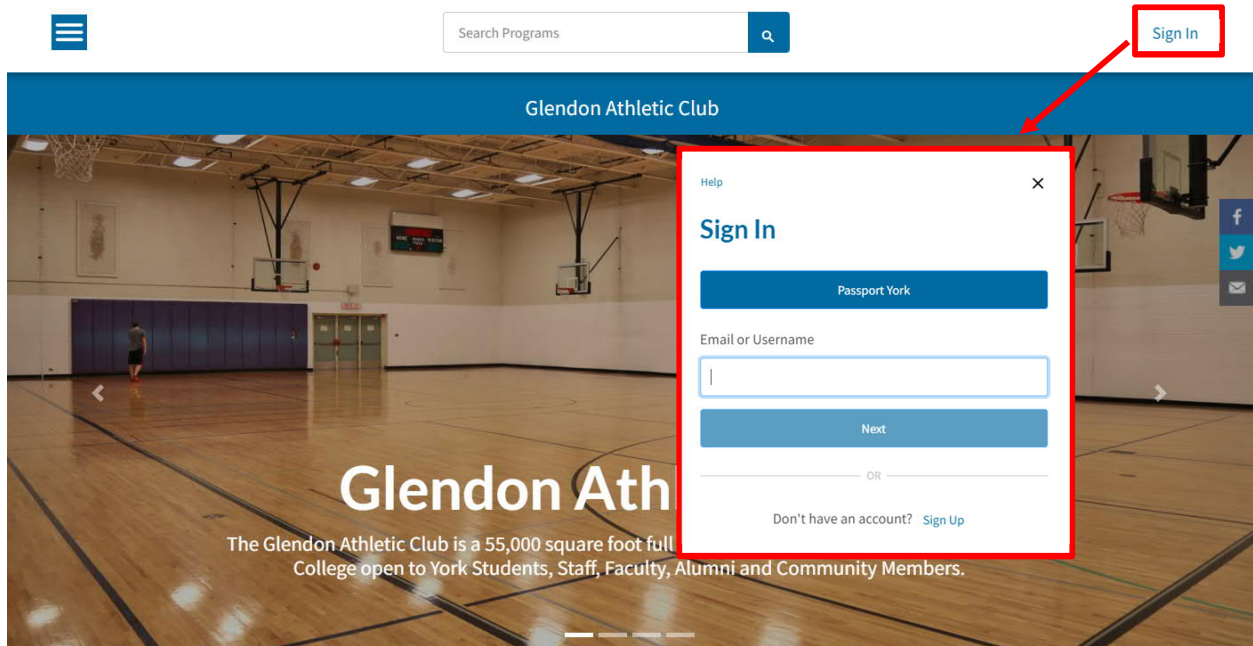


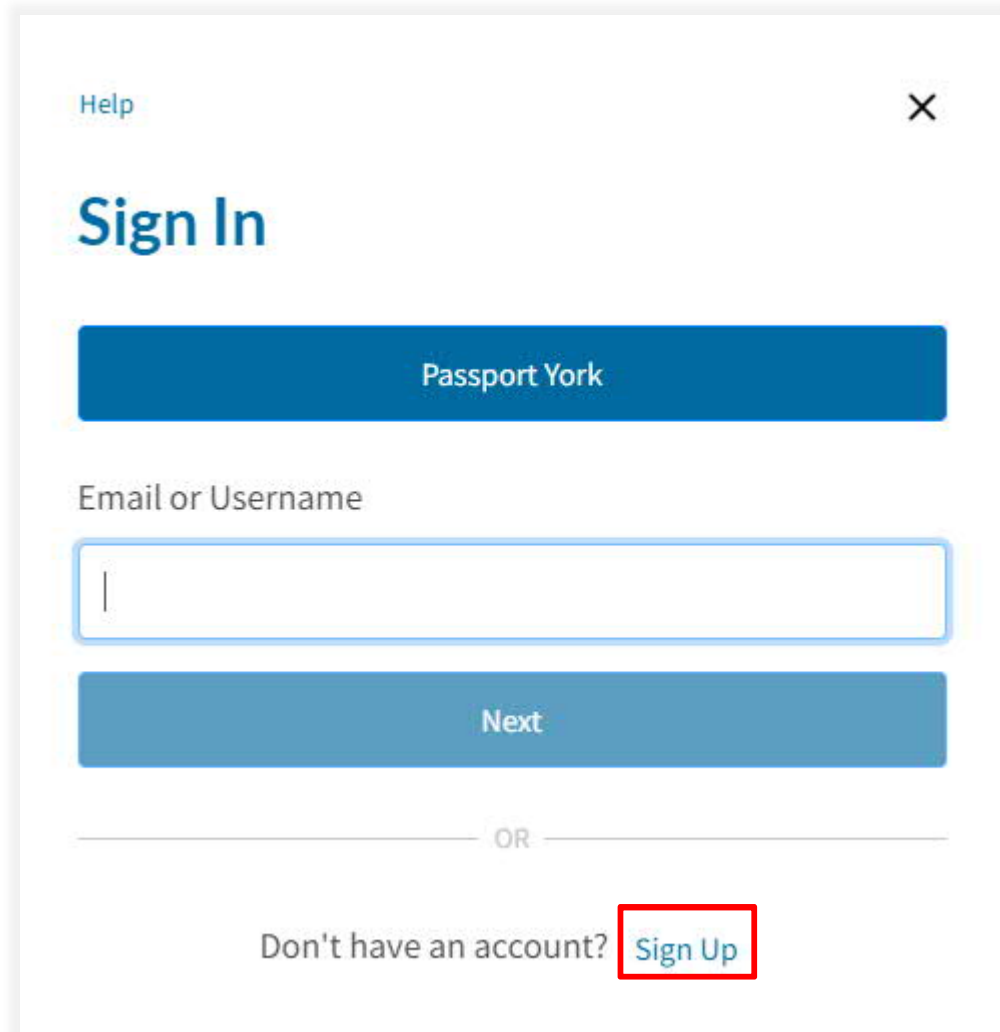
How to Register for Programs

1. Sign into the Member Portal.



1. Use the **Sign In** button to sign into the member portal.
 - a) Community Members: Enter in your email or username and click next. The following page will prompt you for your password. If you do not have an account see **1.1. Creating an Account**
 - b) Current Students, Faculty and Staff: Use the blue **Passport York** button and sign in with your PPY credentials.

1.1. Creating an Account



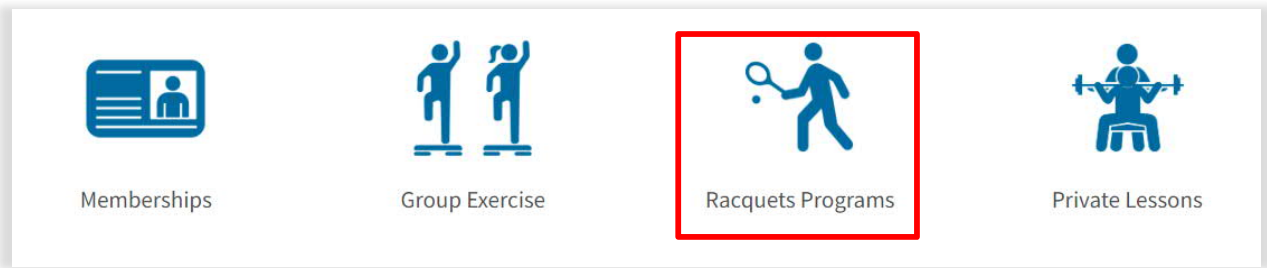
The image shows a 'Sign In' form for Passport York. At the top left is a 'Help' link and at the top right is a close button (X). The main heading is 'Sign In'. Below this is a dark blue button labeled 'Passport York'. Underneath is the label 'Email or Username' followed by a text input field with a vertical cursor. Below the input field is a blue button labeled 'Next'. A horizontal line with 'OR' in the center separates this from the bottom section. At the bottom, it says 'Don't have an account?' followed by a blue 'Sign Up' button, which is highlighted with a red rectangular box.

1. Click Sign up.
2. Fill in the prompts with your information.

You can also contact the membership office and have someone assist you with setting up your online account.

Note: this is only for community members. If you are a student, faculty or staff member please use your Passport York to sign in.

2. Navigate to the Racquets Programs Icon



1. Navigate to **Racquets Programs**

3. Select Program

The screenshot shows a 'Search Programs' interface. On the left, there are three filter panels: 'Classification' (1), 'Session' (2), and 'Category' (3). The 'Classification' panel has 'Racquets' selected. The 'Session' panel has 'Spring 2022' selected. The 'Category' panel has 'Racquet Sports' selected. On the right, a list of programs is shown under the breadcrumb 'All Categories / Racquet Sports'. The programs are: 'Junior Jumpstart Program' (\$150.00), 'Pickleball' (\$95.00), 'Squash - Boot Camp' (\$120.00 - \$170.00), 'Squash - Fundamentals Advanced' (\$190.00), and 'Squash - Fundamentals Beginner' (\$190.00). A red box highlights the program list area, with a callout '4' pointing to the 'Junior Jumpstart Program' entry.

Classification	Session	Category	Program Name	Price
Racquets	Spring 2022	Racquet Sports	Junior Jumpstart Program	\$150.00
			Pickleball	\$95.00
			Squash - Boot Camp	\$120.00 - \$170.00
			Squash - Fundamentals Advanced	\$190.00
			Squash - Fundamentals Beginner	\$190.00

1. Select the Classification for the desired program
2. Ensure the correct session is selected (ex. Camps are run in the Summer session)
3. Optional: Use the category to filter the programs
4. Click on the desired program

4. Register for Program

Program Offerings

Saturday 11:00am \$190.00
Spring 2022 4 spot(s) available

1 [Register](#)

Summary	Dates	Time	Location	Status
every Saturday from 11:00 AM to 12:00 PM	Starting Sat, Apr 2 2022 and Ending Sat, Jun 4 2022	11:00 AM to 12:00 PM	Squash Courts	
No Class	Sat, Apr 16 2022	11:00 AM to 12:00 PM	Squash Courts	Cancelled
No Class	Sat, May 21 2022	11:00 AM to 12:00 PM	Squash Courts	Cancelled

1. Select **Register**

5. Select Family Member

Select Family Member ×

Registration options may change depending on the family member.

1

<input checked="" type="radio"/>	Cece Halpert	Jan 1, 2008
<input type="radio"/>	Pam Beesly	Jan 1, 1982
	Age Restricted	
<input type="radio"/>	Jim Halpert	Jan 1, 1980
	Age Restricted	

[+ Add a Family Member](#)

2

Register

1. Select the person who is registering for this class.
2. Click **Register**

5. Provide Emergency Contact

Please provide the following contact(s):

Emergency Contacts

First Name	Last Name	Home	Mobile	Email	
Michael	Scott	(555) 123-456		msscott@test.ca	Delete

Add a new Emergency Contact

Cancel Continue

1. For youth programs: Add an emergency contact and click **Continue**

6. Checking Out

Shopping Cart

Jim Halpert O-13650

Item	Customer Name	Quantity	Unit Price	Total	
Program: Squash - Fundamentals Beginner Program Offering: Saturday 11:00am	Cece Halpert	1	\$220.00	\$220.00	Remove

Enter promo code... [Apply](#)

Subtotal: \$220.00
Tax: \$0.00
Total: \$220.00

[Continue Shopping](#) [Checkout](#)

Proceed to Checkout

Do not click **Back** or **Refresh/F5** on your browser
Processing may take few minutes

[Cancel](#) [Checkout](#)

1. Select **Checkout**.
2. Select **Checkout** again on the next pop up screen.

7. Payment Details

Mandatory fields marked by *

Payment Details

Transaction Amount: \$ 50.85 (CAD)



Order ID: O-12514

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

1. Fill in the fields and click **Process Transaction**.

8. Purchase Complete

Your order was processed successfully

Payment was Successful
A receipt has been sent to you.

Jim Halpert **O-11891**

Item	Customer Name	Quantity	Unit Price	Total
Program: Squash - Fundamentals Beginner Program Offering: Saturday 11:00am	Cece Halpert	1	\$220.00	\$220.00

Subtotal:	\$220.00
Tax:	\$0.00
Total:	\$220.00

1. You are now registered in a GAC program! A receipt will be emailed to you.