

Recreation Registration

In this guide you will learn how to successfully register for recreation events.

For best results we recommend using an up to date web browser on a non-mobile device. We suggest either Google Chrome, Mozilla Firefox or Apple Safari. If you are using an outdated browser or various versions of Internet Explorer you may run into some issues with registering for recreation programs. We strongly suggest using one of the browsers recommended above or having the most recent release of your chosen browser. In addition to this, we have found some compatibility issues with users behind company firewalls, therefore, we also recommend that this be done from a home internet connection.

Please note that this is just a guide, and some options may appear different, depending on your municipality configuration.



The first step is to login to your Web Services account.

1. Enter your **Email**
2. Enter your **Password**
3. Click on **Sign In**

If you cannot remember your password, use 4. **Forgot your Password?** To access the password reset tool (**If you are unable to access your email account, or remember your security question, you will need to contact your municipality, as website support is not authorized to reset accounts**).



Please Enter Security Question Answer

Your Security Question Is: What is your oldest sibling's middle name?

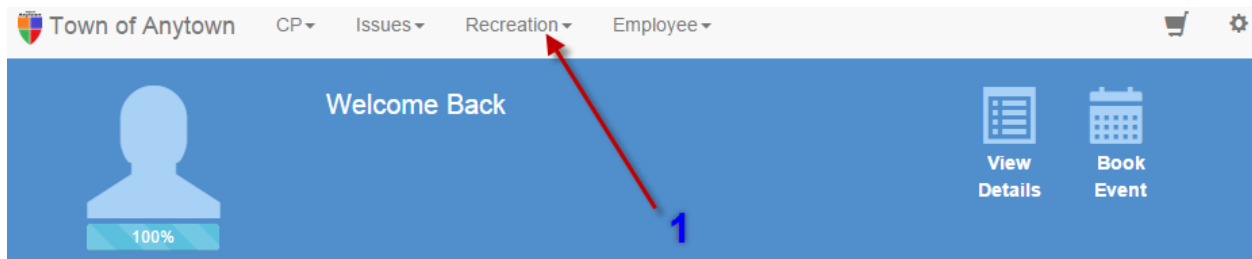
Answer:

....

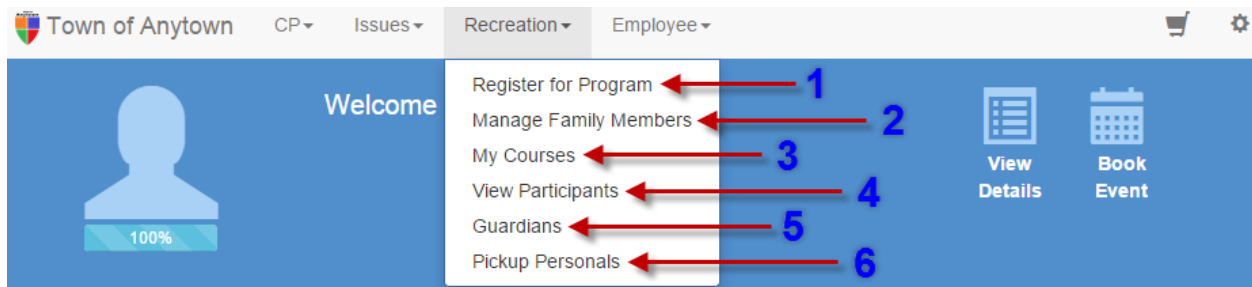
Continue Cancel

A red arrow points to the answer input field, labeled with a blue '1'.

If configured, you may be prompted to answer an additional security question.



Once logged in, click on the 1. 'Recreation' link at the top.



The above menu will appear:

1. **'Register for Programs'** if you are ready to register for events.
2. **'Manage Family Members'** if you need to modify or add family members (more details available on page 6).
3. **'My Courses'** to show events registered for.
4. **'View Participants'** will give a formatted report of registrations.
5. **'Guardians'** is used to enter guardians for participants under 18 (more details available on page 7).
6. **'Pickup Personals'** will allow you to record other people that are authorized to pick up any participants under 18 (more details available on page 8).

Browse for Courses

Swimming

All swimming related events

Show Courses

1

The next page will show a list of event groups. Click 1. **'Show Courses'** to expand this list.

Swimming

All swimming related events

Show Courses

| ProgramName | Available Slots | Participants | |
|---|-----------------|--------------|---|
| General Swimming View Details | 43 | 50 | <div style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">Add</div> |
| Bowling 101 View Details | 989 | 1000 | <div style="display: flex; align-items: center;"> <div style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">Add</div> <div style="margin-left: 10px;"> 1 </div> </div> |
| Community Market View Details | 98 | 100 | Not Yet Scheduled |

Once expanded, you can select specific events. Click 1. **'Add'** to begin the selection process.

Create New Family Member

Me Myself and I

MySelf
7096665555
me@me.com
50 me street
[\[Manage Guardians\]](#)
[\[Manage Pickup Authorizations\]](#)

Comments

Add to Program

1

Edit Relationship

Delete Relationship

Registered

Eileen Tuned ✓

Guardian
7092569999
eileen@yahoo.ca
222 Blank Ave
[\[Manage Guardians\]](#)
[\[Manage Pickup Authorizations\]](#)

Comments

Cancellation Request

This page shows all eligible participants. You can also add new participants or modify them from this screen as well (more details available on page 6). Click 1. **'Add to Program'** to add this participant.

Register for the following Events

Your Age is not within the Age limit of the Event.
InstructorsName Name : dasd
Age : ADOL
[View Details](#)

General Swimming - 000000000000036

☐ **Add to Program** 1

InstructorsName Name : Bob Smith
Age : ADUL
[View Details](#)

General Swimming Live - 000000000000037

☐ **Add to Program**

InstructorsName Name : Bob Smith
Age : ADUL
[View Details](#)

2 → [Continue](#)

If there are more than one events that this participant is eligible for, the above screen will show, allowing multiple items to be selected using 1. **'Add to Program'**. When completed, click 2. **'Continue'**.


Participant Added Successfully


Town of Anytown Register for Program Manage Family Members My Courses View Participants Guardians Pickup Personals [Help Center](#)


Add Participants

Select Program **Add Participant** Terms and Conditions Checkout

[Continue](#) 2 ↗


[Create New Family Member](#)


In Cart
Me Myself and I ✓ 1
MySelf
7096665555
me@me.com
50 me street
[\[Manage Guardians\]](#)
[\[Manage Pickup Authorizations\]](#)


Registered
Eileen Tuned ✓
Guardian
7092569999
eileen@yahoo.ca
222 Blank Ave
[\[Manage Guardians\]](#)
[\[Manage Pickup Authorizations\]](#)

You will then return to the **'Add Participant'** screen showing this participant as 1. **'In Cart'**. You can then either add more participants to the event, or click 2. **'Continue'**.

My Cart

[Help Center](#)[Select Program](#)[Add Participant](#)[Checkout](#)

Wait List:

Recreation Event Payments

| Event Code | Event Name | Name | |
|------------------|------------|---|------|
| 0000000000000018 | game 2 | Me Myself and I Remove | \$ 5 |

Methods of Payment



The safer, easier way to pay

[Learn More](#)

If you select this option you have 20 minutes to complete the payment before your session expires.

1 → Total: \$ 15.00
2 → ☒ I Agree to the [Terms of the Town](#).
3 → [Purchase](#)

Your 1. **'Total'** will show at the bottom of the page. You will then be prompted to agree to the terms of your municipality by checking off 2. **'I Agree'**. Click 3. **'Purchase'** to move to the payment selection.

Payment Confirmation

✕

Please Confirm the Payment of \$ 5.00

☐ Pay Later☐ Interac Online/Credit Card
☒ PayPal **PayPal** Check out
The safer, easier way to pay
[Confirm](#)[Cancel](#)

Once you confirm your method of payment, you will be taken to the payment processing site with instructions. Once payment is completed through the payment processing site, you will be given a confirmation page that you can print out for your records. **This screen will look different depending on what payment processing options your municipality offers.**

Manage Family Members

Manage Family Members

Recreation Program Documentation include [Recreation Program Sign Up Guide](#) and [How to create a P](#) familiarize yourself with them prior to registering for any recreation programs.

The screenshot shows the 'Manage Family Members' interface. On the left, there is a button labeled 'Create New Family Member' with a red arrow and the number '1' pointing to it. On the right, there is a profile for 'Me Myself and I' with details: 'My Self', phone number '7096665555', email 'me@me.com', and address '50 me street'. Below the profile are two buttons: 'Edit Relationship' (with a red arrow and the number '2' pointing to it) and 'Delete Relationship'.

You are able to manage family members from both the **'Manage Family Members'** page, and the **'Add Participants'** pages. You can either 1. **'Create New Family Member'**, or 2. **'Edit Relationship'** to update an existing member. **Do not delete the 'MySelf' entry!**

Manage Family Members

[Help Center](#)

Recreation Program Documentation include [Recreation Program Sign Up Guide](#) and [How to create a Payee with your bank](#). Please take time to familiarize yourself with them prior to registering for any recreation programs.

| | |
|------------------|--|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Relationship | <input type="text" value="Select a Relationship"/> |
| Phone | <input type="text" value="(111) 222-3333 / 1112223333"/> |
| Emergency Name | <input type="text"/> |
| Emergency Number | <input type="text" value="(111) 222-3333 / 1112223333"/> |
| Email | <input type="text" value="example@email.com"/> |

The screen looks the same for both options, except you will also have an **'Update'** button, as opposed to **'Save'** if editing. Fill in all fields here, and either **'Save'** or **'Update'**.

Guardians

Guardians [Help Center](#)

Relationship [Create New Family Member](#)

Bob

First Name

Bob

Last Name

Big

Relationship To Participant

Child

⊕ Add new record **1**

| Name | Address | Mobile Number | Email | |
|-------|--------------|---------------|-------|---|
| tesdt | 896790h klh* | 7095555555 | | <div>2</div> <div>3</div> <div>Edit</div> <div>Delete</div> |

1 - 1 of 1 items

This page is where Guardians are managed for any participants that are under the age of 18. Click 1. **'Add new record'** to create a new Guardian record. You are also able to 2. **'Edit'** a guardian, or 3. **'Delete'**

Edit

×

Name

Address

Mobile Number

(111) 222-3333/1112223

Home Number

(111) 222-3333/1112223

Email


✓ Update

✗ Cancel

The screen looks the same for both options. **'Name'** and **'Mobile Number'** are mandatory fields. Once filled in, click **'Update'** to save changes.


Pickup Personals

Manage Pickup Personals




Tim Thoms
Grandparent
M123456789
7095551258

Edit Pickup Personals Delete Pickup Personals



test user
Guardian
m
7095554587

Edit Pickup Personals Delete Pickup Personals



Create New Pickup Personals

1 2 3

Pickup personals are additional people authorised to pick up participants under 18 from events. These are in addition to guardians, and are not mandatory unless specified. Click 1. 'Create New Pickup Personals' to add a new record.

Manage Pickup Personals [Help Center](#)

Name

Drivers License Number

Phone No

Relationship To Participant

Save Cancel

The screen looks the same for both options, except you will also have an **'Update'** button, as opposed to **'Save'** if editing. **'Name'**, **'Drivers License Number'** and **'Relationship To Participant'** are mandatory fields. Once filled in, click **'Save'** or **'Update'** to save changes. You are also able to 2. **'Edit Pickup Personals'**, or 3. **'Delete Pickup Personals'**