



How to register for a program online at recenroll.ca

Login to your <u>recenroll.ca</u> account.

	Rec Enroll
	Login to Your Account
E	mail
P	assword
	Login
	Forgot your password?
	Not a Member Yet? Create an Account

- 1. Select the **programs** tab.
- 2. Search by course keyword or course ID.
- 3. Filter your course selection by **age, day of the week** or a **specific date range.**

	Rec Enroll Gueph					
0) My Info	Esses	aclities - Ren_	a/recreation		
2	Search (program ID or program name)	Q	Adult	Aquatics	Camps	Child/Youth
	Service Service	Reses V	General Interest Soorts & Fitness	Leadership Learn to Swim	Daily Discoveries (Summer & March Break) March Break Camo	General Interest Soorts & Fitness
_	Age	Reset	Drop-in Programs	Soorts & Fitness	PD Day Camp Summer Camp	Preschool
3	0 yr mas - 99+ yr	mas	Aguatics General Interest Ice/Arena Pottery Sports & Fitness	Inclusion Aquatics General Interest Seasonal Program Support Sonors & Program Support	Pottery Adult & Seniors Child & Youth Eamly	Arts General Interest Sports & Fitness
			Seniors Computers & Technology General Interest Gueloh Wellington Seniors Association	eron on on a siched		

- 1. Once you have selected the **activity type**, you will see **filter options** on the left and corresponding **service types (programs)** on the right.
- 2. Choose to apply additional filters to narrow down your results.





3. Once you have found the **service type** you would like to register in, select **show courses.**



- 1. Once you have selected the service type, you will see a listing of all the programs available.
- 2. Hover over the **info circle (i)** to view the course description.
- 3. You will also see the **age requirements**, **time**, **dates**, **prices** and **spots remaining**.
- 4. To select the course and learn more about it, hit the **Enroll/Waitlist** button.









- 1. Review the details displayed on the screen—fees, course dates, restrictions and any other details about the course.
- 2. Select **enroll** at the top right corner of the screen to register.

nak Swa ⊜a ⊉ 4	im Camp 020-03-16 - 2020-03-20 00am - 5-00pm spot(s) left		Registration ends on 2020-03-31 at 12	ENROLL 00 AM	
Fees			About this course		
Full Week - Nor	-Resident - Camp	\$207.14 No Tex	Camp and swimmining combined in one fun, active week. Every afternoon we join in the nublic swim. When we aren't in the nu-		
Full Week Resid	lent - Camp	\$192.14 No tax	we are playing games, making crafts and has excellent camp for children who love to swin	ving a blast. An 1.	
Course Dates			Victoria Road Recreation Centre	Show Map	
5 sessions		Everyday	Course ID	00000973	
2020-03-16	08:00 AM - 05:00 PM	Oak Room	Restrictions		
2020-03-17	08:00 AM - 05:00 PM	Oak Room	Age Restriction	7 to 12	
2020-03-18	08:00 AM - 05:00 PM	Oak Room			
2020-03-19	08:00 AM - 05:00 PM	Oak Room			
2020-03-20	08:00 AM - 05:00 PM	Oak Room			

- 1. Any **course alerts** will appear on your screen. You can click to dismiss once you have noted this information.
- 2. Notice at the top right in yellow that 1 spot is held. Your spot will be held while you add more programs and then check-out.
- 3. Select the **attendees** (yourself or another person on your account).
- 4. Select **next.**









- 1. Select optional **event extras** (if they apply) (e.g. manuals or equipment).
- 2. Answer any **questionnaires** that appear on the screen.

Back to Event	Museum Camp ■ 2020-03-16 - 2020-03-20 ② 8:00am - 5:00pm ▲ 14 spot(s) left	Restrictions Age: 4 to 8 Registration ends on 2020-03-31 at 12:00 AM	> 1 spot held wrst hadver for 2 minutes
Camp Pizza Cho On Fridays, we have) over over over the second se	2 Free & Down	
Sally Doe *What type of pizza © Two slices of r © Two slices of r © One slice of e © No pizza	does your camper want? cheese pizza pepperoni pizza ach		

- 1. Select the **fee** that applies to you.
- 2. Click **next** to view completed steps on the cart summary page.

2 Questionnaire	3 Fees & Extras	
Select Optional Event Extras (Required extras ca	annot be removed)	
Sally Doe		
Select a FEE to pay		
O Full Week - Non-Resident - Camp	\$207.14	No Tax
Full Week Resident - Camp	\$192.14	No Tax
	Total \$1	92.14

- 1. Select your **payment method**. Enter your credit card information on the left side of the screen.
- 2. Optional—save your credit card information to your account by checking the **"remember this card"** box.
- 3. Your **order summary** will appear on the right side of your screen.
- 4. Click **place my order** to complete the transaction.







🕕 My Info 🛛 Programs 🌐 Membership &	Pas • Facilities - Ren • Guelph cafecreation				
1	Payment Method 2 Viar credit carts	Order Summa Caw Car Exercise Ball Core Strengthening Page 107 2004 41-85-2004 82-20, 09 00 AM-1920 AM	1 x \$87.60 ×	3	1 spot head 2 until network () smooth
	Expiry month Expiry Year CW	Payment Sum tuterat Tec	1ary 107.50 111.20		
	Billing Address	Gift Card or Promo Code	Apply		
	Address (Street) City	Total Due Now	\$98.99		
	Country				
	Place My Order Continue, Stepping				

1. If you have a credit on your account, a box will appear allowing you to use the **account credit** towards your transaction.

Totalitie coll Marketing coll Image: Coll of the coll of	1 Vor avalable credit 1 Vor avalable credit 1 Vor avalable credit biance 1 vor available c	
Very constraints image: marging and provide to provide		1x\$54.75 _X
Add to some Card Under Strategy Control Control Processing Control Pro	You not cat	nnay
Efficience Annual Annua	Add s new Card Tech Receive Continue Receiving	1643 मध्य -868 X
	de Carlo Franc Casa Total Dae Now	4497 \$0.00

- 1. Your **receipt** and **registration confirmation** has been emailed to the email address on your account.
- 2. You can also print your registration confirmation or print your receipt.
- 3. Click **book another event** to register for another program.
- 4. Add this program to your personal calendar on your account.



