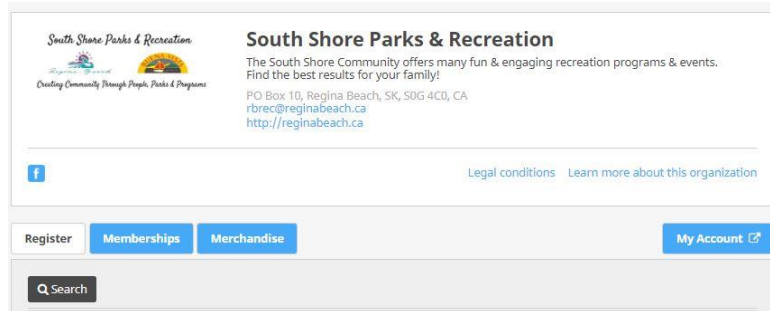


➤ **WHERE TO FIND ONLINE REGISTRATION**

- Go to www.reginabeach.ca
- Go to 'Parks & Recreation' > any page under this tab
- On the right-hand side you will find the 'Online Registration' button, click on it



- At the 'South Shore Parks & Recreation' page click on 'My Account'



- Create your account by clicking 'Create an account'

Log in

Email

Password

[Create an account or reset your password](#)

- Fill in your info then click 'Create an account'

Create an account

Email

Confirm

Password

Confirm

- Once you have hit 'Create an Account' you will get a message as shown below. You will need to check your email for the confirmation. Once in your email you will have to click on the link provided to verify your email address.

Create an account

Your account was successfully created. You will receive an email confirmation. It contains instructions to validate your email.

You are now ready to register to activities and make purchases on Amilia.

[Continue](#)

[Not receiving Confirmation Email?](#)

- You will then see the below message. Click on 'Back to Amilia'

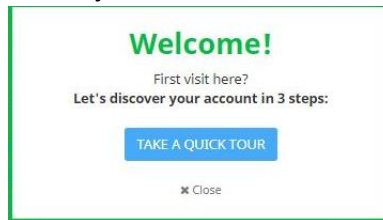


Welcome to Amilia

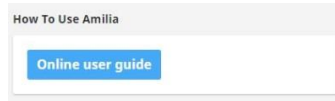
Your email address was confirmed. You can now log into your account.

[Back to Amilia](#)

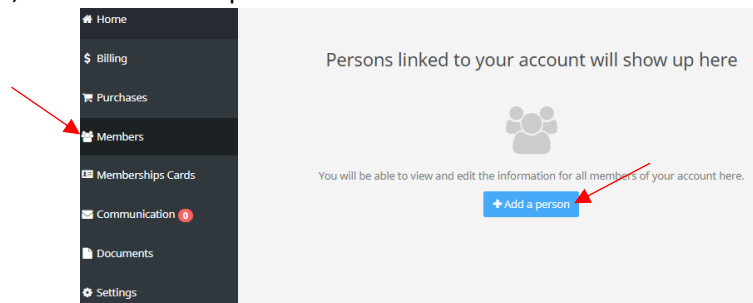
- You may choose to take a quick tour or just hit 'close'



- You may also choose to check out the 'Online user guide'



- You will now need to start adding members to your account by clicking on 'Members' on the left-hand side, then click 'Add a person'



- Fill in your info then click 'ok'

Add a person

First name

Last name

Gender

Child Adult

Date of birth

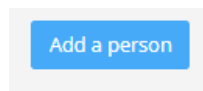
Close

- Then fill in Address and Contact Information by clicking 'Edit' beside each

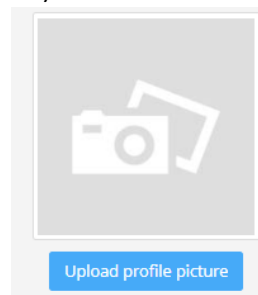
📍 Address

👤 Contact information

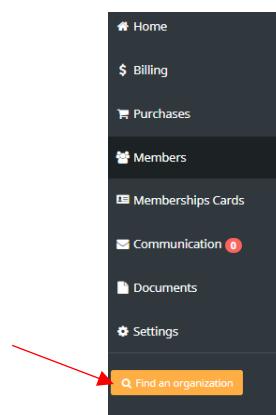
- Continue adding the rest of your family members by clicking 'Add a person' and fill out info for each.



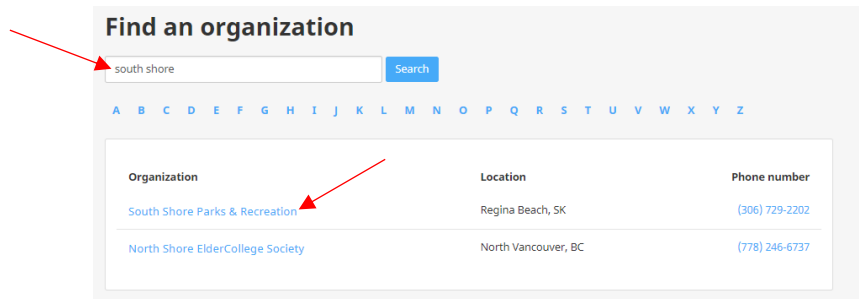
- You may choose to upload a picture for each member by clicking on 'Upload profile picture' under each member's name (this is optional)



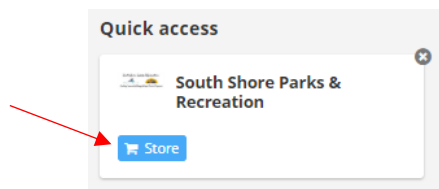
- Once you have all members added you can do visit the 'store'. You may have to find South Shore Parks & Recreation registration page by clicking 'Find an organization' on the left-hand side of the page



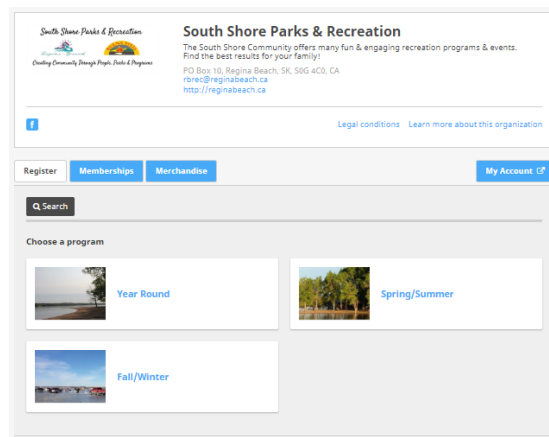
- Type 'south shore' in the search bar then click on 'South Shore Parks & Recreation' under 'Organization'



- On the 'Home' screen you can click on 'Store' to start registering for programs



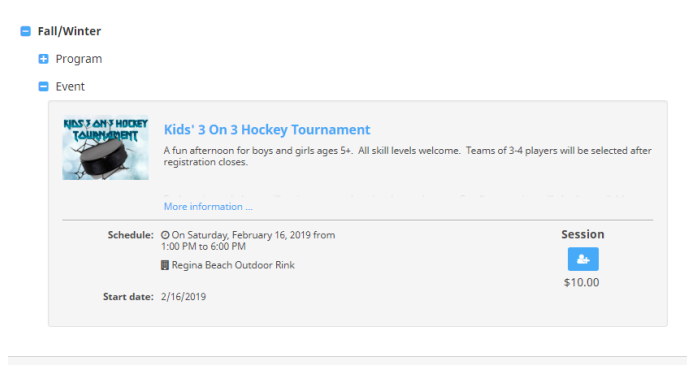
- You are now in the South Shore Parks & Recreation 'Store'



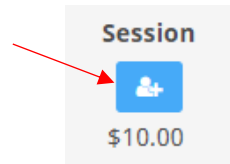
HOW TO BROWSE THE STORE

- First, on the top of the page you will find the name and address of the organization, a link to the website and link to email.
- Then there are tabs:
 - **Registration:** where you will find the different activities offered by the organization. It is by clicking on a seasonal session (Fall/Winter, Spring/Summer or Year-Round) that the list of activities will appear.

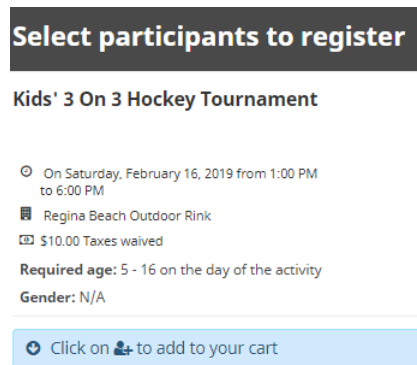
- **Memberships:** *this is where you would purchase your Rec Membership which is required to participate in all Parks & Recreation programs*
 - **Merchandise:** *This is where you can purchase any of the South Shore Parks & Recreation merchandise.*
- Select the category ('Fall/Winter' 'Spring/Summer' or 'Year Round'). Then click on 'program' or 'event' to find the activity you are registering for.
 - Click on the program or event you are registering for



- Click on the 'Add Person' button OR 'More Information' then click 'Register'

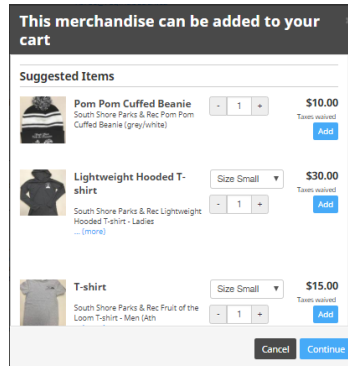


- Now select the member you are registering for this program or event by clicking on the 'Add person' button beside that member's name

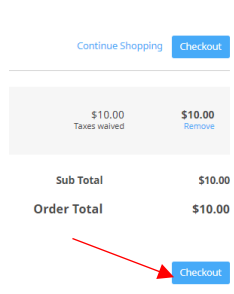


Below here you will find the list of members under your account

- When you click to add a person a pop up will appear with the option to purchase some South Shore Parks & Recreation merchandise
- You can click 'Continue' if you do not wish to purchase anything or select the item you wish to purchase



- If you are registering more then one person repeat the process.
- Click ‘Checkout’ if you are done
- Once in your shopping cart you will have to click ‘Checkout’ again



- Account Owner information will come up – be sure all information is filled out then click ‘Continue my Purchase’

Validate all sections to continue your purchase. [Add more items](#)

Your information

Account owner

First name Last name

Address

Edk

Email

Home Phone Work Phone

Cellular Extension

Continue my purchase

Validate all sections to continue your purchase.


- Personal Information for the member you are registering will now be required. Be sure all info is completed.

Personal information : [Redacted]

Date of birth: [Redacted] *This information can be modified in your account settings.*

Email
[Redacted]

School Grade Level
[Redacted]

Picture


Check here if no known medical conditions.

Allergies

Nuts Peanuts
 Eggs Insect bites/stings
 Seafood

Other:

Allergic reactions:

Medical conditions

Asthma Incontinence
 Hearing disorder Diabetes
 Hyperactive Epilepsy
 Visual disorder

Other:

Medications:

Dosage:

Frequency:

- Read the Waiver Form by clicking on 'Read Me' then click 'I Accept' and click 'yes' or 'no' if you consent to the photo/video release

I accept to the Terms and Conditions

Yes No

I hereby authorize Town of Regina Beach Parks & Recreation, its representatives & employees the right to take photographs/videos of minor listed above in connection with the recreation program. I agree that Town of Regina Beach Parks & Recreation may use such photographs/videos of minor with or without his/her name & for any lawful purpose, including purposes such as publicity, advertising, Web & Facebook content.

- Rec Memberships are required to participate in any Parks & Rec programs/events. Click 'yes' if you have a current Rec Membership or 'no' if you do not. If you do not have one you will have to purchase one by going to the 'store' and you will find it under the 'Memberships' tab.

Yes

No

Do you have a current Rec Membership? (current membership runs Sept 1, 2018-Aug 31, 2019). Cost is \$10/individual or \$25/family If No, please be sure to purchase under 'Memberships' tab on the Store home page as a Rec Membership is mandatory to participate in any Parks & Recreation programs.

- You will now need to select a Primary Legal Guardian by selecting. You can do this by selecting from the drop down. (Secondary Legal Guardian is not required). Click 'Edit' to ensure all the information required is there then click 'Save'
- You will also need to select an Emergency Contact the same way as Legal Guardian OR click on 'New' to add a different person as the Emergency contact and fill in all required information and click 'Save' (these will save for future registrations and will only have to select the name from the drop down list the next time)

Select a Primary Legal Guardian

Please select... Edit New

Select a Secondary Legal Guardian

None Edit New

Select an Emergency Contact

Please select... Edit New

- You are now ready to click on 'Continue My Purchase'

Continue my purchase

Validate all sections to continue your purchase.

- Now you will choose your payment method. We accept Credit Card or E-check (basically like using a Debit card). Click on the option you choose.

Choose your payment method:

Credit card

E-check

- If you are choosing E-check you will need to fill in all the information from your cheque as per below. Once all your information is completed check 'I accept the Terms and Conditions' and click on 'Pay Now'

\$10.00
amount to be paid now

[Details](#)

[Change payment options](#)

Fill out the form with your bank account information.

E-check payment

BANK ACCOUNT DETAILS

Bank name

Branch / Transit Bank no.
5 digits left of the institution no. 3 digits

Account number Account type

[View details](#)

0003 3293 323 012 345 7
Cheque Transit Bank Account

Once the transaction is completed, you will no longer be able to change your banking information. For this purpose, you must contact the organization. Note that you must count a delay of approximately 10 working days so that the transaction is carried out in your bank account.

YOUR ADDRESS

First name Last name

Address 1 City

Address 2 State/Province

Zip/Postal Code

I accept the [Terms and conditions](#)

[Pay Now](#)

- If you are choosing Credit Card you will need to fill in all the information from your card as per below. Once all your information is completed check 'I accept the Terms and Conditions' and click on 'Pay Now'

Payment

\$10.00
amount to be paid now

[Change payment options](#)

[View order details](#) [Add more items](#) [Pay Now](#)

Payment Details

Cardholder Name

Card Number

Expiration Date /

[Save card for future use](#)

Authorize South Shore Parks & Recreation to charge this card for future payments

I accept the [terms and conditions](#)

[Pay Now](#)

- You will now see a Confirmation of your purchase.
- You may choose to print to keep for your records. You will also receive an email confirmation/receipt of that purchase.

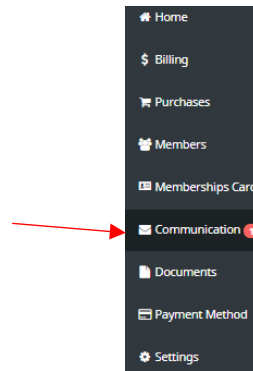
Confirmation

Your order has been successfully completed.
Invoice Number: 5676291
Date: 1/19/2019

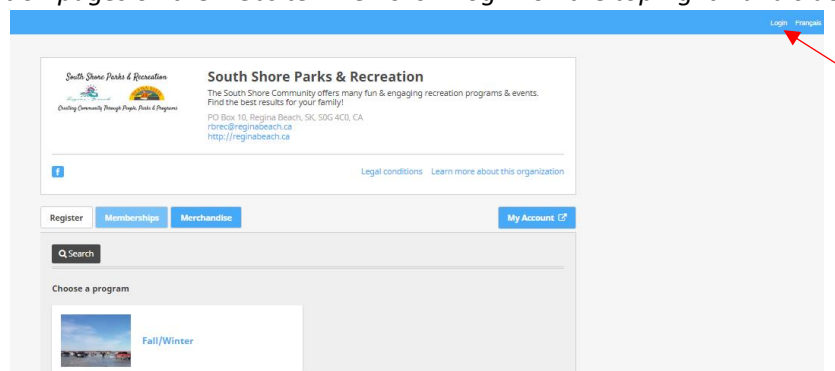
You will receive a confirmation email including this invoice and receipt shortly.

[Return to store](#) [Share](#) [Print](#)

- You can always find all emails sent to you under 'Communication' so if you every loose an email or want to look back, you can find all here



Once you already have an account you can click on the 'online registration' button on any Parks & Recreation pages on the website. Then click 'Login' on the top right-hand side



Once in the Login screen you can set this as a favourite for quick an easy access for the next time your register for a program or event.

Note: There is also the "My Account" tab which allows you to go directly to your personal account (only accessible if you have an account).