

## STEP 1: LOGIN OR CREATE ACCOUNT

1. If you don't have an existing account for HRM's Recreation system, click this link for step by step video instructions on how to [set up a new account](#) (or copy this link <https://youtu.be/0AgPyfMaPHo>) into your browser address bar.
2. Login at [recreation.halifax.ca](https://recreation.halifax.ca) with your email address and password.

**Note:** You cannot make an online booking if your account has any outstanding unpaid charges.

**NEW USER?** If you are new to our recreation system, click the **Create a New Account** button on the right to get started. Here are some video links with step by step instructions on how to set up a new [Client Profile](#) or [Search/Register](#) for programs.

**EXISTING USER?** If you already have an account in our system, but cannot access it online, please contact us. Staff will be able to link your email address to your account profile and provide you with online access.

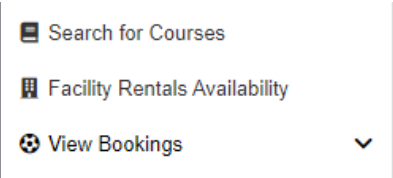
Email address\*

Password\*

[Reset Password](#) [Login](#)

## STEP 2: SEARCH FOR AVAILABLE OUTDOOR FACILITIES


3. Once logged in, choose **Facility Rentals Availability**


➔  OR ➔ 

The Facility Rentals Availability menu shows options: Search for Courses, Facility Rentals Availability, and View Bookings. The Make a booking menu shows options: Drop-ins, Programs, and Facility Rentals Availability.


4. **Advanced search** allows you to search for facilities by Event Type, geographic region Tags and date/time range:

**Advanced search**


**Type of Event** 

Event Type\*  

Capacity

Rec Centre  

All tags

**Rental duration** 

:

**Event Type:** Choose (Online) Gymnasium in Rec Centre. The \* indicates this is a required field.

**Capacity:** LEAVE BLANK. Do NOT enter a value.

**Rec Centre:** After selecting an **Event Type**, the **Rec Centre** field will default to your home Rec Centre. Choose a specific Rec Centre, or leave blank to search all facilities. Click the X to clear this field.

**All tags:** Select one or more **Tags** to search for facilities by geographic region. Click the X to clear a Tag.

**Rental duration:** Minimum rental is one-hour. Add extra time in 30 minute increments, as needed.

**Advanced search**

Click to choose a specific **Day of the Week** or leave as **All Days**.

Choose a **Date range** by clicking the calendar icon or type the dates in the boxes.

Choose a **Time range** by clicking the clock icon or type the time in the boxes.

All tags

**Rental duration**

01 : 00

**Event time**

All days

**From Date \*** (MMM DD, YYYY) Oct 28, 2021

**To Date \*** (MMM DD, YYYY) Nov 28, 2021

**From Time \*** (hh:mm A) 12:21 PM

**To Time \*** (hh:mm A) 11:59 PM

**NOTE:** To Time will default to 11:59 PM. Rec Centre rental availability hours differ by facility. Click here to see [recreation centre hours of operation](#).

5. Click **Search**, or to start over again, choose **Clear Filter** and enter new search criteria.

### STEP 3: REVIEW SEARCH RESULTS

6. Review the search results. Available time slots are listed in chronological order. Both adult and youth facility rental rates are displayed; select the one that applies to your group.

**Findlay - Gymnasium - Adult (online)**

**Available From Date:** May 03, 2022 **Day of Week:** Tuesday

**Available From Time:** 10:00 AM **Available To Time:** 04:30 PM

**Capacity:** 1

**View Details** **Book**

Gymnasium availability for the **next 14 days** is shown. Gyms can be booked online **up to 4 days before** the event. Contact the facility if you want a date less than 4 days away.

Select **View Details** for additional facility information, including the address and a map to the facility.

Select to **Book** and pay for this date/time at the facility.

If your search results list is too long:



- ✓ Choose only one **Rec Centre** or fewer geographic search **Tags**.
- ✓ Choose a shorter date range or a specific date or day of week.
- ✓ Narrow down your **From** and **To Times**.

## STEP 4: BOOK AND PAY

7. When you select **Book** (above), a rental summary is displayed. If needed, you can make changes to the Start Time and Duration, or choose **Search Again**. Choose **Next** to proceed.

Facility details		Summary	
<b>Start date *</b> (MMM DD, YYYY)	<b>End date *</b> (MMM DD, YYYY)	<b>Name</b>	Online Gymnasium Rec Centre Rental
May 03, 2022	May 03, 2022	<b>Facility</b>	Gymnasium
<b>Start time *</b> (hh:mm A)	<b>End time *</b> (hh:mm A)	<b>Event type</b>	(Online) Gymnasium in Rec Centre
11:00 AM	12:00 PM	<b>Start time</b>	Tuesday 03 May 2022 11:00 AM
		<b>End time</b>	Tuesday 03 May 2022 12:00 PM
<b>Rental duration</b> <div> <div>01</div> <div>:</div> <div>00</div> </div>		<div> <div>Total discount</div> <div>\$0.00</div> </div> <div> <div>Total Tax</div> <div>\$4.88</div> </div> <div> <div>Total including tax</div> <div>\$37.38</div> </div>	
<b>Notes</b> <div></div>		<div>Search again</div> <div>Next</div>	

8. If your online account has any outstanding charges/debt, this message will appear. **You cannot make any online bookings until all outstanding debt on your account is paid.**

Facility booking		Summary	
<div> <div>Your account is blocked, you appear to be in debt.</div> <div>Please visit the <a href="#">Bills and Payments</a> page.</div> </div>		<b>Name</b>	Online Arena Booking
		<b>Facility</b>	Arena

After making a payment to clear the debt, you will be able to make an online booking.

9. Review the **Last-minute Rental Rules and Conditions** that outline the conditions of rental.

Facility booking	
<div> <div>1</div> <div>&gt;&gt;&gt; LAST MINUTE RENTAL RULES AND CONDITIONS: 1. Last Minute Rentals are not and cannot be used to replace regular bookings. 2. All terms &amp; conditions of a standard rental contract for the facility apply to Last Minute Rentals. Rental contract terms &amp; conditions can be found at <a href="#">halifax.ca/LastMinute</a>. 3. Last Minute Rentals are final and are non-refundable. 4. HRM reserves the right to limit Last Minute Rentals where it is considered to be used for profit or gain, or is being abused to replace regular contract bookings. 5. Last Minute Rentals are booked on a first come, first served basis. 6. HRM reserves the right to cancel or amend the implementation of Last Minute Rentals at any time at its discretion. If a booking is cancelled by the recreation facility, a credit for the booking will be added to the client's account.</div> </div>	

10. Indicate that you accept the Last Minute Rental Rules and Conditions and the [rental contract terms and conditions](#) for HRM indoor facilities. When finished, choose **Add to cart**.

The screenshot shows a rental booking form with three agreement sections on the left and a summary box on the right.

**Agreement sections:**

- I agree that equipment set-up is my responsibility \***  
☐ I will set-up/take down any equipment used. Contact the facility about what equipment is available. X
- I accept all rental rules & conditions above \***  
☒ Yes X
- I accept the rental contract terms/conditions for: \***  
☒ HRM Indoor Facilities Contract X

**Summary box (right):**

- Total discount
- Total Tax
- Total including tax

**Buttons (bottom right):**

- Search again
- Add to cart** (highlighted with a green arrow)
- Previous

11. The booking is added to the online Cart. The next page will show the details of your rental. You can choose to **Add another rental** to make another booking, or **Go to cart** to make payment now.

The screenshot shows the rental details page with tabs for Event details, Facilities and items, and Notes.

**Event details:**

- Reference: 424352 (New)
- Name: Online Gymnasium Rec Centre Rental
- Event type: (Online) Gymnasium in Rec Centre
- Dates: May 03, 2022 10:00 AM - May 03, 2022 11:00 AM
- Expected Attendees: Not Set


**Event Extras:**

**Charges:**

Charges	
Booking total	\$32.50
Balance outstanding	\$32.50

**Buttons (bottom right):**

- Add another rental
- Go to cart** (highlighted with a green arrow)

12. From the **Cart**, review your rental summary and choose **Continue** to make payment. To cancel the rental from your cart, click the  and confirm that you want to remove the booking.

13. View the **Terms & Conditions** and click "I accept the terms & conditions". Select **Continue to Payment**.

**Select payment method**

Payment method \*

Enter on next step

Choosing a payment method from the following list will pay for all recurring payments along with any fees due today.

☒ I accept the terms & conditions \*

[View Terms & Conditions](#)

Subtotal before tax	\$32.50
Tax	\$4.88
<b>Total to pay</b>	<b>\$37.38</b>

**Total to pay now** \$37.38

[Continue to payment](#)

[Previous](#)

[Book another](#)

14. Enter your credit card information and choose **Pay Now**.

**Card payment**

[Cart Summary](#) [Payment options](#) [Payment Summary](#) [Payment](#) [Confirmation](#)

Card Number \*

Security Code \*

Expiry Month \*

Expiry Year \*

Cardholder's Name \*

For example: Adam Smith

Amount payable: \$253.00

[Return to cart](#) [Pay now](#)

15. You will receive a **Confirmation Notice** (receipt) email. Check your Junk/SPAM folder if the email does not appear in your inbox. Bring the confirmation notice with you to the facility on the day of your rental.