



amilia

Account Set-Up Guide

amilia

Step 1:

Visit <https://app.amilia.com/en/Signup>

amilia

First name

Last name

Email


Password

Must contain at least:

- ⊗ 8 characters
- ⊗ 1 lowercase letter (a-z)
- ⊗ 1 uppercase letter (A-Z)
- ⊗ 1 number (0-9)
- ⊗ 1 special character (!, %, &, etc.)

Create account

or continue with

 Google

amilia

Step 2:

Fill in the prompts with your First Name, Last Name, E-Mail and Chosen Password.

amilia

First name

Last name

Email


Password

Must contain at least:

- ⊗ 8 characters
- ⊗ 1 lowercase letter (a-z)
- ⊗ 1 uppercase letter (A-Z)
- ⊗ 1 number (0-9)
- ⊗ 1 special character (!, %, &, etc.)

Create account

or continue with

 Google

amilia

First name

Last name

Email


Password

Must contain at least:

- ✔ 8 characters
- ✔ 1 lowercase letter (a-z)
- ✔ 1 uppercase letter (A-Z)
- ✔ 1 number (0-9)
- ✔ 1 special character (!, %, &, etc.)

Create account

or continue with

 Google



amilia

Step 3:

Click “Create Account.”

amilia

First name

Last name

Email


Password

Must contain at least:

- ✓ 8 characters
- ✓ 1 lowercase letter (a-z)
- ✓ 1 uppercase letter (A-Z)
- ✓ 1 number (0-9)
- ✓ 1 special character (!, %, &, etc.)

[Create account](#)

or continue with

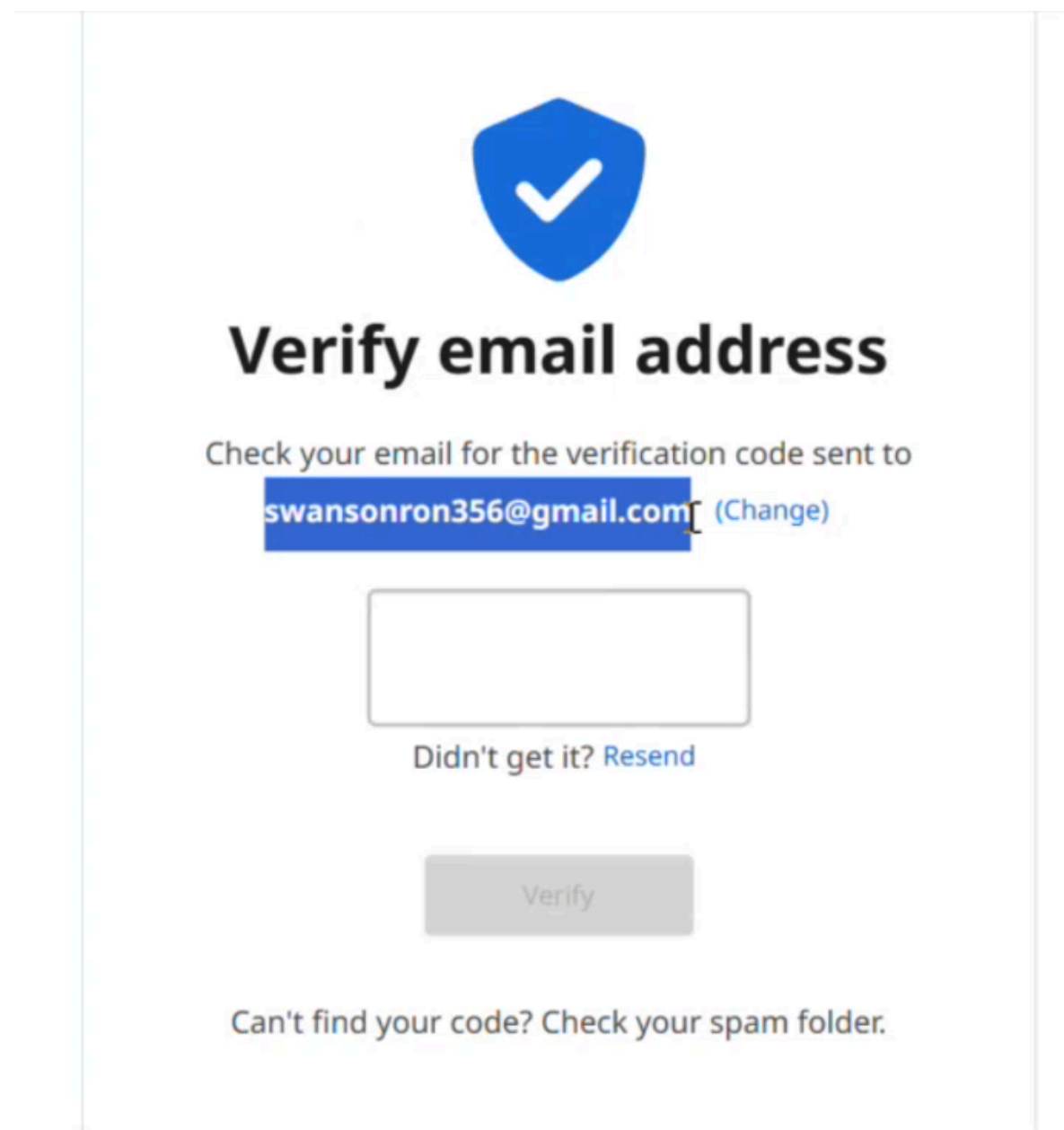
 Google


amilia

Step 4:

An e-mail verification will be sent to your inbox.
Check the inbox of the email you inputted
for a verification code (6 digits).

**It may take a few moments to receive.*





Verify email address

Check your email for the verification code sent to
swansonron356@gmail.com (Change)

Didn't get it? [Resend](#)

[Verify](#)

Can't find your code? Check your spam folder.

amilia

Step 5:

Input the code into the box on your browser, then click “Verify.”



Verify email address

Check your email for the verification code sent to
[swansonron356@gmail.com](#) (Change)

262930

Didn't get it? [Resend](#)

Verify

Can't find your code? Check your spam folder.

Wait for a green verified checkmark to appear



Verified

You have successfully verified your Amilia account!

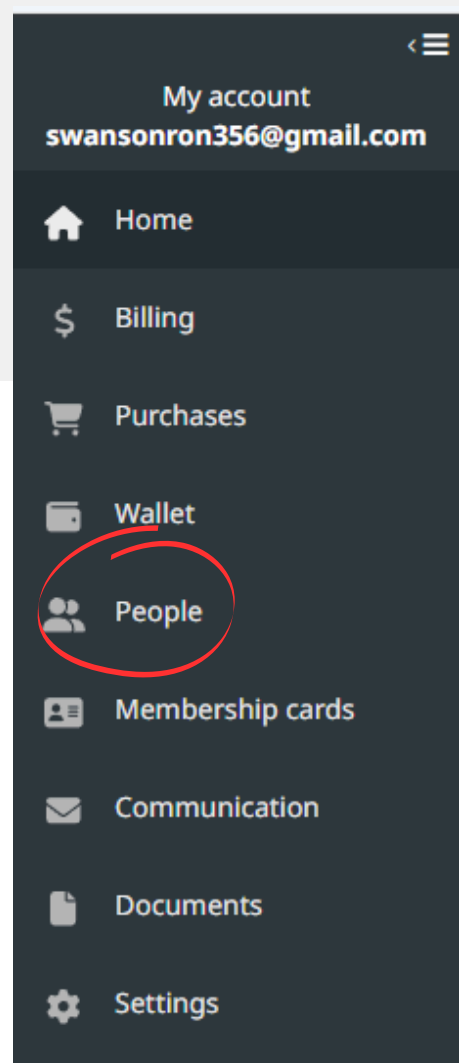
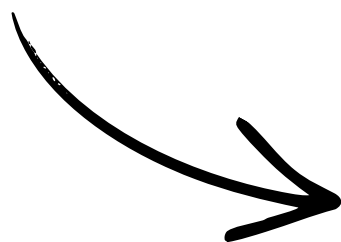
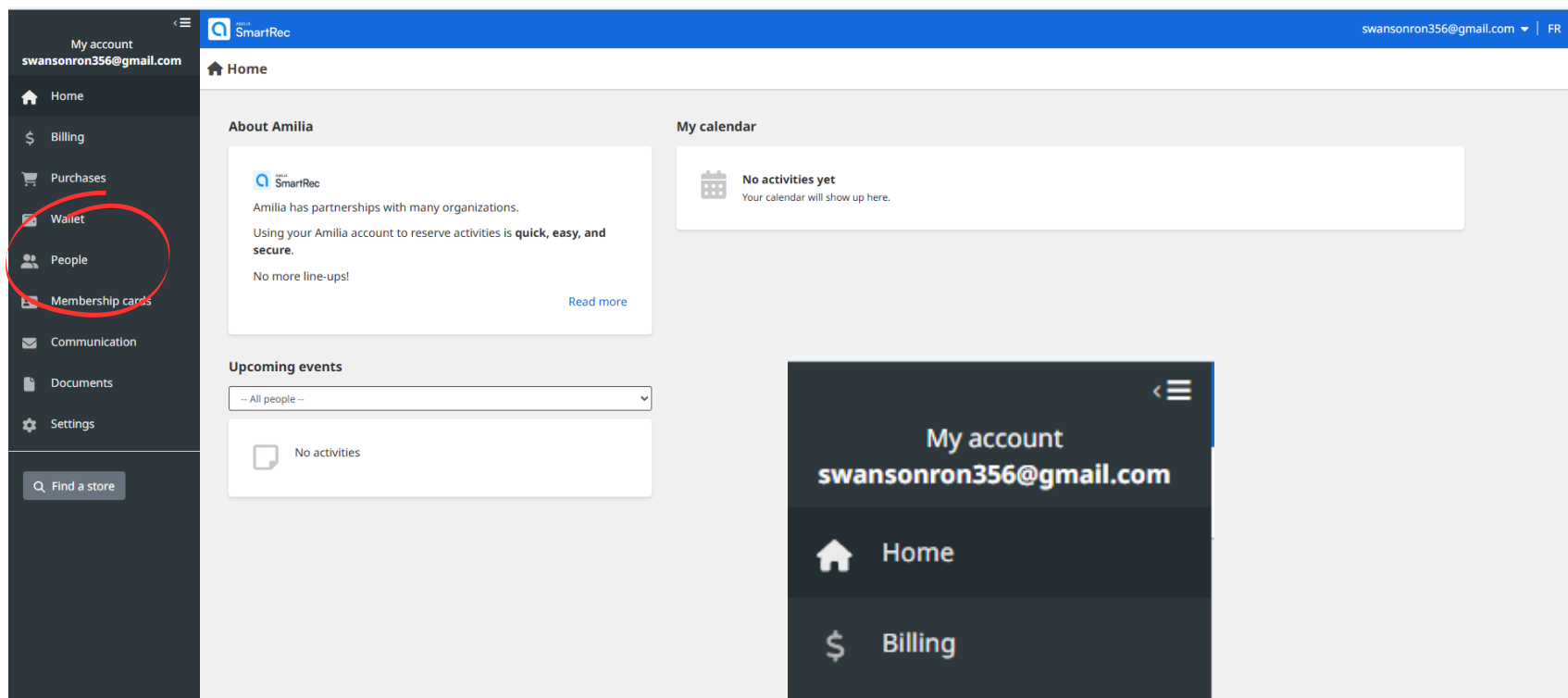
Continue

Then, click “Continue”

amilia

Step 6:

The below page will open. At this time, the only piece of information you need to fill out can be found under “People.” Click on the “People” tab on the left hand side of the page.

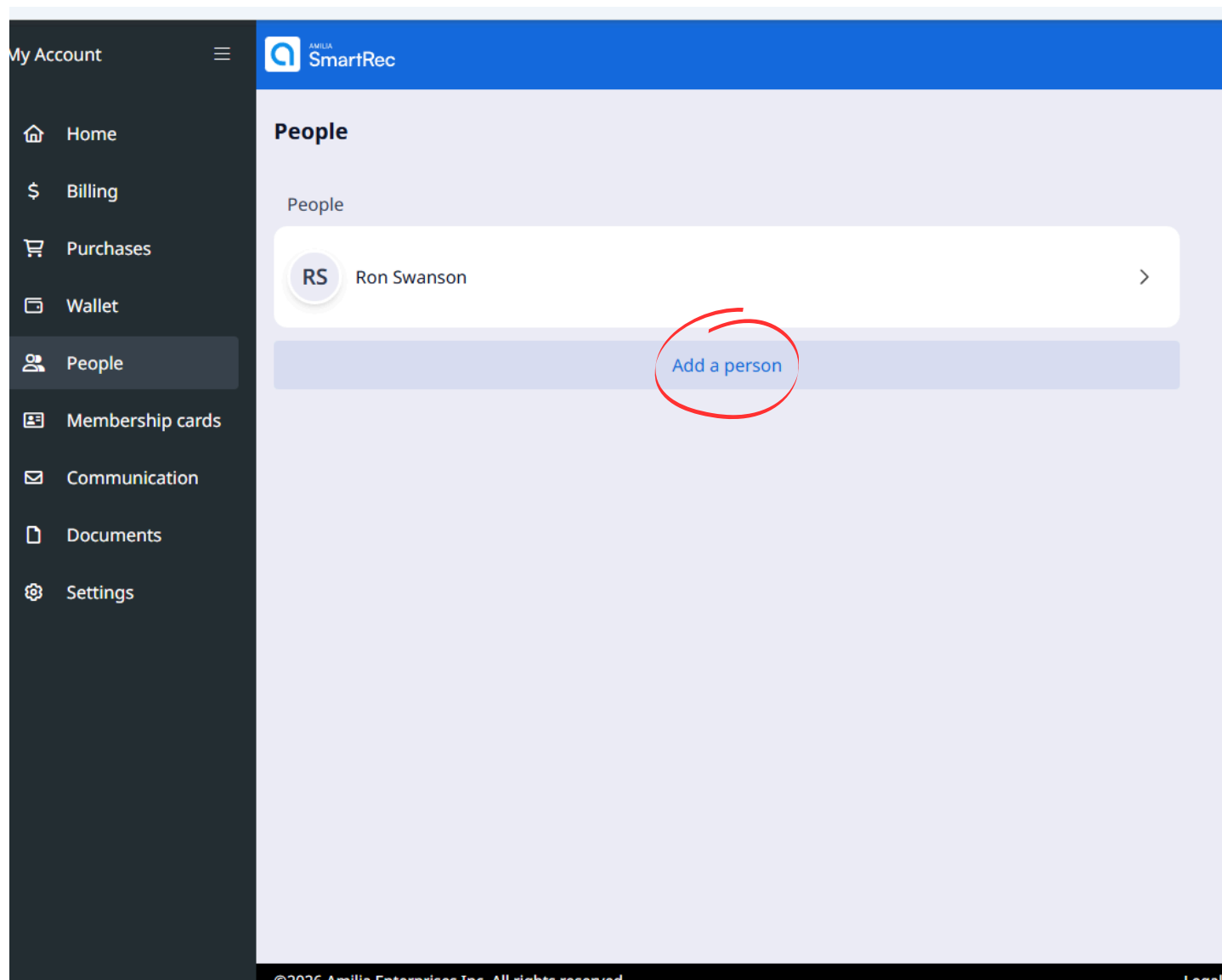


amilia

Step 7:

This is where you will add any of the Campers that will be applying for Summer Camp when the Application Link is live on May 6.

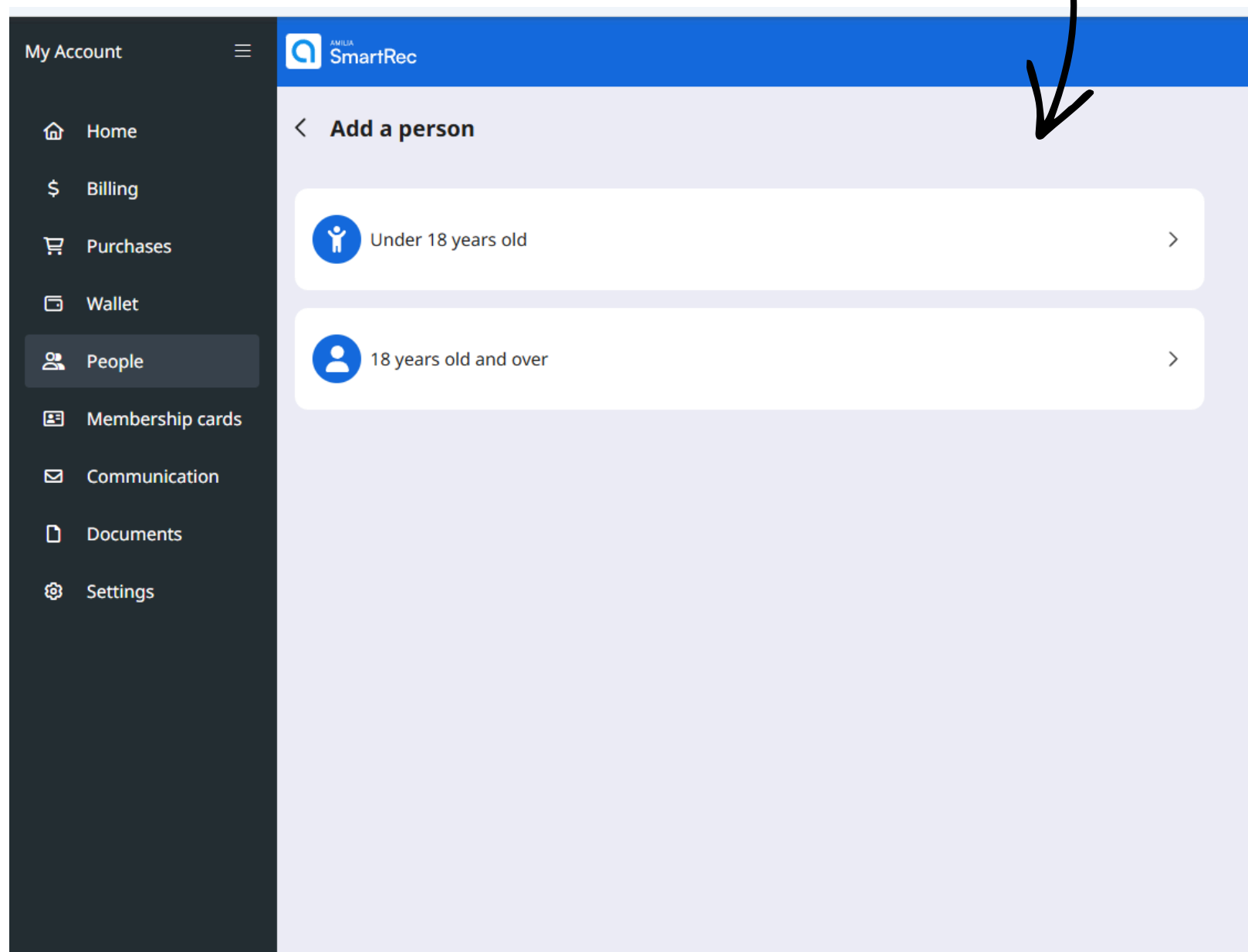
Click “Add a person.”



amilia

Step 8:

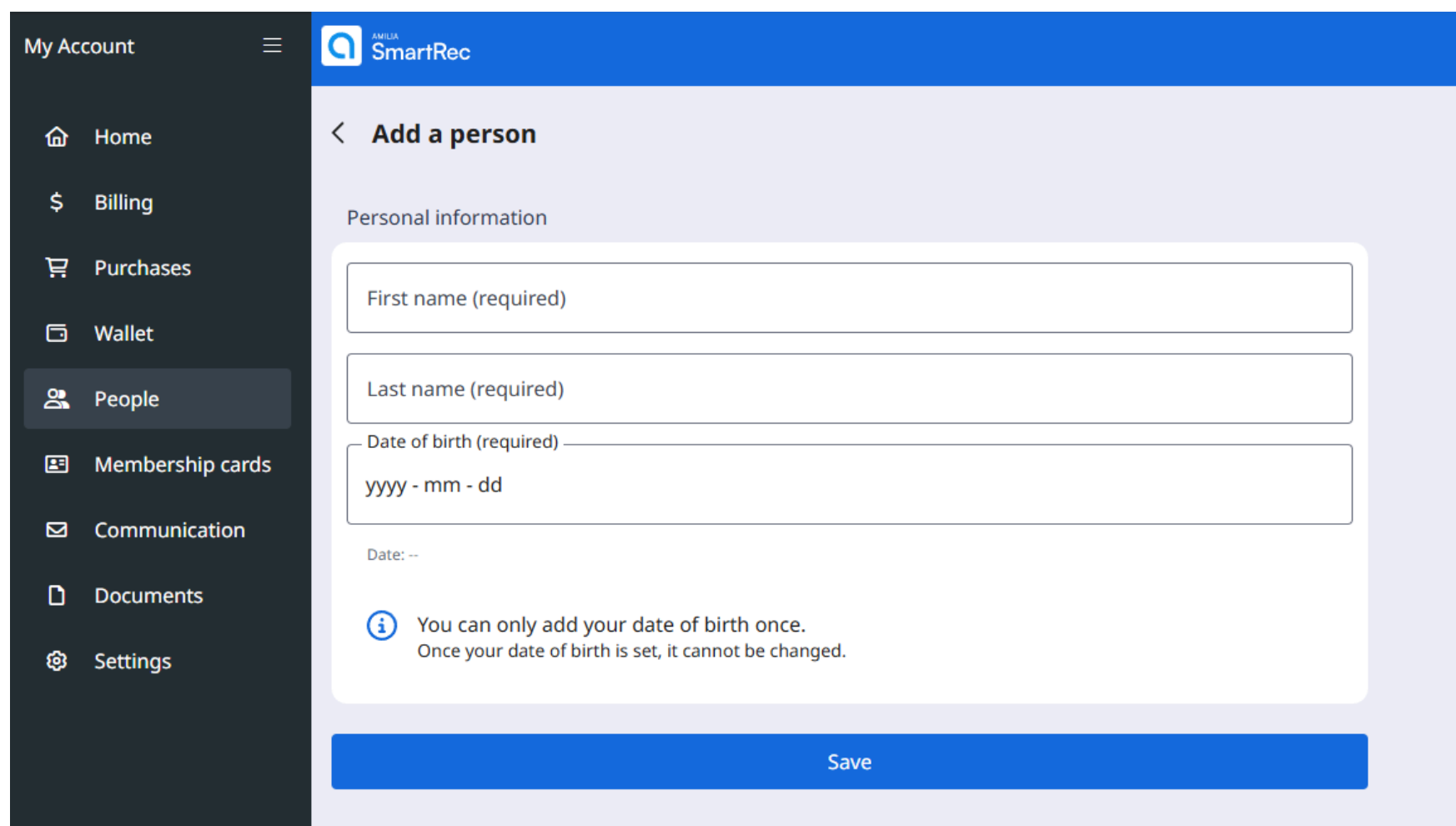
Select whether the participant is over or under 18 years of age.



amilia

Step 9:

Fill in the prompts with the Camper's information:
First Name, Last Name, Date of Birth.
Then click "Save."



The screenshot shows the Amilia SmartRec app interface. On the left is a dark sidebar menu with options: My Account, Home, Billing, Purchases, Wallet, People (highlighted), Membership cards, Communication, Documents, and Settings. The main content area is titled 'Add a person' and contains a 'Personal information' section with three input fields: 'First name (required)', 'Last name (required)', and 'Date of birth (required)'. The date field has a placeholder 'yyyy - mm - dd'. Below the fields is a 'Date: --' label and an information icon with the text: 'You can only add your date of birth once. Once your date of birth is set, it cannot be changed.' At the bottom of the form is a blue 'Save' button.

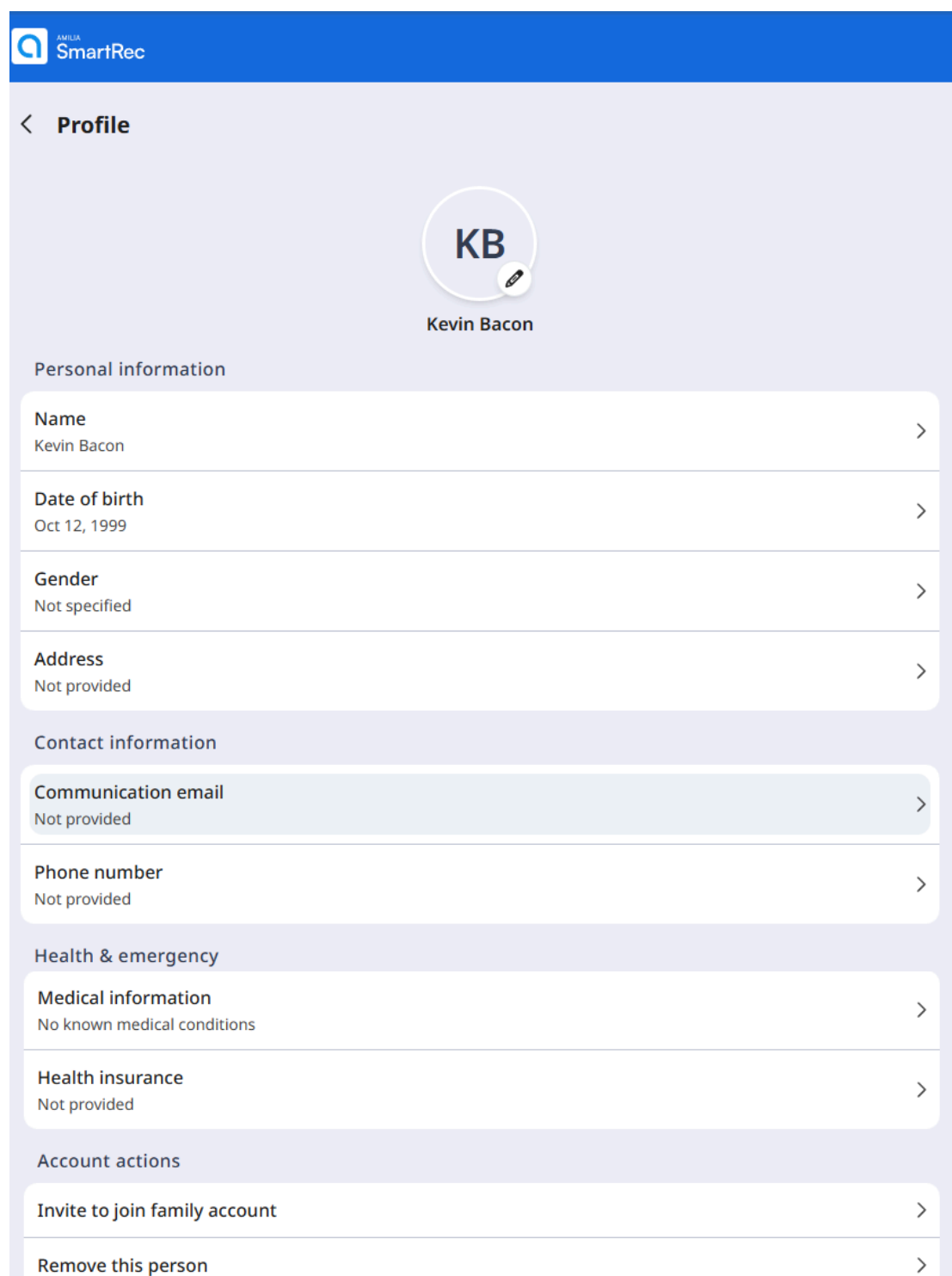
**Please Note: The Date of Birth of the Camper must align with the age-group session selected at time of applying.*

I.e., Camper was born in 2005, then they must apply for the 18+ Summer Camp

amilia

Step 10:

Review your Camper information to make sure that it is correct.



The screenshot displays the 'Profile' page in the Amilia SmartRec app. At the top, there is a blue header with the 'amilia SmartRec' logo. Below the header, a back arrow is followed by the title 'Profile'. A circular profile picture placeholder contains the initials 'KB' and a small camera icon, with the name 'Kevin Bacon' centered below it. The profile is organized into several sections, each with a title and a list of fields:

- Personal information**
 - Name: Kevin Bacon
 - Date of birth: Oct 12, 1999
 - Gender: Not specified
 - Address: Not provided
- Contact information**
 - Communication email: Not provided
 - Phone number: Not provided
- Health & emergency**
 - Medical information: No known medical conditions
 - Health insurance: Not provided
- Account actions**
 - Invite to join family account
 - Remove this person

Each field in the list has a right-pointing chevron (>) indicating it is clickable for editing.



amilia

Step 11:

Repeat Step 7 through Step 10 to add any additional Campers to your account.

Step 12:

Once you've added all your interested Campers, please ensure you have your Account Login Details saved for when Summer Camp Applications open on May 6.

The application link will be shared on our website and social channels on May 4, to ensure families have it ready to click on May 6.

Questions? Please contact your local

[Chapter Coordinator](#).