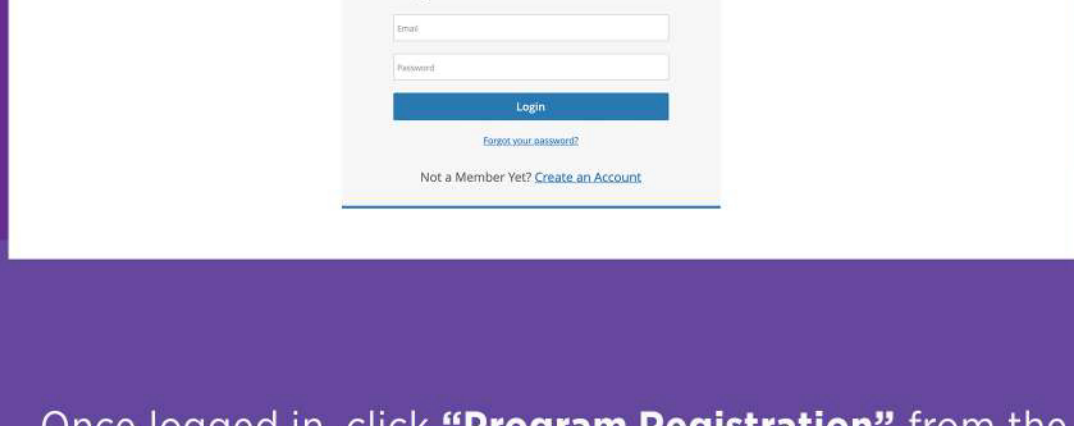


# RECREATION REGISTRATION SYSTEM CUSTOMER RESOURCE GUIDE

## Registering for Drop-In Programs

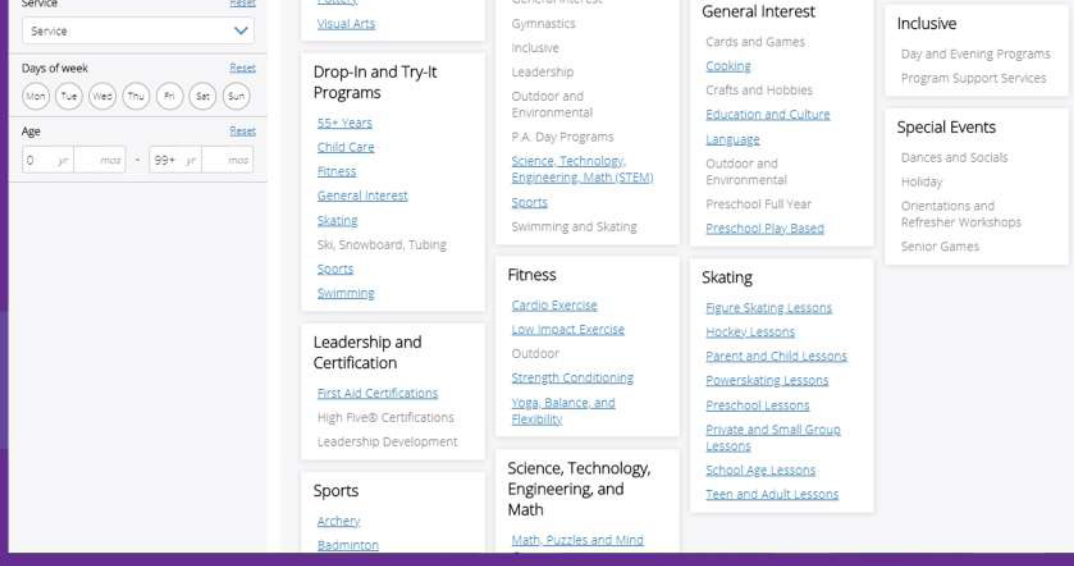
### STEP ONE

Log into the City of Brampton’s Recreation registration system at [CityOfBrampton.PerfectMind.com](http://CityOfBrampton.PerfectMind.com).



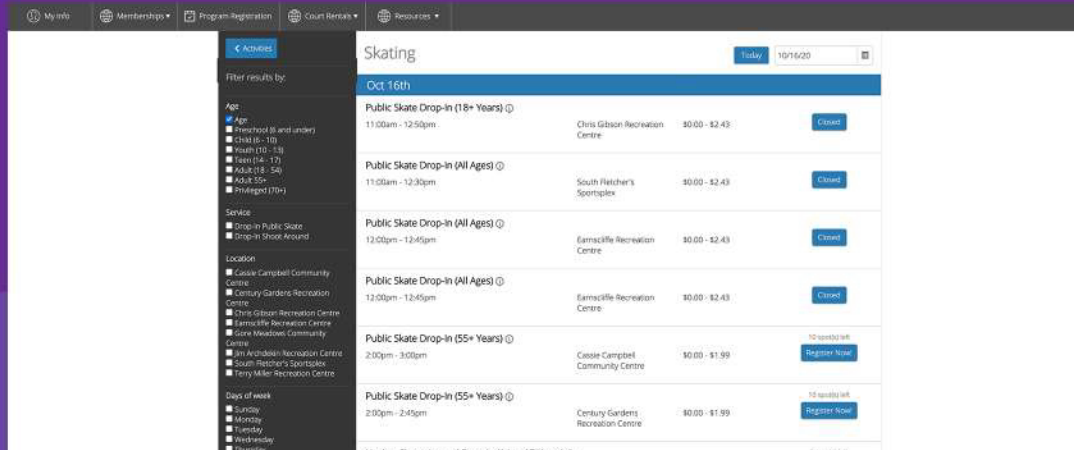
### STEP TWO

Once logged in, click **“Program Registration”** from the top bar. Courses are organized by brochure section. You can utilize the filter options on the left to narrow down your results. Here, you can filter by keywords, location, day of the week, or age.



### STEP THREE

To view the course options, select an activity. Here you will see the name and description of all courses within. Select **“Show Courses”** to view specific offerings available. This will display the dates, time and price of the course.



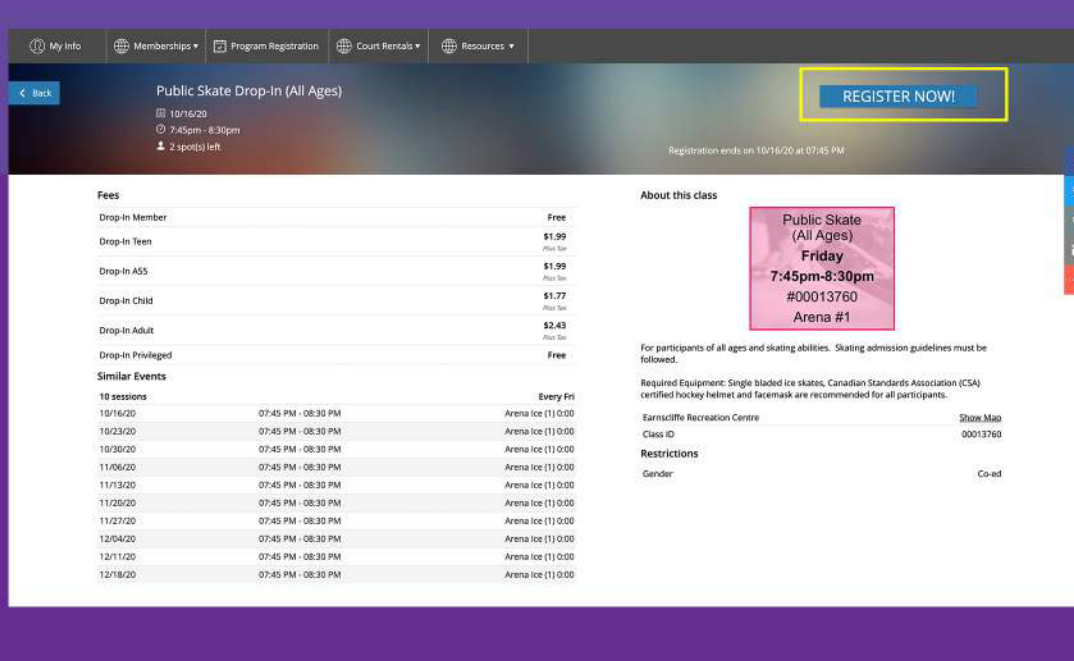
### STEP FOUR

Once you have found the correct course, click **“Register Now!”** This page will provide you with more details pertaining to the course, including fee types and dates of the course.



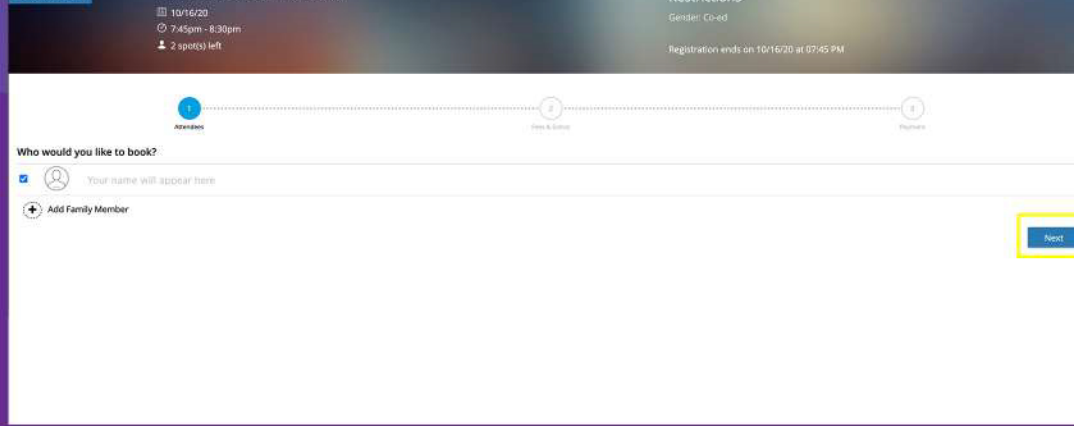
### STEP FIVE

After reviewing this information, click **“Register Now”** to add to cart.



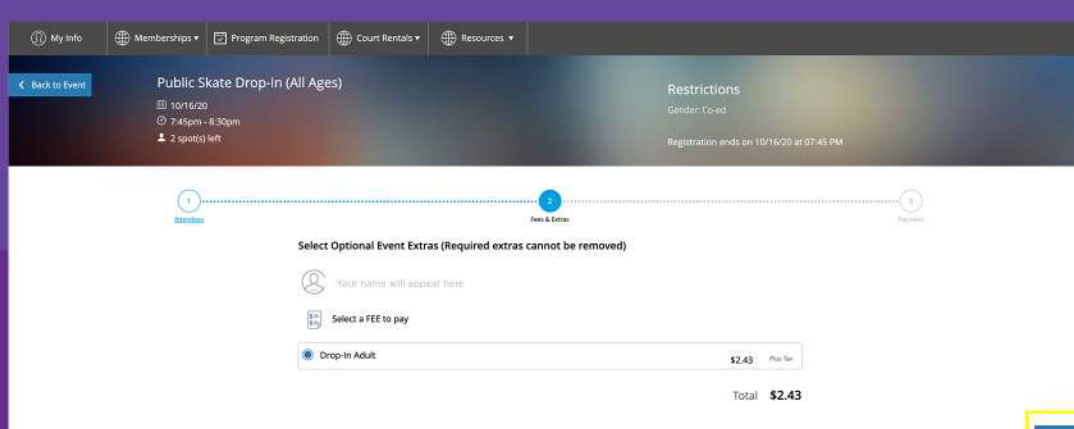
### STEP SIX

The system will automatically select you as the program attendee. Select the checkbox of additional family members if you would like to register them as well. Then click **“Next”**.



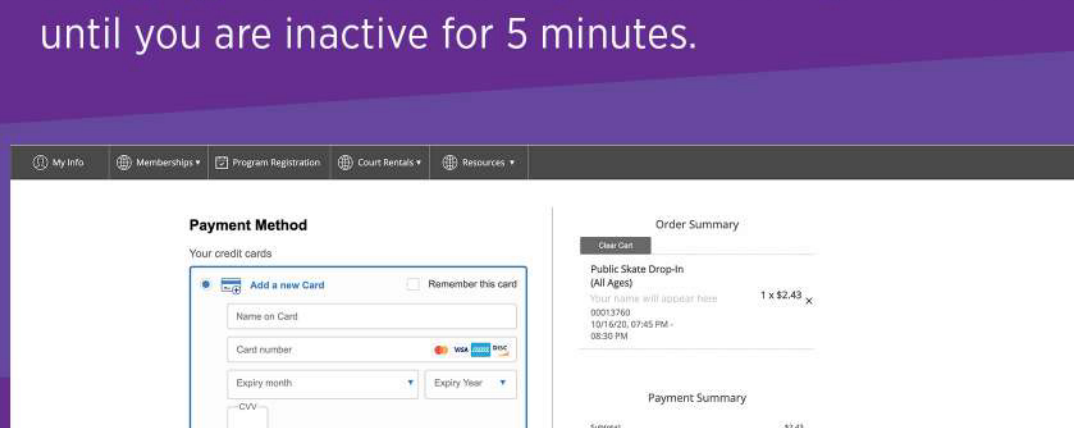
### STEP SEVEN

Review the correct fee has been selected, then click **“Next”**. Note: if the program has already started, you will see both the full price of the course and the price you will be charged.



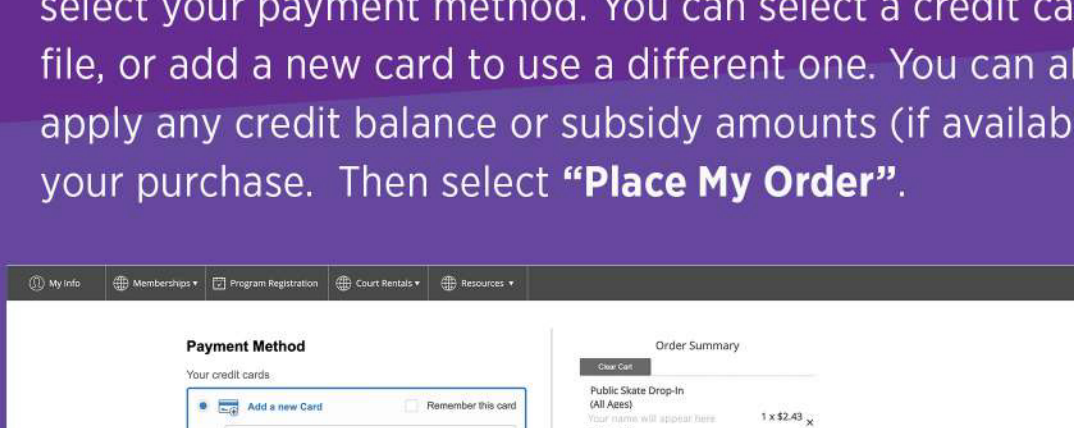
### STEP EIGHT

You will now be brought to the cart. If you would like to register for an additional course, select **“Continue Shopping”** and repeat this process. Your spot will be held until you are inactive for 5 minutes.



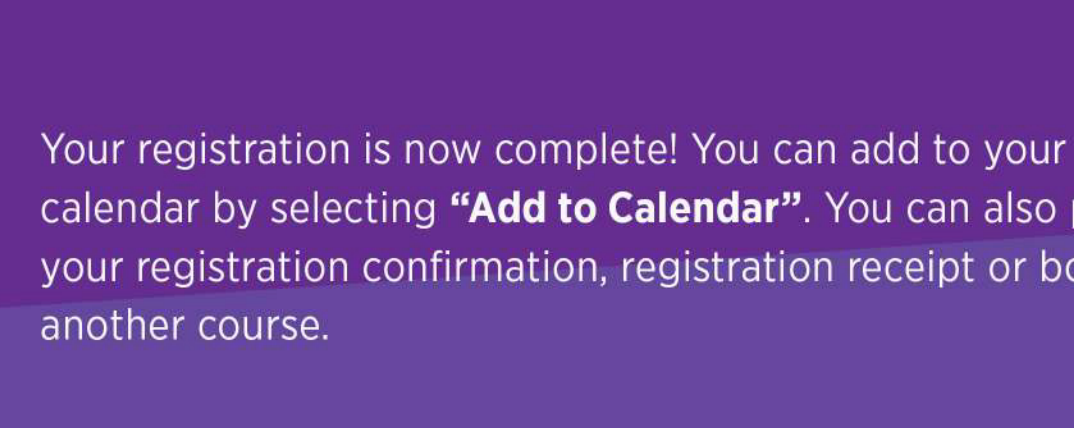
### STEP NINE

If you do not have an additional registration to complete, you can review your order and information below. Then select your payment method. You can select a credit card on file, or add a new card to use a different one. You can also apply any credit balance or subsidy amounts (if available) to your purchase. Then select **“Place My Order”**.



### STEP TEN

Your registration is now complete! You can add to your calendar by selecting **“Add to Calendar”**. You can also print your registration confirmation, registration receipt or book another course.



You’re all ready to go. We look forward to seeing you!

Questions?

Email us at [recreation@brampton.ca](mailto:recreation@brampton.ca)