



How to Register Online

STEP 1: Begin by going to <https://www.activityreg.ualberta.ca> and signing in to your account. If you do not have an account, you will have to create one.

STEP 2: If you have a barcode/course ID, or if you know the name of the course you want to register for, enter it in the search bar.

Program Search JANE DOE ▾

If you don't know which course you're registering for, click on the "Browse Programs" button on the left hand side of the page. To browse our summer camps and youth programs click the "Youth Programs and Camps" button.



STEP 3: Once you've found the course you want to register for click on the "Details" button for that course.

Zumba Course ID: 7187 Public Price: \$77.00 Spaces: 9 **Details**
Course Dates: Jan 14 - Apr 01

Day	Start	End	Location	Venue
Monday	5:00 PM	5:50 PM	Education Gymnasium G1-09	Education Building

Zumba Course ID: 7190 Public Price: \$77.00 Spaces: 1 **Details**
Course Dates: Jan 15 - Apr 02

Day	Start	End	Location	Venue
Tuesday	5:05 PM	5:55 PM	Studio 2-675	Van Vliet Complex



STEP 4: You will now be on the course information page, which is also the registration page. Scroll down the page a little until you find the “Register” box.

Register		
I will be attending		Register
Jimmy Doe	- Child	Register
Johnny Doe	- Child	Register
Josh Doe	- Spouse	Register

This box contains the names of all of your family members as this is where you choose who you want to register in the course.

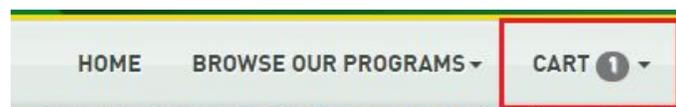
- **If you're registering yourself:** Click on the “Register” button beside “I will be attending”
- **If you're registering someone else:** Find the person's name on the list of family members and click the “Register” button beside their name.
- **If you're registering multiple people or registering in multiple courses:** The registration instructions will remain the same as above, but you will have to register one person at a time/one course at a time. Once you've clicked register on the first person/course the website will automatically take you to your cart. Click the “Continue Shopping” button at the bottom of the page. Repeat steps 2-4 as required.

NOTE: When you click “Details” on a youth program/camp the system will automatically give you an alert stating that the client is too old. Simply disregard this alert and continue down to the “Register” box to select the child you wish to register.

Program: 8211 - Multi-Sport Featuring Basketball Explore (July 22-26 North) Ages 6-8

! The client is above the maximum age for the course x

STEP 5: The website will automatically take you to the cart after every registration. However, if you're not already there, you can go to your cart using the “Cart” button on the top centre-left side of the page once you're ready to pay.





NOTE: Leaving unpaid items in your cart **DOES NOT** reserve you a spot in the course. The only way to guarantee a spot in the course is by making payment in full.

STEP 6: Review the items in your cart to make sure that everything looks correct and to ensure that the correct people are registered in their respective courses. If everything looks good click "Checkout".

All prices in CAD.

Payment in full is required now.

Continue Shopping

Checkout

Cancel Basket

If there are waivers or forms attached to any of the courses you registered for the system will let you know that they need to be filled out before payment can be taken. If this is the case, read and agree to all of the required waivers or fill out all of the required forms.

Required Form

An item in your Cart requires the following form to be filled out.

Once all the required waivers/forms have been filled out, the system will take you to our secure payments system. Enter in the required information and click "Process Transaction". Your payment will be processed and you'll be taken back to the registration website where the system will let you know if your payment was approved.

Mandatory fields marked by *

Payment Details

Transaction Amount: \$443.00 (CAD)    

Order ID: 6b63105e-224c-e911-a834-005056bd0bd1

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)*:

Card Security Code*: 

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**