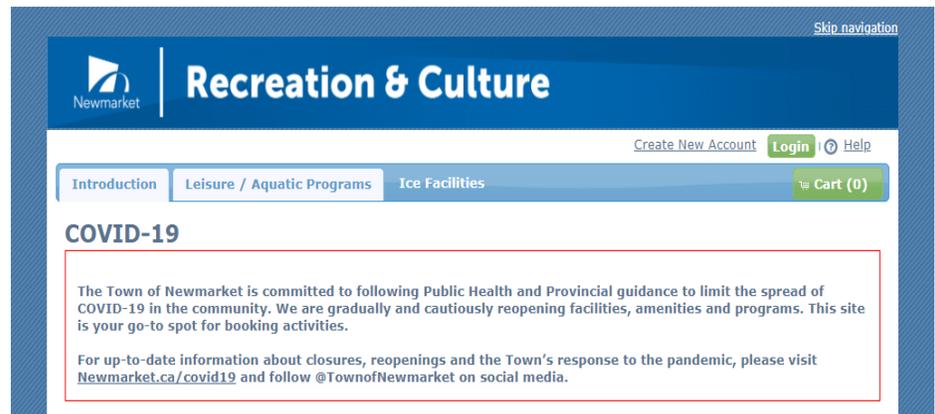


How to Register Online for a Program or Drop in Session

Log onto play.newmarket.ca

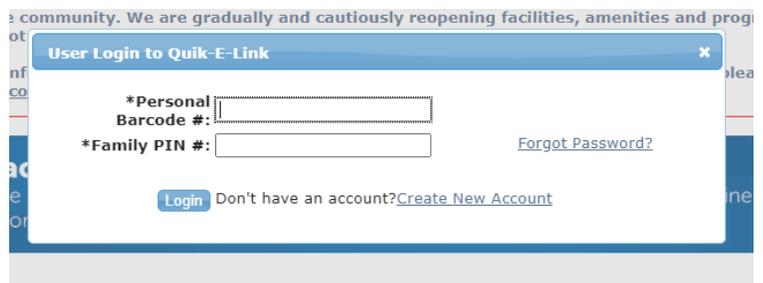
- You will be required to use your Family PIN # and Personal Barcode # to book a time slot. All existing users/ members will have one already in our system. This is not the number that is on your Recreation/Membership Card.



I forget my password or log in.

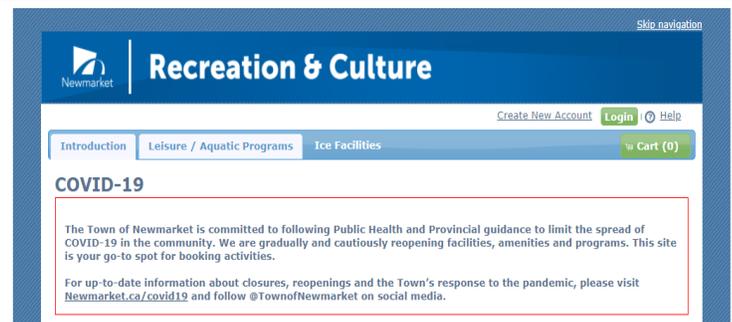
If you do not know or remember your LOGIN information:

- Select '**Login**' (on the top right-hand corner of the screen)
- Select '**Forgot Password?**'
- An email will be sent to you from '**helpdesk, quik-e-link**' with your Family PIN # and Personal Barcode # for every member in your household.



I'm a new user

- New users can create an account by clicking '**Create New Account**' in the upper right corner of the screen.
- You will receive a confirmation of account activation within one (1) business day by email.



Once you have your Family PIN # and Personal Barcode

- Click on the '**Programs**' tab under the search function on the left

Programs
Search and register online

Registration Information
Registration dates and forms

Steps to Register

What's Open & Closed in Newmarket

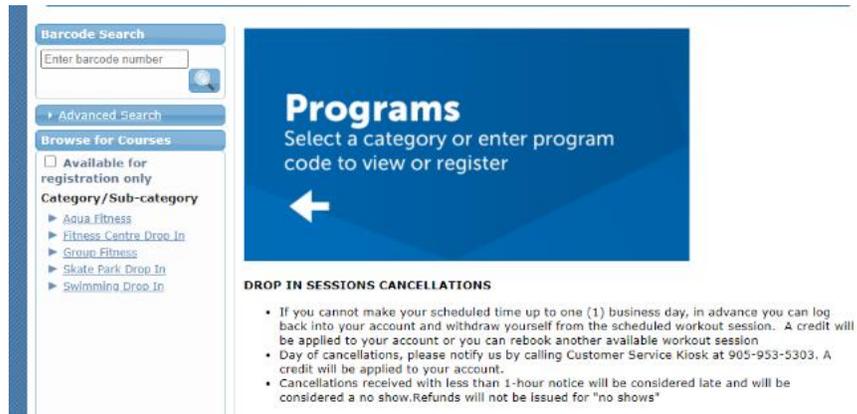
Enewsletter
Sign up here for the most up-to-date information

To reserve a spot for your Drop-in Program click the Programs tab

- Fitness Centre
- Aquatics
- Public Swim
- Lake Swim
- Skate Park
- Group Fitness

Reservation timeslots will be available on Friday's at 6 a.m. for the following week.
Example: To register for the week of October 12th; registration begins Friday October 9th at 6 a.m.

2. Under **'Browse for Courses'** click on the drop in program you are looking for i.e. Fitness Centre Drop Ins, Swimming Drop Ins, Aqua Fitness, Group Fitness, etc.



3. Find the desired workout session day and time you want to reserve.

- Please ensure you have selected the correct day and time.

4. Click on the **'Add'** button to put selection into your basket or **'Waitlist'** if session is full. If you placed clients on your account on waitlists, you must select the **'Go to Checkout'** option to complete your transactions or your option will not be completed.

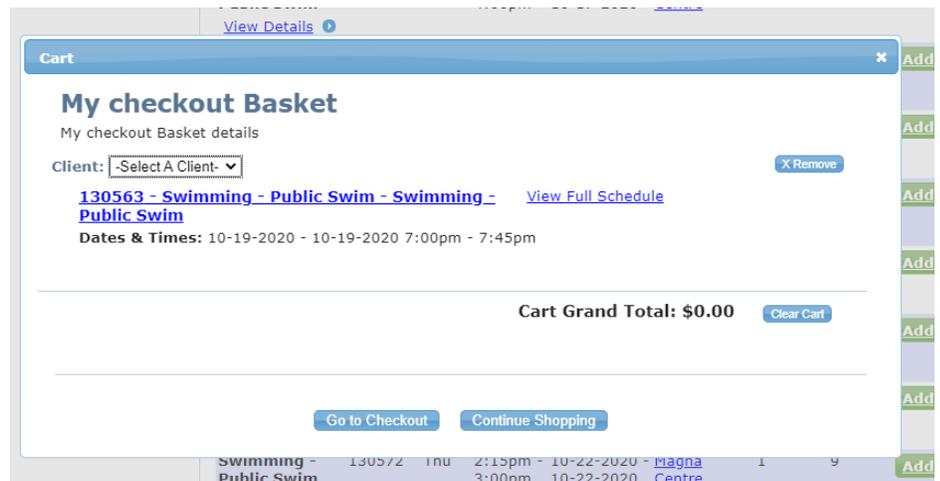
View Details									
Swimming - Lane Swim	130539	Mon	8:00am - 8:45am	10-19-2020 - 10-19-2020	Magna Centre	1	0	Waitlist	View Details
Swimming - Lane Swim	130540	Mon	11:45am - 12:30pm	10-19-2020 - 10-19-2020	Magna Centre	1	1	Add	View Details
Swimming - Lane Swim	130541	Mon	1:00pm - 1:45pm	10-19-2020 - 10-19-2020	Magna Centre	1	0	Waitlist	View Details
Swimming - Lane Swim	130542	Mon	8:15pm - 9:00pm	10-19-2020 - 10-19-2020	Magna Centre	1	1	Add	View Details
Swimming - Lane Swim	130707	Tue	6:45am - 7:30am	10-20-2020 - 10-20-2020	Magna Centre	1	1	Add	View Details

Showing 1 to 10 of 31 courses [First](#) [Previous](#) 1 2 3 4 [Next](#) [Last](#)

Waitlisted individuals will be contacted by phone or email if a waitlist spot becomes available.

You may move back and forth between **'My Basket'** and the **'Activities'** screen using the tabs at the top of the page.

- Ensure the correct **'Client'** is selected for each programs when you are in **'My Basket'**



5. When you have finished selecting your programs, proceed to the **'Go to Checkout'**.

6. In **'Basket Checkout'** review your selection by expanding the Show/Hide Details button, and make a payment if required.

7. Once you have completed your payment select **'Complete Transaction'**

The screenshot shows the 'Basket Checkout' page. At the top, it says 'Checkout' and 'Basket Checkout' with a sub-header 'Basket Checkout transaction details'. There is a 'Hide Details' button. Below that, the client information is 'Jane Doe' with a 'Click for Course Options' link and an 'X Remove' button. The course details are '130563 - Swimming - Public Swim - Swimming - Public Swim' with a 'View Full Schedule' link. The dates and times are '10-19-2020 - 10-19-2020 7:00pm - 7:45pm'. The price is '\$3.00'. The 'Cart Grand Total' is '\$3.00' with a 'Clear Cart' button. A message says 'To complete your transaction(s) select the 'Complete Transaction' button below.' Below this, the 'Current Balance' is '\$0.00'. There are two sections: 'Charges' and 'Payments'. The 'Charges' section shows 'Cart Charge Subtotal Before Tax: \$3.00', 'Account Charges: \$0.00', and 'Total: \$3.00'. The 'Payments' section shows 'Payment from Account: \$0.00' and 'Payment from Credit Card: (\$3.00)'. There are also fields for '*Card Type: American Express', '*Card Number', and '*Exp. Date'.

8. The **Program Liability Waiver** will pop up. Please read and follow the steps.

The screenshot shows a 'Program Liability Waiver' pop-up window. The title is 'Program Liability Waiver' with an 'X' close button. Below the title, it says 'IMPORTANT - PLEASE READ:'. The 'Program Details' are '130479 - Swimming - Public Swim - Swimming - Public Swim'. There is a document icon. The main text of the waiver reads: 'COVID-19 ASSUMPTION OF RISK & RELEASE OF LIABILITY In consideration of the permission granted by the Town of Newmarket to participate in its programs, I acknowledge and agree as follows (or if applicable I acknowledge and agree on behalf of my minor child or a minor child over which I am a guardian): 1. I am not currently experiencing Covid-19 symptoms such as a fever, cough, sore throat, runny nose, flu-like symptoms, or difficulty breathing, nor have I had these symptoms in the last 14 days. 2. I have not travelled outside of Ontario in the last 14 days. 3. I am not currently positive for Covid-19 nor am I waiting for the results of a'. At the bottom, there are 'Agree' and 'Disagree' buttons. The background shows a partial view of the checkout page with 'Payment from Account: \$0.00'.

9. The **'Transaction Completed'** screen will pop up with a receipt highlighting what you have registered for. As well, an email receipt is automatically sent to your account once you have completed your transaction successfully.

Note: Exiting the system before selecting **'Go to Checkout'** will cancel all requested waitlists during this transaction.

IMPORTANT: All online registrations must be paid in full using a valid credit card (VISA, MasterCard and American Express). Any outstanding balance on your account must also be paid at this time. Any credits on your account will automatically be applied to the total balance due.

Please call Customer Service Kiosk at 905-953-5303 if you have any questions.