

Recreation Registration

In this guide you will learn how to successfully **Register** to recreation events. Please note that payment must be done through your financial institution and that information regarding setting up a [Payee can be found here](#).

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.

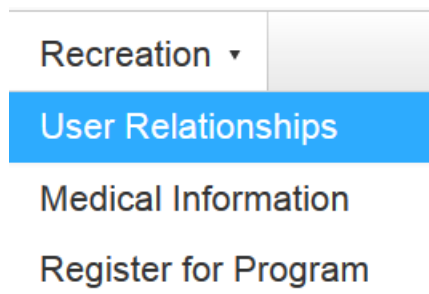
Registering to a recreation program (or multiple programs at once) it a **3 step process** for first time users including 2 processes that are one time user setup and the actual registration of the recreation program(s) of your choice.

The three steps include:

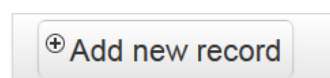
1. Setting up a **User Relationship** per each dependency of the account (children, spouses, etc).
2. Set up **Medical Information** for each **User Relationship**. This is an optional step depending on the needs.
3. **Register for the Recreation Program(s) of your choosing.**

User Relationships

1. Under **Registration** click on the **User Relationships** option.



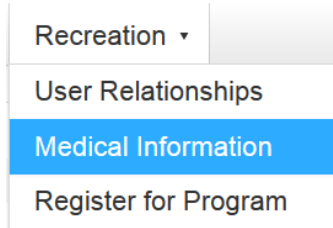
2. Once in the User Relationships window click **Add new record**



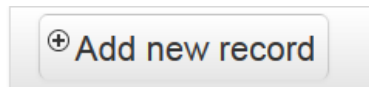
3. Input all fields and click **Update**
4. Repeat until all desired **User Relationships** are set

Medical Information

1. Under **Registration** click on the **Medical Information** option.



2. Once in the Medical Information window click **Add new record**



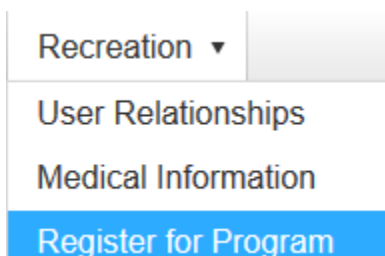
3. Select the Member you wish the Medical Information record to apply to.
4. Fill out remaining contents and click **Update**
5. Repeat until all desired **Medical Information** profiles are set.

Registration for Program(s)

Please complete the two steps prior to this before you try to register to any recreation programs as they will be required. Please note that Medical Information is optional if there are no known medical issues with the user.

Registration Process

1. Under Recreation click on the **Register for Program** option



2. Select the Appropriate course category and click on **Show Courses**. In this example we are planning to register to a Camp T day camp.

3. A table of programs within the selected category will display. In this case it is set by weeks. You can choose to **View Details** or select to **Add** that specific event to your cart. The option to **Add** is also within the **View Details** window.

Week 1 - Games Week View Details	00000000000000...	60	Add
Week 2 - Explorer Week View Details	00000000000000...	60	Add
Week 3 - Heroes Week View Details	00000000000000...	60	Add
Week 4 - Walk of Fame Week View Details	00000000000000...	60	Add
Week 5 - Critters & Creatures Week View Details	00000000000000...	60	Add
Week 6 - Chef-O Week View Details	00000000000000...	60	Add
Week 7 - Science Rocks Week View Details	00000000000000...	60	Add
Week 8 - Anything Goes Week View Details	00000000000000...	60	Add

4. Once you click on the **Add** option you will be prompted to select which User(s) from your **User Relationship** you wish to apply to the selected course.

Add Participants [X]

Program Code 000000000000001
Program Name Week 1 - Games Week
Relationship Sally

First Name Sally
Last Name Johnson
Relationship To Child
Participant
Medical Number 6767686789
Medical Info Select Medical Info

Add **Clear**

Registration It...	First Name	Last Name	
000000000000...	Sally	Johnson	Remove

1 - 1 of 1 items

Add Participants [X]

Program Code 000000000000001
Program Name Week 1 - Games Week
Relationship Jim

First Name Jim
Last Name Jones
Relationship To Child
Participant
Medical Number 3243232525232
Medical Info Select Medical Info

Add **Clear**

Participant Added Successfully to Program -
000000000000001

Registration It...	First Name	Last Name	
000000000000...	Jim	Jones	Remove
000000000000...	Sally	Johnson	Remove

1 - 2 of 2 items

- Once you are satisfied with the users registered for the specific course close out of the **Add Participants** window.
- Continue steps 3-5 until you have all options you desired added to your cart.
- Click on your **Cart** to proceed to the Checkout

 **Cart (2)**

- Once you are in your **Cart** checkout you can overview all the courses you have added. If you are satisfied with the results please push the Purchase button.

9. After you click Purchase an invoice with your **total amount owed**, your **unique customer code** and **how to pay** via your financial institution will show with the option to forward to them. **Reminder:** You will need your unique **customer code** and **total amount owed** to input. See [Payee documentation](#).

Invoice Summary

Keep this page open until you have finalized your bank payment

Your town account has been invoiced for below amount. You should receive an email soon with the invoice details. If you have a financial account with the town the receipt should soon show under the [Reprint Receipt](#) page in the Customer Portal once it has been processed.

Online Order No:

000000000000111

Placed:

Tue May 14 2013 21:53:18 GMT-0230
(Newfoundland Daylight Time)

Bill To:

Bob Jones
123, Street, Newfoundland,
Newfoundland and Labrador, a1v 1r3,
Canada(CA)

Address:

Total owed

Unique 8 digit customer code needed for Payee information

List of Items:

Event Code	Event Name	Name	
000000000000001	Week 1 - Games Week	bob bob	\$ 110.00
000000000000009	Lacrosse, curling and ball hockey	bob bob	\$ 110.00

Payment Information

Total: **\$ 220.00** Your unique 8 digit customer code: **ACADI001** (this is needed for Payee information)

Financial Institution

[How to create a Payee with your bank.](#)

Royal Bank of Canada

10. Your seats will be held until payment has processed. You will receive a receipt with confirmation of your purchase within a few days. You will be able to view your receipt in **Customer Portal > Reprint Receipts** as they become available.