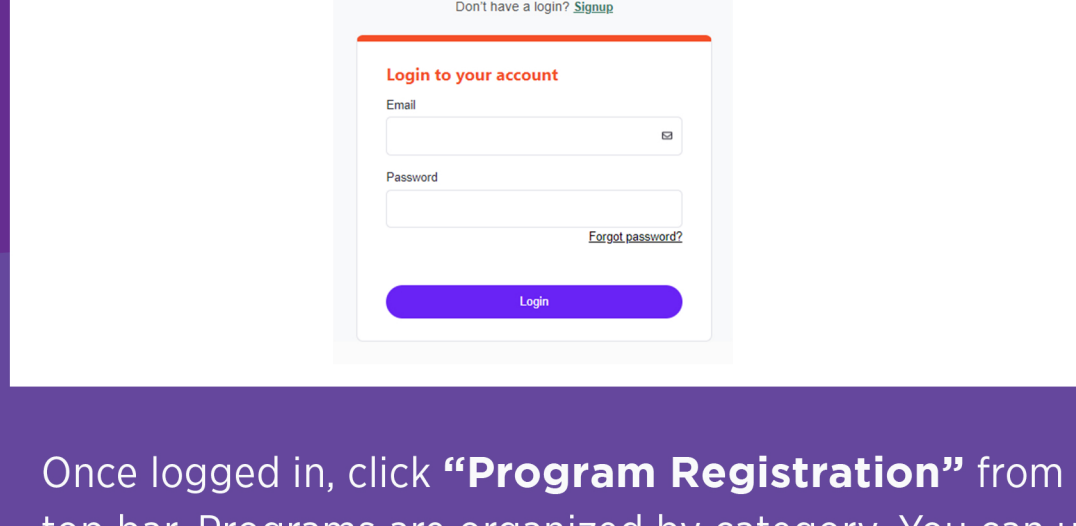


RECREATION REGISTRATION SYSTEM CUSTOMER RESOURCE GUIDE

Registering in Registered Programs

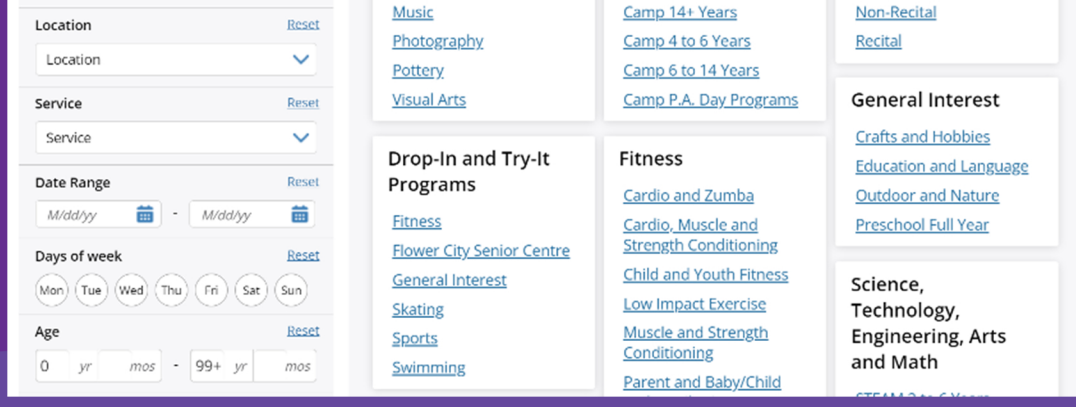
STEP ONE

Log into the City of Brampton's Recreation registration system at CityOfBrampton.PerfectMind.com.



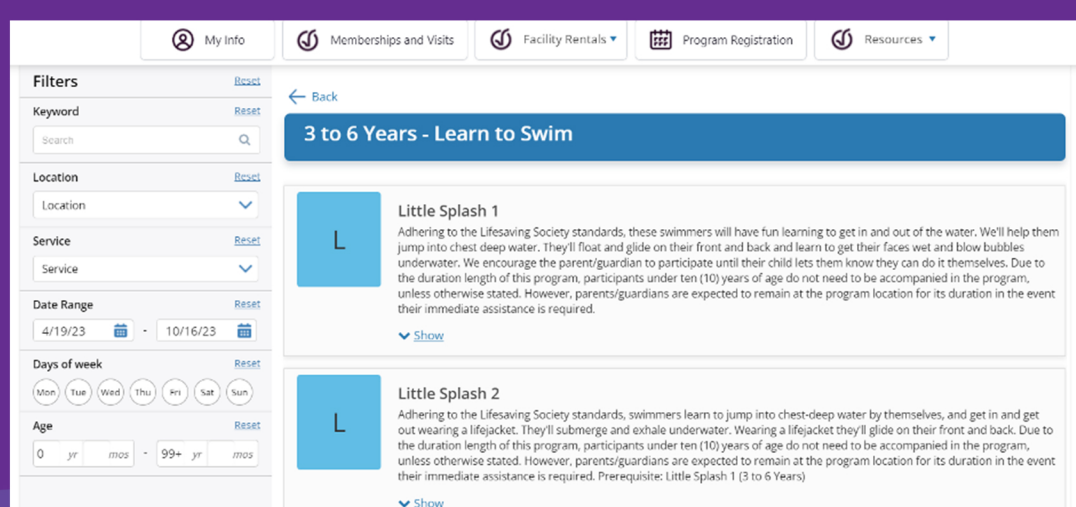
STEP TWO

Once logged in, click **“Program Registration”** from the top bar. Programs are organized by category. You can utilize the filter options on the left to narrow your search results. You can filter by keywords, location, service type, day of the week or age.



STEP THREE

Click on an activity, this will open up all courses available within that activity. Click **“show”** to see details such as dates, time and location of the course.

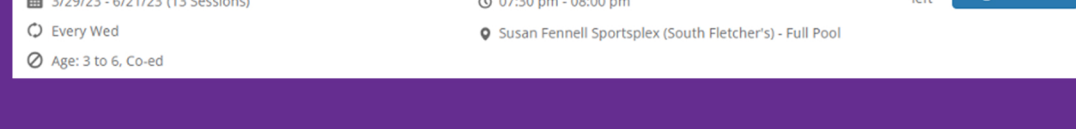


Note: Be sure to look at the start date under the Course. Select a course that is starting in the correct session you are looking for.

STEP FOUR

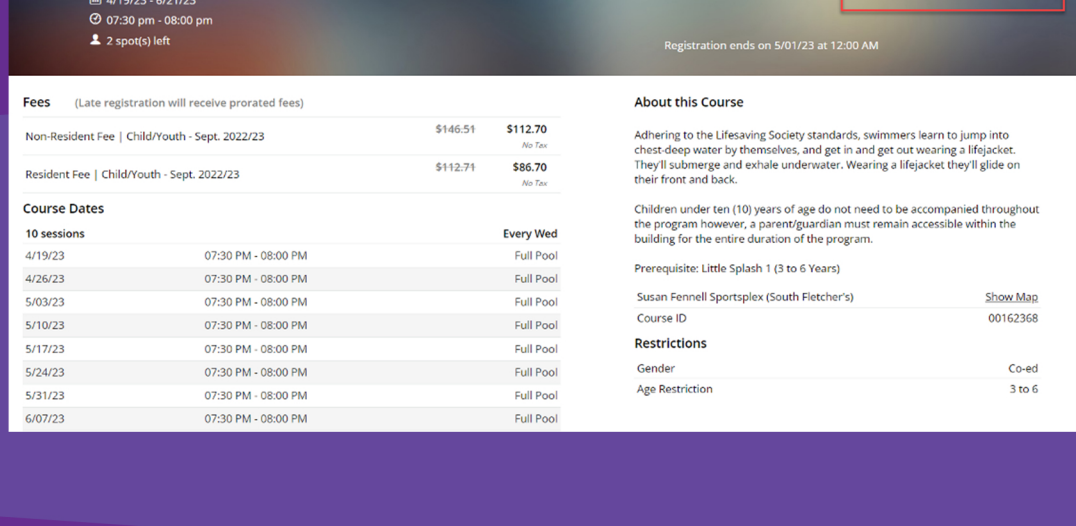
Once you have found the correct course, click **“Register Now!”**

This page will provide you with more details pertaining to the course, including fee types and dates of the course.



After reviewing this information, click **“Register Now!”** to add to cart.

STEP FIVE



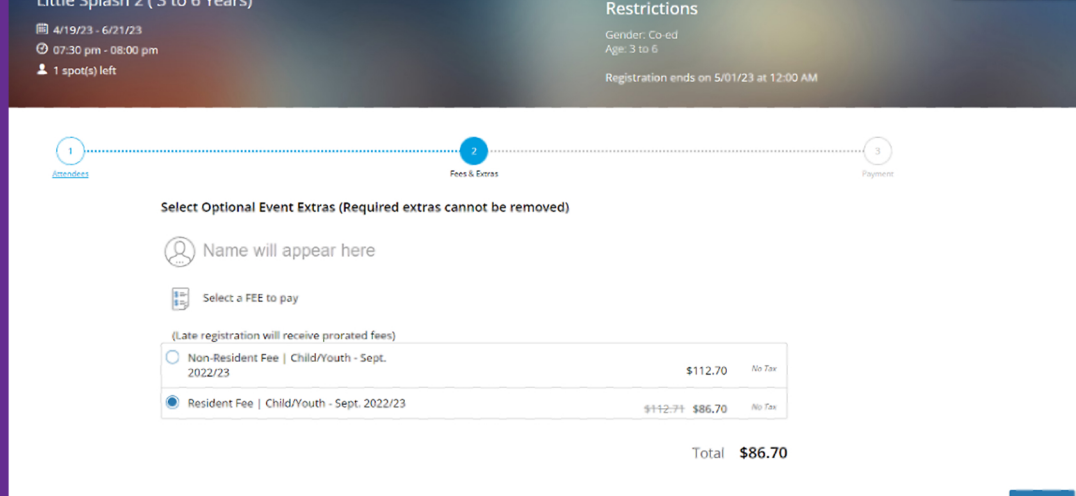
STEP SIX

The system will automatically select you as the program attendee. Select the checkbox of additional family members if you would like to register them as well. Then click **“Next”**.



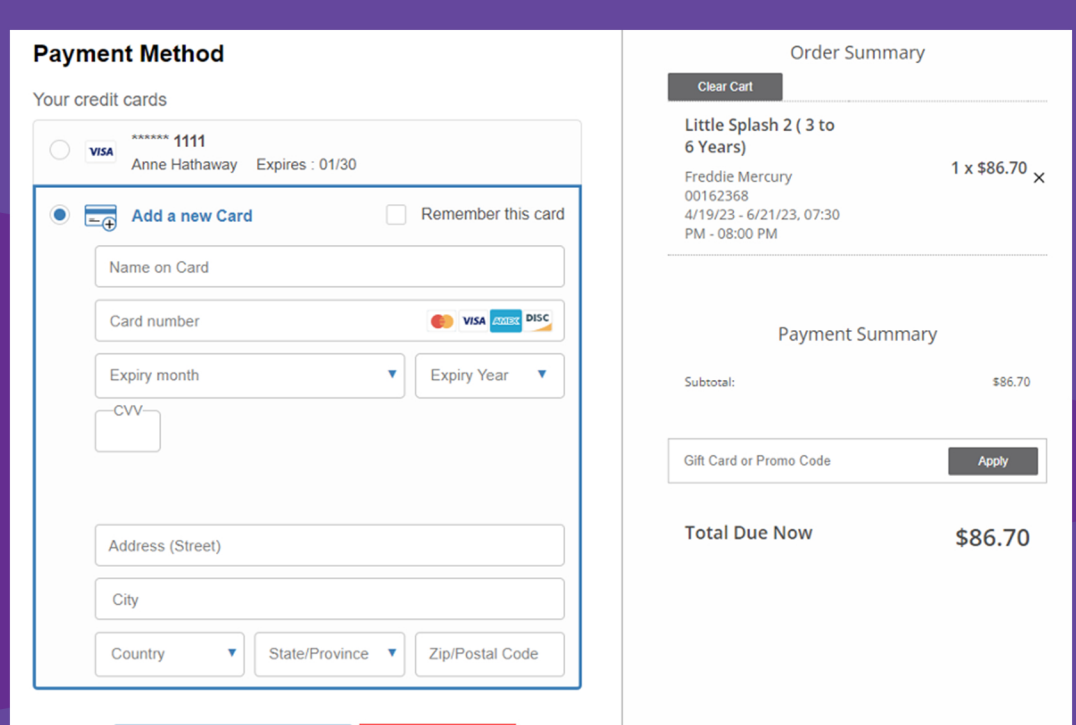
STEP SEVEN

Review the correct fee has been selected, then click **“Next”**. Note: if the program has already started, you will see both the full price of the course and the price you will be charged.



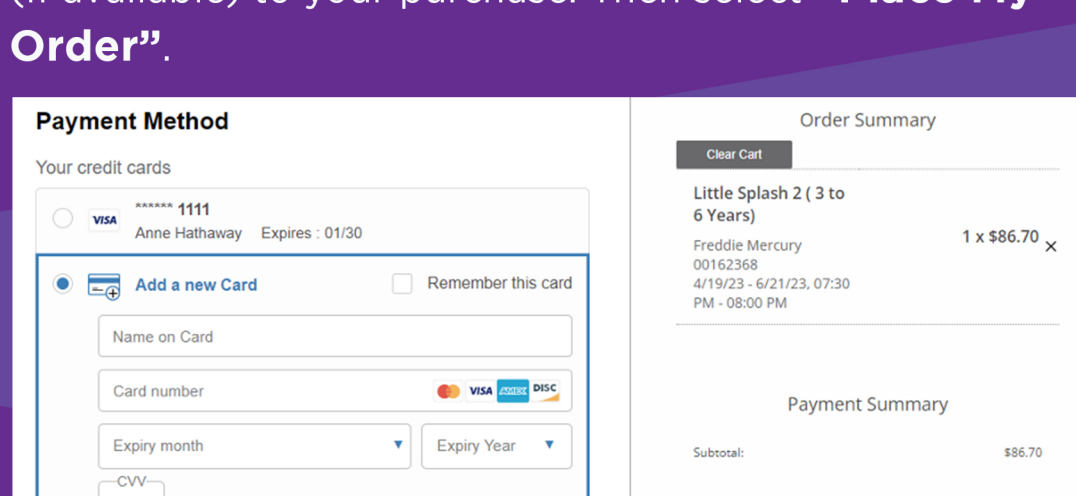
STEP EIGHT

You will be brought to the cart. If you would like to register for an additional course, select **“Continue Shopping”** and repeat this process. Your spot will be held until you are inactive for 5 minutes.



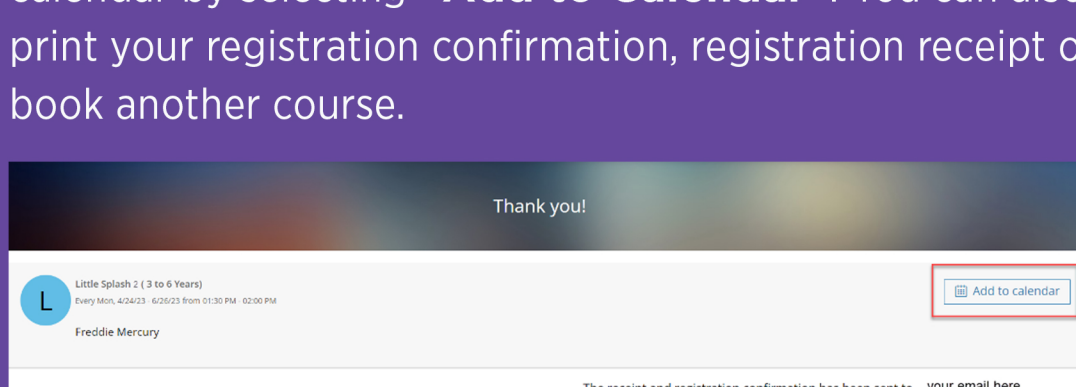
STEP NINE

If you do not have additional registrations to complete, you can review your order and information below. Then select your payment method. You can select a credit card on file, or add a new card to use a different one. You can also apply any credit balance or subsidy amount (if available) to your purchase. Then select **“Place My Order”**.



STEP TEN

Your registration is now complete! You can add to your calendar by selecting **“Add to Calendar”**. You can also print your registration confirmation, registration receipt or book another course.



We look forward to seeing you

Questions?
Email us at recreation@brampton.ca