



# Steinbach Recreation

## Instructions for Creating an Online Account for Recreation Programs

All registration information and links are on the city's website at [www.steinbach.ca](http://www.steinbach.ca)

For Aquatic Centre programs visit:  
[Steinbach Aquatic Centre](#)

For Arena programs visit:  
[Steinbach Arena](#)

Follow the below instructions:

### Step 1

On the website, click on the this button.

**Login/Register/Create Account**

### Step 2

Select the "Register" button on the bottom right corner of the screen.

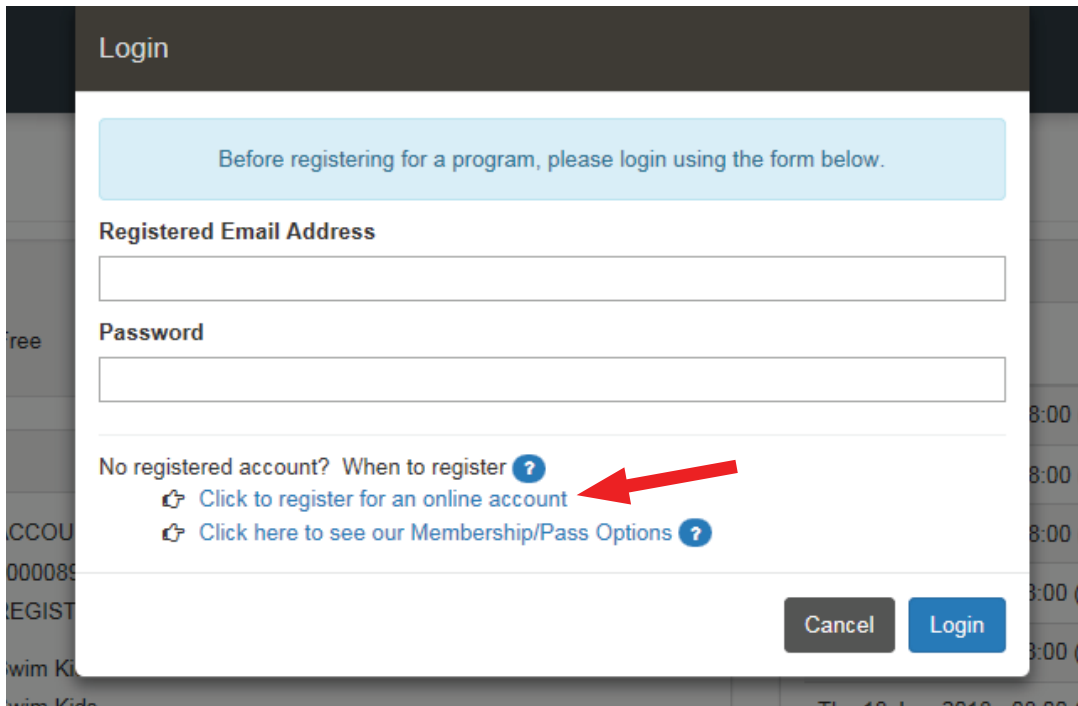
The screenshot shows the 'City of Steinbach' website interface. The main content area is titled 'Course Details' and displays information for 'ACCOUNT REGISTRATION'. The pricing is listed as 'Free'. The course description is 'REGISTER YOUR ONLINE ACCOUNT HERE'. The course details table shows the following information:

Date and time	Location	Instructor
Thu 14 Dec, 2017 - 09:00 (1 mins)	Aquatics Offsite	Instructor
Thu 21 Dec, 2017 - 09:00 (1 mins)	Aquatics Offsite	Instructor
Thu 28 Dec, 2017 - 09:00 (1 mins)	Aquatics Offsite	Instructor
Thu 04 Jan, 2018 - 09:00 (1 mins)	Aquatics Offsite	Instructor
Thu 11 Jan, 2018 - 09:00 (1 mins)	Aquatics Offsite	Instructor
Thu 18 Jan, 2018 - 09:00 (1 mins)	Aquatics Offsite	Instructor
Thu 25 Jan, 2018 - 09:00 (1 mins)	Aquatics Offsite	Instructor

At the bottom right of the page, there are two buttons: 'Back to courses' and 'Register'. A red arrow points to the 'Register' button.

### Step 3

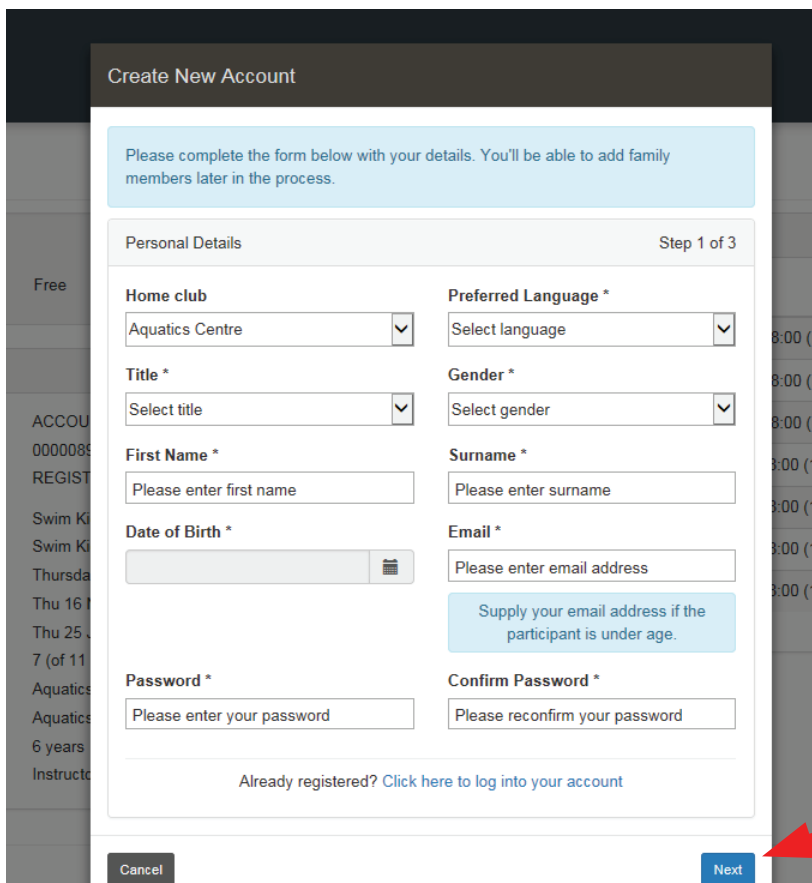
Click on the link to “Register for an online account”.



The screenshot shows a 'Login' form with a light blue header. Below the header is a light blue box containing the text: 'Before registering for a program, please login using the form below.' The form has two input fields: 'Registered Email Address' and 'Password'. Below these fields is a section titled 'No registered account? When to register?' with a question mark icon. This section contains two links: 'Click to register for an online account' and 'Click here to see our Membership/Pass Options'. A red arrow points to the first link. At the bottom right of the form are 'Cancel' and 'Login' buttons.

### Step 4

Fill in all of YOUR **personal information** (you will be able to add family member information at a later step). Click on “next”.



The screenshot shows a 'Create New Account' form with a light blue header. Below the header is a light blue box containing the text: 'Please complete the form below with your details. You'll be able to add family members later in the process.' The form is titled 'Personal Details' and 'Step 1 of 3'. It contains several input fields: 'Home club' (dropdown menu with 'Aquatics Centre' selected), 'Preferred Language \*' (dropdown menu with 'Select language' selected), 'Title \*' (dropdown menu with 'Select title' selected), 'Gender \*' (dropdown menu with 'Select gender' selected), 'First Name \*' (text input with 'Please enter first name'), 'Surname \*' (text input with 'Please enter surname'), 'Date of Birth \*' (calendar icon), 'Email \*' (text input with 'Please enter email address'), 'Password \*' (text input with 'Please enter your password'), and 'Confirm Password \*' (text input with 'Please reconfirm your password'). A light blue box contains the text: 'Supply your email address if the participant is under age.' At the bottom of the form is a link: 'Already registered? Click here to log into your account'. At the bottom left is a 'Cancel' button and at the bottom right is a 'Next' button, which is highlighted with a red arrow.

Please take note of your email and the password you choose. This will provide you access to your account going forward.

## Step 5

Fill in your **contact information** and click on “next”.

Create New Account

Please complete the form below with your details. You'll be able to add family members later in the process.

Contact Details Step 2 of 3

Postal code \*  
Please enter postal code

House & Street \*  Address line 2

City \*  Province \*

Please supply at least one number (supply yours if participant is under age).

Main Phone \*  Cell Number \*

Emergency Contact Details

Contact Name \*  Contact Number \*

Already registered? [Click here to log into your account](#)

Create New Account

Please complete the form below with your details. You'll be able to add family members later in the process.

Medical History Step 3 of 3

Please tick any medical conditions which are applicable to you

Medical Conditions

<input type="checkbox"/> ADHD	<input type="checkbox"/> Antritis
<input type="checkbox"/> ASD with ADHD	<input type="checkbox"/> Asthma
<input type="checkbox"/> Asthma - slight	<input type="checkbox"/> Autism
<input type="checkbox"/> Aulistic / Aspergers	<input type="checkbox"/> Bronchitis - Chronic
<input type="checkbox"/> Cancer	<input type="checkbox"/> Cardiac / Heart / Angina
<input type="checkbox"/> Cardiac arrhythmia/SVT	<input type="checkbox"/> Cardioandita
<input type="checkbox"/> Cellac	<input type="checkbox"/> Cerebral Palsy
<input type="checkbox"/> Deafness - Left Ear	<input type="checkbox"/> Deafness - partial
<input type="checkbox"/> Deafness - Right Ear	<input type="checkbox"/> Diabetes
<input type="checkbox"/> Dyspraxia	<input type="checkbox"/> Ear Tubes
<input type="checkbox"/> Eczema	<input type="checkbox"/> Eczema - mild
<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Far Sighted
<input type="checkbox"/> Fibromyalgia	<input type="checkbox"/> Hayfever
<input type="checkbox"/> Hayfever (Can trigger Asthma)	<input type="checkbox"/> High Cholesterol
<input type="checkbox"/> High/Low Blood Pressure	<input type="checkbox"/> Inclusion Assessment Undertaken/Required
<input type="checkbox"/> Mild Learning Difficulties	<input type="checkbox"/> Near sighted
<input type="checkbox"/> Nosebleeds - occasional	<input type="checkbox"/> Otitis media
<input type="checkbox"/> Other (complete Med)	<input type="checkbox"/> Swimmer's Ear
<input type="checkbox"/> Urinary Infections	

Allergies

<input type="checkbox"/> Amoxicillin	<input type="checkbox"/> Bee/Wasp sting
<input type="checkbox"/> Dairy	<input type="checkbox"/> General allergy
<input type="checkbox"/> House dust mite	<input type="checkbox"/> Latex
<input type="checkbox"/> Mould	<input type="checkbox"/> Nut allergy
<input type="checkbox"/> Other food allergies	<input type="checkbox"/> Penicillin
<input type="checkbox"/> Shell Fish	<input type="checkbox"/> Tree/grass pollen

Immunisations

Accommodations

<input type="checkbox"/> Back Pain	<input type="checkbox"/> Balance Issues
<input type="checkbox"/> Contact lenses	<input type="checkbox"/> Dyslexia
<input type="checkbox"/> Glasses	<input type="checkbox"/> Hearing
<input type="checkbox"/> Joint problems	<input type="checkbox"/> Learning
<input type="checkbox"/> No Disability	<input type="checkbox"/> Physical
<input type="checkbox"/> Pregnant	<input type="checkbox"/> Prescribed Medications
<input type="checkbox"/> Restricted Mobility	<input type="checkbox"/> Unknown
<input type="checkbox"/> Visual	

Already registered? [Click here to log into your account](#)

## Step 6

Fill in your **medical information** and click on “create account”.

## Step 7

Add participants (family members) to your account by clicking on “Create New”. Fill in the personal, contact, and medical information for the participant. When done, click on “Create Member”.

City of Steinbach

My Account  
Memberships  
Activity Tickets

### Select Participant

Participant Selection Step 1 of 2

Please select the participant you would like to register for this course

Select Participant

Add Existing Participant **1** [Add Existing](#)

Create new participant **1** [Create New](#)

Summary

Name	ACCOUNT REGISTRATION
First Session	Thu 14 Dec, 2017 - 08:00
Last Session	Thu 25 Jan, 2018 - 09:00

Course Details Next

Other food allergies  Penicillin

Shell Fish  Tree/grass pollen

### Immunisations

### Accommodations

Back Pain  Balance Issues

Contact lenses  Dyslexia

Glasses  Hearing

Joint problems  Learning

No Disability  Physical

Pregnant  Prescribed Medications

Restricted Mobility  Unknown

Visual

Reset Page

Cancel Previous **Create Member**

## Step 8

Repeat Step 7 until all participants are added to your account. You can view a list of your participants by clicking on the “Select Participants” drop down arrow.

City of Steinbach

My Account  
Memberships  
Activity Tickets

### Select Participant

Participant Selection Step 1 of 2

Please select the participant you would like to register for this course

Select Participant

Add Existing Participant [Add Existing](#)

Create new participant [Create new](#)

Summary	
Name	ACCOUNT REGISTRATION
First Session	Thu 14 Dec, 2017 - 08:00
Last Session	Thu 25 Jan, 2018 - 00:00

[Course Details](#) [Ticket](#)

**Your account is now set up.**

To register for a course, click on “Course Details” on the bottom right of the screen and then “Back to Courses”. Enter the bar code to search for your course.

For further assistance registering for a course, see “*Registering for a Course or Program*” step-by-step instructions on the city’s website.