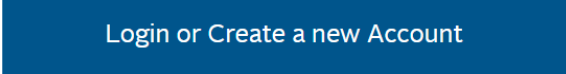


**Register Program****ONLINE**


These steps describe how to use your online account to register for programs. The examples used will be for Aquatics programs and there are several search options available.

## LOGIN TO ONLINE ACCOUNT

Go to [Halifax.ca/MyRec](https://Halifax.ca/MyRec) and click **Login or Create a new Account**.

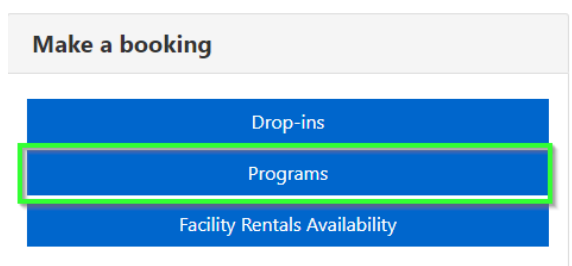
A dark blue rectangular button with white text that reads "Login or Create a new Account".

1. Enter the **email address and password** currently registered in the Halifax.ca/MyRec system **OR** create a new account.
2. If needed, select **Reset Password** and follow the steps provided in the email you receive.

A dark red rectangular button with white text that reads "Reset Password".

## SEARCH FOR PROGRAMS

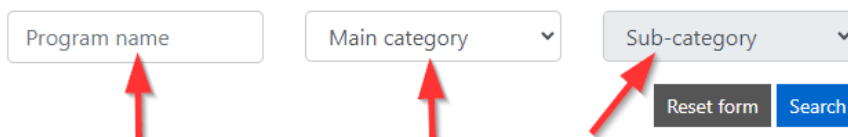
3. Once logged in to your account, under **Make a booking**, chose **Programs**.



## SEARCH BY NAME, MAIN CATEGORY AND SUB-CATEGORY

4. Use one or more of these three options to search for a wide range of programs. **NOTE: Choose Reset form each time you want to clear your search and start a new search.**

Alternatively, you can add basic search criteria below. If you wish to refine the results further, click on the filter option.

A search form with three input fields: "Program name", "Main category" (a dropdown menu), and "Sub-category" (a dropdown menu). Below each field is a red arrow pointing upwards. To the right of the "Sub-category" field are two buttons: "Reset form" (grey) and "Search" (blue).

## Register Program

ONLINE

**Program Name:**

- If you know the **Program name**, enter it in the first field and choose **Search**. Using Aquatics (swimming) programs as an example, enter text like **Swimming, Swimmer 1, Parent & Tot, Bronze Cross**, etc.
- You may get a very long list of results so use the **Main Category** and **Sub-category** options to get a more refined list.

**Main Category:**

- This option can be used after choosing a program name or it can be used on its own to get a more general list of programs under categories like Child Swimming, Preschool Swimming, etc.

Alternatively, you can add basic search criteria below. If you wish to refine the results further, click on the filter option.

Program name  Main category  Sub-category

Start Date: Thu Apr 13, 2023  
Next session: Thu Jun 08, 2023 PM  
Day of week: Thur  
Session duration: 0 h 35 m  
Capacity: 2 out of 5 places ref

Adult Skating  
Adult Sport  
Adult Swimming  
Child Adventure Earth Outdoor  
Child Arts and Crafts  
Child Camps  
Child Dance/Drama/Music  
Child Fitness  
Child General Interest  
Child Skating  
Child Sport  
Child Swimming  
Family Adventure Earth Outdoor  
Family Arts and Crafts  
Family Dance/Drama/Music

Search

PreviousNext

**Sub-category:**

- This option helps to limit your search results to a specific location (like a pool/beach) or to a specific community or geographic area for non-aquatics programs. After choosing the **Category**, you can choose a **Sub-category** that relates to your search.
- In the example below, I chose **Child Swimming** as the **Main Category** and chose **Outdoor Pools** as the **Sub-category**.

Alternatively, you can add basic search criteria below. If you wish to refine the results further, click on the filter option.

Program name  Child Swimming  Sub-category

Sub-category  
Beaches  
Canada Games Centre  
Cole Harbour Place  
Needham Pool  
Outdoor Pools  
SSS Pool  
St Margaret's Centre  
Wave Pool  
Zatzman Sportsplex

Search

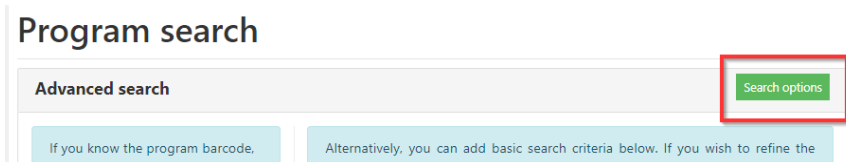
PreviousNext

Register Program

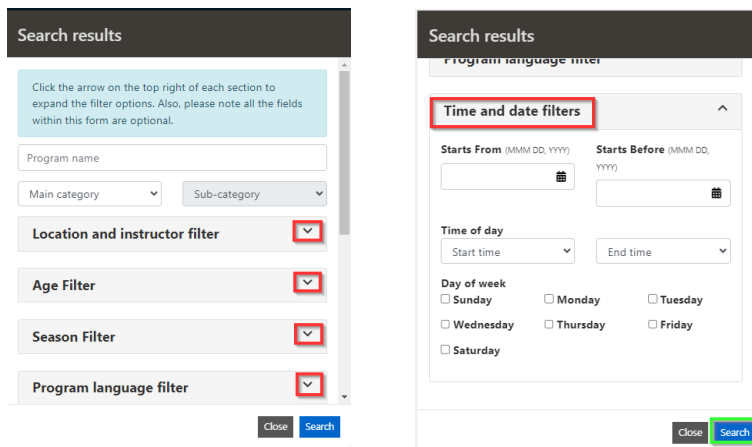
ONLINE

**MORE SEARCH OPTIONS**

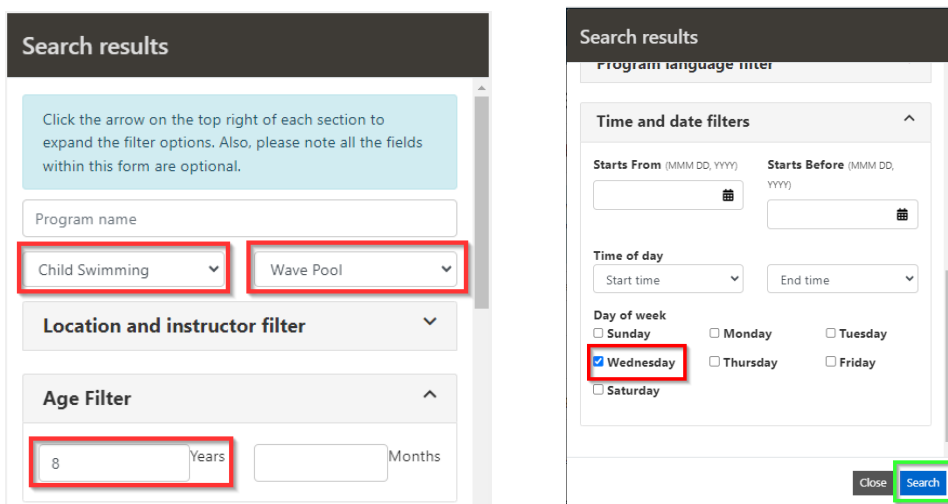
- If you want to refine your search even further, there are options to limit your search results by age, program time of day, day of the week, etc.
- Under **Program search**, choose the **Search options** button.



- Click the arrows to see the available options and make selections. Choose **Search**.



- Example:** I am looking for Swimming lessons for an 8-year-old at the Wave Pool on Wednesdays. Using the **Search Options** button, make the selections and choose **Search**:



Register Program

ONLINE

9. The results meet the search options you chose. To re-do your search, choose the **Search options** button again and make changes or to do a brand-new search, choose **Reset form**.



REGISTER AND PAY

10. From the list of results, scroll through and find the program you want to register for and click the arrow.

Swimming - Swimmer 1
➤

**Rec Centre :** Capt William Spry

**Age range:** 4 years and 11 months - 14 years and 11 months

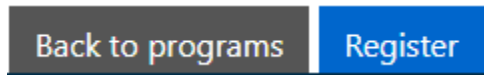
**Start Date:** Wed Jul 05, 2023 – 4:00 PM

**Next session:** Wed Jul 05, 2023 – 4:00 PM

**Payment options**

Pay in full

11. Program details will be outlined so review and choose the **Register** button at the bottom.



12. Select the program participant from your list and choose **Next** (I'm choosing Felix Barrett).

### Select participant

Participants selection

**Participant (required)**

Select a Participant

Select a Participant

Snow White

Felix Barrett

Pat Barrett

Sleepy Dwarf

Summary

**Name** Swimming - Swimmer 1

**First session** Jul 05, 2023 - 4:00 PM

**Last session** Aug 23, 2023 - 4:00 PM

Program details Next

13. Click **Pay the full cost now**, review the charge and choose **Next**.

Select your payment type

Pay the full cost now

Summary

**Name** Swimming - Swimmer 1

**First session** Jul 05, 2023 - 4:00 PM

**Last session** Aug 23, 2023 - 4:00 PM

**Total tax** \$0.00

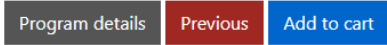
**Total including tax** \$49.04

Program details Previous Next

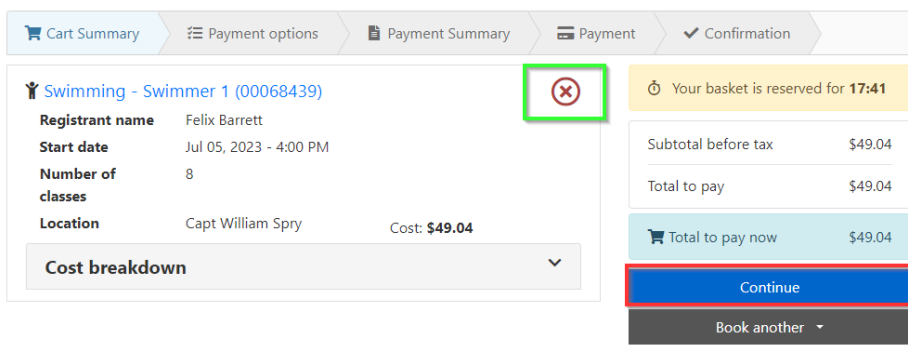
**Register Program**

**ONLINE**

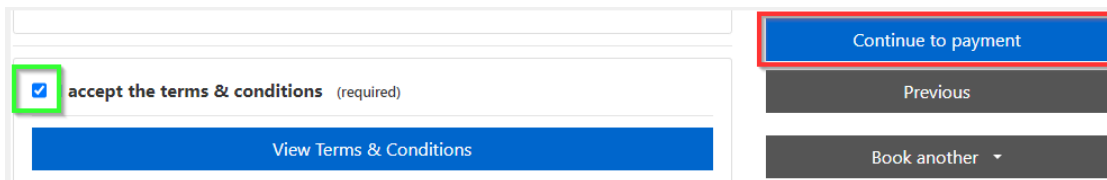
14. You may be prompted to answer questions about inclusion support, toilet training, etc. so answer each question and choose **Add to cart**.



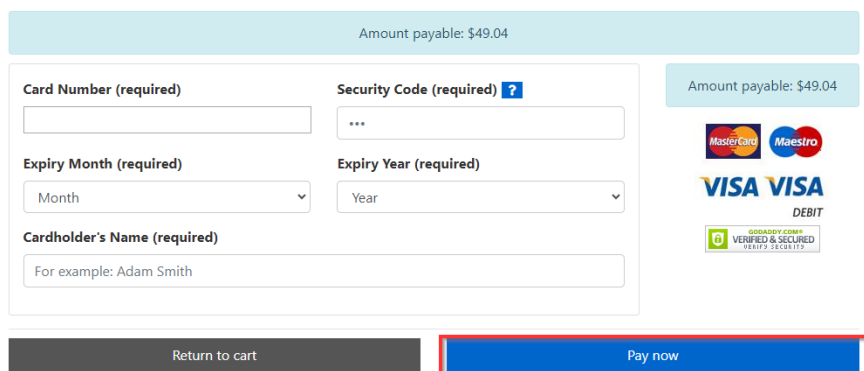
15. Review your selection and if needed, choose the **red X** to remove the item from your cart/basket. If the program looks fine, choose **Continue** to make payment.



16. Accept the terms & conditions, choose Continue to payment.



17. Enter your credit card information, choose **Pay now** and you will receive an email confirmation that the program is registered.



For assistance, call the registration line at 902-490-6666.