

# **ONLINE PROGRAM REGISTRATION**

## Where to Register?

Download the <u>Daysmart Recreation mobile app</u> or follow this <u>link</u> if using a desktop (this link will not work properly on mobile!)

### Log in or Create Your Daysmart Account:

#### Creating an Account

- 1. Select a company: "Corporation of the Town of Petawawa" (if using the link above, the location should be selected automatically!)
- 2. Enter your email and password.
- 3. Enter **YOUR** information first

#### "I am trying to create an account, but an account with that email already exists?"

If you have registered in-person for any of our recreational programs, events, or have had a rental with us, you already have a Daysmart Account!

- Hit 'sign in' and then select "forgot my password"
- Enter your email address & hit submit
- Check your email for a password reset link (check your junk folder!)

## **Adding Family Members**

When **creating an account**, there is an option to add your child(ren) and/or partner to your account before hitting 'submit'.

#### **Adding Family to Existing Account**

If you already have an account, you can add family members at any time by selecting 'my profile' from the green menu.

(HIT  $\equiv$  to find the green menu on mobile!)

# **Program / Camp Registration**

Select "Register" from the green menu. Boxes will appear here for Programs, Events and Summer Camps while registration is open.

- MANAGE FAMILY ACCOUNTS (2) HALEY TESTING MY DETAILS MY PROFILE EMAIL \* MY ACTIVITIES FIRST NAME \* LAST NAME Haley Testing CALENDAR STREET ADDRESS \* STREET ADDRESS LINE 16 Civic Centre Rd CITY \* Petawawa Canada 0 BILLING
- STATE/PROVINCE \* ZIP CODE/POSTAL
- Select 'View' button on desired category
- Programs/Camps are organized into age category; select the view button on the desired category

#### Select the Registrant

When registering for a program, make sure that you have selected the correct participant

## Submit Registration & Check Out!

Once you have submitted a registration, the program will be in your cart. Add all desired programs, review & check out!

If your registration was successful, you will receive an email receipt. Check your junk folder!



