

# 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.**

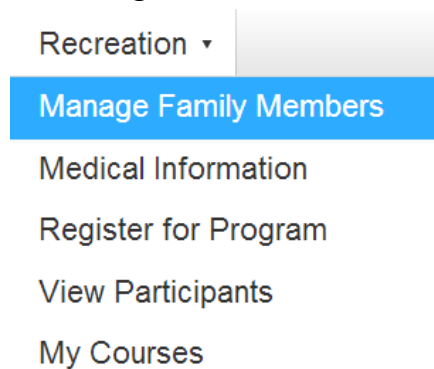
Registering to a recreation program (or multiple programs at once) is a **3 step process** for first time users including 2 processes that are one time user setup and the actual registration of the recreation program(s) of your choice.

The three steps include:

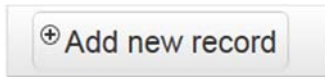
1. Setting up a **User Relationship** per each dependency of the account (children, spouses, etc).
2. Set up **Medical Information** for each **User Relationship**. This is an optional step depending on the needs.
3. **Register for the Recreation Program(s) of your choosing.**

## User Relationships

1. Under **Registration** click on the **Manage Family Members** option.



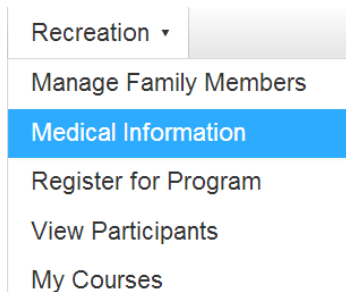
2. Once in the User Relationships window click **Add new record**



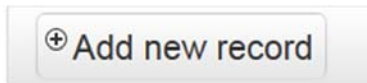
3. Input all fields and click **Update**
4. Repeat until all desired **User Relationships** are set

## Medical Information

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



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



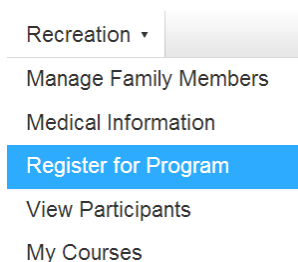
3. Select the Member you wish the Medical Information record to apply to.
4. Fill out remaining contents and click **Update**
5. Repeat until all desired **Medical Information** profiles are set.

## 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.

**Browse for Courses**

☐ By Code  
☐ By Name  
Enter Code \ Name  
**Search**

**Category**  
All

**Swimming**  
Swimming Events  
**Show Courses**

**Camp T**  
Camp T is an affordable, convenient, and very enjoyable camp for children to stay busy during the summer. The camp is full of fun activities and outings that your children will love!  
**Show Courses**

**Summer Sport Camp**  
summer sport camp  
**Show Courses**

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 <a href="#">View Details</a>	00000000000000...	60	<b>Add</b>
Week 2 - Explorer Week <a href="#">View Details</a>	00000000000000...	60	<b>Add</b>
Week 3 - Heroes Week <a href="#">View Details</a>	00000000000000...	60	<b>Add</b>
Week 4 - Walk of Fame Week <a href="#">View Details</a>	00000000000000...	60	<b>Add</b>
Week 5 - Critters & Creatures Week <a href="#">View Details</a>	00000000000000...	60	<b>Add</b>
Week 6 - Chef-O Week <a href="#">View Details</a>	00000000000000...	60	<b>Add</b>
Week 7 - Science Rocks Week <a href="#">View Details</a>	00000000000000...	60	<b>Add</b>
Week 8 - Anything Goes Week <a href="#">View Details</a>	00000000000000...	60	<b>Add</b>

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 Participant Child  
Medical Number 6767686789  
Medical Info Select Medical Info

**Add** **Clear**

Registration It...	First Name	Last Name	
000000000000...	Sally	Johnson	<a href="#">Remove</a>

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 Participant Child  
Medical Number 324323252532  
Medical Info Select Medical Info

**Add** **Clear**

Participant Added Successfully to Program -  
000000000000001

Registration It...	First Name	Last Name	
000000000000...	Jim	Jones	<a href="#">Remove</a>
000000000000...	Sally	Johnson	<a href="#">Remove</a>

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. To proceed please confirm your purchase.

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,  
**Address:** Newfoundland and Labrador, a1v 1r3, Canada(CA)

**List of Items:**

Event Code	Event Name	Name	
0000000000000001	Week 1 - Games Week	bob bob	\$ 110.00
0000000000000009	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.](#)  
Roval 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.
11. You can view your registered programs at any time by going to **Recreation > My Courses**

