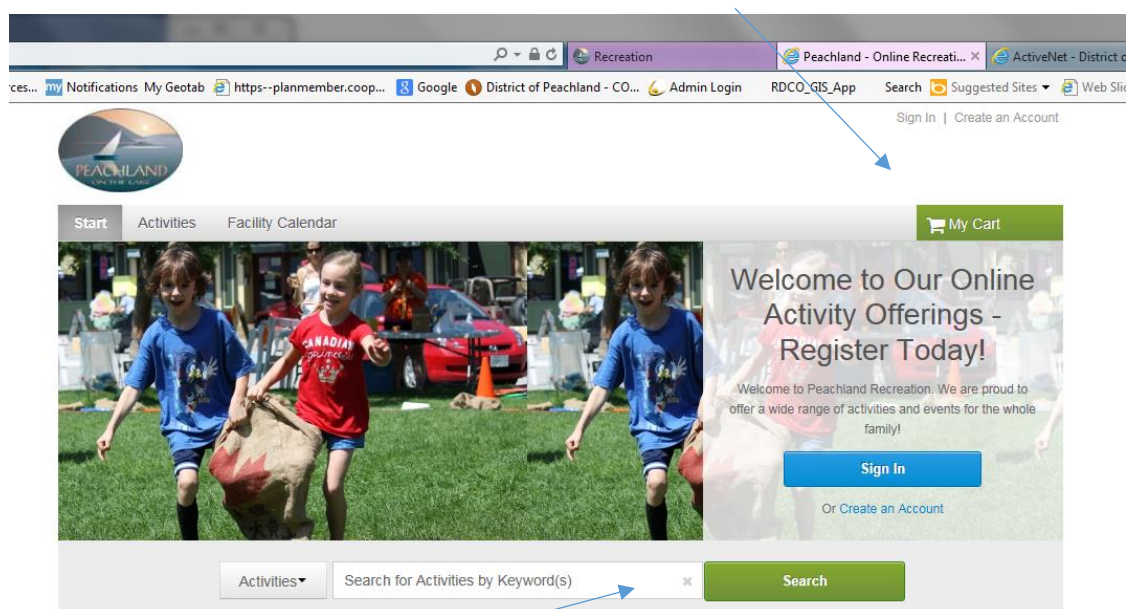


## ONLINE REGISTRATION INSTRUCTIONS

1. Step 1 - Go to [www.peachland.ca](http://www.peachland.ca)
  - a. Select Parks and Rec
  - b. Select Register Now
2. Step 2 – Sign in (\*if you have registered previously with Peachland Recreation and do not remember your account information, call us to verify your log in and reset your password 250-767-2133)
3. Step 3 – Sign In with your log information      Sign In:



4. Step 4 – Search Activities – You can search by Keywords: i.e.: Chair, Fitness, Pickleball 1.0, Pickleball 3.0, etc.
5. Step 5 Select Activity – you will see 3 different types of buttons on the Right side:

### a. Add to Cart

Quick View

<b>Chair Fitness</b> ⓘ	2827	Tu	From September 13, 2016 to December 13, 2016 Each Tuesday from 11am to 11:45am Except the following dates: Tuesday, November 29, 2016	11am - 11:45am	4th Street Place	3	<b>Add to Cart</b>
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In progress. Get involved now!

### b. Add to Wish List (This course is not currently available or sold out) \*can be used prior to Registration Opening to make registration day easier!

<b>Chair Fitness</b> ⓘ	2828	Th	From September 15, 2016 to December 15, 2016 Each Thursday from 11am to 11:45am Event the following	11am - 11:45am	4th Street Place	0	<b>+ Wish List</b>
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- c. More – (\*more will unlock all the time options offered – they will appear on the same screen below – scroll to your desired program)

2017

Pickleball <small>16 and up</small>	2812	Mo, Tu, We, Th, Fr	From September 19, 2016 to December 23, 2016 Each Monday from 9:05am to 11:05am Each Monday from 1pm to 3pm Each Monday from 3pm to 5pm Each Monday from 1pm to 3pm Each Tuesday from 1pm to 3pm Each Wednesday from 9:05am to 11:05am Each Wednesday from	9:05am - 11:05am	Cmty Centre	0	<a href="#">More (8)</a>
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- 6. Step 6 – Select Participant (Next)
- 7. Step 7 - Answer Questions (Next)
- 8. Step 8 – Options:
  - a. **Proceed to Shopping Cart** – your transaction is complete and you want to pay OR add someone from your family into the same program
    - i. Add someone from your family into the SAME program:

Description	Amount
<a href="#">Pickleball Clinic-Advanced (3.0-3.5) - 2987</a> <a href="#">Edit</a> or <a href="#">Remove current participant</a> , <a href="#">Add Another Participant</a>	\$11.00
<hr/>	
<b>Subtotal for Cheryl Wiebe:</b>	<b>\$11.00</b>
Taxes:	\$0.55
<input type="text" value="Enter gift card number here"/> <input type="button" value="Apply"/>	
<b>Total Charges:</b>	<b>\$11.55</b>
<b>Due Now:</b>	<b>\$11.55</b>
<input type="button" value="Proceed to Checkout"/>	

- b. **Register Another Person** – you wish to register another person into programs (under your account)
- c. **Add to Cart and Continue Shopping** – YOU want to register into another program

A:

## Select Fees

Please review your enrollment fees and, if applicable, apply your coupons.

Description	Quantity	Unit Fee	Total Price
Registration Fee	1	\$7.00	\$7.00
			<b>Total: \$7.00</b>

**B** → [Proceed to Shopping Cart](#)

**C** → [Register Another Participant for this Activity](#)  
[Add to Cart & Continue Shopping](#)

9. When you are finished all your shopping – “Proceed to Shopping Cart”
10. Confirm your order and/or enter a gift card if you have one then Select “Proceed to Check Out”
11. Acknowledge the waiver (if applicable)
12. Enter Payment Information
13. Select “Pay and Finish”

Description	Amount
▶ Pickleball Clinic-Advanced (3.0-3.5) - 2987 <a href="#">Edit</a> or <a href="#">Remove current participant</a> , <a href="#">Add Another Participant</a>	\$11.00
<hr/>	
<b>Subtotal for Cheryl Wiebe:</b>	<b>\$11.00</b>
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<input type="text" value="Enter gift card number here"/> <a href="#">Apply</a>	
Total Charges:	\$11.55
<b>Due Now:</b>	<b>\$11.55</b>
<a href="#">Proceed to Checkout</a>	