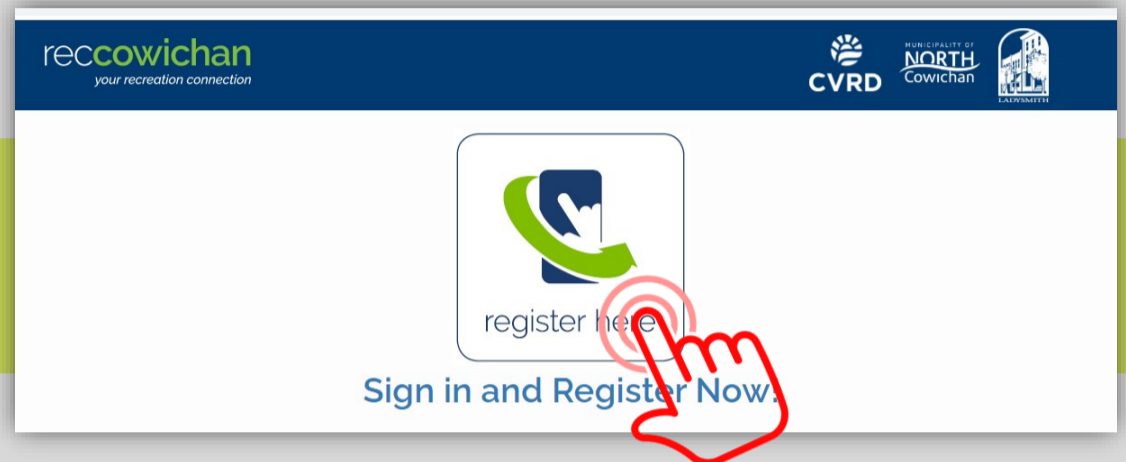


CREATING AN ONLINE ACCOUNT WITH RECCOWICHAN:

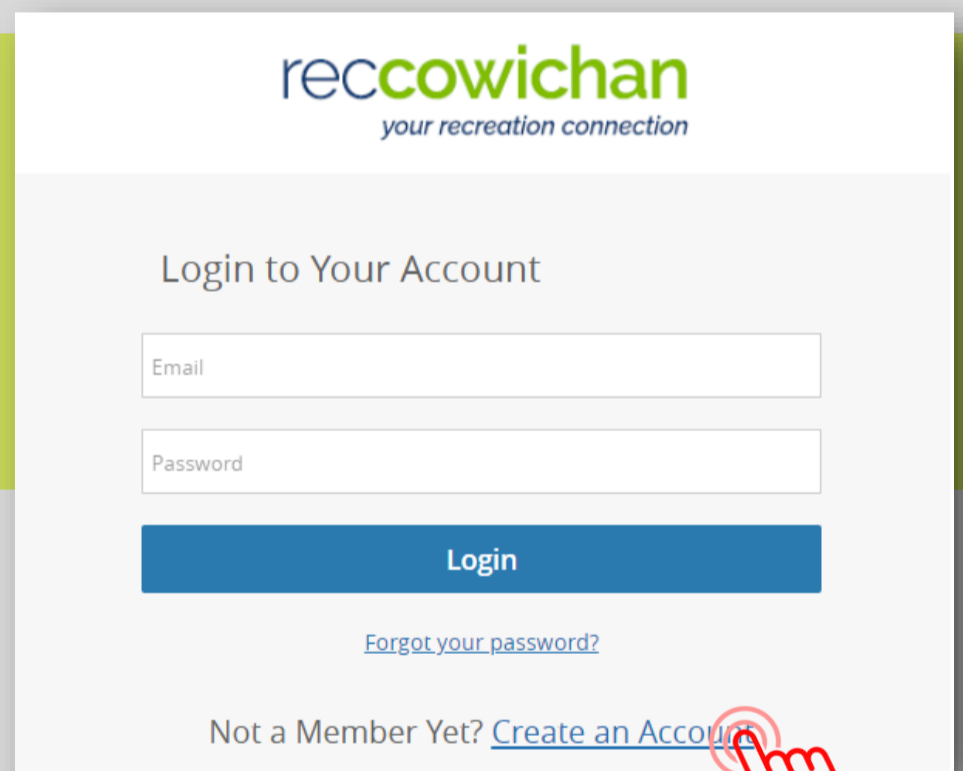
🔍 ✕ 🎤

Click **“register here”**.



If you have an account, log in with your email and password.

If you do not have an account, click **“create an account”**.

A screenshot of the reccowichan registration form. The form is titled 'Not a Member Yet?'. It contains several input fields: a name field with 'Britney', a sport field with 'Pickleball', a date of birth field with '13 February 1970', an email field with 'britney.slade@cvrd.bc.ca', a phone field with '(250) 743-5922', and an address field with '1035 Shawnigan Mill Bay Rd'. Below these fields are dropdown menus for 'Mill Bay', 'Canada', and 'British Columbia', and a text field for 'V0R 2P0'. There is a section for 'Communication Preferences' with checkboxes for 'Email', 'Phone Calls', and 'Marketing Materials'. A checkbox for 'I agree with Terms and Conditions' is checked. A blue 'Submit' button is at the bottom. A red hand cursor is pointing at the 'Submit' button. Below the button is a link that says 'Already have an Account? [Login Here](#)'.

Provide your personal information, tick the **“I agree with terms and conditions”** box, and click **“submit”**.

This is what your online account will look like.

reccowichan RecCowichan
your recreation connection 250-746-2500

My Profile Schedule

Family Member Detail

Edit Manage Login Add Family Member Waiver Invoices

General Information

First Name: Britney
Last Name: Pickleball
Age: 50
Birthday: 13/02/1970
Area: Please Select Area
Physical Address:
Communication Preferences: Email

Contact Information

Primary Phone Type: Mobile
Primary Phone: (250) 743-5922
Email: britney.slade@cvrd.bc.ca
Website:
Mailing: 1035 Shawnigan Mill Bay Rd
Mill Bay, British Columbia
Canada, V0R 2P0
Secondary Phone Type: Work
Secondary Phone:
Twitter Address:
Facebook Address:

To complete your online account:

You will receive an email from RecCowichan with a temporary password. (Check your Junk Mail if necessary).

To create a permanent password, click **“manage login”**.

reccowichan RecCowichan
your recreation connection 250-746-2500

My Profile Schedule

Family Member Detail

Edit Manage Login Add Family Member Waiver

General Information

First Name: Britney
Last Name: Pickleball
Age: 50

Enter the temporary password from the email into **“current password”**.

Create a permanent password under **“new password”**.

Confirm new password and click **“save”**.

reccowichan RecCowichan
your recreation connection 250-746-2500

My Profile Schedule

Family Member Detail

Edit Manage Login Add Family Member Waiver Invoices

General Information

First Name: Britney
Last Name: Pickleball
Age: 50
Birthday: 13/02/1970
Area: Please Select Area
Physical Address:
Communication Preferences: Email

Contact Information

Primary Phone Type: Mobile
Primary Phone: (250) 743-5922
Secondary Phone:

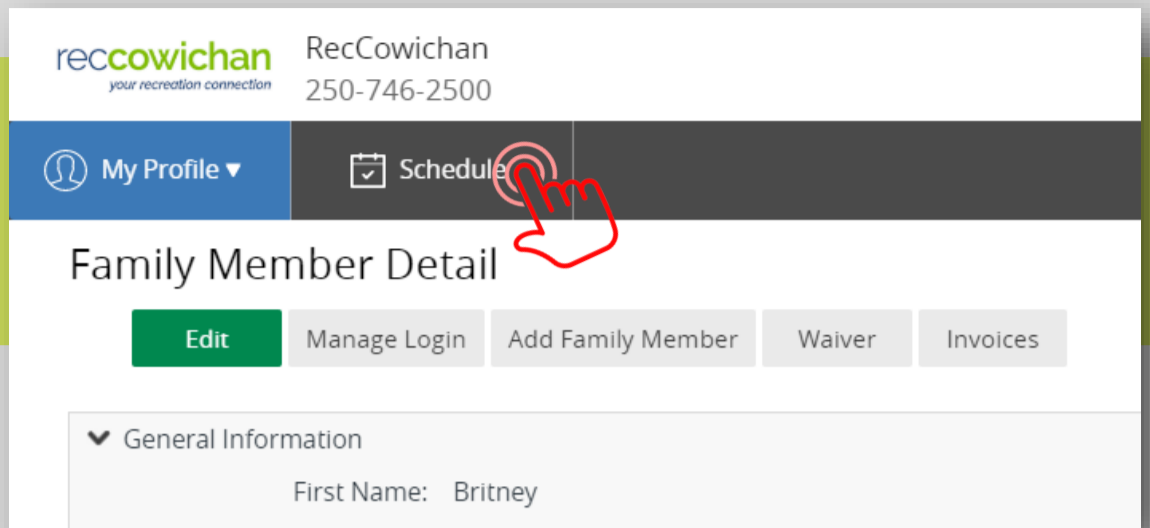
Manage Login

Username: britney.slade@cvrd.bc.ca
Current Password:
Forgot your password?
New Password:
Confirm Password:
Save Cancel

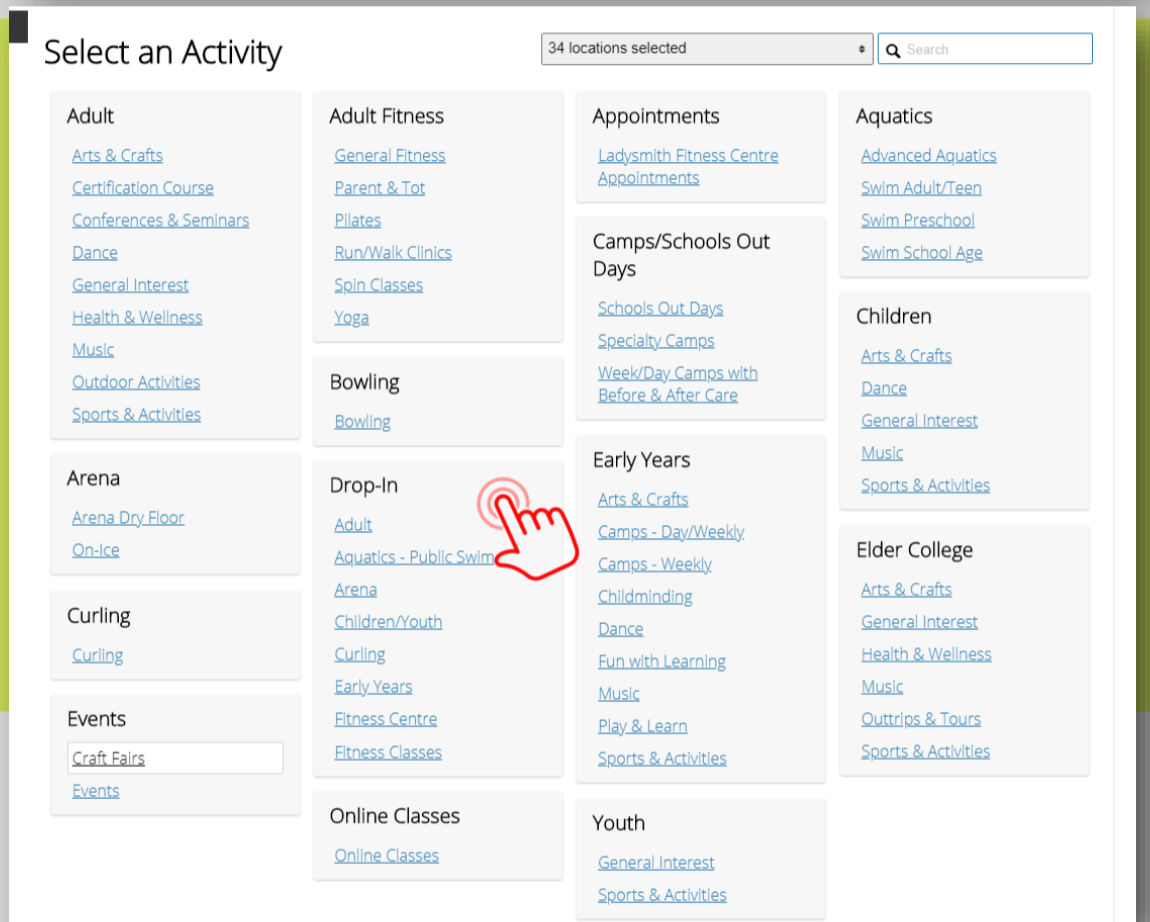
You can now pre-register for drop-in sessions or full courses online.

TO PRE-REGISTER FOR A DROP-IN PROGRAM:

To find your program, click **“schedule”**.

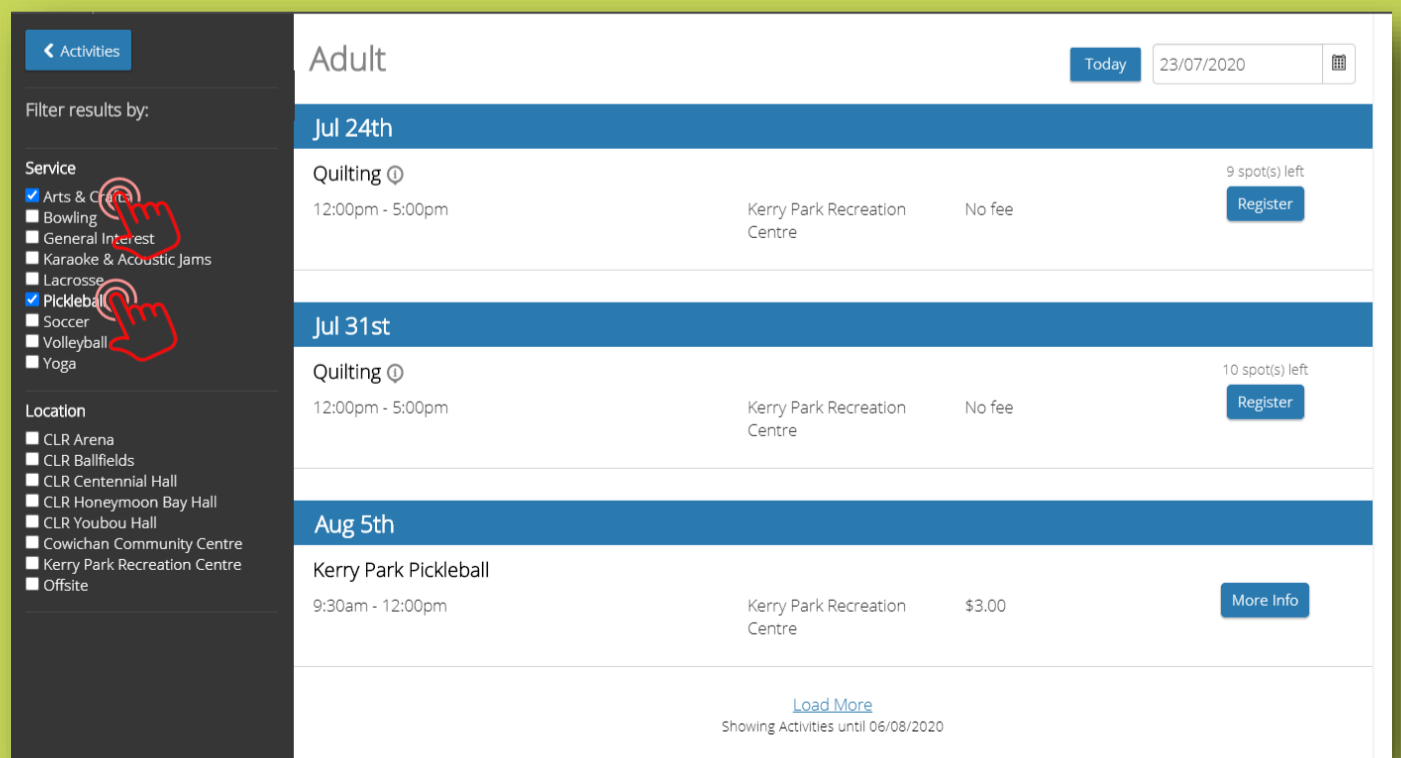


Find your activity type in the **“drop-in”** section. (i.e. adult, aquatics, arena, etc.)



To view the sessions by date, select the program category under **“service”**.

Note: You can check multiple categories.



Registration opens 72 hours before each class start time.

Click “**register**” under the desired session.

The screenshot shows a registration interface. On the left, there is a sidebar with filters for 'Service' and 'Location'. The 'Service' filter includes 'Arts & Crafts', 'Bowling', 'General Interest', 'Karaoke & Acoustic Jams', 'Lacrosse', 'Pickleball', 'Soccer', 'Volleyball', and 'Yoga'. The 'Location' filter includes 'CLR Arena', 'CLR Ballfields', 'CLR Centennial Hall', 'CLR Honeymoon Bay Hall', 'CLR Youbou Hall', 'Cowichan Community Centre', 'Kerry Park Recreation Centre', and 'Offsite'. The main content area is titled 'Adult' and shows a list of sessions. The first session is 'Quilting' on 'Jul 24th' at '12:00pm - 5:00pm' at 'Kerry Park Recreation Centre' with 'No fee' and '9 spot(s) left'. The second session is 'Quilting' on 'Jul 31st' at '12:00pm - 5:00pm' at 'Kerry Park Recreation Centre' with 'No fee' and '10 spot(s) left'. The third session is 'Kerry Park Pickleball' on 'Aug 5th' at '9:30am - 12:00pm' at 'Kerry Park Recreation Centre' with a '\$3.00' fee. A 'Load More' link is at the bottom of the list.

If registration is not yet open, click “**more info**” for program details.

Future drop-in dates will show under “similar events”.

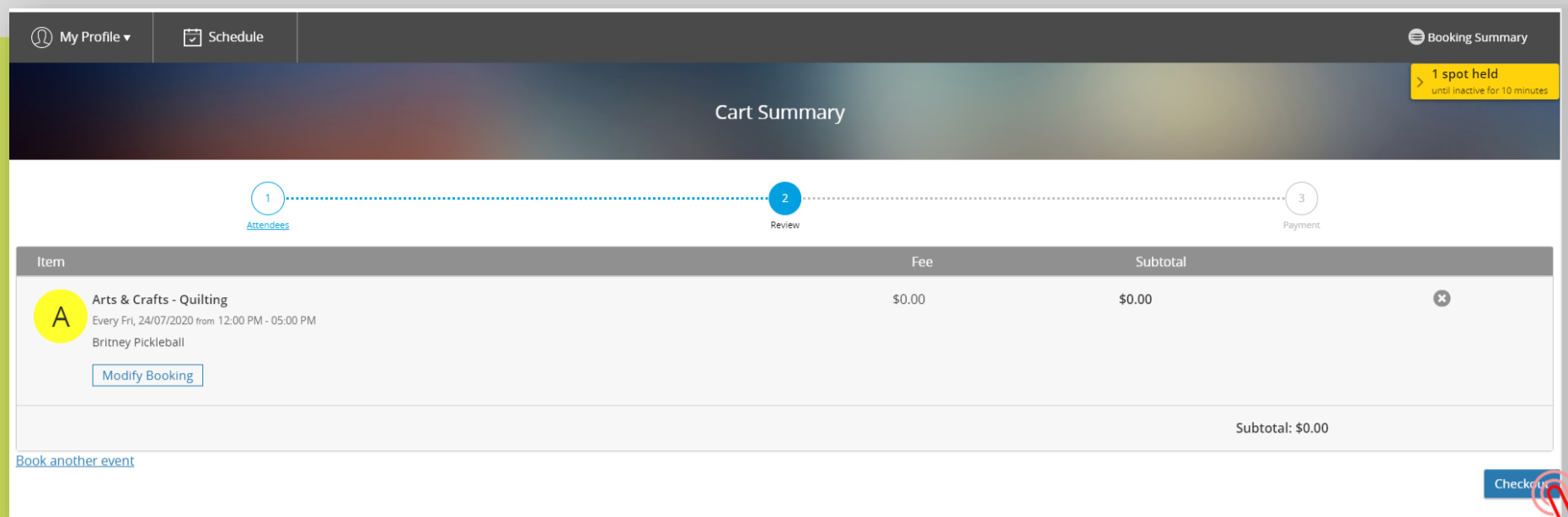
The screenshot shows the registration details for a 'Quilting' class. At the top, it says 'REGISTER' with a red hand icon pointing to it. Below that, it shows the date '24/07/2020', time '12:00pm - 5:00pm', and '9 spot(s) left'. A note says 'Registration ends on 24/07/2020 at 08:30 AM'. The 'Fees' section shows 'KPR - Course Fee' as 'Free'. The 'Similar Events' section shows a list of sessions from '24/07/2020' to '25/09/2020', all at '12:00 PM - 05:00 PM' at 'Kerry Park Lounge'. The 'About this class' section describes the class and mentions 'Kerry Park Recreation Centre' and 'Class ID'. The 'Restrictions' section lists 'Gender' and 'Age Restriction'.

Click “**register**”. Note: you are only registering for the current/open session.

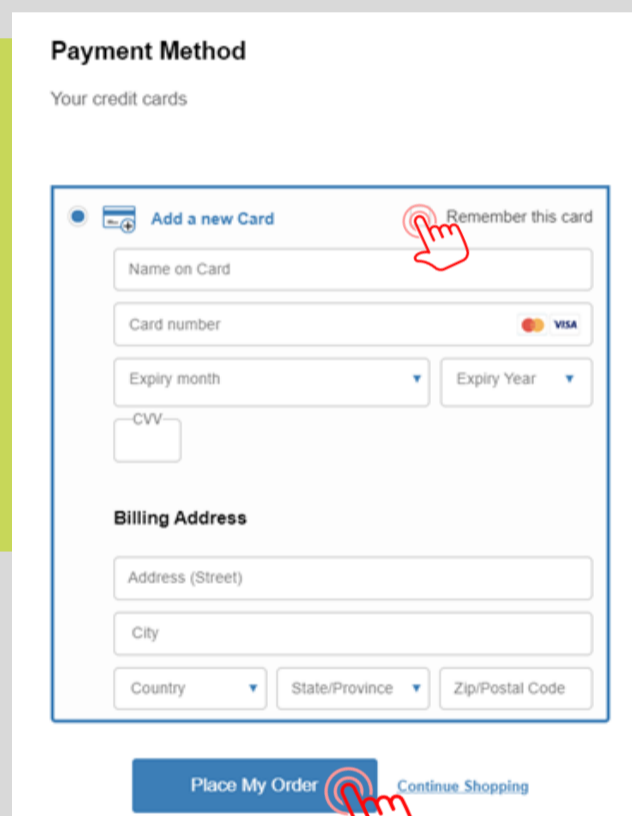
The screenshot shows the registration confirmation page. At the top, there is a progress bar with three steps: '1 Attendees', '2 Review', and '3 Payment'. Below the progress bar, it asks 'Who would you like to book?'. There is a list of attendees with a checkbox next to each name. The first name is 'Britney Pickleball (You)' with a checked checkbox and a red hand icon pointing to it. Below the list, there is a '+ Add Family Member' button. At the bottom right, there is a 'Next' button with a red hand icon pointing to it.

Tick the box beside your name and click “**next**”.

Note: if you’re registering more than one family member, tick both names.



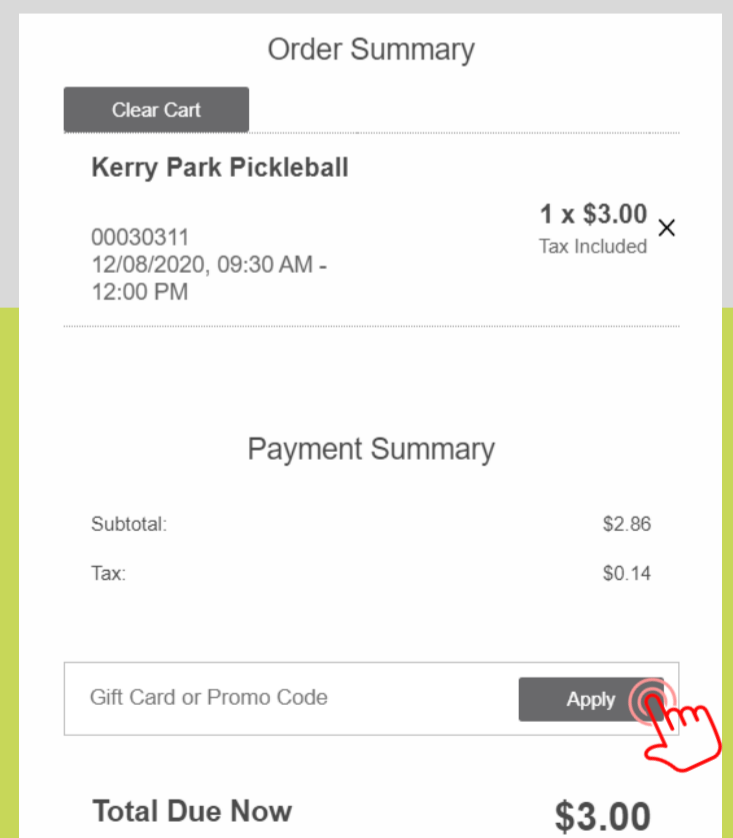
Click **“checkout”**.



To pay with a Visa or Mastercard:

Enter credit card information for payment and click **“place my order”**.

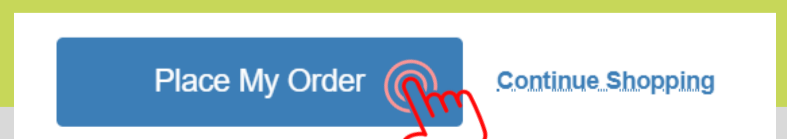
Note: tick the “remember this card” box to save your payment information for next time.



To pay with a RecCowichan Gift Card:

Enter gift card number and click **“apply”**.

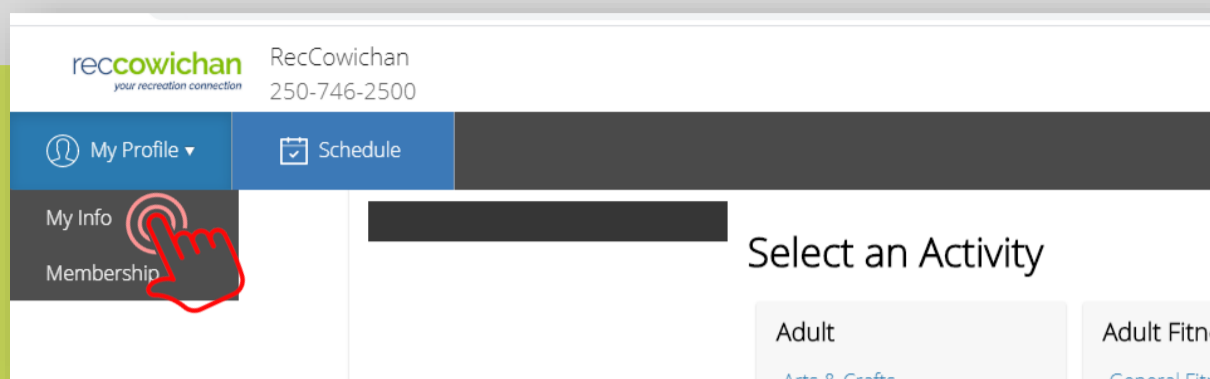
Click **“place my order”** to complete transaction.



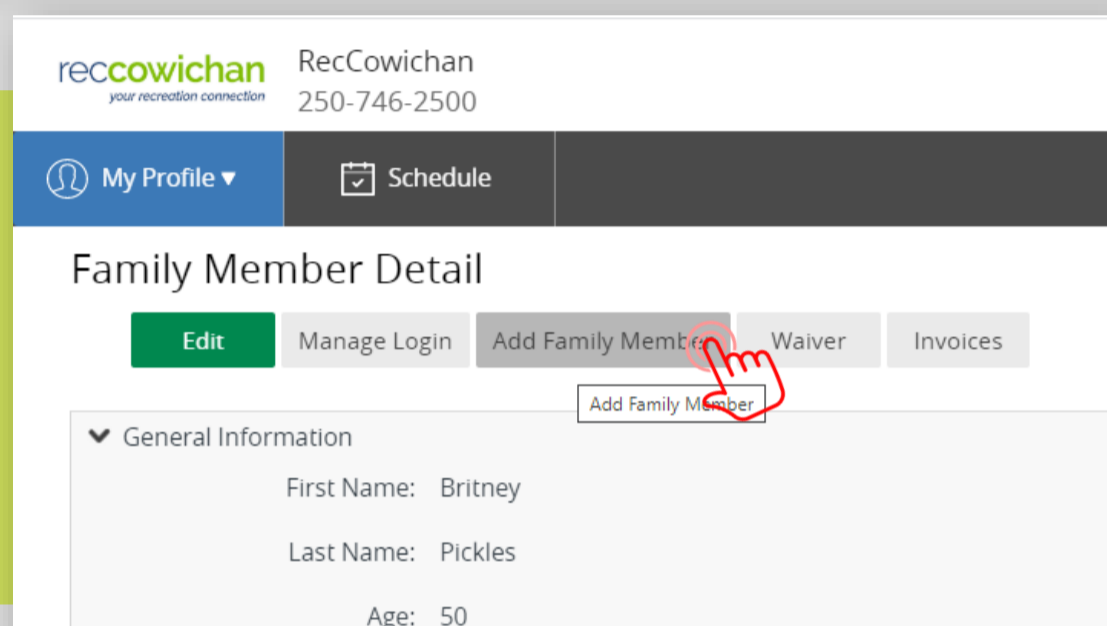
Bring your receipt to your session (printed or on your smartphone).

NAVIGATING YOUR ONLINE PROFILE:

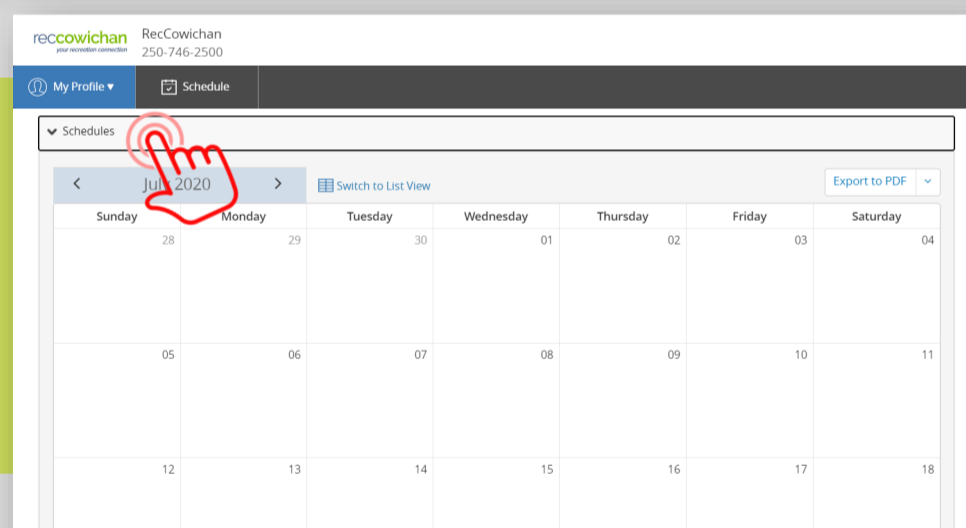
To return to your profile:
click **“my profile”** and
click **“my info”**.



To add a family member:
From your profile, click
“add family member”.
Enter information and
click **“submit”**.



To see your current registrations:
From your profile, scroll down
and click **“schedules”**.



To view and add payment information:
From your profile, scroll down and
click **“finance info”**.

To add a new credit card, click **“new”**.

