

## Online Registration Instructions

### 1. How do I register for a program?

- ⌚ Click on the Programs tab where you can browse for a program by barcode or by brochure category.
- ⌚ Once you choose a program, click on the ADD key to place the course in your basket.
- ⌚ Enter your Client Barcode and Account PIN in the designated areas. If you do not have these numbers, please call Recreation & Culture at 250 469-8800 or email [recreationandculture@kelowna.ca](mailto:recreationandculture@kelowna.ca).
- ⌚ Select the client you wish to register for the program(s).
- ⌚ At this point, you may continue shopping or check out. Checking out will take you to the My Account tab where you can verify your account balance and make your payment. Clicking Make a Payment will begin the payment process.
- ⌚ Once you have entered your credit card information, be sure to print a receipt for your records. Receipts for on-line registrations will not be mailed out by Recreation & Culture.
- ⌚ After you have completed the above steps, select the Log-Out button near the top of the page. We recommend that you purposefully log out.

If you encounter any problems or have further questions, please refer to our Frequently Asked Questions link from the Help Desk tab which may help you find the answers. If not, please call us at 250 469-8800 or send us an email at [recreationandculture@kelowna.ca](mailto:recreationandculture@kelowna.ca)