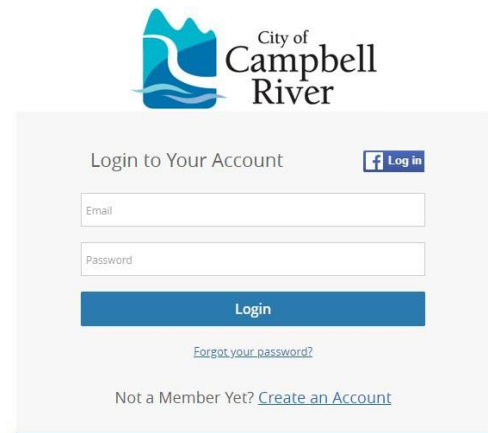


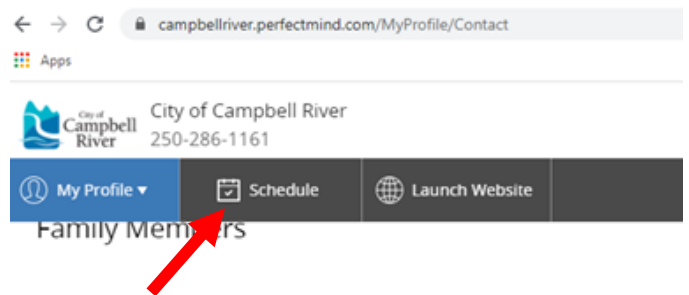
How to Create an Online Account and Register for Programs and Activities

1. Using Google Chrome or Microsoft Edge, enter the URL campbellriver.perfectmind.com. If you have a login ID enter it and your password and select "Login".

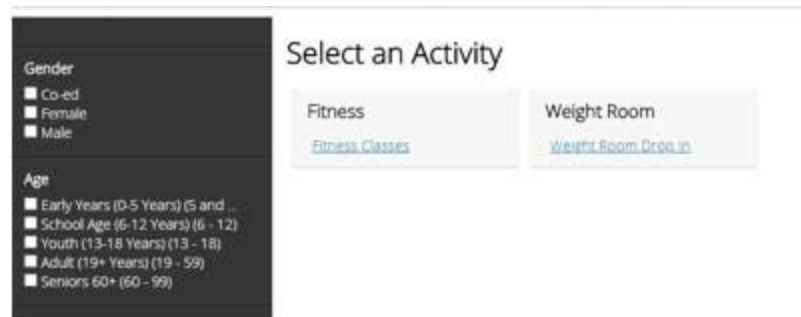
If you do not have a login ID, skip to step 6.



2. Select "Schedule".



3. Select the activity or program that you would like to attend.



Continued to next page.



4. Decide the date and time you would like to book and select “Book Now”.

Jul 10th			
Weight Room Drop In			Full
10:00am - 11:30am	Sportsplex	\$0.00 - \$6.67	More Info
Weight Room Drop In			3 spot(s) left
11:30am - 1:00pm	Sportsplex	\$0.00 - \$6.67	Book Now
Weight Room Drop In			4 spot(s) left
1:00pm - 2:30pm	Sportsplex	\$0.00 - \$6.67	Book Now
Weight Room Drop In			7 spot(s) left
2:30pm - 4:00pm	Sportsplex	\$0.00 - \$6.67	Book Now

5. Review that date and time are correct and select “Book Now” again.

Activities Facilities Score Marketing More

Weight Room Drop In [BOOK NOW](#)

10/07/2020
2:30pm - 4:00pm
7 spot(s) left
Registration ends on 10/07/2020 at 02:30 PM

Fees	
Senior Drop In	\$5.71 (Plus Tax)
Adult Drop In	\$6.67 (Plus Tax)
Weight Room Member Fee	Free
Weight Room Member No Show	\$6.67 (Plus Tax)
Student Drop In	\$5.71 (Plus Tax)

About this class

Sportsplex [Show Map](#)
Class ID: 00000450

Restrictions

Gender: Co-ed
Age Restriction: 16+

6. If you already have an account with Recreation and Culture—and we have an email address on file for you—then **you must use the same email address** to register for your online account. This will link your online account with your existing Recreation and Culture account. **Do not** create an online account using an email that is different than the one that is already on file; this will not link your accounts.

If you have any questions, **or if you need to change the email address that we have on file for you**, please email recandculture@campbellriver.ca for assistance.

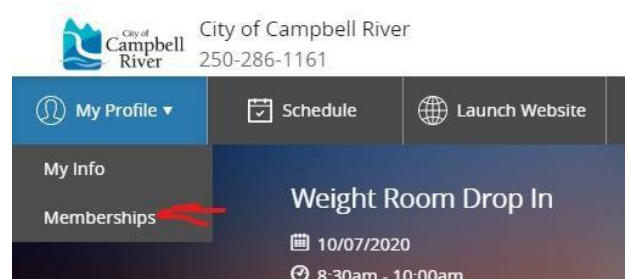
Continued to next page.



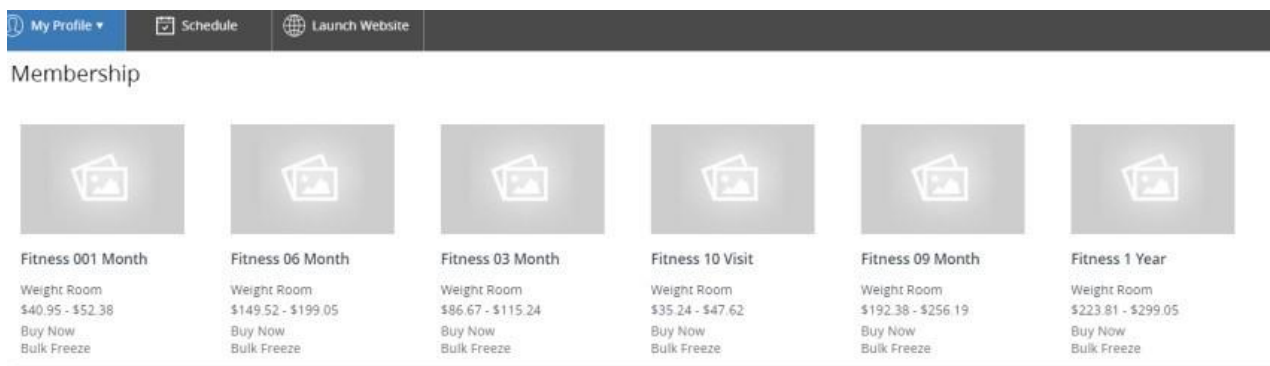
When you create your online account, your username and a temporary password will be emailed to you. You can use this information to change your password when you log in to your account.

Once you have access to your account:

- a. On the upper left hand side of your profile you will see 3 buttons
- b. Click on the profile button and it will give you 2 options:
“Memberships” or “My Info”
(profile information)



7. To purchase a membership, click on the Membership button and follow the steps:



- a. Select which membership you would like to purchase.

It will take you to the cart to enter your payment info. If you have a credit on account, it will show here.

Continued to next page.



Once you have a membership click on the schedule button:

- This takes you to the activities page
- Click on the activity of your choice

The 3rd button is to launch the website and it will take you to the activities page as well, but it is the long route.

Follow the prompts and they will guide you through the booking and payment process

- If you have an active membership it will appear as a payment option
- If you do not have a membership it will give you the option to pay with your credit card or your account credit if you have credit on your account.

8. If you have forgotten your password and have tried to access your account too many times, it will lock you out and you will need to contact us to reset your password. Call us at (250) 923-7911 or email recandculture@campbellriver.ca.