

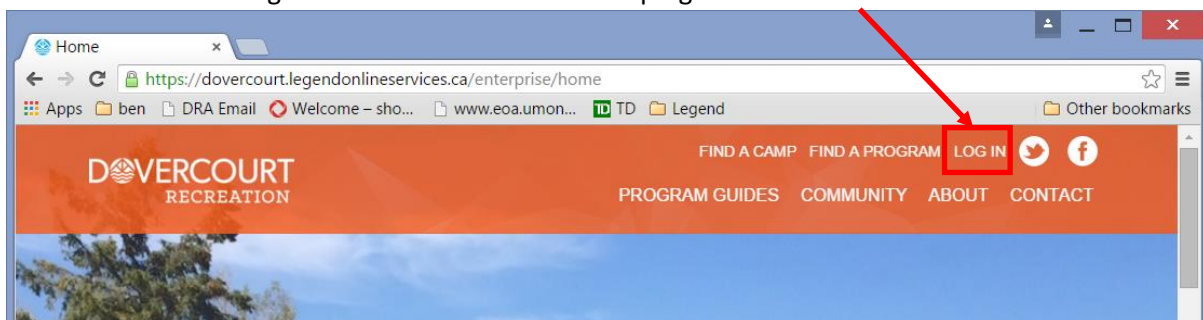
New family registration process

Dovercourt is happy to announce that it is upgrading its registration software. As a part of this upgrade you will be required to search for your online profile. If it is not there then you should register your family and yourself with the new registration software.

From December 3, you are able to do this yourself (online from [Dovercourt.org](https://dovercourt.org)) or the Dovercourt staff will be happy to do this for you in the centre.

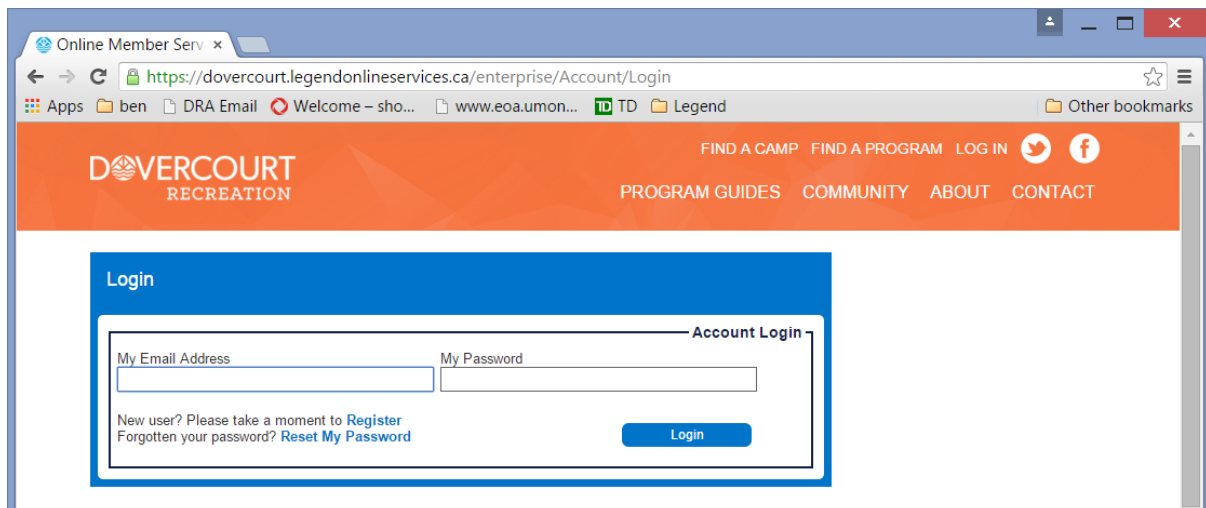
STEP 1

Go to dovercourt.org and click on 'LOG IN' at the top right



STEP 2

Please enter the email address that is currently registered to your Dovercourt profile (account/pass). Then enter your current online password (formerly called Account PIN).



If you cannot remember your Account PIN then please click on "[Reset My Password](#)" and follow the instructions. Please remember to check your SPAM folder and ensure that emails from dovercourt.org are whitelisted.

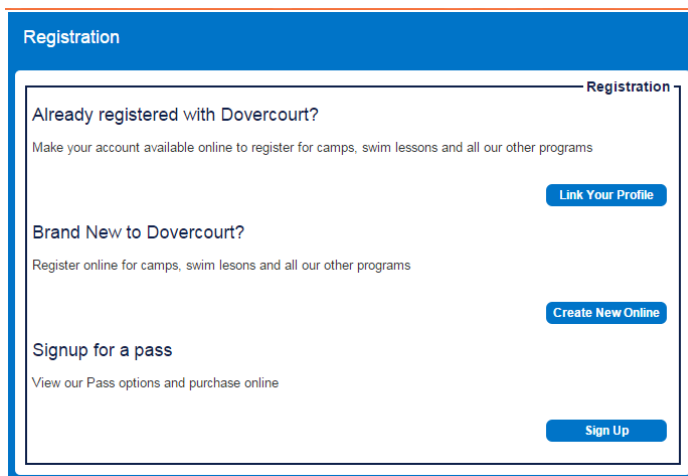
If you do not have an email registered with Dovercourt then either email online@dovercourt.org or call us on 613 798 8950 ex 250 and let us know which email you would like added to an existing profile OR click on "[Register](#)".

STEP 2

If registering a new profile complete the form that is provided with your (the parent or guardian) details. Ensure the email address is correct as we will use this to send you confirmation emails, receipts etc.

There are three options:

1. You already have registered with Dovercourt and want to start using the online services.
2. You have never registered with Dovercourt before and want to sign up
3. You want to purchase a Dovercourt Pass, for example Gold Club Pass, Pool Pass, Unlimited Fitness Pass.



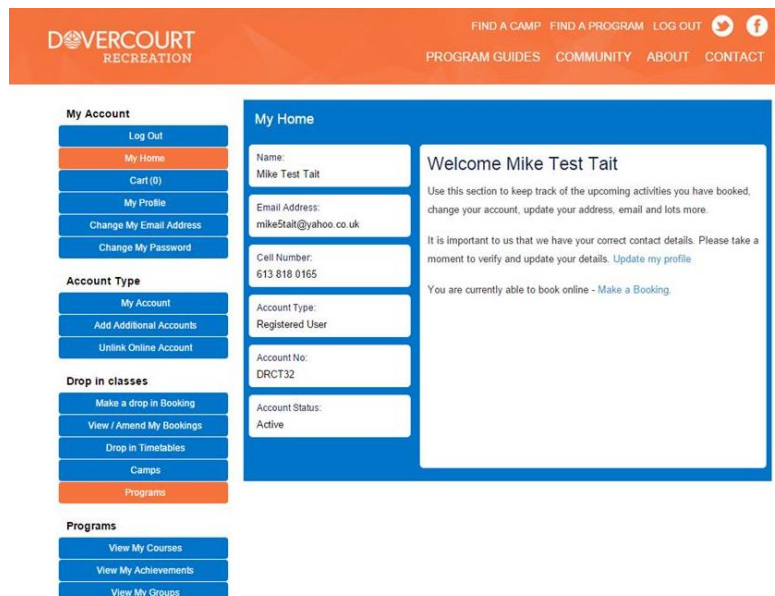
The screenshot shows a registration page with a blue header and a white content area. The page is titled "Registration" in the top left corner. The content area is divided into three sections, each with a corresponding button on the right:

- Already registered with Dovercourt?**: "Make your account available online to register for camps, swim lessons and all our other programs". Button: "Link Your Profile".
- Brand New to Dovercourt?**: "Register online for camps, swim lessons and all our other programs". Button: "Create New Online".
- Signup for a pass**: "View our Pass options and purchase online". Button: "Sign Up".

Please follow the online screen instructions for which ever option you select.

Each option will email a confirmation email to confirm your options. All email addresses must be verified. This is done by receiving an email and clicking the link within it. Remember to check your SPAM folder for this email if it does not arrive in your Inbox.

This stage of the profile creation is now complete. You do not need to register your family members until you wish to make a booking.



The screenshot shows a user profile page for "Mike Test Tait" on the Dovercourt Recreation website. The page has an orange header with the logo and navigation links. The main content area is blue and contains a sidebar with navigation options and a "My Home" section with user details.

My Account

- Log Out
- My Home**
- Cart (0)
- My Profile
- Change My Email Address
- Change My Password

Account Type

- My Account**
- Add Additional Accounts
- Unlink Online Account

Drop in classes

- Make a drop in Booking
- View / Amend My Bookings
- Drop in Timetables
- Camps
- Programs

Programs

- View My Courses
- View My Achievements
- View My Groups

My Home

Name: Mike Test Tait

Email Address: mike5tail@yahoo.co.uk

Cell Number: 613 818 0165

Account Type: Registered User

Account No: DRCT32

Account Status: Active

Welcome Mike Test Tait

Use this section to keep track of the upcoming activities you have booked, change your account, update your address, email and lots more.

It is important to us that we have your correct contact details. Please take a moment to verify and update your details. [Update my profile](#)

You are currently able to book online - [Make a Booking](#).

Making your first booking or booking on behalf of others

When you are ready to book or you would like to book a family member in to a program/camp please visit www.dovercourt.org Click *Find A Camp* or *Find a Program*. You will be directed to page with more information about when camps and programs are becoming available and then a link to the search pages per below.

Camps

Barcode ?

If you know the barcode of the camp, please provide it in the textbox below.

Search Filter

Camp Name

Category
Childcare Lunch ▼

Subcategory
No Subcategories ▼

Season
Winter ▼

Gender
Any ▼

Starts From
22/11/2015 📅

Starts Before
28/11/2015 📅

Age at Camp Start ?

Please provide some details to find the Program/Camp you wish to find and select it by clicking on it in the search results. You will be presented with more details about the Program/Camp. If you would like to register someone for this activity, select *Register* at the bottom of the page.

Camp Details

Camp Details ^

Name	Test
Description	Test
Start & End Date	Wed Nov 25, 2015 - Wed Nov 25, 2015
Age Range	Any
Gender	Unset
Season	Winter
Standard Price €	\$200.00 (\$200.00 Inc Tax)

Other Information ^

Prerequisites	Not Applicable
Meeting Point	Unavailable
Capacity	4
Available Capacity	3

You will be prompted to login using your email address and password you created earlier.

Login

Please login using the form below.

Registered Email Address

Password

[Don't have an account? Register here...](#)

From here you can select who you would like to attend the activity if you have previously linked family members to your account or it is you who are attending the activity.

However, if you have not previously linked any family members to the account and wish for them to attend the selected activity, you have two options for linking them to your profile.

1. If the family member you wish to link to your account has already been registered with the new registration software (i.e. you have attended an activity after December 3rd 2015) you can select *Add Existing Participant*. This will ask you for their account number (in the registration confirmation email or the DOVERCOURT staff can provide this for you) and two additional pieces of information. If the information supplied is correct they will be added to your participant list for this and future bookings. You only need do this once.
2. If the intended family member has not been registered with the new software please click the *Create New Participant* button. You will be presented with a simple form to complete, please provide as much detail as possible. Once complete this family member will be available to select in your participant list. You will only need to do this once – the next time you make a booking they will already be in your participant list.

Select Participant

Participant Selection

Please select the participant you would like to register.

Select Participant ▼

Summary

Name	Test
Start Date	Wed Nov 25, 2015
End Date	Wed Nov 25, 2015

From Point 1 – Add Existing Participant

Add Group Participants

1. Please enter the account number or barcode

2. Please supply the following information:

Post code	Surname
<input type="text" value="Enter Post code"/>	<input type="text" value="Enter Surname"/>

From point 2 – Add New Participant

The image displays three sequential screenshots of the 'Create New Account' form:

- Step 1 of 3: Personal Details**
 - Home club: Ottawa South Community Centre
 - Title: Not Applicable
 - Gender: Female
 - Forename: Hayley
 - Surname: O'Brien
 - Date of Birth: 18/07/1991
 - Email: Please enter email address
- Step 2 of 3: Contact Details**
 - Postal Code: K1S 515
 - House & Street: 23 Hillbank View
 - Address line 2: Address Line 2
 - City: Harrogate
 - Province: Ontario
 - Main Phone: Please enter phone number
 - Cell Number: 077538
 - Emergency Contact Details:
 - Contact Name: Please enter contact name
 - Contact Number: Please enter contact number
- Step 3 of 3: Medical History**
 - Medical Conditions
 - Allergies
 - Immunisations
 - Disabilities

You can now complete your booking or add more participants to your profile.

If you are not able to complete the above process, please contact us on 613 798 8950 ex 250, pop in to the centre or email us at online@dovercourt.org