

IC3

GUIDE

STEP 1

Online registration requirements

1. A profile number is required for all participants seeking to register for an activity online. To obtain a profile number, go to dieppe.ca and click on the Online Services button.
2. Payment must be made with a credit card (VISA, MasterCard, American Express).
3. The system does not accept VISA Debit.

STEP 2

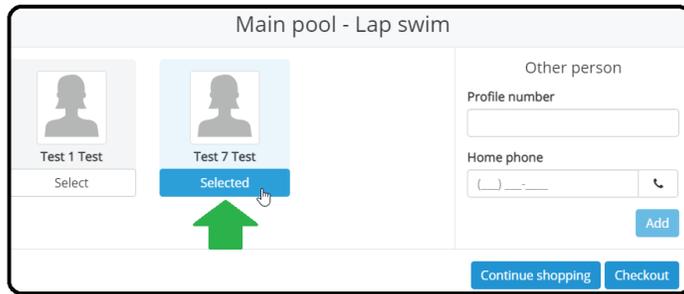
Logging into your account / Creating a new account

1. Registration website: www.clic.dieppe.ca
2. In the top right corner, click [Sign in](#)
3. If you already have an account registered with the new system, enter your login information. If you are a first time user, you will need to create a new login, click on [New user? Register](#)
4. From the list, select each person you would like to register for the activity.
5. A confirmation email will be sent to you. Please click the link in the email to confirm your email address.
6. You will now be redirected to a webpage where you will be asked to link your profile number to your account. Click on [Link this account to my profile](#)
Please note that proceeding without a profile number will only allow you to consult the website. You will not be able to register or make a reservation.
7. Please fill out all required fields to link your profile to your account. If other profiles are associated to yours (i.e.: your children), they will also be automatically added to your account.

STEP 3

Activity registration

1. Starting at the home page, select the facility in which the activity you are looking for will be held.
2. Choose an activity category.
3. Select the desired activity by clicking on .
4. From the list, select each person you would like to register for the activity.



5. The moment you click on SELECT to register a person for an activity, your **place is reserved for 10 minutes. You must complete the steps below to complete your registration.**
6. If the person you are looking for does not appear, you can search using the person's profile number combined with their telephone number on the right of that screen.
7. If you do not see family members in your account, please contact the Dieppe Aquatic and Sports Centre at 877.7881.
8. If you would like to select another activity, you can click on . Please note that registrations in your cart will expire after 10 minutes.
9. Once you have selected the person(s) you would like to register and all your activities, click .

STEP 4

Finalizing the registration

1. You will now be redirected to your cart to confirm the activities you have selected. Click on .
2. Confirm, by checking the boxes, that you have read the online purchase usage conditions and accept them.
3. If a payment is due, enter your credit card information in the appropriate fields. If no payment is due, this will be specified. Click on .
4. The confirm button is **the final step** in the registration process. On the following page, please ensure your transaction has no error messages. This page also gives you the option of downloading a PDF version of your receipt. A copy will also be sent to you by email.

STEP 5

Accessing your account

1. To access your account, click on your name in the top right corner and choose "My Profile".
2. From this page, you can access your personal information, family members, your transaction history and your receipts in PDF format. Access to your receipts allows you to verify the details of the registered activity. For now, you do not have access to any details registered at the counter or any changes you may have made at the counter.
3. You can also make changes to your account such as changing your email address or your password.

