

How to create a MyRec Account

Creating a MyRec account is easy. Just type this URL into your web browser to create your account now:

Halifax.ca/myrec

- Click on the “*Create account/Login*” box
- Click on “*create a new account*”. On right hand side of the page
- Complete the pop up form with required fields. Be sure to select Zatzman Sportsplex as your home club.
- Click “next”
- Enter contact and emergency contact details as prompted.
- Enter medical history if required.
- Click on “*create account*”. This will then take you to your “Homepage”

To register for drop in sessions

Option 1:

- Open the HRM my rec site using the web address above
- log into your account with your user name (email) and password entered when activating your account. (if you haven't created an account, use the steps above)
- This will bring you to the homepage of your MyRec account.

(To add other family members onto your account if required, click on “*my household*” on left hand side of page and add or create family member accounts. To add a payment method, click on “*My account*” drop down arrow and select “*Payment options*” to add a debit or credit card for payments)

- On the right hand side of the homepage under tab make a booking Select “drop ins”, this will take you to the online bookings page.
- Select club (Zatzman Sportsplex)
- select category and preferred option “*book a fitness center timeslot*” or “*Book a fitness class time slot*” etc...
- select activity e.g. “*ZSP fitness center 50 min*”
- Click on view timetable (green tab) on the right hand side of the screen.
- Click on the time slot that you want
- “*Add to basket*” and book more time slots or proceed to checkout and process payment.
- You will then receive a confirmation of booking screen once payment is processed

Option 2:

- Open the HRM my rec site using the web address above
- log into your account with your user name (email) and password entered when activating your account. (if you haven't created an account, use the steps above)
- This will bring you to the homepage of your MyRec account.

(To add other family members onto your account if required, click on “*my household*” on left hand side of page and add or create family member accounts. To add a payment method, click on “*My account*” drop down arrow and select “*Payment options*” to add a debit or credit card for payments)

- On the Left hand side of the page, click on “*Drop in Timetables*”
- Under club select “Zatzman Sportsplex” and click search
- The timetable will appear below and default to “*today*”
- Click on the green tab on the right of the screen to “*Select Date*” and choose the date you want to book
- A list of classes and programs will appear for the date selected
- Select the time slot that you want
- The option to book and continue looking for timeslots or book and proceed to basket will appear.
- Process the payment.

Access for Family Members

If your family members will be booking a timeslot or drop in class, they must have their own unique login credentials.

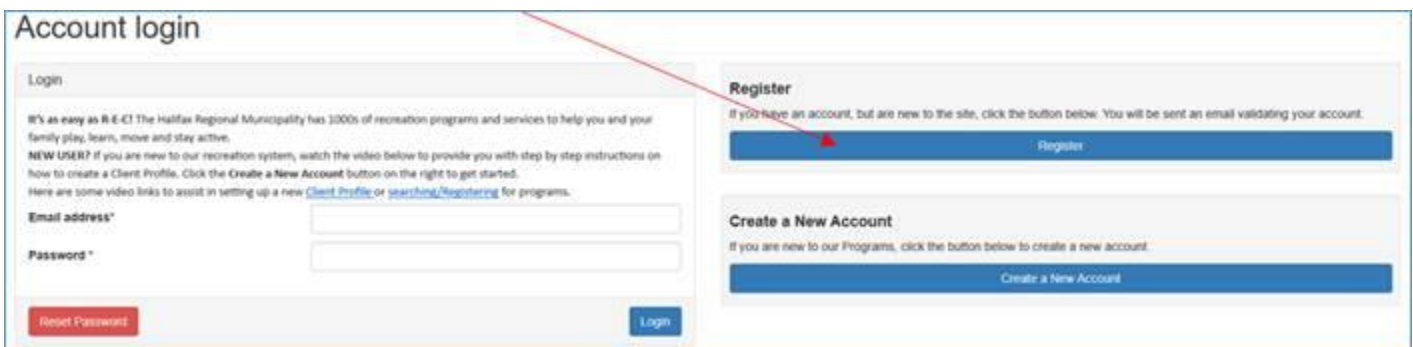
Setting up their access is easy with these steps. Before you begin, you will need the following three pieces of information:

- 1) **Unique email address** for each family member
- 2) Their **account number** (also referred to as Member Number) - If your family members are linked to your profile, their account numbers can be found under “My Household” on your online account.
- 3) Family member’s **birthdate, postal code, or phone number**

Follow these steps to create your family member login access:

Step 1:

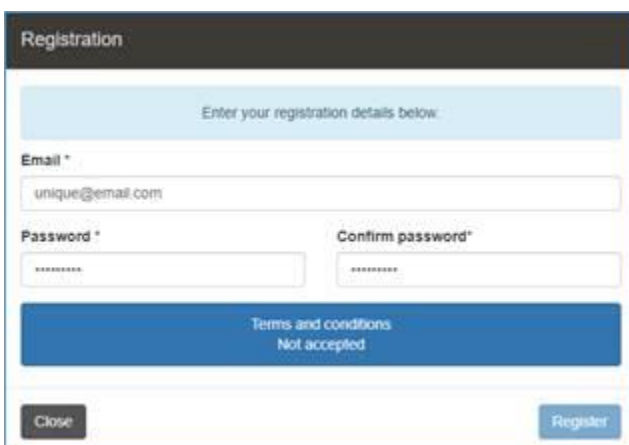
Visit www.halifax.ca/myrec. From the login page, select the “Register” button



The screenshot shows the 'Account login' page. On the left is the 'Login' section with fields for 'Email address*' and 'Password*', a 'Reset Password' button, and a 'Login' button. On the right is the 'Register' section with a 'Register' button. Below that is the 'Create a New Account' section with a 'Create a New Account' button. A red arrow points from the 'Register' button in the right section to the 'Register' button in the left section.

Step 2:

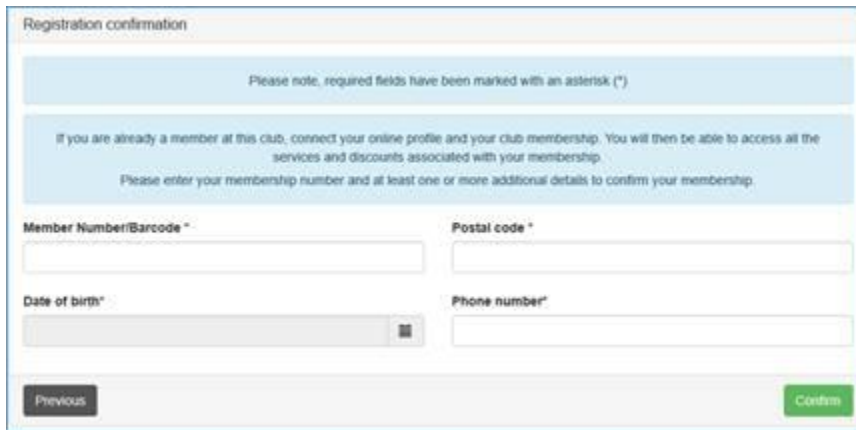
You will be asked to enter a unique email address and password, accept the terms and conditions, and select Register. Please note: You must not use the email address associated with your login credentials. The email address must be unique to the individual.



The screenshot shows the 'Registration' form. It has a header 'Registration' and a sub-header 'Enter your registration details below:'. There are three input fields: 'Email *' with the value 'unique@email.com', 'Password *' with masked characters, and 'Confirm password *' with masked characters. Below the fields is a blue button with the text 'Terms and conditions Not accepted'. At the bottom left is a 'Close' button and at the bottom right is a 'Register' button.

Step 3:

An email will be sent to the email address provided which contains a link to complete the set up. Click on the link and complete the Registration Confirmation process. You will be asked to enter the Member Number and one other detail (birthdate, postal code, or phone number) and confirm. When successful, your family member will be able to use the email and password provided to access their account.



The screenshot shows a web form titled "Registration confirmation". At the top, there is a light blue banner with the text: "Please note, required fields have been marked with an asterisk (*)". Below this, another light blue banner contains instructions: "If you are already a member at this club, connect your online profile and your club membership. You will then be able to access all the services and discounts associated with your membership. Please enter your membership number and at least one or more additional details to confirm your membership." The form itself has four input fields: "Member Number/Barcode *" (text input), "Postal code *" (text input), "Date of birth*" (date picker), and "Phone number*" (text input). At the bottom of the form, there are two buttons: a grey "Previous" button on the left and a green "Confirm" button on the right.

If you are using Internet Explorer, or are experiencing difficulties logging into your account from here, please continue with these steps:

Step 4:

Once you receive your registration confirmation email, stop following the instructions from the computer screen and return to the main login page. You must return to the main login page for your login to work.

Login with your newly confirmed email address and password.

Step 5:

Once you have logged in, click on "Link Account" on the main page.

Fill out the information and click "connect."

Repeat these steps for every person who wants to book a time slot that is not the main account holder.