

PerfectMind Online User Guide

Logging into your PerfectMind Portal

AUBURN BAY
RESIDENTS ASSOCIATION

Login to Your Account

Log in

auburnbay

.....

Login

[Forgot your password?](#)

Contact Auburn House to create your account [Create an Account](#)

log in with your assigned user name and password

Please contact Auburn House to have your online account set up, if you do not already have one for PerfectMind.

Please DO NOT 'create an account' as this will create duplicates in the system.

Call: 403.537.2601
communications@auburnbay.org

Portal layout

upcoming activities are here.

Click here to pay invoices.

My Profile Schedule

Back to Client List Edit Manage Login Add Family Member Invoices

Lake Shore Resident Me... Annual Dues Ongoing	Standard Resident Mem... Annual Dues Ongoing	Standard Resident Mem... Annual Dues Ongoing	Lake Access Resident M... Annual Dues Cancelled
---	--	--	---

Your memberships are listed along the top. Green is active. Red is overdue. Grey is cancelled or expired. You will have memberships for your Annual Dues and various activity memberships you may purchase.

General Information

First Name: rob
Last Name: [REDACTED]
Age: 53
Birthday: [REDACTED]

Contact Information

Primary Phone Type: Mobile Primary Phone: 778-385 [REDACTED]
Secondary Phone Type: Work Secondary Phone: [REDACTED]

Call to Edit these fields

Email: r177kirk@gmail.com Mailing: [REDACTED] Langley, British Columbia Canada, V4W 1W4

These tiles will represent an historical record of all memberships. Including expired. You may also see cancelled items as a result of ABRA staff learning the new system.

PerfectMind Online User Guide

Paying Invoices

Selecting the Invoice button from your portal will take you to all current invoices. They are colour coded to help identify which ones are due in the next 7 days or those that are past due. Monthly late fees are generated as a separate invoice for each item.

Invoices

Make payment

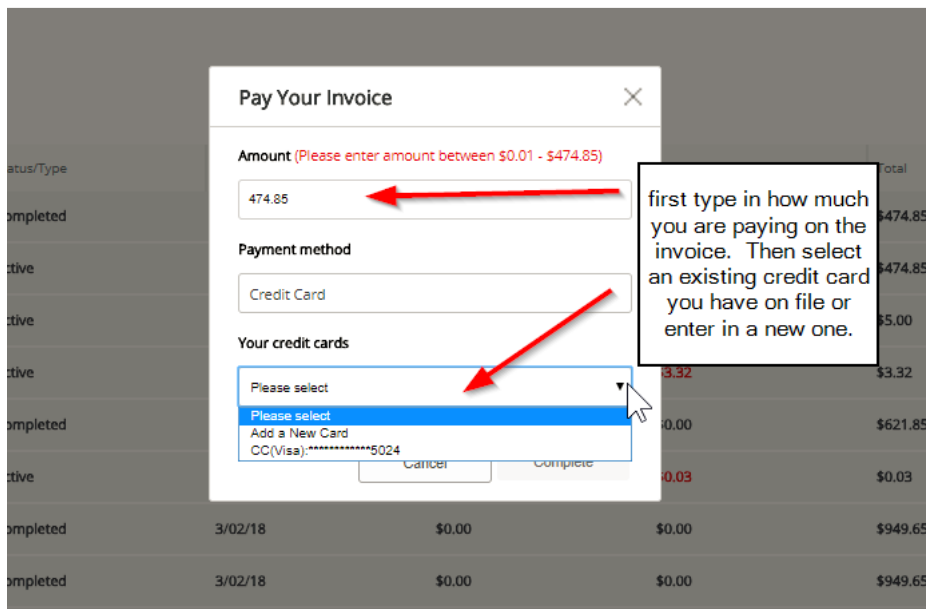
The invoice page will show all past and future invoices. Items in Red are past due. items in orange are due in the next 7 days. check off the invoice you want to pay and then select "make payment". Please note the ability to multi select invoices will be available by the fall of 2018. Until then you will need to process payment one invoice at a time.

Due soon **\$0.00** Balance due **\$483.20**

Invoice/Item	Customer	Status/Type	Invoice/Purchase Date	Paid	Balance	Total	Trans/Item ID
<input type="checkbox"/> Invoice - 804	rob kirk	Completed	4/01/18	\$0.00	\$0.00	\$474.85	395
<input type="checkbox"/> Invoice - 14586	rob kirk	Active	4/01/18	\$0.00	\$474.85	\$474.85	395
<input type="checkbox"/> Invoice - 803	rob kirk	Active	4/01/18	\$0.00	\$5.00	\$5.00	395
<input type="checkbox"/> Invoice - 21292	rob kirk	Active	5/02/18	\$0.00	\$3.32	\$3.32	8458
<input type="checkbox"/> Invoice - 4744	rob kirk	Completed	3/12/18	\$0.00	\$0.00	\$621.85	2374
<input type="checkbox"/> Invoice - 20098	rob kirk	Active	5/01/18	\$0.00	\$0.03	\$0.03	7269
<input type="checkbox"/> Invoice - 805	rob kirk	Completed	3/02/18	\$0.00	\$0.00	\$949.65	396
<input type="checkbox"/> Invoice - 1484	rob kirk	Completed	3/02/18	\$0.00	\$0.00	\$949.65	396

When you check off the invoice to pay it will bring up a prompt to input your credit card information.

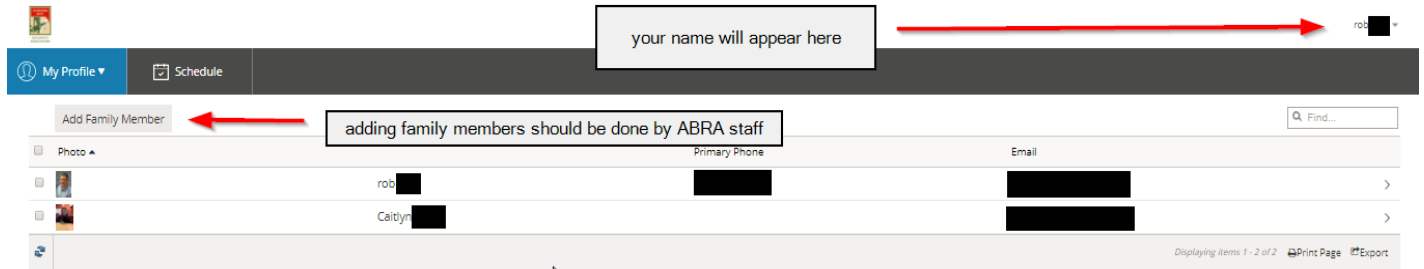
**Please Note – program registrations require payment in full.
Registrations made without payment in full will not be honoured**



PerfectMind Online User Guide

Finding courses through the PerfectMind portal

From your portal click on 'Schedule'. This will show you all programs that are available at Auburn House.



Contact Auburn House to add family members not listed in your property

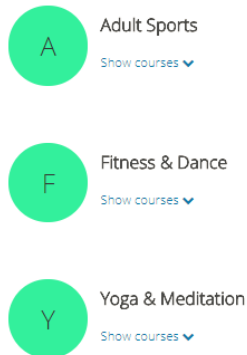
Select an Activity



Calendars in black have active courses you can click on browse. Greyed out calendars have no current data.

Select the calendar of programs you are interested in viewing. In this case, 'Adult Programs'.

Adult Programs



Choose your Calendar to see the available courses.

PerfectMind Online User Guide

To see the courses available in a particular calendar click on 'show courses'.

Adult Programs

A Adult Sports
Show courses ▾

F Fitness & Dance
Hide courses ▲

select show courses then browse to the class you want. Then choose More Info.

30/30 Split ⓘ
Age: 18+
Every Sun 9:15am - 10:15am Jun 3rd - Jul 15th \$66.67 - \$85.71 More Info

Beach Body Blast ⓘ
Age: 18+
Every Tue 6:15pm - 7:15pm Jun 5th - Jul 10th \$66.67 - \$85.71 More Info

Strong by Zumba - Session 1 ⓘ
Age: 18+ \$38.10 - \$57.14 More Info

Next, click on 'More info' and you will see the specific details of that class. If the class is open for registration there will be a booking button you can select and proceed to pay and register.

My Profile ▾ Schedule

Back 30/30 Split 6/03/18 - 7/15/18 9:15am - 10:15am

Upcoming registration dates and times will be here.

Registration Dates
Members: 5/07/18 at 12:00 AM
Residents: 5/07/18 at 12:00 AM
Public: 5/11/18 at 12:00 AM

Fees

Programs - Brookfield Resident Rate	\$76.19 <small>Plus Tax</small>
Programs - Non-Resident Rate	\$85.71 <small>Plus Tax</small>
Programs - Resident Rate	\$66.67 <small>Plus Tax</small>

Course Dates

6 sessions		Every Sun
6/03/18	09:15 AM - 10:15 AM	Gymnasium - Full
6/10/18	09:15 AM - 10:15 AM	Gymnasium - Full
6/24/18	09:15 AM - 10:15 AM	Gymnasium - Full
7/01/18	09:15 AM - 10:15 AM	Gymnasium - Full
7/08/18	09:15 AM - 10:15 AM	Gymnasium - Full
7/15/18	09:15 AM - 10:15 AM	Gymnasium - Full

About this course

First 30 minutes cardio, last 30 minutes total body conditioning, great for participants wanting a mix of activity when there is already no time! Suitable for beginners.

Auburn House [Show Map](#)

Restrictions

Age Restriction 18+

PerfectMind Online User Guide

Once you are done registering for items you can log out of your customer portal by selecting your name in the upper right corner.

