CITY OF BRAMPTON

# RECREATION REGISTRATION SYSTEM CUSTOMER RESOURCE GUIDE

## How to Reserve an Outdoor Skating Session

**STEP ONE**

Once you are logged into the City of Brampton's Recreation Registration system at CityOfBrampton.PerfectMind.com, click on **"Program Registration."**

**STEP TWO**

Select **"Skating"** under Drop- In and Try-It Programs.

**STEP THREE**

On the left side, filter your search results based on the location (outdoor rink) and the day of the week based on your preference.

**STEP FOUR**

Once you have selected your filters, all courses matching the filters will appear on the right. You can choose your preferred date at the top right and all time slots for the date will appear.

**STEP FIVE**

Once you have selected your time preference, please select **"Register Now."**

**STEP SIX**

Review the details you have selected and ensure you have the correct date and time slot. Select **"Register Now."**

**STEP SEVEN**

Select the client registering for the service by clicking on the checkbox to the left. You can select multiple clients if required.

**STEP EIGHT**

Click on **"Next."** The spot will be held up until the user has 5 minutes of inactivity.

**STEP NINE**

Please read the Drop-In Skate Outdoors Screening. Select **"I Agree"** at the bottom left. Once you have acknowledged the conditions, please select **"Next."**

**STEP TEN**

You will be prompted for **"Fees and Extras."** This is a FREE program, and the fee will be $0.00. Please select **"Next."**

**STEP ELEVEN**

You will be brought to the Cart. Click on **"Place My Order"** to process payment of $0.00.

**STEP TWELVE**

Once you have processed the $0.00 payment, you will be brought to the Thank You screen.

- To print the Registration Confirmation, click on **"Registration Confirmation."**
- To print the Registration Receipt, click on **"Print Receipt."**
- Remember the receipt and registration confirmation has been sent to the email address provided.
- To book another date and a different time slot, please select **"Book Another Event."**
- To add this to your calendar, please select **"Add to Calendar."**

**You're all ready to go. We look forward to seeing you!**

**Questions?**

Email us at **RecConnects@brampton.ca**