STEPS TO REGISTER ONLINE

1. On the town's website: http://www.town.mount-royal.qc.ca, scroll down and click on "Recreation: Online Registration" (**orange button** towards the bottom right of the page under "External links")
2. Login to the account with the email and password **on the top right of the page**, then click on the icon « ➡ »
   *You may change your password or obtain a new one by clicking on "Forgot your password".
3. In the "Subscriptions" tab, choose "Buy a membership" or "Renew a membership" and add it to the shopping cart.
   If the membership is already up to date, skip this step. Non-residents: skip this step.
4. Click on the "Home" tab
5. Click on "Activities" (**green button**)
6. Click on "Brochure" (**green button**)
7. Uncheck the box next to *"Available activities only"*
8. Click on the arrow on the left of the activity type (if there is no arrow on the left, click on the word)
9. Click on the type (i.e. various courses)
10. Click on "Sign up" (**green button**)
11. Select the person to register in the drop down menu
12. Click on "Register for this group" (**green button**)
    ***If the activity is full or if the child does not have the right age, continue with the registration in order to be placed on a waiting list**
    **To add more activities, repeat steps 4 to 12
13. Click on "Shopping cart" on the top right of the page (**written in blue**)
14. Click on "Checkout" (**green button**)
15. Click on "Online Payment" (**green button**)
    * You will be redirected to our secure online payment server (**Visa or MasterCard CREDIT CARD only**). Once the payment is made, a message will appear on the screen to confirm the successful completion of the transaction and a copy of the receipt will follow by email.

We invite you to do a test registration (no fee) in order to confirm that you are able to go through all the steps to register.