Purchasing Additional Resources in <u>CircuiTree</u>.

To purchase additional resources (such as tutoring hours) for an existing registration in CircuiTree, sign in to the parent account previously set up in CircuiTree using the above link.

The below example is for prepaying for additional tutoring hours, but the steps are the same for any camp.

☆ Home	ा E Registrations	Alerts
	Hello, Balance \$0	
	+ New Registration	
Dext Event		
Computer Science Private younger) 5/31/2021 - 5/31/2021	Tutoring - CS Registre	ition - Youth (17 years and
	View All Registrations	

Click "Registrations" in the black ribbon at the top of the page.





Click "Edit."

Select the green option labeled "Prepaying for additional tutoring hours."

Prepay for Additional Tutoring Hours	
Additional Tutoring Hours	
Prepaying for additional tutoring hours. Active	⊘ \$16
	SAVE

The next screen will allow you to add additional resources.

Prepay for Additional Tutoring Hours	
Additional Tutoring Hours	
Prepaying for additional tutoring hours.	\$16
	- 1 +
	CANCEL REMOVE
	SAVE

Add the resources you would like to request. Please remember this is a cumulative total. If you previously added one resource and would like to purchase four more, the total will be five. The registration system will only charge for additional resources added.

Click "Save."

The "Payment Method" screen should automatically pop up with the total amount due displayed in blue at the bottom of the page.

	Payment Method	
	+ Add Payment Method	Ø
	Card Number *	DISCOVER PAIRENTS
	Security Code *	
	Expiration Date (mm/yy) *	
	Account Holder Name * Carla Garner	
	Country * United States	•
=	Payment Method	
	Address Line 2	
	City *	
	State *	•
	Zip Code *	
_		
	PAY \$64.00	

Click the "Pay" button to complete the transaction.

You will receive an email indicating you have purchased additional resources. Please forward that email to the camp director.