

User Guide • Online Registration

Step 1 • Online registration requirements

Online registration requires a profile number for all participants seeking to register for an activity.

Payment must be made by credit card (Visa, MasterCard, American Express).

If problems are encountered during the registration process, consult the steps outlined below or call 506.877.7900 from Monday to Friday between 8:30 a.m. and 4:30 p.m., or at the Aquatic and Sports Centre at 506.877.7881

Step 2 • Registering for activities


1 • Searching for activities:

by **KEYWORD**


- Searching by **KEYWORD** shows all activities that contain the words selected – either in the activity title or description.

by **SESSION, TYPES OF ACTIVITIES OR AGE OF PARTICIPANT**

- Searching by **SESSION** allows you to choose between winter, summer, fall and Seniors in Motion.
- Searching by **TYPES OF ACTIVITIES** allows you to choose between groups of activities such as aquatic, preschool, youth, seniors.
- Searching by **AGE OF PARTICIPANT** allows you to search among specific age groups.

2 • Make your choice and click on **SEARCH** 

3 • Select the activity of your choice for more information. A new window will appear.

4 • Click on the activity of your choice by clicking on . You may choose several activities.

Note: To remove items from the cart, click on . An icons legend is located at the bottom of the page.

5 • Click on **REGISTER FOR SELECTIONS**  to continue the registration process or on **NEW SEARCH**  to start a new search.

6 • Verify your choices.

7 • Enter the profile number and home telephone number of the person being registered. At this step, you may:

- remove the participant's profile number and withdraw from the activity
- assign the participant's profile number to all the activities in the cart
- retrieve another participant's profile number


8 • Click on **VALIDATE FOR PAYMENT**  to proceed with payment.

Step 3 • PAYMENT

1 • Confirm (by checking box) that you have read the conditions for online registration and payment.

2 • Enter the **PAYER'S** profile number, home telephone number and e-mail address.

3 • Verify the items in your cart. Click on  if you want to remove items from the cart.

4 • Click on **PROCEED TO CHECKOUT**  to proceed with payment through Desjardins. You will not be able to return to your selections for a period of 11 minutes.

5 • Enter your name as it appears on your credit card, the credit card number and expiration date, as well as your e-mail address.

6 • You may obtain a receipt in three ways:

- print it
- generate a PDF file
- send a copy by e-mail

End of registration process.