

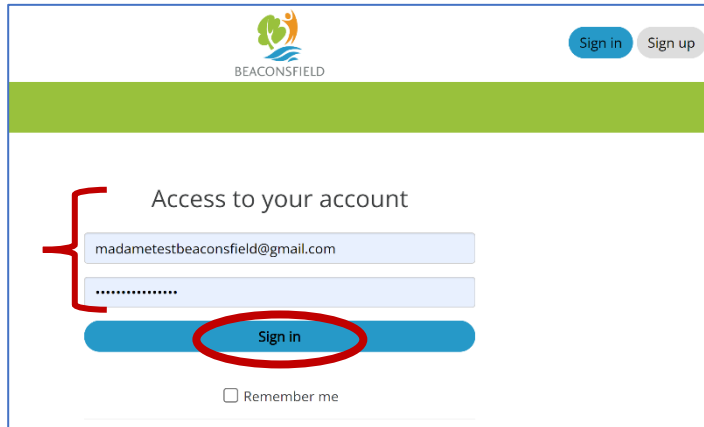
NEW REGISTRATION PROCEDURE

ALL USERS MUST CREATE A NEW ACCOUNT ON THE IC3 PLATFORM FOR ALL FAMILY MEMBERS BEFORE REGISTERING.

STEP 1

Connecting to your new account

- Enter your email address, and your password.
- Click on **Sign in**.



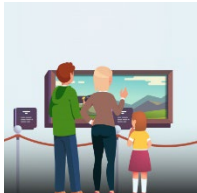
STEP 2

Find your activity

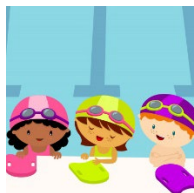
(2 options)

1. Search by Images:

Click on the image describing the activity type. Specific activities will be offered.



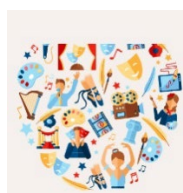
Cultural or Library activities



Aquatic activities



Sport activities



Special Events

2. Search by Keywords:

You can do a search by the **title of the activity**.

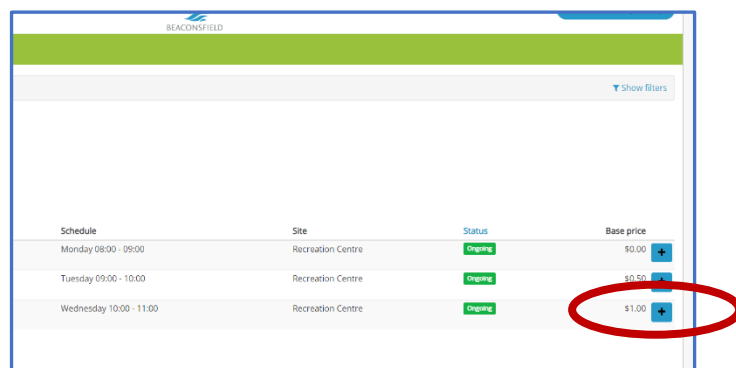
You can also do a search by **age groups**, by **locations** or by **sessions**.

- Click on **Search an activity** and write down your keywords.
- Click on **Search** to see the requested activities.

STEP 3

Activity selection

- Select your choice by clicking on the **+** symbol (on the right hand side).



Schedule	Site	Status	Base price
Monday 08:00 - 09:00	Recreation Centre	Opening	\$0.00
Tuesday 09:00 - 10:00	Recreation Centre	Opening	\$0.00
Wednesday 10:00 - 11:00	Recreation Centre	Opening	\$1.00

STEP 4

Participant selection

- Select the family member(s) your want to register in the activity.
- If you want to register in other activities, click on **Continue shopping**.
- once your selections are completed, click on **Checkout**.

STEP 5

- Make sure that all your information is correct.
- Then click on **Cart section completed**.

STEP 6

Payment

- Read and tick the box **I have read the online purchase usage conditions and accept them.**

Free activity:

For a free registration, tick the box **No payment required** (default option).

Registration fee payment:

For a chargeable activity, tick the box **By credit card** method.

- Then, click on **Confirm**.
- Complete the required information on the payment page,
Then click on **Pay**.

STEP 7

Registration confirmation

- An email confirmation will be sent to you.

The transaction details will also be available in your profile page under **Transactions**.

If you have any questions or need support, please contact
the Culture & Leisure Department at 514 428-4520 or at loisirs@beaconsfield.ca