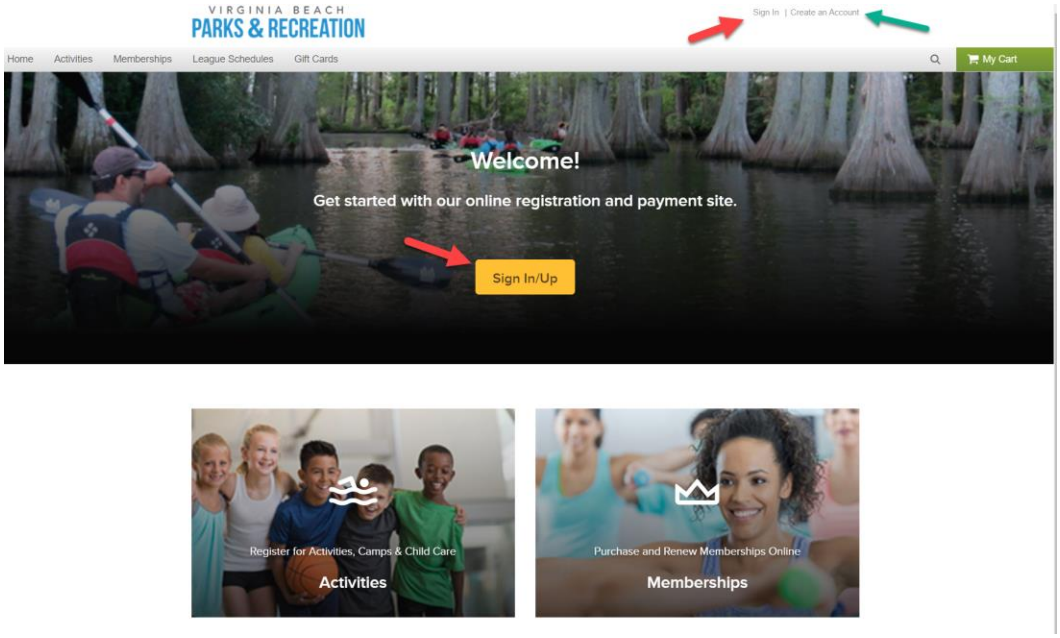
Please do not create a new account: ***New accounts will not be able to access Priority Registration*** *and will need to contact Registration Management for further assistance.*

Signing In/Creating Account

Sign In to (or Create) your account at:

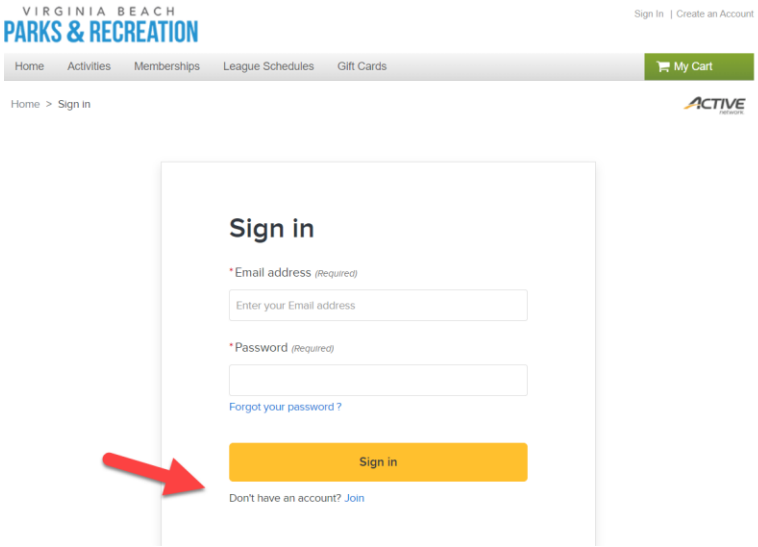
https://apm.activecommunities.com/vbparksrec

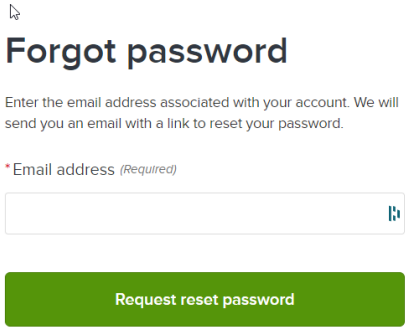
Reminder: ***New accounts will not be able to access Priority Registration***



Resetting your password

To reset your password via email, please go the Sign in screen, click 'Forgot Your Password' and enter the email address on file in your account





Opening the Activities Page

- Click on the Activities Tab from the My Account page
- Use the Filters on the next page to narrow your search

VIRGINIA BEACH
PARKS & RECREATION

Welcome, Parent/Guardian1 My Account | My Wish List | Sign Out

Home Activities Memberships League Schedules Gift Cards My Cart

Home > My Account

ACTIVE network

Account Options for Parent/Guardian1 Recreation

Parent/Guardian1 Recreation Edit

Birth date: Jan 1, 1980

123 Recreation Ave Virginia Beach, VA 23456

Password And Security Info

Payment and Order Management

Change Auto-Charge Payments

Saved Credit Cards

Transaction and Payment History

Account Payment Details

Account Deposits List Tax Receipt

Other Service

Manage Wish List

Balance

Credit on account	$0.00
View credit details	
Current balance	$0.00
Due now	$0.00

Pay On Account

Recreation's family

Child1 Recreation
Birth date: Jan 1, 2011
Role: Child

Child2 Recreation
Birth date: Jan 1, 2016
Role: Child

Parent/Guardian1 Recreation
Head of Household
Birth date: Jan 1, 1980
Role: Adult

Parent/Guardian2 Recreation
Birth date: Jan 2, 1980
Role: Adult

Manage Family Member

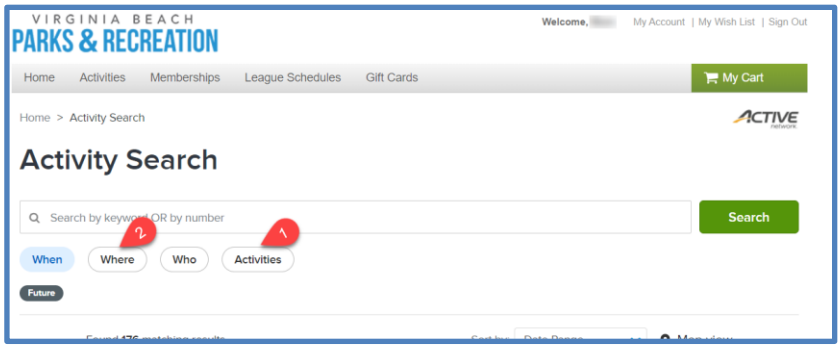
View Family Members Schedule

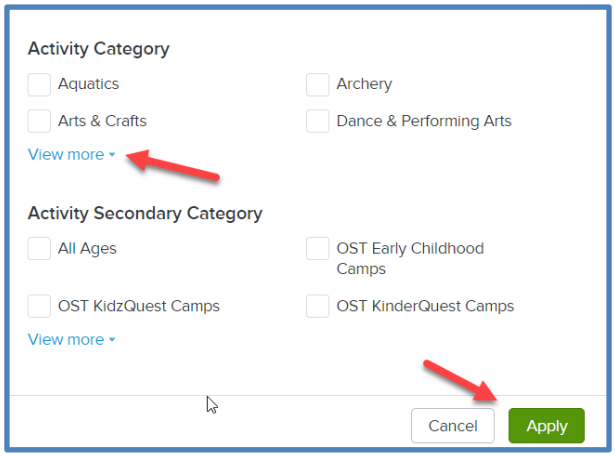
Virginia Beach Parks & Recreation Methods of Payment Have Questions? Stay Connected

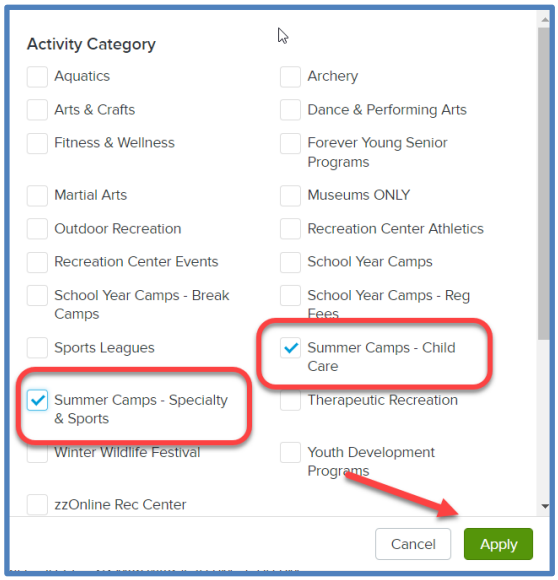
Searching and Filtering Locations and Camps

1. Set the Activity Category filter to 'Summer Camps – Child Care' and/or 'Summer Camps – Specialty & Sports' depending on the type of camp you are interested in
2. Use the Location filter to select the site(s) where the camp(s) will be held

Please note: not all locations offer Summer Camps





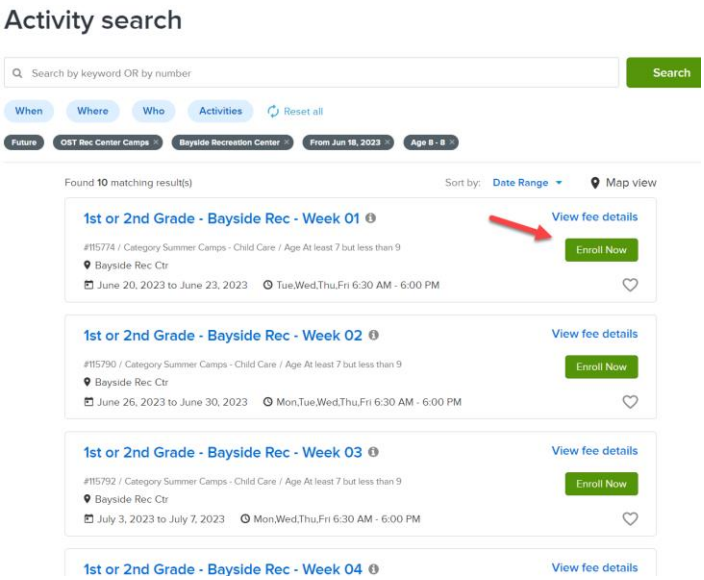


Select all site(s) you are interested in

Please Note: Not all locations offer summer camp

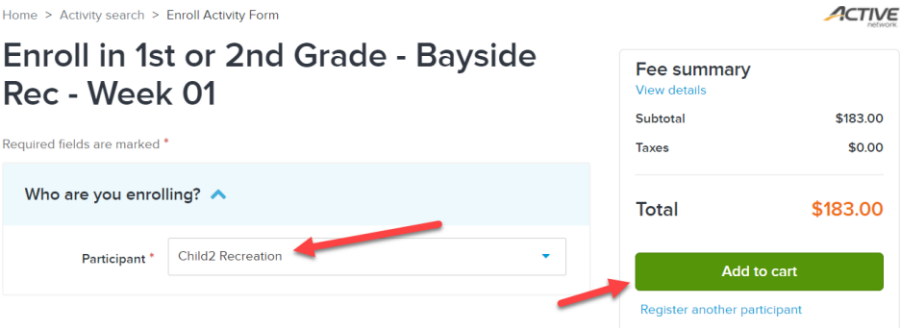
Registering for a camp session

- Enroll Now buttons will show next to each session once registration opens
- Click the Enroll Now button next to the first session of camp needed

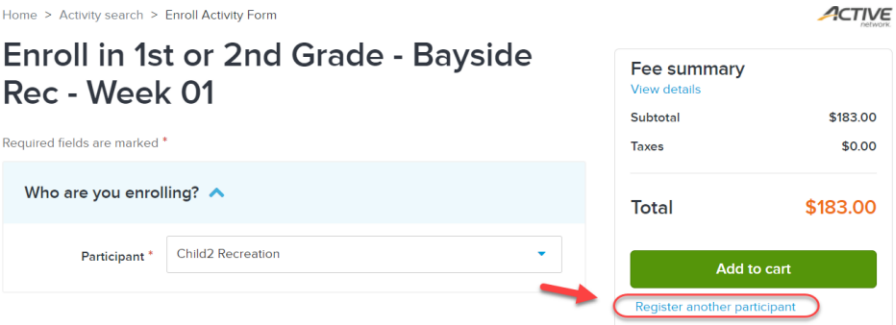


Select the participant to register for this session and click Add to cart

Note: If participant does not meet age requirement this will be indicated by "Does not meet age qualification." in the Participant list.

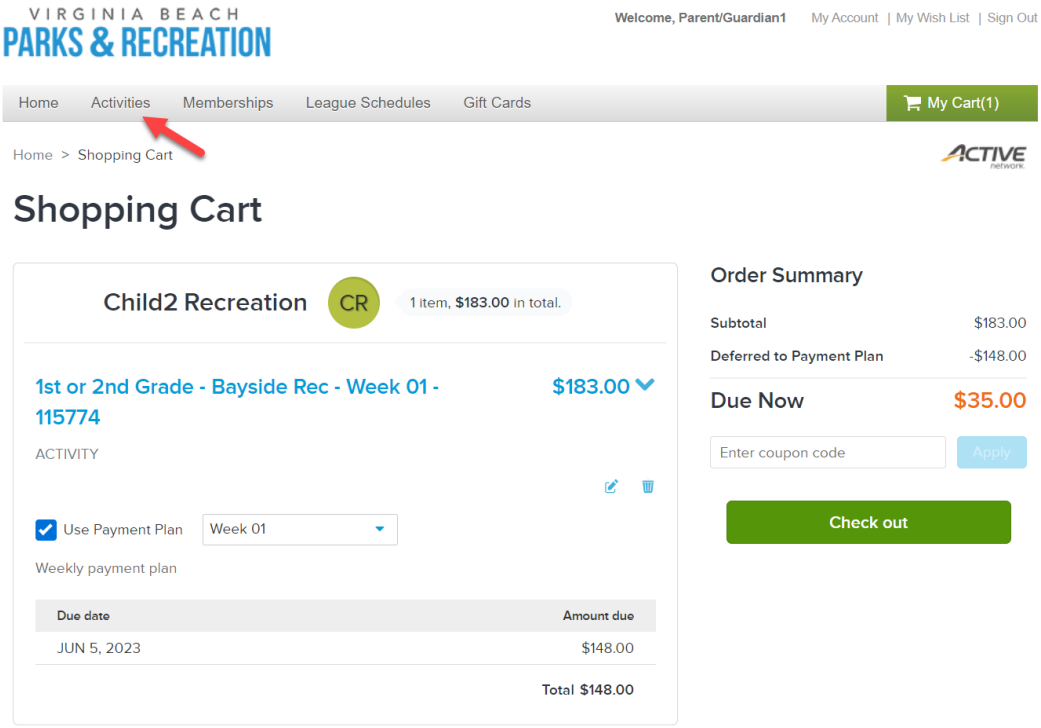


Pro Tip: If registering more than one participant for the same camp session, click the 'Register another participant' link and select the next participant BEFORE clicking 'Add to cart' – once all participants have been selected then click 'Add to cart'

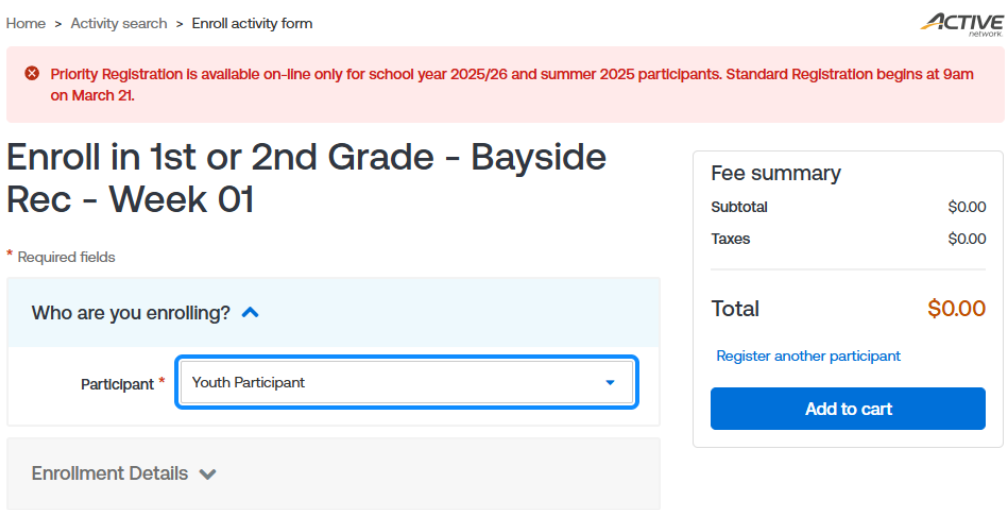


Registering for additional sessions of camp

- Once the activity has been added to the Shopping Cart, use the Activities tab to locate and select additional sessions of camp(s)
- Repeat Enrollment steps as needed for all participants and sessions
- **Pro Tip:** Select all sessions of camp for all participants prior to reviewing payment plan details and checking required waivers



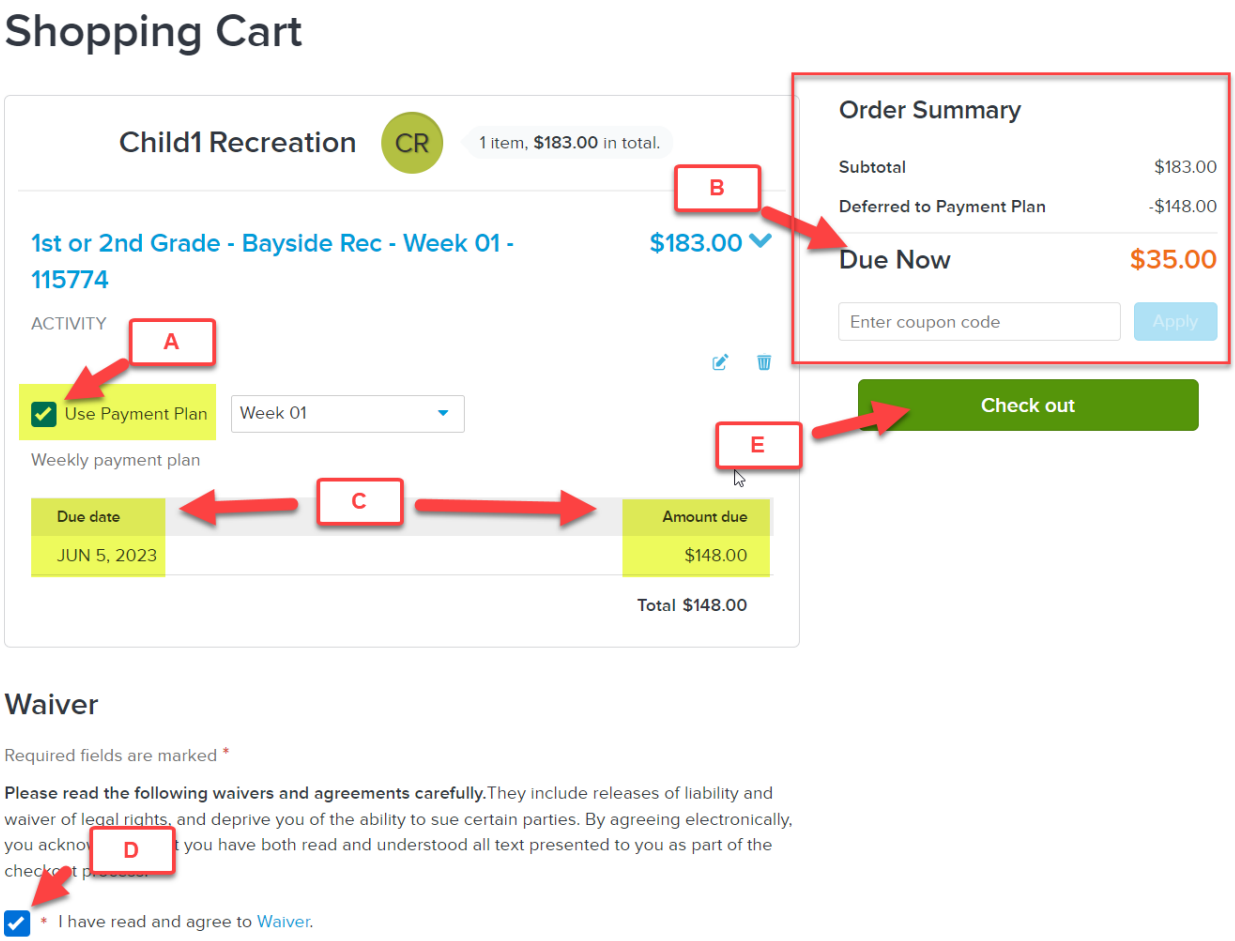
Please Note: If a participant is not eligible for Priority Registration, they will not be available to select and a message will be displayed



Verify All Sessions and Proceed to Check Out and Payment

Once all sessions of camp have been selected for all participants, verify that all sessions for all participants are showing in your cart and then review:

- A : The ‘Use Payment Plan’ option is selected by default – only the Registration Fee & Deposit will be due at registration with the Remaining Balance due on the listed Due date
- B: The Total Balance Due today shows as ‘Due Now’ in Order Summary
- C: Due Dates and Amounts Due show under Weekly payment plans for each session of camp
- Option: To pay in full at registration uncheck ‘Use Payment Plan’ for each session of camp
- To proceed to Payment and Check Out:
  - check the (D) Waiver box
  - then click (E) Check Out



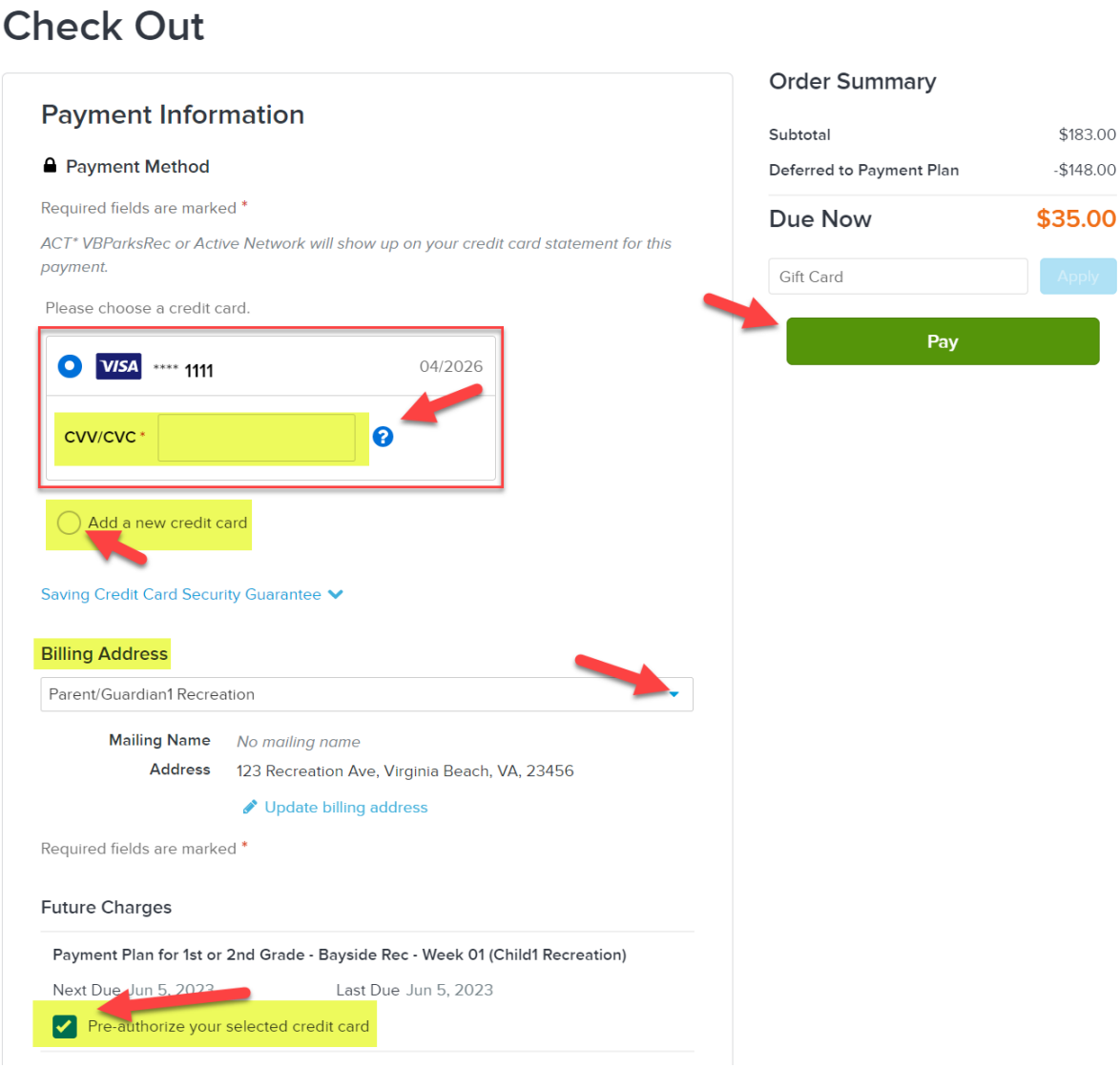
Set Up Auto Payments and Pay Today's Balance Due

Set Up Auto Payments

To have future payments automatically charged to your selected card on the due date, check the 'Pre-authorize your selected credit card' box for each week of camp

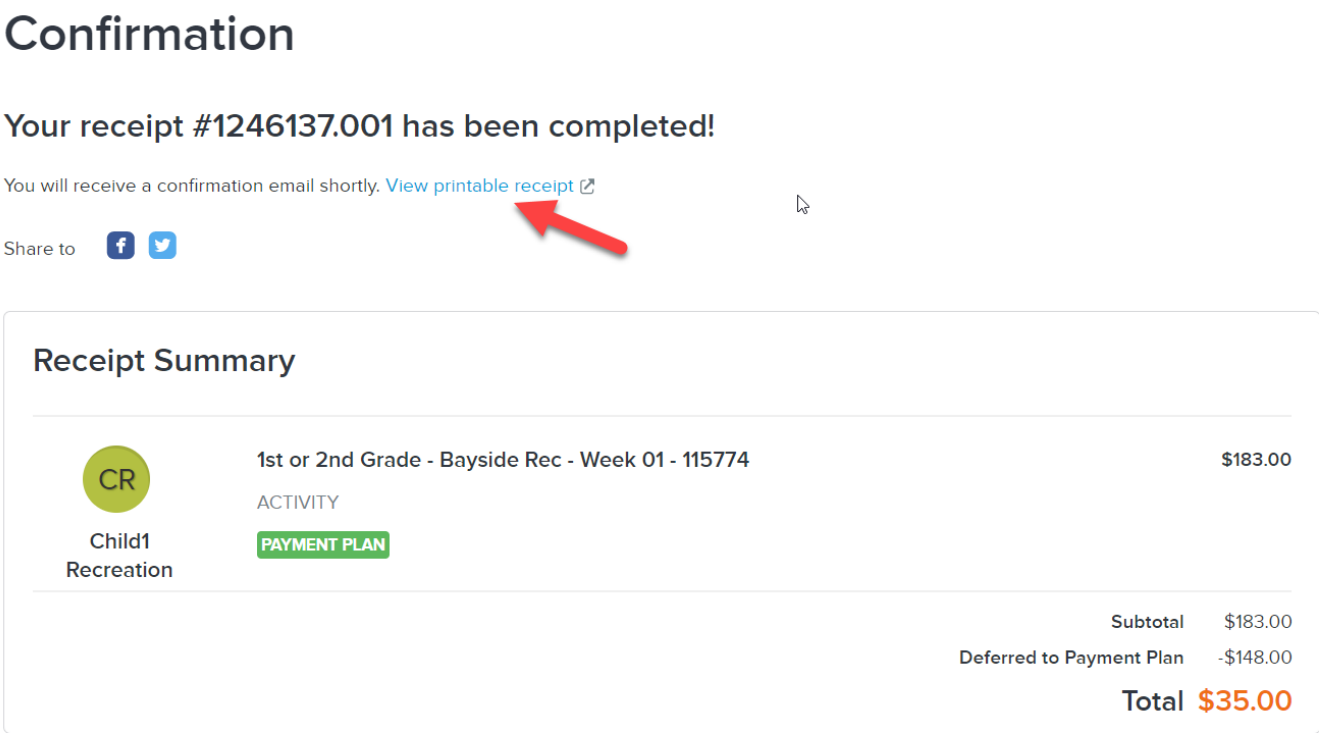
Pay Today's Balance Due

1) Select the correct Payer under the Billing Address section
2) Entering Payment Card Information
   a) Select a Saved card and enter the CVV/CVC code OR
   b) Add a new credit card
3) Click Pay to submit payment and complete your registration



Confirmation Page and Printing Receipt

- A receipt will be emailed to the email address in your account
- Click on 'View Printable Receipt' to view/print the receipt
- Please print your receipt for confirmation purposes
- **Pro Tip**: Receipts are available to reprint as needed from your account



Wishlist Feature

The Wishlist allows customers to save specific camp sessions to their Wishlist before registration opens.

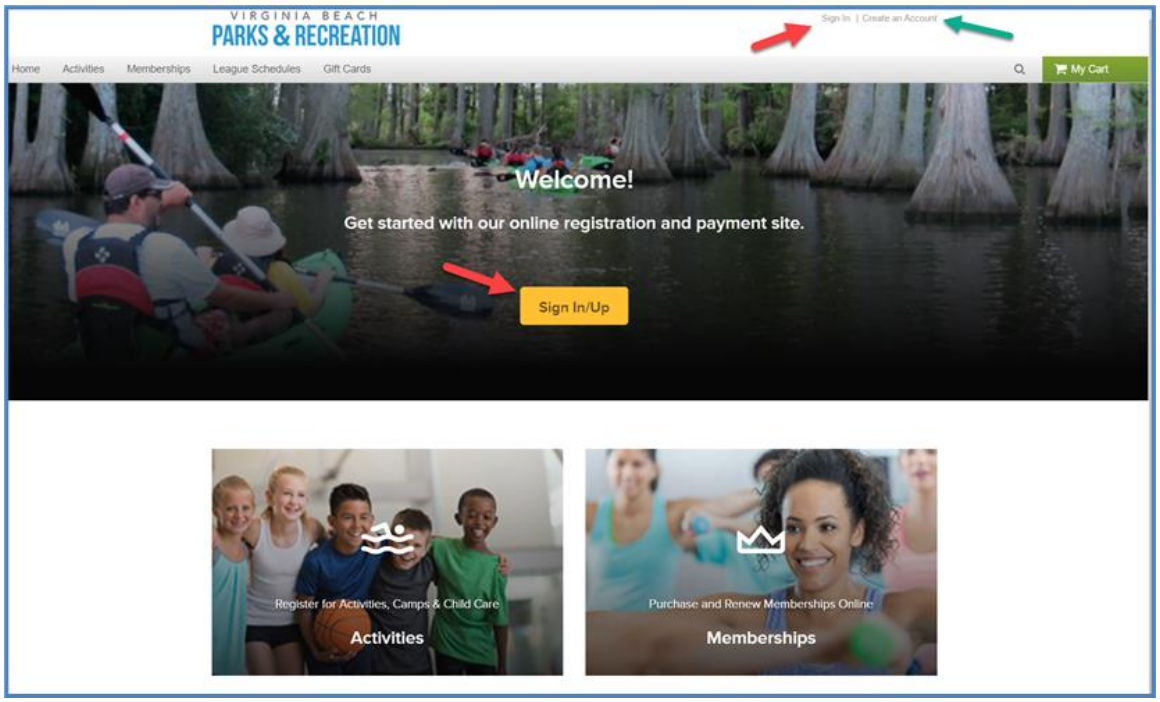
Once registration opens, customers can open their Wishlist and put those sessions into their cart for checkout.

The Wishlist does not automatically enroll participants, but makes it easier on registration day because customers will have already identified the sessions of camp which work for their household members.

Sign In to (or Create) your account at:
https://apm.activecommunities.com/vbparksrec

Search for and locate the session(s) of the camp(s) you are interested in

Tip: See pages 4-6 of this guide for detailed information on logging in and searching for Summer Camp sessions

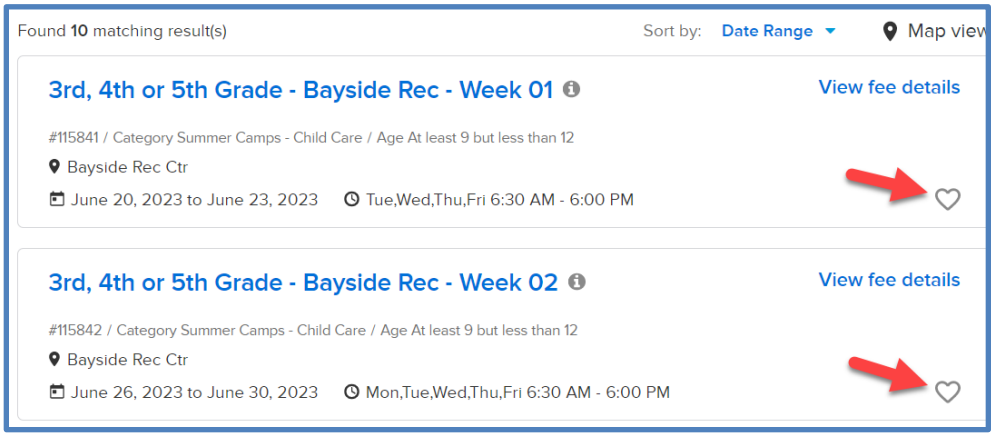


- Click on the Activities Tab at the top of the page
- Use the Filters on the next page to narrow your search

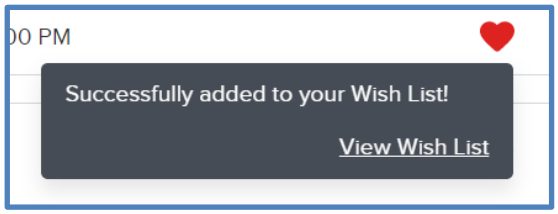
Caution - the Wishlist <u>does not hold spots</u> or automatically enroll participants

Adding Activities to Your Wishlist

- Click the Heart Icon on the Activity Search screen or Activity Detail screen to add the desired activity to your Wishlist
- Repeat for each session of camp you are interested in



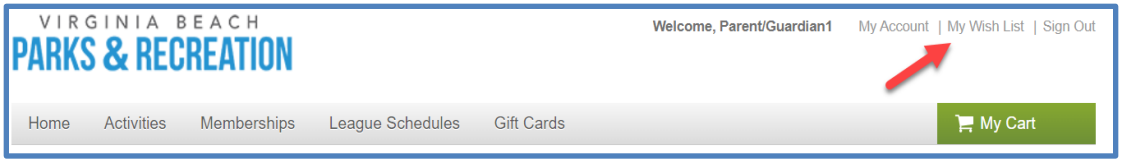
- A message displays when the activity has been added to your Wishlist
- The Heart Icon turns red once the activity has been added to your Wishlist



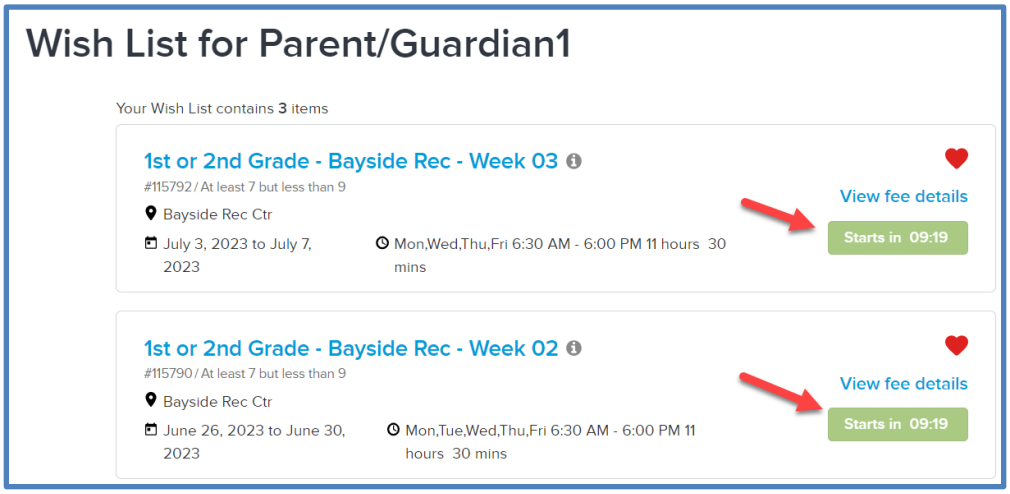
Caution - the Wishlist <u>does not hold spots</u> or automatically enroll participants

Registering from Your Wishlist

Once all camp sessions have been added to your Wishlist, click the 'My Wishlist' link to View and Manage your Wishlist



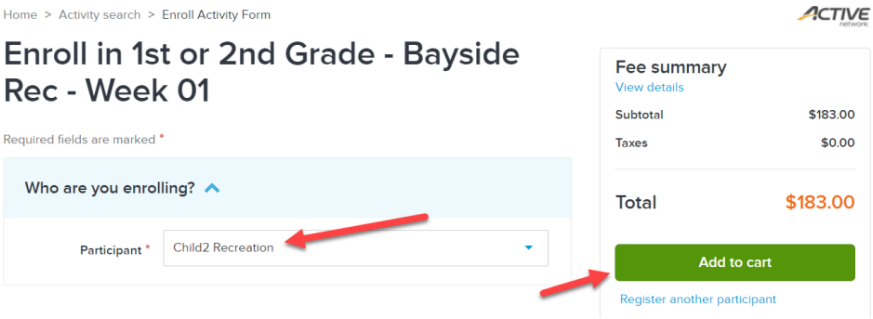
- On the start day for registration, sign-in to your account and go to your Wishlist by clicking on the 'My Wishlist' link
- A countdown will show as registration start time approaches
- Enroll Now buttons will show for each session once registration opens
- Click the Enroll Now button next to the first session of camp needed



Caution - the Wishlist <u>does not hold spots</u> or automatically enroll participants

Registering from Your Wishlist (continued)

Select the participant to register for this session and click Add to cart
Note: If participant does not meet age requirement this will be indicated by "Does not meet age qualification." in the Participant list.



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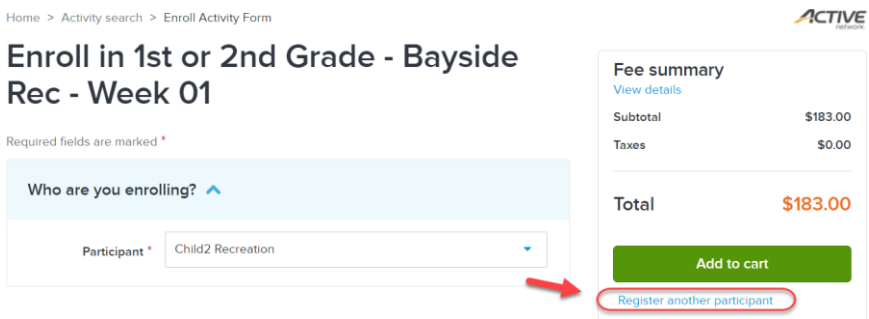
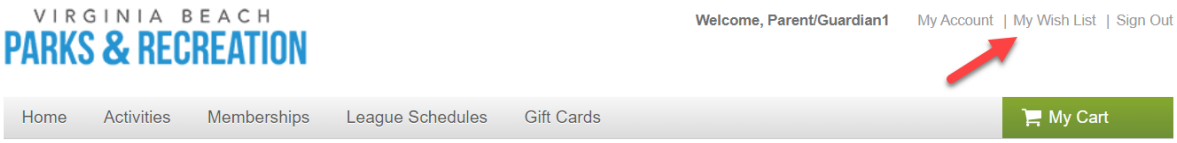


- Once the activity has been added to the Shopping Cart, click on the 'My Wishlist' link to return to your Wishlist and select additional camp sessions
- Repeat Enrollment steps as needed for all participants and sessions
- **Pro Tip:** Select all camp sessions for all participants prior to reviewing pay plan details and checking required waivers



Once all camp sessions have been added to the Shopping Cart, please see Checking Out + Paying starting on Page 9

Caution - the Wishlist <u>does not hold spots</u> or automatically enroll participants