

## Online Program Registration

On May 15, 2018 Summer program registration opens. You will notice that program registration will look a little different as we move to a new registration system called PerfectMind.

Program registration is as easy as a click of a mouse.

**Follow these simple guidelines to set up your account and start registering**

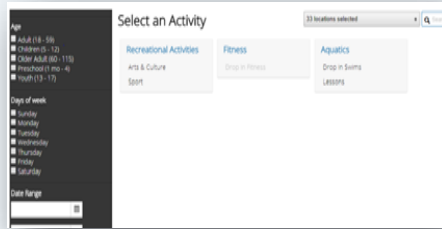
1. Sign in at <http://newtecumseth.ca/residents/parks-recreation>. You will need an online account to access the online registration portal. For instruction on how to create your secure account, see the back of this publication.

2. Click **Register Online Now** on the Parks, Recreation & Culture page.

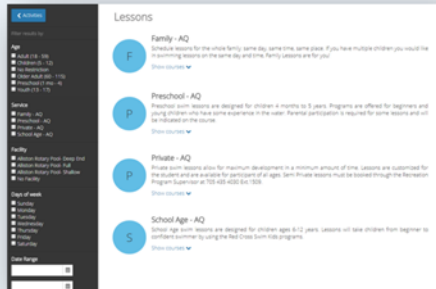


3. Select a Category and Sub-Category that you are interested in.

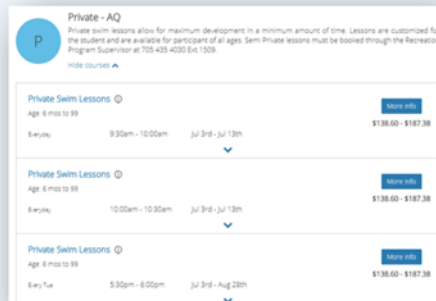
For example. **Recreational Activities - Sport**



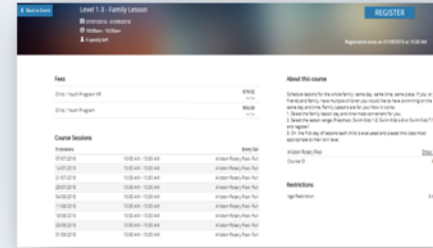
4. Click on the sub-category that you are interested in. Fine tune your search results by using the filter options on the left side of the screen.



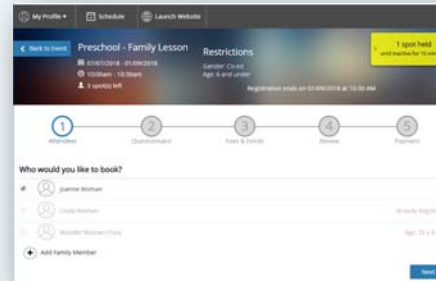
5. Click **Show Courses** located at the bottom of Sub-category description to see program dates and times. Click "More Info" button for details on each program.



6. Detailed program information will be displayed, such as class dates, course description, fees, age restrictions. Click the blue **"Register"** button on top right of screen. To go back to course listings click **"Back to Event"** button.

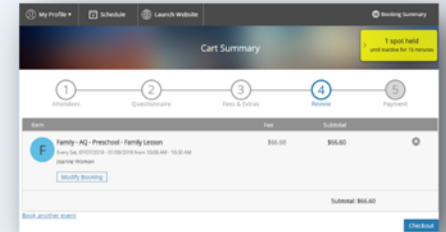


7. On left bottom of screen, select person to be registered in program. Click **"Next"**. You now have 15min to complete your registration.

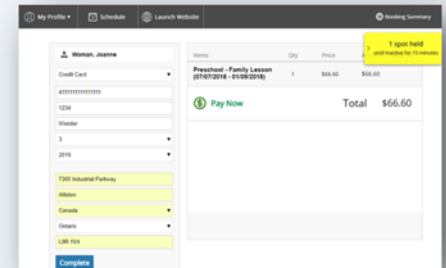


8. Complete the mandatory Questionnaire. This provides the instructor with important information prior to the start of the program. Click **"Next"**.

9. Cart summary is shown confirming registrant, program and fees. Click **"Book another event"** to register for another program or register another family member. Click **"Checkout"**.



10. At the Checkout page, enter credit card information and complete required fields. Press **"Complete"** to proceed.



11. Click **"Registration Confirmation"** to electronically sign agreement. Click **"Done"** when you have signed, followed by **"Save"** at top of agreement.

**Congratulations!**

You have just completed your first online registration.  
**Pretty easy eh?**