How to register for a program online at recenroll.ca

Login to your recenroll.ca 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.

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.

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.

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

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

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.