How to register for a course online at recenroll.ca
1. Go to recenroll.ca (the website will automatically take you to our secure site to login/register).
2. Login into your account using your email address and password.
3. If you do not have an account, you can create one by clicking on the Create an Account link at the bottom of the login box.
1. Select the programs tab along the top.

2. You can also search by course keyword or Course ID.

3. Filter your course selection by age, day of the week or by a specific date range.

4. You can also select from a list of activity types – select the activity type that matches the course you are registering in.
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. You can choose to apply additional filters here 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, spots remaining.

4. To select the course and learn more about it, hit the Enroll/Waitlist button.
1. Review the details displayed on screen – fees, course dates, restrictions and any other detail about the course.

2. Click Enroll on the top right of the screen to add to your cart.
1. Any course alerts will appear on your screen, you can click to dismiss once you have noted this information.

2. Notice on the top right in yellow that 1 spot is held – you’re almost registered! Your spot will be held while you add more programs and then check-out or until you are inactive for more than two minutes. If you do not complete the transaction, you are not registered.

3. Select the attendees (yourself or another person on your account).

4. Click Next
Select optional event extras (if they apply). Some courses may have extra fees (such as manuals or equipment) that need to be selected in order to complete your registration.

1. 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. Enter your credit card information on the left side of the screen.

2. Optional - save your credit card information to your account by checking off 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 toward 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.