

## **Brandywine Red Clay Alliance Amilia SmartRec Store Information**

### **- Scholarship Applications -**

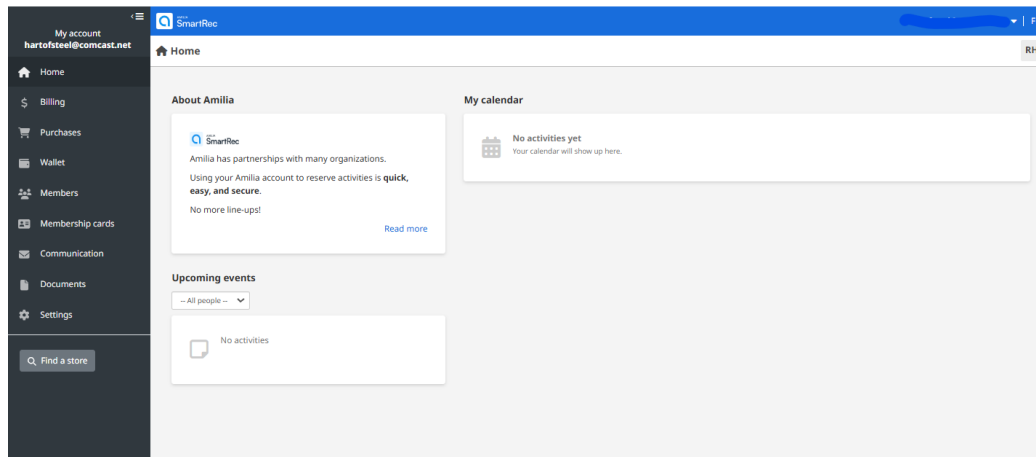
All applicants will be required to create an Amilia login to apply for scholarship. Any associated payment will be made online through your Amilia account. In addition, you will be able to use your account to update any camper information as well as verify camps awarded (dates).

### **Table Of Contents:**

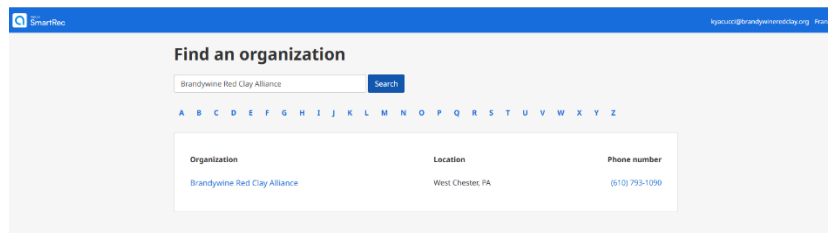
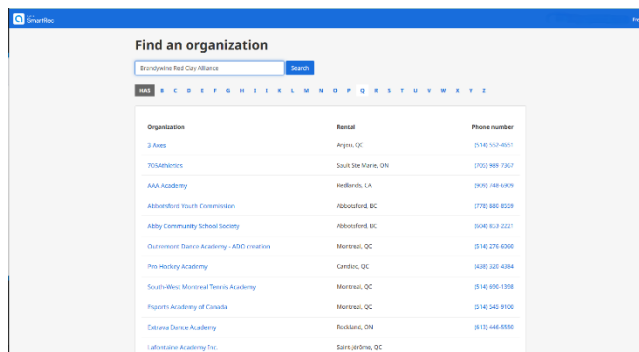
- 1. Sign Into Amilia To Go To Your Account And The BRC SmartRec Store**
- 2. To Submit The Scholarship Application**
- 3. Log Into Your Account And Add A Credit Card To Your Wallet To Automate Future Payments**

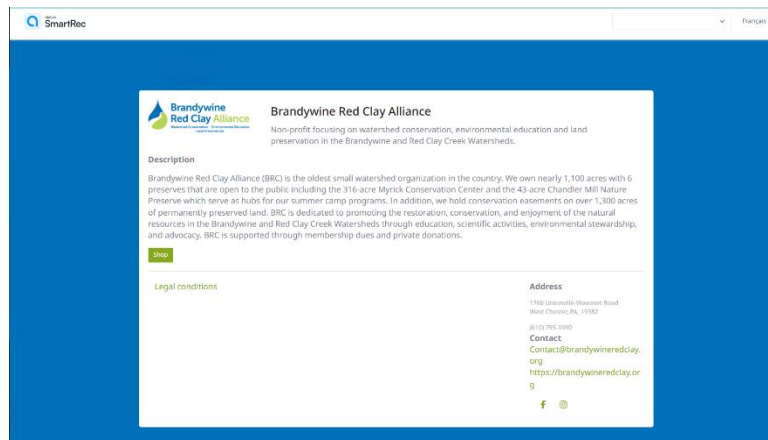
## Sign Into Amilia To Go To Your Account And The BRC SmartRec Store

- Go to [www.amilia.com](http://www.amilia.com) and create an account (see “sign up” at the bottom of that page).
- You will be asked to verify your account via an email.
- Once in your account, please select the “find a store” button on the lower left.



- Search for and select “Brandywine Red Clay Alliance”. At the next screen select the green “shop” button.





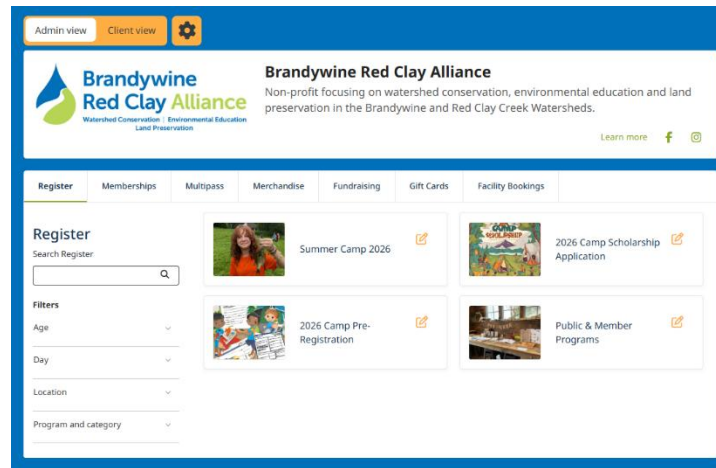
- You are now in our store and can select any of our programs, but for now select “Scholarship Application”.
- You may also wish to complete the following at a later date:
  - [Download the Amilia App](#) on your phone to view your household activity calendar, shop our programs, view Amilia ID cards and update your wallet.
  - Log into your account and **add a credit card to your Wallet** to automate future payment.

Please see the Amilia SmartRec Customer Help Center for excellent knowledge articles and to learn how to manage your personal Amilia account and how to shop at BRC’s SmartRec store.

<https://help.amilia.com/en/collections/1987934-customer-help-center>

## To Submit The Scholarship Application

1. In the **Register** tab, select **2026 Camp Scholarship Application**



2. Scroll and select the scholarship you are applying for **Coatesville Area School District Residents OR Non-CASD Residents**.
3. Select the location and then [Register for Session](#) to complete the application.
4. You will *need to add yourself as well as each child*...follow the prompts.
5. Once you have added each child, then select **Checkout**
6. All registrations in our system prompt for donations to the **Summer Camp Scholarship Fund**. Please disregard this request and select **Proceed To checkout**.
7. You will be required complete your **Account Owner** information.

A screenshot of the Brandywine Red Clay Alliance checkout page. The page has a blue header with the organization's name. Below the header is a progress bar with three steps: 'Order', 'Information' (active), and 'Payment'. The 'Information' section is titled 'Information' and includes a sub-header 'Account owner' with a dropdown menu showing 'child - test'. To the right of the dropdown is a circular profile icon. Below these are input fields for 'Address 1', 'Address 2 (optional)', 'Country' (set to 'United States'), 'State/Province', 'City', and 'ZIP/Postal Code'. Further down are fields for 'Email', 'Home Phone', 'Work Phone', 'Cellular', and 'Extension (optional)'. A note at the bottom of the form states 'Please make sure to fill at least one phone number'. At the bottom right are two buttons: 'Continue shopping' and 'Proceed to payment'. A small note at the very bottom says 'Validate all sections to continue your purchase'.

6. You will then need to select each child's tab and complete their information – complete all questions and accept agreements to continue.

The screenshot shows the 'Information' tab of a registration form for Brandywine Red Clay Alliance. The form has three tabs: 'Order', 'Information', and 'Payment'. The 'Information' tab is active. On the left, there are two tabs: 'Account owner' and 'child - test', with 'child - test' selected. The main form area is titled 'Personal information : child - test'. It includes a 'Gender (optional)' dropdown menu set to 'Not specified', a 'Date of birth' field, and a checkbox for 'Check here if no known medical conditions'. Below this is an 'Allergies' section with checkboxes for Nuts, Eggs, Seafood, Peanuts, and Insect bites/stings, plus an 'Other' text field. An 'Allergic reactions' text field is also present. A 'Medical conditions' section follows with checkboxes for Asthma, Hearing disorder, Hyperactive, Incontinence, Diabetes, and Epilepsy, and a 'Medical observation' checkbox. At the bottom right, there is a link to 'Validate all sections to continue your purchase'.

7. Select **Proceed to payment** when forms are complete for each child. Payment is \$0.

The screenshot shows the 'Select a Primary Legal Guardian' section of the registration form. It contains four dropdown menus for selecting guardians and emergency contacts, each with 'None' as the default selection. Each dropdown has 'Edit' and 'New' buttons. The first dropdown is for 'Select a Primary Legal Guardian', the second for 'Select a Secondary Legal Guardian (optional)', the third for 'Select an Emergency Contact (optional)', and the fourth for 'Select a second Emergency Contact (optional)'. At the bottom right, there are two buttons: 'Continue shopping' and 'Proceed to payment'. A link to 'Validate all sections to continue your purchase' is also visible at the bottom.

8. Your forms are submitted! You will be receiving an email confirmation of your submittal.

**Applications will be reviewed on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of every month. You will be notified by email if you have been awarded a scholarship and provided with additional instructions to register and pay for camp in that email.**

## Log Into Your Account And [\*Add A Credit Card To Your Wallet\*](#) To Automate Future Payments

1. Click the **Wallet** tab to add and manage payment information
2. Click **Add a credit card**
3. Enter your information and save
4. Add **Brandywine Red Clay Alliance** to the list of Authorizations for the card. This allows us to charge the card when making a purchase on your behalf, update an expired credit card at checkout and pay off an outstanding balance.