Visit ArcOcean.org and find Recreation Services under "Our Services" or "What We Do" tabs.

Once you are on the Recreation Services Overview webpage you can:

- View the <u>Recreation Calendar</u> for activities, trips, sports, and events
- Review the Important Information before attending Recreation Services
- When you are ready to sign up for Recreation Services, click <u>Recreation Order Form</u>

The Recreation Order Form lists all Recreation Services available and is updated quarterly.

- Scroll down the page and add # of tickets for the activity
- Select payment method (self-pay, respite units, community inclusion units, etc.)
- The subtotal will populate automatically based on what you selected

SWILES TRIDO	 SMILES Trip - Cinderella Ballet - Fri 4/18 The beloved fairy tale of love and friendship comes to the historic Strand Theatre! Date: Friday, 4/18 Event Time: 7:15pm- 10:45pm (Show starts at 8:00pm) Pick up/drop off: 150 Oberlin Ave, Unit 1-4, Lakewood, NJ, 08701. Self-pay: \$115 Budget: \$43 ticket + 14 CI units + 5 miles 	Tickets 2 INVENTORY 1 Payment • REQUIRED • Self Pay Price: \$115 • Budget Price: \$43 ticket + 14 CI units + 5 miles
		subtotal \$43.00

- When you are ready to check out, select "Add Items to Cart"
- You can then modify or delete tickets in your cart, continue shopping, or scroll down to complete the registration form please complete all required and pertinent information
- Select the "Register" button to move on to PayPal Giving payment processing

PayPal Giving securely processes The Arc's payments for credit cards.

- If you have a PayPal account, sign in and move forward with payment
- If you would like to check out as guest select "Pay with Debit or Credit Card"
- Complete all the required information and select "Pay Now"
 - **IMPORTANT:** You must uncheck the box for PayPal Purchase Protection to move forward with guest check out

