How to Create an Account for Online Registration

These instructions are for creating an account on our online registration website. Once you've created an account you will be able to register yourself and your family members in our recreational programs.

STEP 1: Go to https://www.activityreg.ualberta.ca and click on the “My Account” button on the top right hand corner of the page.

If the statement below does not apply to you, please continue to step 2.

If you are a current University of Alberta Staff member or Student, or if you have accessed any recreational programming with the University of Alberta (including Green and Gold Sport Summer Camps) within the past 3 years, you likely already have an account in the system. PLEASE PROCEED TO STEP 3.

STEP 2: Scroll down to the “New Customers” section. Enter in all of your information as required. Once you've entered in all of your information click “Accept & Create”. If there are no errors your account will be created and you should see your name in the top right
hand corner where the "My Account" button would be. If you get an error message stating “email address is already in use” you already have an account. Please follow the instructions in step 3 to access your account.
STEP 3: If you already have an account but you’ve never used our online registration website you will need to request a password reset. In order to do this, click on “Click here” in the “Existing Customers” Section.

Enter in your email address and click “Send”. This should send you a password reset link to your email address. Click on the link in the email and follow the instructions to reset your password.

NOTE: There is a temporary 10 minute lock-out period after you reset your password. This means you will NOT be able to access your account until 10 minutes have passed.

If you are a current U of A Staff or Student: Enter in your UALBERTA email address, not your personal email address. An account is automatically created in our system when you become a staff member or student, and this account is linked to your ualberta email address. Using your university provided email address also allows you to access the discounted staff/student rates.