


STEPS FOR TIME SLOT RESERVATION

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.*
4. Click on the "Home" tab
5. Click on "Activities" (**green button**)
6. Click on "Brochure" (**green button**)
7. Click on **PUBLIC SKATING** or **AQUATICS – PIERRE-LAPORTE POOL (PL Pool – Time slot reservation)**
8. Click on "Sign up" (**green button**)
9. Select the person to register in the drop down menu
10. Click on "Register for this group" (**green button**)
11. Click on "Shopping cart" on the top right of the page (**written in blue**)
12. Click on "Checkout" (**green button**)
13. Click on OK
14. Click on "Confirm" (**green button**)