

Creating an Account

1. Start by visiting members.dashplatform.com/copa
2. On the screen you should see the option to 'Sign In', 'Login with Facebook', or 'Create an Account' > Select 'Create an Account'
3. Complete the full form with all the required information for yourself
4. Next you should 'Add a Child' for your program attendee(s)
5. Important: make sure to check the box next to 'Send me emails for reminders, receipts, notices, and promotions'. This will not be used to spam your inbox. If you do not select this box, you will not receive important information about your programming.
6. Click 'Submit'
7. Read through our [Liability Waiver and Publicity and Media Release Form](#), click on the names of those in your household to verify that you've read the waiver and are acknowledging for those on your account. Complete the verification steps of entering your initials and Dash password.
8. Welcome to Dash! You are now able to book programming.

Navigating Your Dashboard

1. On the left-hand side of your screen, you'll see the options of tools you have access to in your Dash Account.
 - a. *Dashboard*: the main launching point. Here you'll be able to see your enrollments, your upcoming scheduled events, and COPA's facility schedule of events. At the top you'll also see shortcuts for registration, calendar, memberships, and leagues.
 - i. Fun feature! You can choose to sync your COPA calendar with Google or iCalendar
 - b. *My Profile*: this is all the information you've entered the system which we use to monitor your account, help, and view your household. Anytime you have updates, changes, or additions to your information or the information for anyone in your household, you'll make them here.
 - i. In the top right corner, you'll be able to change your view to see any child you've entered the system as well as add new ones.
 - ii. Under each child's account you'll be able to change some of their information including adding or removing 'Authorized Pickups'.
 - c. *Activities*: This is where you'll see a list of your upcoming and past events.
 - d. *Register*: On this page you'll be able to see what programs are available for the various members of your household based on their account information. To change who you are registering for you'll select their name at the upper left dropdown box option under 'Who are you registering?' (More information on how to register for programs separately below)
 - e. *Drop-In Events*: Coming Soon!
 - f. *Calendar*: From here you'll be able to choose a date range to view COPA's facility calendar. You can be more specific by selecting 'Event' type. If you'd like to sync COPA's full event calendar with Google or iCalendar, you can select those on the right side of your screen.
 - g. *Membership & Passes*: Coming Soon!
 - h. *Leagues*: Here you'll find the full list of youth and adult leagues available at COPA. There are two-tab options at the top for you to choose from to view, 'Current' and 'Upcoming'. By selecting an option you'll be redirected
 - i. *Contact*: if you have questions, comments, concerns, etc. you can complete this online form, and someone will get back to you.

- j. *Billing*: This is where you will be able to see your transactions, pending and upcoming. If you have items to pay you will be able to click the “pay” or “pay total” hyperlinked text to the right side of your screen. This will put your outstanding items into your Cart. From your Cart you will be able to make your payment.
- k. *Family Balance*: at the bottom of the options on your screen you should see “Family Balance” which will identify if there’s an outstanding balance that needs to be paid. If there is, you should also see a “Make a Payment” hyperlink which will take you to the “Billing” page.

Accessibility

Dash has a mobile application available for Apple and Google smartphones. Downloading these Apps will allow you access to your COPA account from anywhere.

Dash also has calendar integration options for iCalendar and Google. Go to the ‘Calendar’ option in your account to proceed.

Discounts

COPA Camps has changed how our discounts will be applied. Please review this information carefully.

COPA Member Discount is only available for Active COPA Members. Entering the code at checkout will apply the discount to one child. If you are registering multiple children and more than one of them is a member, you will have to check out each child separately for the discount to apply.

Multi-Week Discount applies per cart checkout. It will not take into consideration past camp attendance/registration. This discount also only applies if a single child is registering for multiple weeks of the same camp, not the household. This discount will apply automatically at checkout.

Sibling Discount applies to the second, third, fourth, etc. child of the same household. This discount will be applied automatically at checkout.