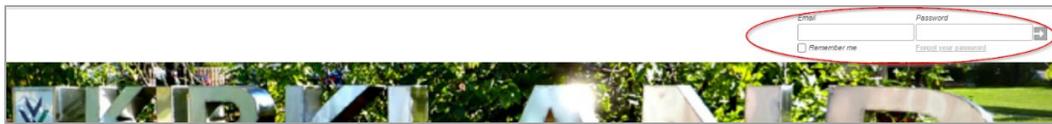


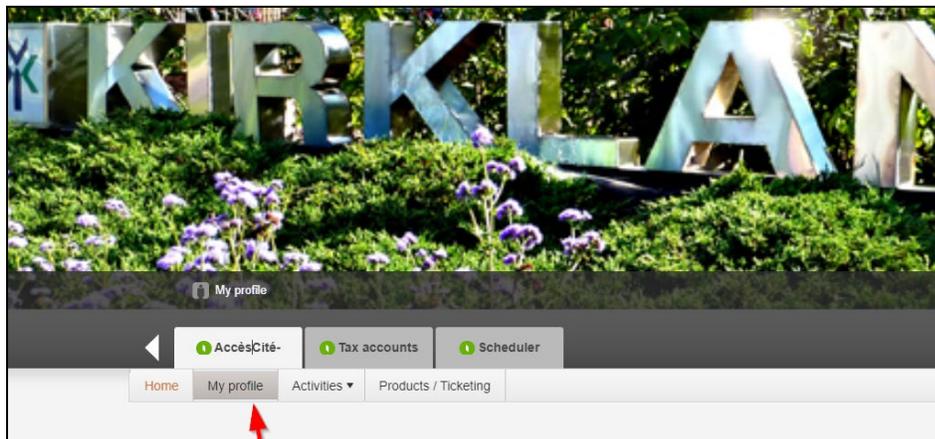


## PROCEDURE TO COMPLETE MY CHILD'S CAMP FILE PRIOR TO REGISTRATION

1. Login to your AccèsCité online account and enter your email and password in the upper right corner and click on the arrow to confirm.



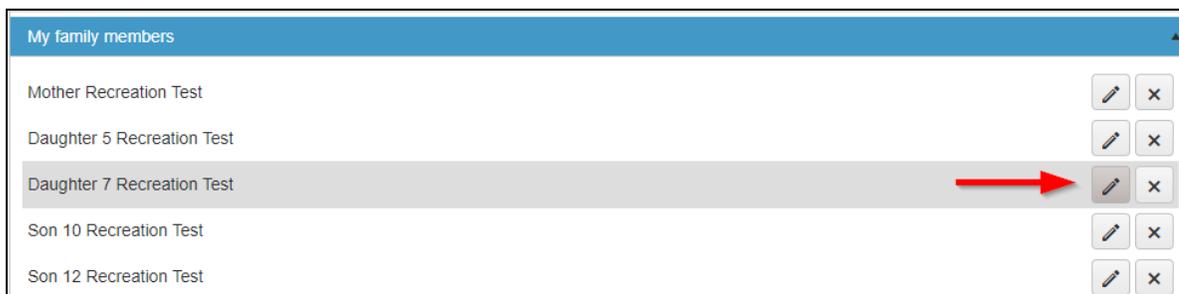
2. Click on "My Profile".



3. Click on "My family members" section

A screenshot of the 'User account profile' page on the Kirkland website. The page is titled 'User account profile' and contains a section for 'My connection informations'. This section includes input fields for 'Email address' (loisirsactivitek@gmail.com), 'First name' (Mother), 'Last name' (Recreation Test), and a dropdown menu for 'Language choice' (Français). Below these fields is a 'Save' button. At the bottom of the page, there are two expandable sections: 'My family members' and 'My addresses'.

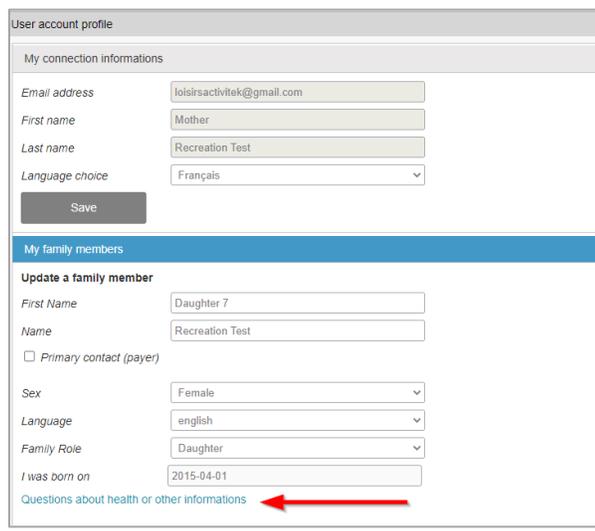
4. Click on  by the name of the child you wish to register for day camp



The screenshot shows a table titled "My family members" with a blue header. It contains five rows of family members, each with an edit icon (pencil) and a delete icon (X) to its right. A red arrow points to the edit icon for "Daughter 7 Recreation Test".

| My family members          |   |
|----------------------------|---|
| Mother Recreation Test     |   |
| Daughter 5 Recreation Test |   |
| Daughter 7 Recreation Test |   |
| Son 10 Recreation Test     |   |
| Son 12 Recreation Test     |   |

5. Click on " Questions about health and other informations"



The screenshot shows the "User account profile" page. It has two main sections: "My connection informations" and "My family members". The "My family members" section is titled "Update a family member" and contains several form fields: "First Name" (Daughter 7), "Name" (Recreation Test), a checkbox for "Primary contact (payer)", "Sex" (Female), "Language" (english), "Family Role" (Daughter), and "I was born on" (2015-04-01). A red arrow points to the link "Questions about health or other informations" at the bottom of the form.

6. Answer all questions
7. Click on "Save"
8. Repeat steps 3 to 7 for each child to be registered for camp
9. When everything is completed, click on "Log Out".
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