

# ONLINE REGISTRATION

You will need a unique client bar code number, and a family PIN number. If you don't already have one, please visit your nearest community centre.

For best performance when registering online, use Internet Explorer version 5.5 or higher. Other versions will affect speed.

**Delays in getting through on the Internet is common for the first 2 hours on a registration date.**

## Is the System Secure?

We have taken many steps to ensure the security of your transaction. Some of these steps involve adopting industry standards and some steps were designed in-house by Technical Specialists. You will see the 'padlock symbol' indicating that your data is secure.

Acceptable on-line payment methods are:



## Concerned About Using Credit Cards Online?

A payment can be made in-person at the Customer Service counter at any community centre. Once the credit is applied to your account, you can register online and the cost of the registration is deducted from your balance. You must ensure there is a sufficient balance in your account to cover the cost of your registration as payment in full is required to successfully complete the online transaction.

### 7 SIMPLE STEPS TO ONLINE REGISTRATION:

1. Log on to: [www.RecEnrollVaughan.ca](http://www.RecEnrollVaughan.ca) and press, 'Register Now'
2. Select the 'Programs' tab.
3. Key in course code number or use 'Advanced Search' for other search options.
4. Select 'Add' or 'Waitlist' depending on availability.
5. Key in participant's barcode, then the family PIN.
6. Select the client and go to 'Checkout' if done. If not, select 'More Registrations'.
7. Complete credit card information.

PLEASE PRINT YOUR OWN CONFIRMATION LETTERS AS ONE WILL NOT BE MAILED TO YOU.