

**Book a Drop-In Class ONLINE**

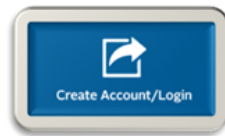
**Customer Guide**

These steps describe how to use your online account to book drop-in classes / activities. Examples include: Drop-in Zumba class or a drop-in fitness centre time or use a court.

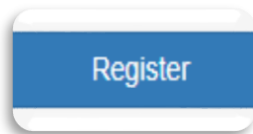
**STEP 1A: REGISTER ONLINE ACCOUNT – IF YOU ARE CURRENTLY IN THE REC SYSTEM**

**YOU NEED YOUR OWN ONLINE ACCOUNT TO BOOK A DROP-IN ONLINE.** If you are already in the recreation system and have your **Member Number**, use the step below to **REGISTER** an online account.

1. Go to **Halifax.ca/MyRec** and click **Create Account/Login**.



2. Click **Register** button and follow prompts to configure a new online account.

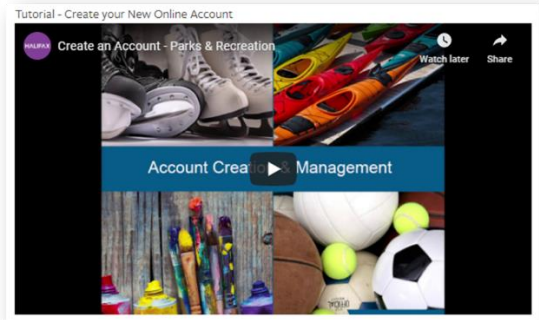


(using a unique username – different from other family members)

**STEP 1B: NEW ONLINE ACCOUNT – IF NEW TO THE SYSTEM**

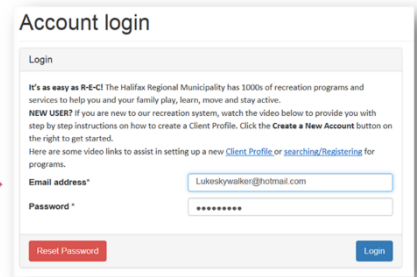
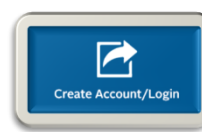
**YOU NEED YOUR OWN ONLINE ACCOUNT TO BOOK A DROP-IN ONLINE.** If you are new to the recreation system, use the step below to **SETUP** a new online account.

3. Go to **Halifax.ca/MyRec** to view the instructional video and follow directions to setup an online account.

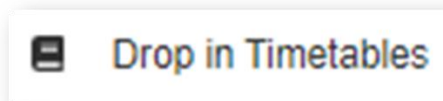


**STEP 2: FIND/SELECT CLASSES**

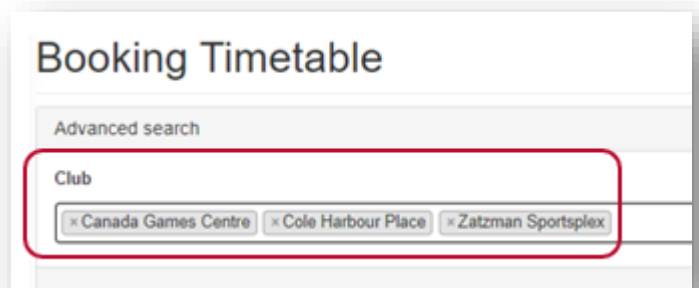
4. Go to **Halifax.ca/MyRec** log into your online account using **Create Account/Login**.



5. Select **Drop in Timetables** from the left side column.



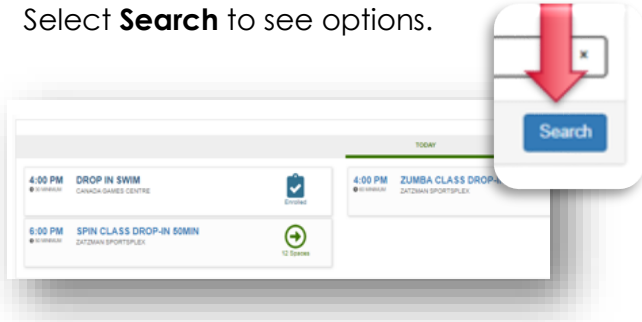
6. Click **inside the club bar** to open the club selection options and select one or more **Clubs** to search.



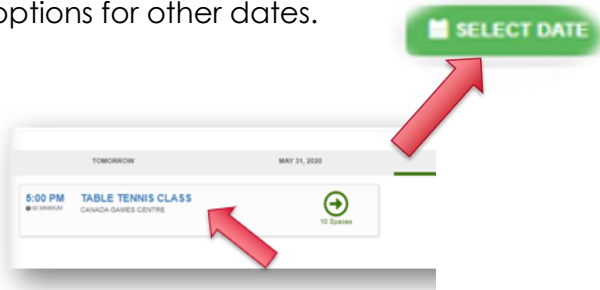
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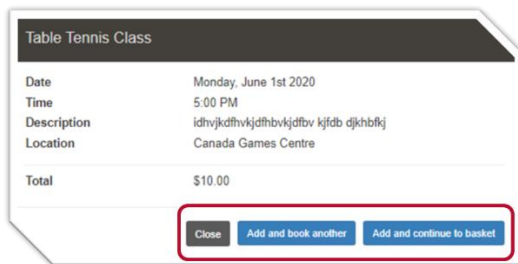
7. Select **Search** to see options.



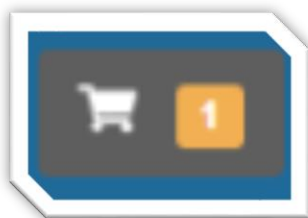
8. Select your class or use **Select Date** to see options for other dates.



9. Select **Add and Continue to Basket** or **Add and Book Another**.

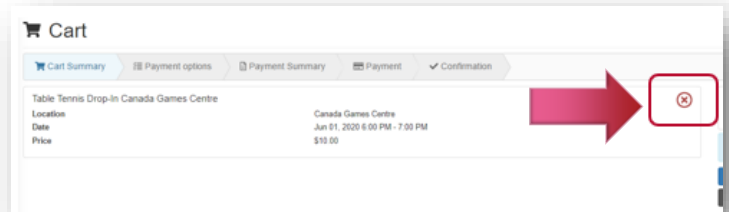


**NOTE:** You can always access your cart items by clicking the Cart icon at the top right of your screen.



**STEP 3: PAYMENT PROCESSING**

10. Confirm the item(s) in your cart. Cancel items by clicking the **red X**.



11. Click **Continue**.



12. Complete the remaining payment process by completing the following:

- a. Click the box next to **"I accept the terms and conditions"**.
- b. Select a pre-registered payment card or Enter **payment card information**.
- c. Click **Pay Now**.
- d. Receive a **payment confirmation email**.

**STEP 4: VIEW BOOKINGS**

13. Use the **View Bookings >> View My Bookings** feature from the left side menu.

