

ACTIVENET INSTRUCTIONS

Registering for Town of St. Marys recreation programs using FlexReg

- 1. Sign into your ActiveNet account
- 2. On menu choose Activities or click the magnifying glass to search.



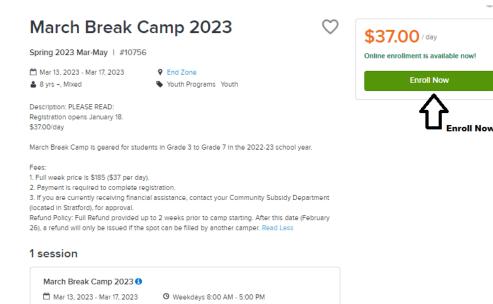
Activity search

Q. Camp 🛛	Search
When Where Who Activities	
In progress / Future	

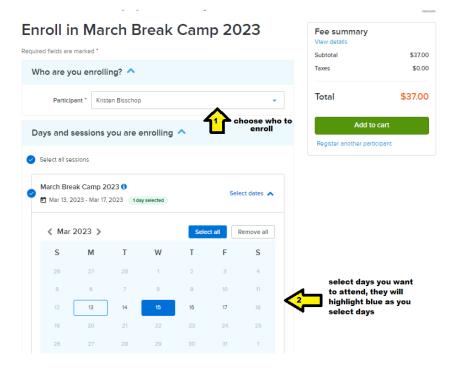
3. Select the activity for more information or click "Enroll Now" to sign up.







- 4. Select the participant you want to enroll.
- 5. Select the days you want the participant to attend. The dates will be highlighted in blue when selected.





6. Answer all questions. You cannot proceed if any questions that require an answer are not completed.

Enrollment Details 🔨
What is the participants date of birth? M/D/Y *
enter date a M/D/Y
Who is the primary contact for the participant? Please include name, phone, and email. *
Enter First Contact Information
Secondary Contact: (name, phone number, email) *
Enter Second Contact Information
Is anyone else authorized to pick your child up (outside of primary and secondary contacts)? Please list name, phone, email
leave blank if no one else will pick up child
Are there any specific accommodations or support that your child requires?
leave blank If N/A
Please list any Allergies/Health Concerns, if there are no concerns please type N/A. *
Enter allergies or N/A



I give permission for my child to be photographed, videotaped, or recorded while attending the Youth Centre and/or participating in program activities, for the purposes of: • Programming activities and documentation • Youth Centre and program promotion I understand the images are the sole property of St. Marys Recreation Department and that I have no right to make any claim against St. Marys Recreation Department for using these communication products for the purposes described above. *

Yes	~
l give permission for my child to: (check all that apply) *	
Attend excursions with Camp PRC Staff?	
Use hand sanitizer when required?	
I hereby waiver and release the Town from any and all damages and injurie suffered in participation of the programs noted above. I have read this stat understand it, and agree to its contents. *	
Yes	~

- 7. Select "Add to Cart." You can complete the transaction or begin again to enroll another participant in the activity.
- 8. If you see the following message, scroll down to bottom and update address.

8 A billing address has been retrieved from your profile. Please click Update Billing Address to review the address (if required, edit the address) and then click Save.

Billing Address

John Doe		-
_	No mailina name 317 James Street, St. Marys, ON	
	Update billing address	



9. Your transaction is complete when you receive the following message.

Confirmation

Your receipt #1015572.001 has been completed!

You will receive a confirmation email shortly. View printable receipt 🖄

