

ONLINE REGISTRATION INSTRUCTIONS

Computer Instructions (for smart phones, tablets or other mobile devices, skip to p. 6):

Go to www.peachland.ca/recguide

Scroll down and select Register Now

Register Now


3. Select Sign In/Up

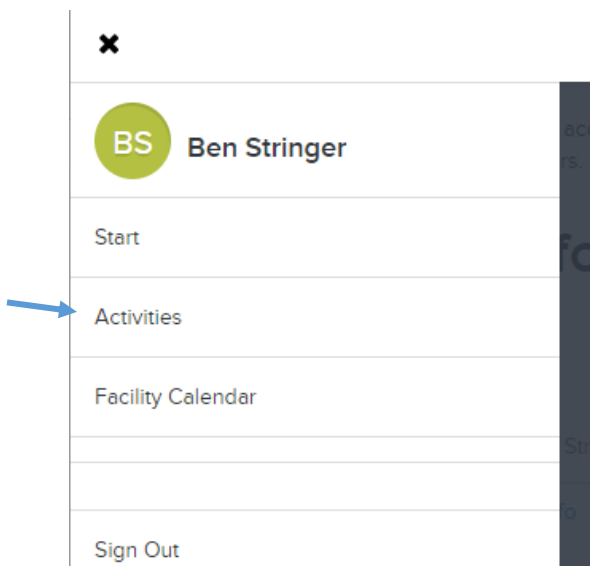


4. **Enter your login name and Password**, click the box for “I’m not a robot”, and follow the instructions on the pop up window. *If you have previously registered with Peachland Recreation and do not remember your account information, call 250.767.2133 to verify your login and reset your password Enter your login name and Password. If you have not previously registered with Peachland Recreation, click “Join” or call 250.767.2133.

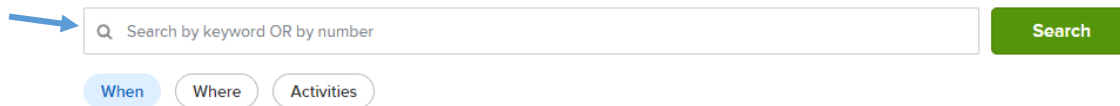
The screenshot shows a 'Sign in' form with the following elements and annotations:

- Header:** 'Sign in' in a large, bold font.
- Form Fields:**
 - A text input field for the login name containing 'BWSTRINGER'. A blue arrow points to the left side of the field.
 - A password input field with masked characters '.....'. A blue arrow points to the left side of the field.
- Links:** A blue link labeled 'Forgot your password / login name ?' is located below the password field.
- reCAPTCHA:** A box containing an 'I'm not a robot' checkbox and a reCAPTCHA logo. A blue arrow points to the checkbox.
- Buttons:** A large yellow button labeled 'Sign in' is centered below the form.
- Footer:** A link labeled 'Don't have an account? Join' with a blue arrow pointing to the right.

5. Select  (top left of your screen) then Activities





6. **Search Activities** – you can search by Keywords i.e.: Chair, Fitness, Pickleball, etc, or by activity number (see the current Rec Guide)
Activity Search



7. **Select Activity** – you will see one of the following types of buttons on the right side of the screen:

- a. **More** - this will display all the program options offered. They will appear on the same screen below – scroll down to your desired session



- b.  **(Add to Wish List)** – select the heart icon to add the program to your wish list for quick access later
*can be used prior to registration opening day to make registration faster! This does not automatically enroll in the activity or save a space; participants must still enroll once the registration window opens



- c. **Enroll Now** – proceed to the program enrollment page (see step 8)



8. **Enrolling in an Activity** –

- select a participant from the drop down menu (only one person at a time)
- enter enrollment details or waivers if prompted to do so
- Options:
 - Proceed to Shopping Cart** – your transaction is **complete** and you want to pay

- ii. **Register Another Participant for this Activity** – if you wish to register another person into the same activity

The diagram shows a box on the left containing two items labeled 'i.' and 'ii.'. Two blue arrows originate from this box. The top arrow points to a green button labeled 'Add to cart' within a 'Fee Summary' box. The bottom arrow points to a blue text link labeled 'Register another participant' located below the 'Add to cart' button. The 'Fee Summary' box also displays 'Subtotal \$0.00', 'Taxes \$0.00', and a 'Total \$0.00'.

- d. **Add additional activities** – click “Activities” at the top of the page to return to the Activity Search. You can also click “My Wish list” to return to the list of programs that you have saved for later
9. **Shopping Cart** - confirm the items in the shopping cart. To adjust any items in the shopping cart, press To remove any items from the cart, press

Shopping Cart

The screenshot shows a shopping cart header for 'Ben Stringer' with a profile icon 'BS' and a summary '4 items, \$62.58 in total.'. Below the header, a single item is listed: 'Therapeutic Yoga - 4968' with a price of '\$18.90'. The word 'ACTIVITY' is written below the item name. To the right of the price are edit and delete icons.

10. **Tick the checkbox** to confirm that you have acknowledged the waiver

Waiver

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

• I have read and agree to [Waiver](#). *Required*

11. Select Check Out to proceed to the payment screen.



12. Enter Payment Information

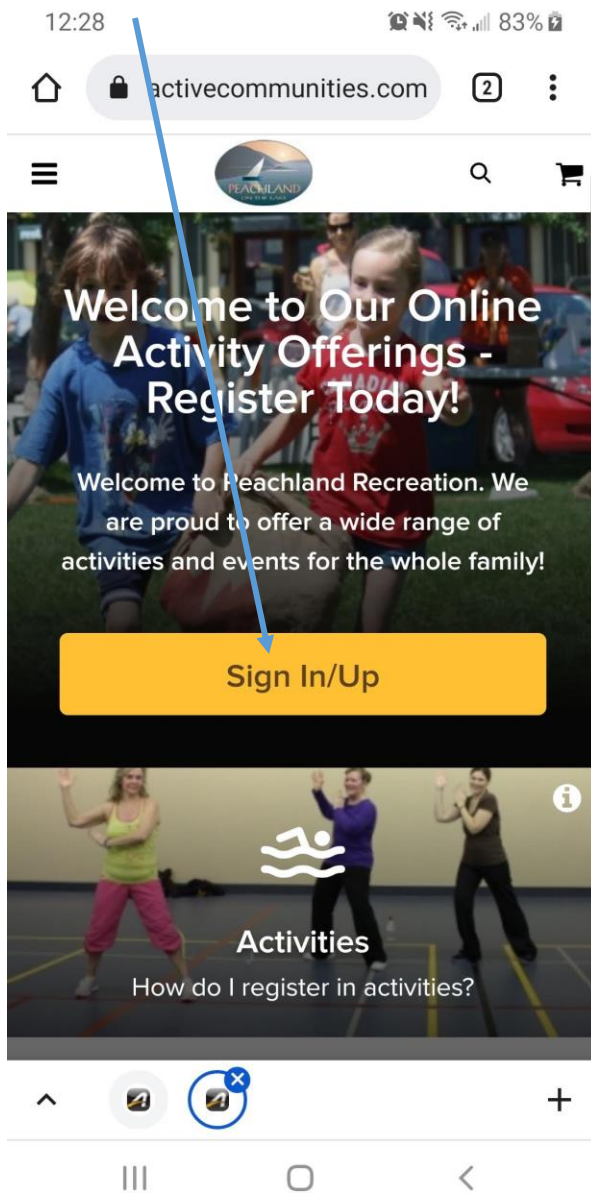
- a. Select Pay

Mobile Device Instructions:

1. Go to www.peachland.ca/register
2. Scroll down and select Register Now





3. Select Sign In/Up



4. **Enter your login name and Password**, click the box for “I’m not a robot”, and follow the instructions on the pop up window. *If you have previously registered with Peachland Recreation and do not remember your account information, call 250.767.2133 to verify your login and reset your password Enter your login name and Password. If you have not previously registered with Peachland Recreation, click “Join” or call 250.767.2133.

The image shows a 'Sign in' form with the following elements and annotations:

- Sign in** (Section header)
- *Login name (Required)** (Label with a blue arrow pointing to the input field)
- Enter your Login name (Input field)
- *Password (Required)** (Label with a blue arrow pointing to the input field)
- Forgot your password / login name ? (Link with a blue arrow pointing to it)
- Sign in** (Yellow button with a blue arrow pointing to it)
- Don't have an account? [Join](#) (Link)
- Up arrow icon (Annotation)


1. **Select**  (top right of your screen) then search for activities by typing keywords into the search bar and tapping the  . (e.g.: Chair, Fitness, Pickleball, etc, or by activity number (see the current Rec Guide))
- 2.


The image shows a search interface with the following elements and annotations:


- Activities (Dropdown menu)
- Search for key word(s) (Input field with a blue arrow pointing to it)
-  (Search button with a blue arrow pointing to it)


3. **Select Activity** – you will see one of the following types of buttons under the program name:


- a. **More** - this will display all the program options offered. They will appear on the same screen below – scroll down to your desired session


5 results Sort by: Name 

Pickleball 



 Mon,Tue,Wed,Thu,Fri


[More \(17\)](#) 


- b.  **(Add to Wish List)** – select the heart icon to add the program to your wish list for quick access later
*can be used prior to registration opening day to make registration faster! This does not automatically enroll in the activity or save a space; participants must still enroll once the registration window opens


Pickleball Clinics - Learn to Play 

#5213 / Age 14 and up


 Main Room 

 January 31, 2022 to February 14, 2022


 Mon 3:00 PM - 4:00 PM





- c. **Enroll Now** – proceed to the program enrollment page (see step 8)


Online Enrollment Test Session 

#5232 / Any

 N/A

 January 1, 2022 to April 30, 2022

 Mon 9:00 AM - 11:00 AM 2 hours


 Free [Enroll Now](#)

4. Enrolling in an Activity –

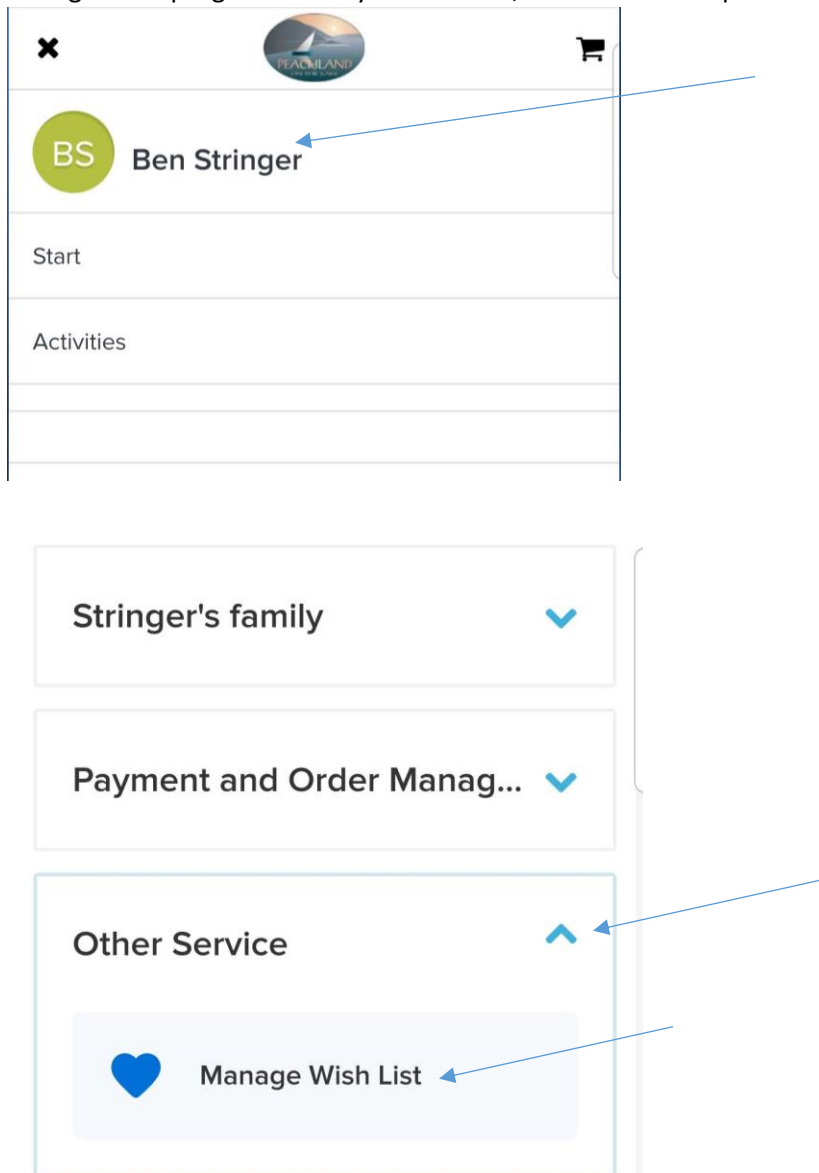
- a. select a participant from the drop down menu (only one person at a time)
- b. enter enrollment details or waivers if prompted to do so
- c. Options:
 - i. **Proceed to Shopping Cart** – your transaction is **complete** and you want to pay
 - ii. **Register Another Participant for this Activity** – if you wish to register another person into the same activity

The screenshot shows a mobile application interface for enrolling in an activity. The title is "Enroll in Online Enrollment Test Session". The form is divided into several sections:

- Fee Summary**: Shows a total of \$0.00. Below this is a green "Add to cart" button and a white "Register another participant" button. A box on the left with "i." and "ii." has arrows pointing to these two buttons respectively.
- Who are you enrolling?**: A light blue header section containing a "Participant" dropdown menu with the text "Select Participant".
- Enrollment Details**: A grey section with a dropdown arrow.
- Waivers**: A grey section with a dropdown arrow and a circular "back" button (upward arrow) on the right.


- d. **Add additional activities** – tap  at the top left of the page and select “Activities” to search for more another program to add.


5. **Wish List** - to access programs that you have added to your wish list, tap ☰ and select your account (it will display as your name). Then, click “Other Service” and select “Manage Wish List.” To register in programs from your wish list, refer back to step 3.c.





6. **Shopping Cart** - confirm the items in the shopping cart. To adjust any items in the shopping cart, press ✎ To remove any items from the cart, press 🗑

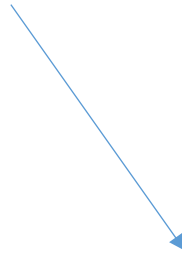
Shopping Cart

Ben Stringer  4 items, \$62.58 in total.

Therapeutic Yoga - 4968 **\$18.90** 

ACTIVITY  

7. Tick the checkbox to confirm that you have acknowledged the waiver



Waiver

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

• I have read and agree to [Waiver](#). *Required*

8. Select Check Out to proceed to the payment screen.



9. Enter Payment Information

a. Select Pay