

## How to register for West Grey Recreation Programs:

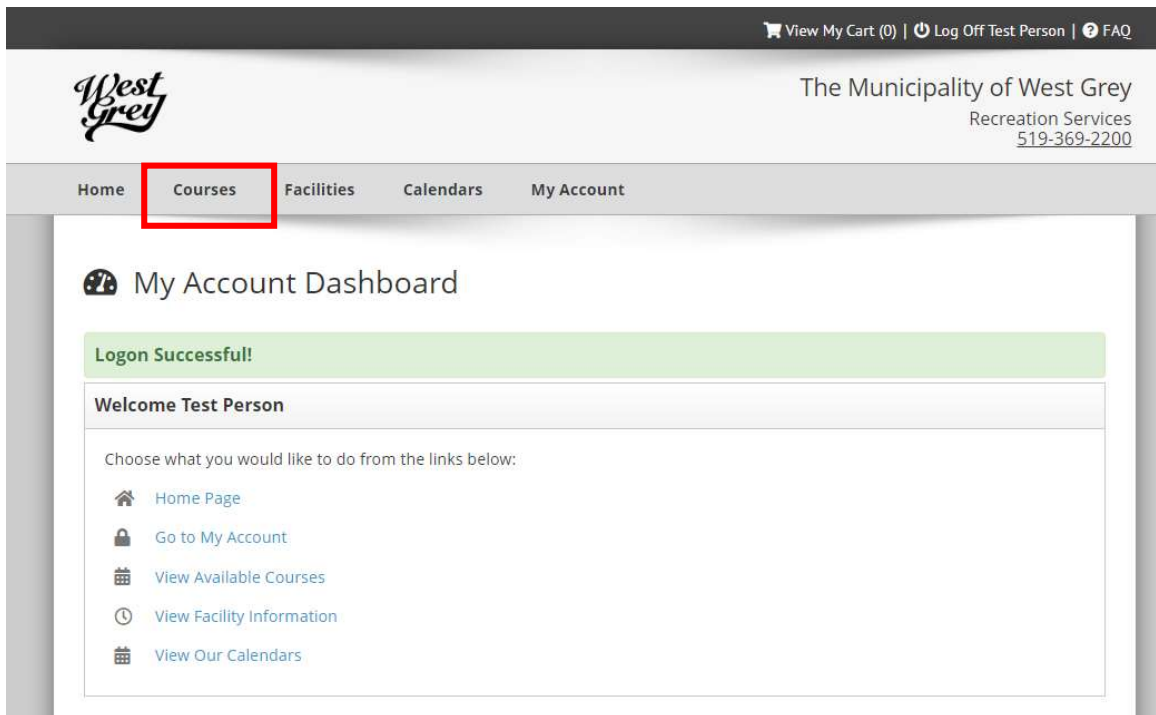
1. Go to <https://app.booking.ca/westgreypub>
2. Click on “Log On’ in the top right hand corner

The screenshot shows the homepage of the Municipality of West Grey Recreation Services. At the top right, the 'Log On' link is highlighted with a red box. The page includes a navigation menu with 'Home', 'Courses', 'Facilities', 'Calendars', and 'My Account'. The main content area features a 'Public Access Website' section with a 'Register Now' button and a 'View Course Calendar' button. A 'MY ACCOUNT' section is also visible, containing a 'Logon to Account' link and options to 'Edit Contact Info & Manage Family Members' and 'View Account & Client History'.

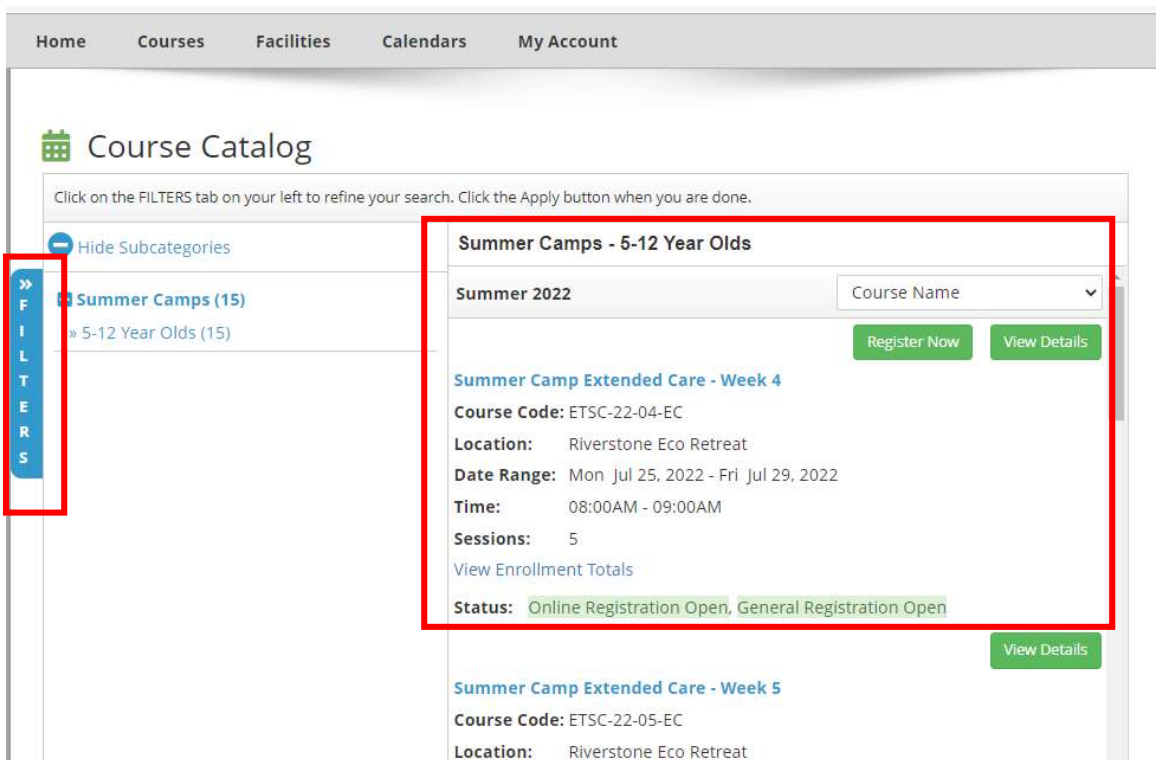
3. Login with your account or create a new account (if creating a new account, you must verify your email to activate the account – be sure to check your spam / junk folder)

The screenshot shows the 'Account Logon' page. The 'Logon To My Account' form is highlighted with a red box, containing fields for 'Username' (Person@email.com) and 'Password' (masked with dots), a 'Remember Me' checkbox, and a 'Logon' button. To the right, the 'I Don't Have An Account' link is also highlighted with a red box. Below the login form, there is a 'I Forgot My Password' link. At the bottom, there is a section for 'ACCOUNT CREATION INSTRUCTIONS' with a link to 'Click here for instructions on how to create an account.' A yellow banner at the bottom states: 'For parents enrolling their children please be sure to create a family account with yourself as the billing client and your children as family members.'

- Once you log in, select courses along the top of the screen



- Select the course(s) you would like to register for by clicking “register Now”. If you do not see the course you are looking for, check you have the correct filters / season selected in the blue tab. (i.e. Camp, Craft Show, Bag Tags)



- Once in your cart you can either checkout to register in the selected course, or click “keep shopping” to add more courses to your cart. To remove items from your cart, click “remove” on the courses you no longer want

Home Courses Facilities Calendars My Account

### Shopping Cart

**Course Registrations - Item Information**

<b>Enrollee:</b>	Test Person - #20	<b>Select Rate:</b>	
<b>Season:</b>	Summer 2022	<input checked="" type="radio"/> Extended Care (\$5 Daily) - 25.00	25.00
<b>Course Name:</b>	Summer Camp Extended Care - Week 4		<b>Course Total:</b> 25.00
<b>Course Code:</b>	ETSC-22-04-EC		
<b>Status:</b>	Enrollment Pending		

[Remove](#)

<b>Subtotal:</b>	25.00
<b>Total:</b>	25.00
<b>Total Courses:</b>	25.00

[Keep Shopping](#) [Update](#) [Next >](#)

7. To check out, click next.

Review Details

Please Review Your Purchase Details Below

**Total Due Today: \$25.00 CAD**

**Course Registrations - Item Information**

<b>Enrollee:</b>	Test Person - #20	<b>Selected Rate For:</b>	
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<b>Subtotal:</b>	25.00
<b>Total:</b>	25.00
<b>Total Courses:</b>	25.00

[« Back to Cart](#) [Process Payment »](#)

- Review your cart details are accurate and click “process payment” if you need to review or change anything click “back to cart” and follow the prompts.
- Enter your card details and select make payment, upon confirmation your receipt information will be automatically emailed to the account on file.

**Need Help? Please call 519-369-2200**