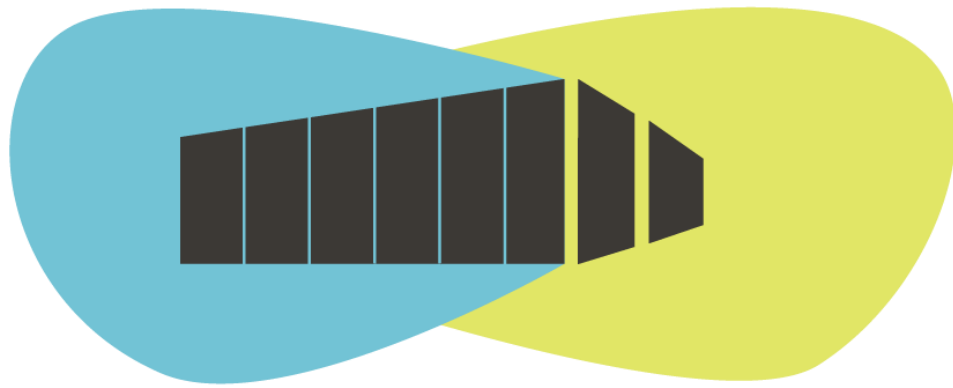


Everything You Need to Know About MyRec



**ZATZMAN
SPORTSPLEX**

Table of Contents

Everything You Need to Know	1
About MyRec	1
Overview	3
Creating a MyRec Account	3
Login to your MyRec Account.....	4
Registering for Activities/"Drop-In Bookings"	4
Registering for Programs	9
Linking Accounts.....	14

Overview

MyRec is a recreational platform that is used by HRM recreation facilities to register for programs. After COVID-19 hit, the platform was adapted to take online bookings for activities that were typically referred to as 'Drop-In Bookings' such as a yoga class, spin class, or activities in our gymnasium. The two different services are not identical, so you may notice some differences while navigating the platform.

You do not need to be a member of a recreation facility to create an account. If the platform is asking for your membership number, you probably have found yourself in the wrong section.

Creating a MyRec Account

If you have a membership at the Sportsplex, or any HRM facility, chances are you already have a MyRec account. If you're unsure, please contact us! It is possible to create a duplicate account. A duplicate account will not hold your membership information, which means you will not get your membership discounts while using the duplicate account.

If you're 100% sure you do not have a membership, you can create one on your own!

1. Head to recreation.halifax.ca
2. Click on "Create A New Account"

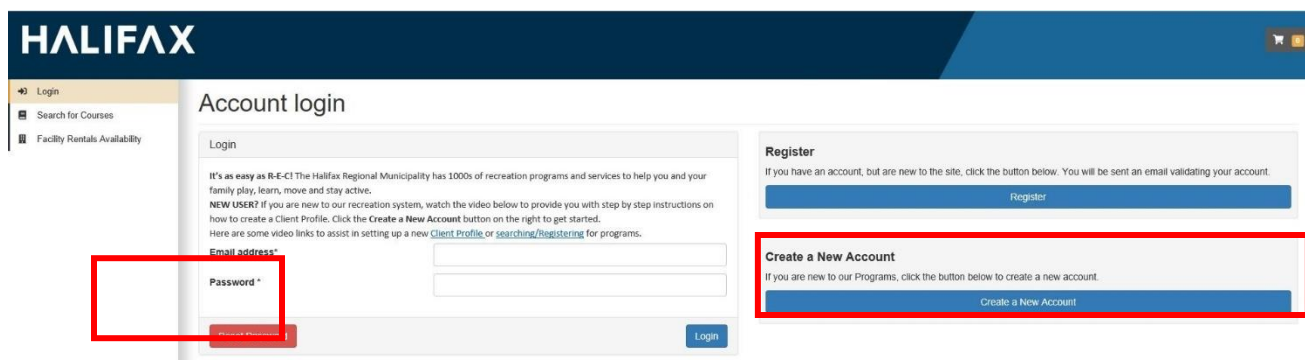
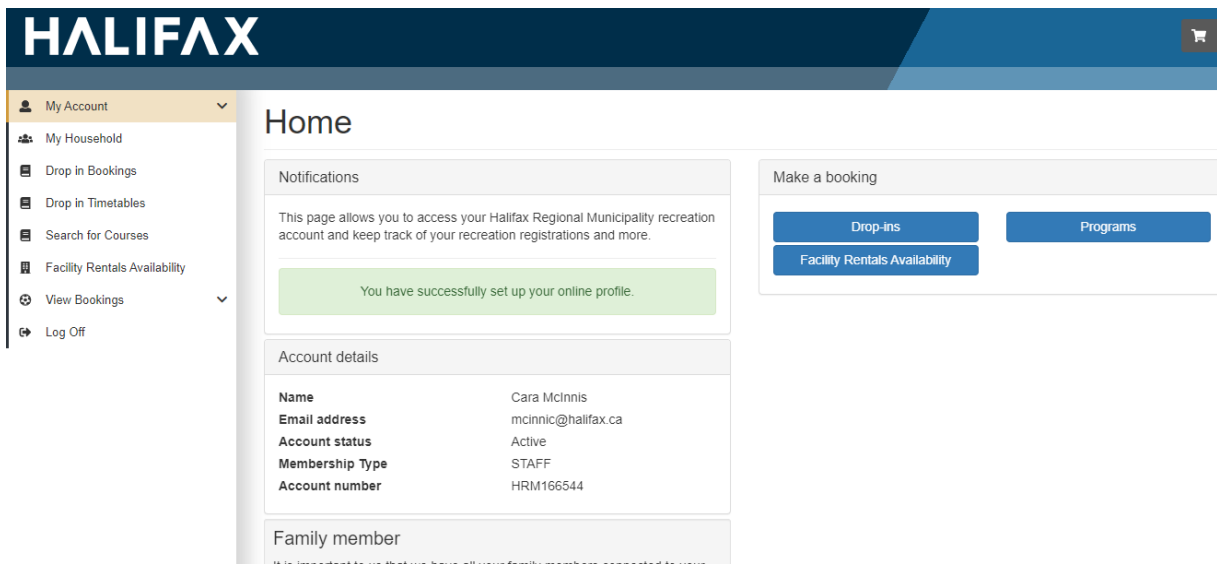


Image 2: Account Login/Create Account landing page

3. A 3-page popup form will load. Make sure to fill out the entire form and set Zatzman Sportsplex as your home club.
4. Once complete, hit "Next."
5. Enter contact and emergency contact details as promoted.
6. Enter medical history if required.
7. Click on "Create Account". This will take you to your "Homepage"

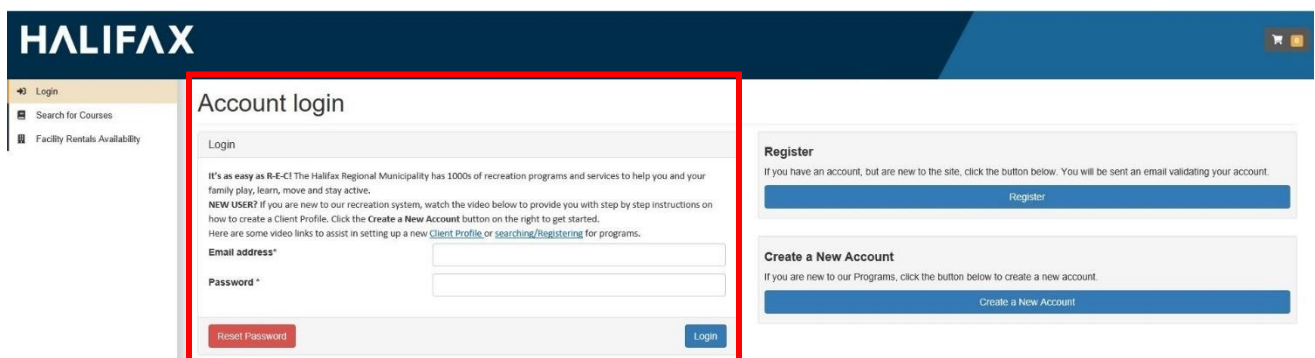


8. You will receive an email to activate your account, check your email to confirm and activate your account.
9. That's it!

Login to your MyRec Account

Once you have created your MyRec account, you can log into it at any time. Repeat the first three steps from creating a MyRec account.

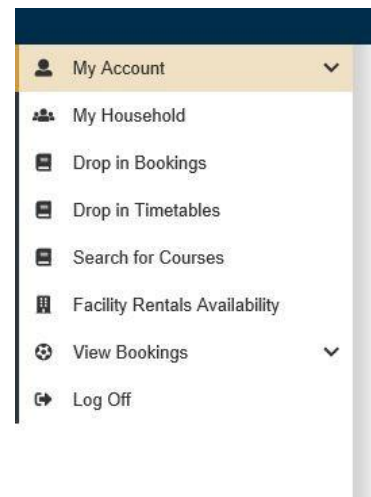
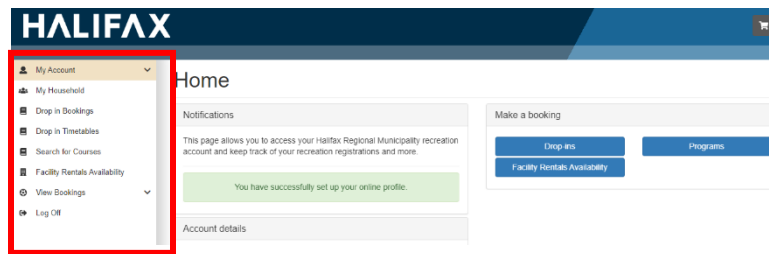
1. Head to recreation.halifax.ca
2. Under Account Login, enter the email address associated with your MyRec account, and enter your password.
3. Click "Login."
4. This will take you to your "Homepage."



Registering for Activities/"Drop-In Bookings"

Activities are everything from yoga class, squash court time, gym activities, and walking the track. For most activities, each individual registering must have their own MyRec account, including children.

1. On your MyRec Homepage, select the "Drop in Bookings" on the right navigation panel.



2. This will take you to the Online Booking page, where you will search for the program you are looking for. There are 3 areas you will need to fill out: Facilities/Rec Centre, Category, and Activities.

3. In Facilities/Rec Centre, make sure you select Zatzman Sportsplex, it will be the last one on the list.
4. A list will populate in "Category" that shows you the types of activities you can book. Select the category you are interested in.

Facilities

Rec Centre

Zatzman Sportsplex

Category

☐ Book a Court (Gymnasium)
☐ Book a Court (Squash/Racquetball)
☐ Book a Fitness Centre Timeslot
☒ Book a Fitness Class (Aquatic)
☐ Book a Fitness Class Timeslot
☐ Book a Lesson (Aquatic)
☐ Book a Swim Lane
☐ Book a Walk/Run Timeslot
☐ Book an Open Swim

- A list of activities will populate in the "Activities" section based on your Category choice. Select the specific activity you are looking for.

Activities

☒ ZSP Aquafit - Lane 5-8- 60min
☐ ZSP Tri-Fit - Lane 1-4 - 60min

- Click "View Timetable" on the bottom right of the page.
- Available classes will show for today, the day you are booking. If there are no classes available on the day you are booking, the screen will read "There Are No Sessions on This Day"
- Use the Top Navigation Bar or the Calendar to navigate the days you are looking for or click on "Click here to go to the next available date."

HALIFAX

My Account

My Household

Drop In Bookings

Drop In Timetables

Search for Courses

Facility Rentals Availability

View Bookings

Log Off

Online booking

TODAY

TOMORROW

OCT 04, 2020

Oct 02, 2020

There are no sessions on this day

Click here to go to the next available date

Previous

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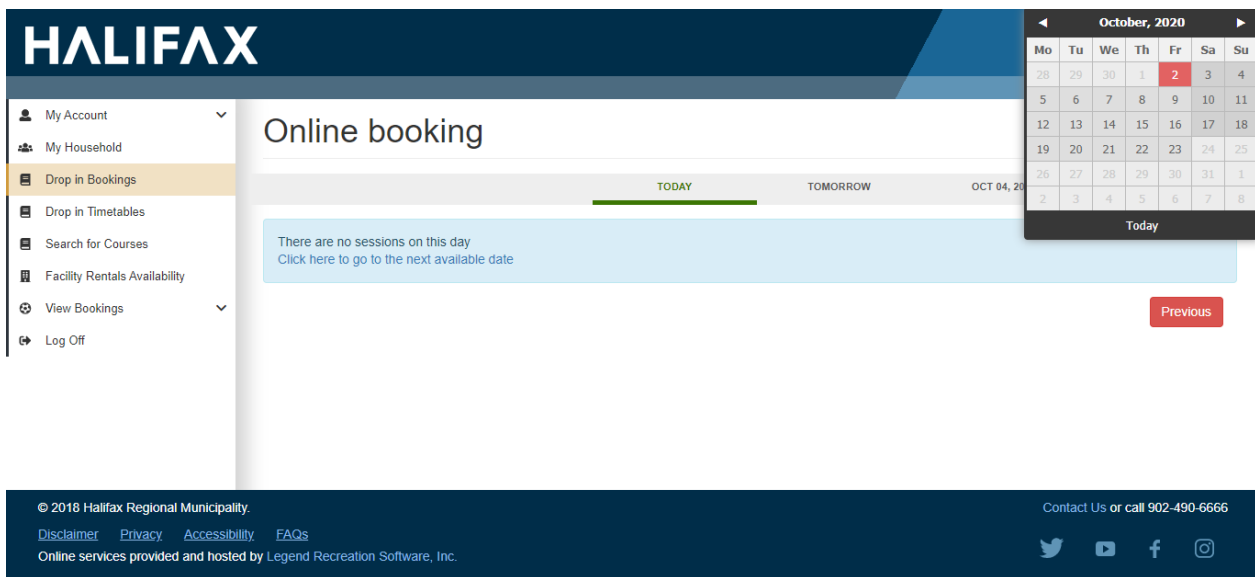
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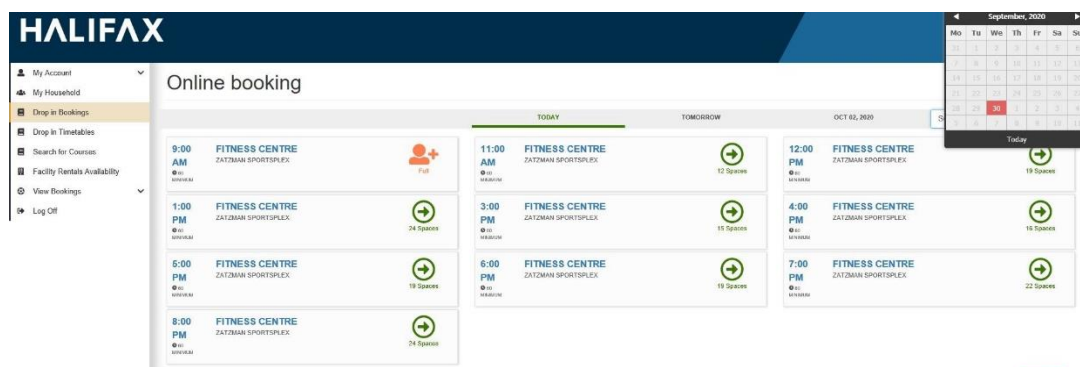
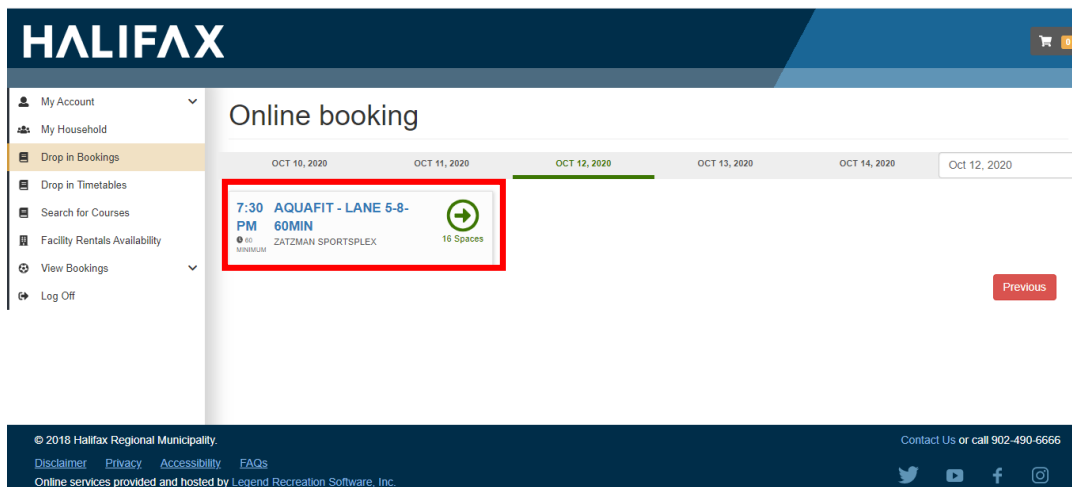
Contact Us or call 902-490-6666

Click here to bring up the calendar.

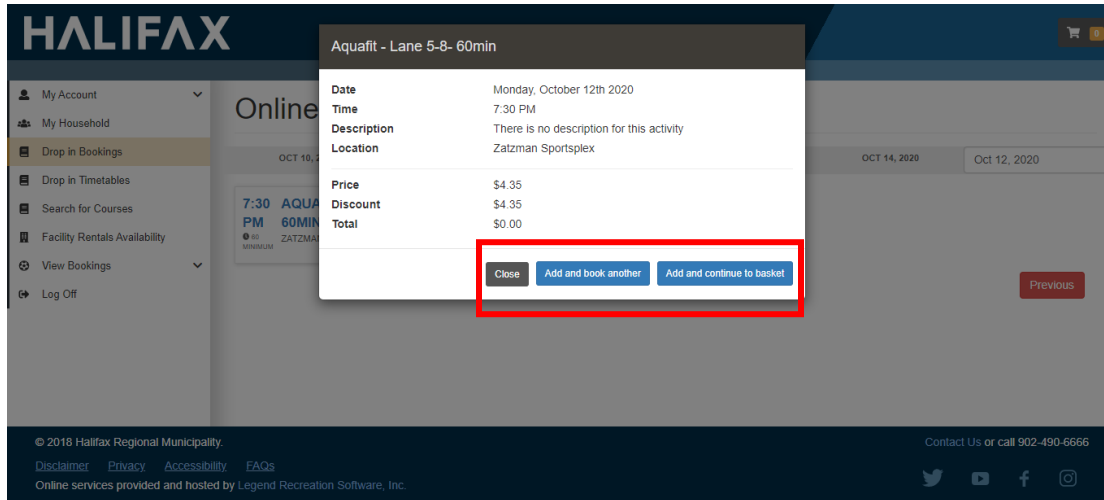
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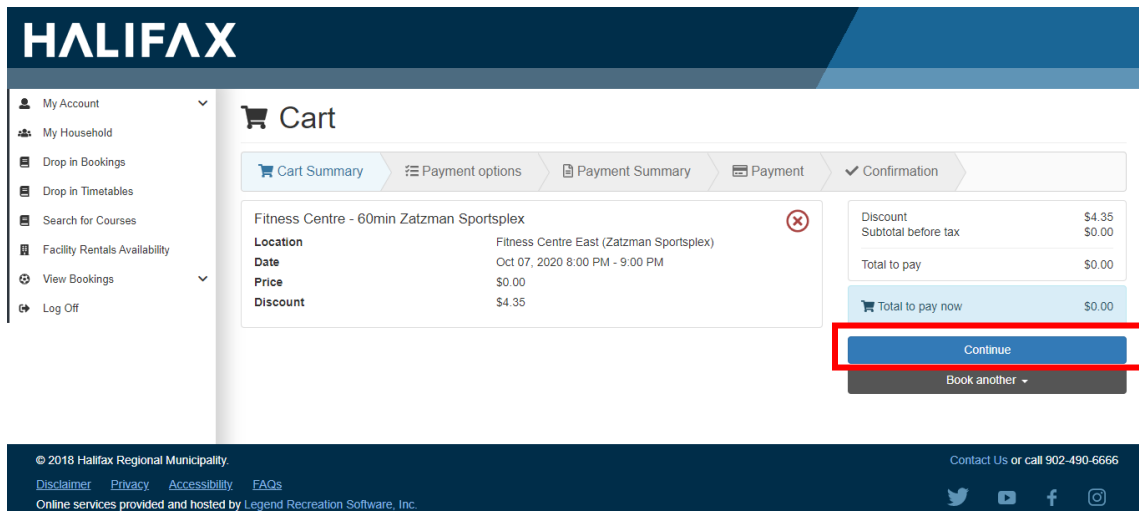
9. Members can book 7 days in advance, and non-members can book 5 days in advance.
10. Once you find a class with available spaces, it will be visible on your screen, with a green arrow, and the number of available spaces. Full classes will show up with an orange graphic, and you will be unable to book it.



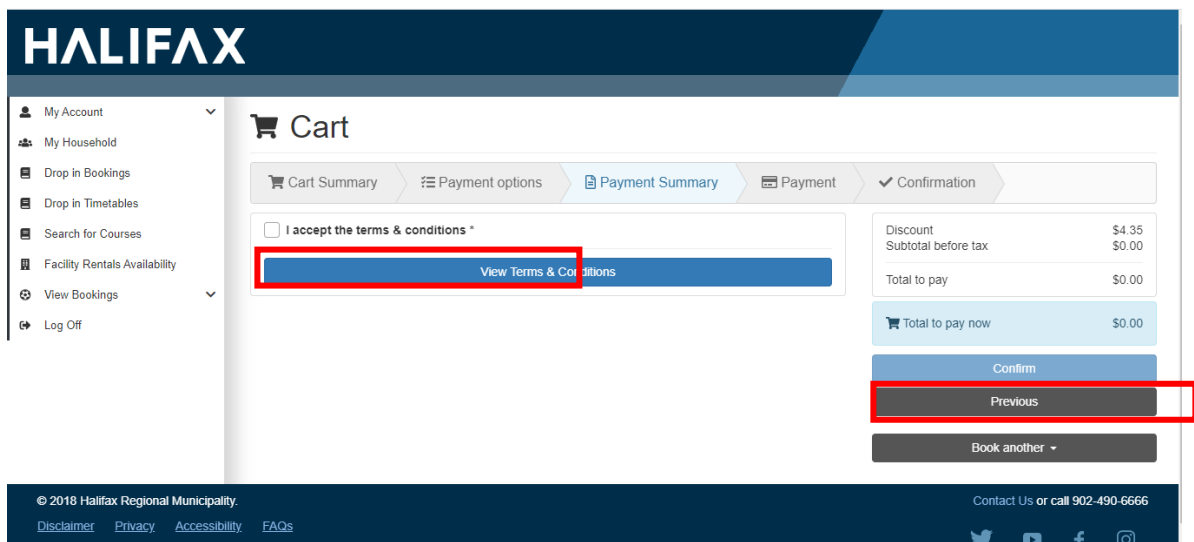
11. Click on the class you wish to enroll in.
12. A screen will pop up that tells you the date, time, description, and location of the class. Click "Add and book another" to add this course to your basket, and then search for another. Click "Add and continue to basket" if you are done looking for activities. Click "close" if you do not want to register for the selected activity.



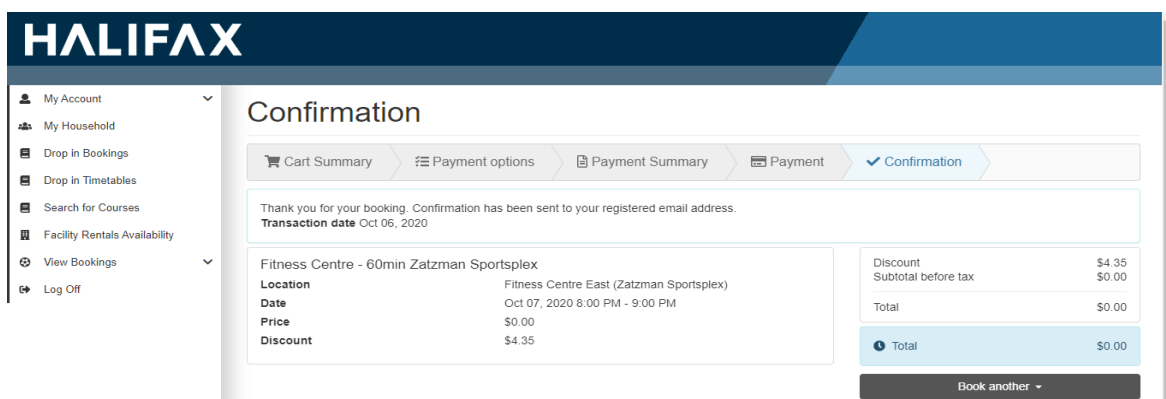
13. Once you hit "Add and Continue to Basket" you will be taken to your Cart.
14. Click "Continue"



15. Check the box that says "I accept terms & conditions"
16. Click "Confirm"



17. If you are a member, your booking will be completed. If you are a non-member, you must complete the payment process to confirm.



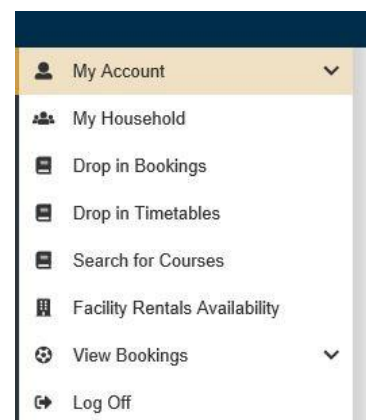
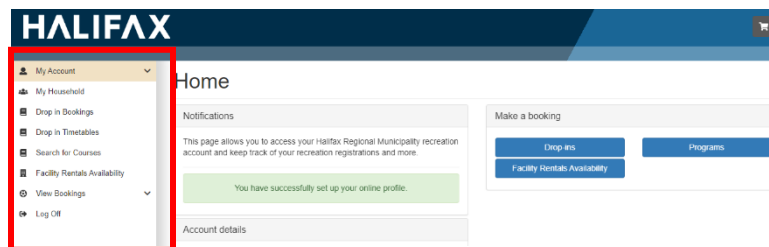
18. Once payment is complete, the confirmation page should load
19. Be sure to check your email for confirmation of your booking. If you do not receive an email confirmation you have not completed the booking.

Registering for Programs

New programs are typically introduced four times a year, in the Summer, Spring, Fall, and Winter. Programs include things like swimming lessons, intro to sport classes, workshops, etc. and can typically all be found in our program guide, available on our [website](#).

To register for a fall program, first log into your MyRec account.

1. On your home page you will see a navigate panel to the right.



5. Click on "Search for Courses"
6. This will take you to the "Program search" page

7. There are two ways to search for a program in MyRec from the Program search page.
8. The first is to search with the registration code associated with the program you are looking for. These codes can be found in our program guide, and always start with "000" followed by five other numbers (ext. 00012345). Enter the code into the "Program barcode."

9. Hit "search." This will bring up the specific program you are looking for.

10. The second option is to enter basic search criteria on the program you are looking for. For example, if you were searching for all private swim lessons at the Sportsplex, you will type "private" into the Program Name area, select "Child Swimming" as the Main-Category, and then select "Zatzman Sportsplex" as the Sub-Category.

HALIFAX

Login

Search for Courses

Facility Rentals Availability

Program search

Advanced search Search options

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

Program barcode

Alternatively, you can add basic search criteria below. If you wish to refine the results further, click on the filter option.

Program name Main category Sub-category

Getting started

Please use the "advanced search" functionality to help locate a program.

Alternatively, please use the "barcode" area in order to find matching activities by their barcode.

11. Hit "search" and all programs matching the search criteria will be listed.

HALIFAX

Login

Search for Courses

Facility Rentals Availability

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

Program barcode

Alternatively, you can add basic search criteria below. If you wish to refine the results further, click on the filter option.

Program name private Main category Child Swimming Sub-category Zatzman Sportsplex

Private Lesson Leisure Pool

Rec Centre : Zatzman Sportsplex

Age range : 5 years and 11 months - 100 years

Session(s) remaining : 10

Instructor:

Language: English

Start Date: Mon Oct 05, 2020 - 4:30 PM

Next session: Mon Oct 05, 2020 - 4:30 PM

Day of week: Mon

Session duration: 0 h 30 m

Capacity: 0 out of 1 places remaining

Payment options

Pay in full

Other information

Waiting list available

Private Lesson Leisure Pool

Rec Centre : Zatzman Sportsplex

Age range : 5 years and 11 months - 100 years

Start Date: Mon Oct 05, 2020 - 5:00 PM

Next session: Mon Oct 05, 2020 - 5:00 PM

Payment options

Pay in full

12. The number of spaces available in the class is provided for each activity. If there are no spaces left, you can join the waiting list.
13. If there are spaces available, click on "Pay in Full" to proceed.
14. "Program details" will display all the details on the course, including the price, description of the course, the date, time, age requirements, and the program schedule.

HALIFAX

Login

Search for Courses

Facility Rentals Availability

Program details

Pricing Information

Standard price \$108.00 (\$108.00 Inc Tax)

Program details

Name Aqua Tot B1

Short code 00028224

Description Child is with an Instructor and up to 4 other children. The instructor will work on different skills to make the child feel more

Level ZSP - Preschool

Discipline AQ - DSP - Preschool

Categories Child Swimming Youth Swimming Zatzman Sportsplex Zatzman Sportsplex

Day of week Fri

Start date Oct 02, 2020 4:00 PM

Session Details

Date and Time	Location	Instructor
Fri Oct 02, 2020 4:00 PM (0 h 30 m)	Pool (Zatzman Sportsplex)	Instructor
Fri Oct 09, 2020 4:00 PM (0 h 30 m)	Pool (Zatzman Sportsplex)	Instructor
Fri Oct 16, 2020 4:00 PM (0 h 30 m)	Pool (Zatzman Sportsplex)	Instructor
Fri Oct 23, 2020 4:00 PM (0 h 30 m)	Pool (Zatzman Sportsplex)	Instructor
Fri Oct 30, 2020 4:00 PM (0 h 30 m)	Pool (Zatzman Sportsplex)	Instructor
Fri Nov 06, 2020 4:00 PM (0 h 30 m)	Pool (Zatzman Sportsplex)	Instructor
Fri Nov 13, 2020 4:00 PM (0 h 30 m)	Pool (Zatzman Sportsplex)	Instructor
Fri Nov 20, 2020 4:00 PM (0 h 30 m)	Pool (Zatzman Sportsplex)	Instructor

15. Scroll to the bottom of the page at hit "Register" on the bottom right hand corner.
16. The "Select Participant" screen is where you can choose who will be participating in the activity.

HALIFAX

My Account
My Household
Drop in Bookings
Drop in Timetables
Search for Courses
Facility Rentals Availability
View Bookings
Log Off

Select participant

Participants selection

Participant *
Select a Participant

Add Existing Contact **Add**

Create New Contact **Create**

Summary

Name	TRX Yoga Flex
First session	Oct 06, 2020 - 5:30 PM
Last session	Oct 27, 2020 - 5:30 PM

Program details **Next**

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17. Hit "Next"
18. The Select participant screen will remain, but the content will change to a "Pay the full cost now." Click the box beside "Pay the full cost now" and then
19. Click "Add to cart."

HALIFAX

My Account
My Household
Drop in Bookings
Drop in Timetables
Search for Courses
Facility Rentals Availability
View Bookings
Log Off

Select participant

Select your payment type

☐ Pay the full cost now

Summary

Name	TRX Yoga Flex
First session	Oct 06, 2020 - 5:30 PM
Last session	Oct 27, 2020 - 5:30 PM

Program details **Previous** **Add to cart**

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20. Your "Cart" should display on your screen.

HALIFAX

My Account
My Household
Drop in Bookings
Drop in Timetables
Search for Courses
Facility Rentals Availability
View Bookings
Log Off

Cart

Cart Summary | Payment options | Payment Summary | Payment | Confirmation

TRX Yoga Flex (00032493)

Registrant name: [REDACTED]
Start date: Oct 06, 2020 - 5:30 PM
Number of classes: 4
Location: Zatzman Sportsplex
Cost: \$62.08
Discount: \$18.00

Cost breakdown

Discount: \$18.00
Subtotal before tax: \$54.00
Tax: \$8.08
Total to pay: \$62.08

Total to pay now: \$62.08

Continue
Book another

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21. If you want to register for another program, click on "Book Another."

Subtotal before tax: \$54.00
Tax: \$8.08
Total to pay: \$62.08

Total to pay now: \$62.08

Continue
Book another

Search for program
Search for facilities
Make a drop-in booking

22. Select "Search for program" and begin your program search again.

23. If you are DONE searching for programs, click "Continue."

24. If you have a credit card on file, you can select it on this page as a payment method.

If you do not, your payment method can be entered in on the next page.

25. Click on the "I accept the terms & conditions" box.

26. Hit "Continue to Payment"

HALIFAX

My Account
My Household
Drop in Bookings
Drop in Timetables
Search for Courses
Facility Rentals Availability
View Bookings
Log Off

Cart

Cart Summary | Payment options | Payment Summary | Payment | Confirmation

Choosing a payment method from the following list will pay for all recurring payments along with any upfront fees due today.

Select payment method
Enter on next step

☐ I accept the terms & conditions *

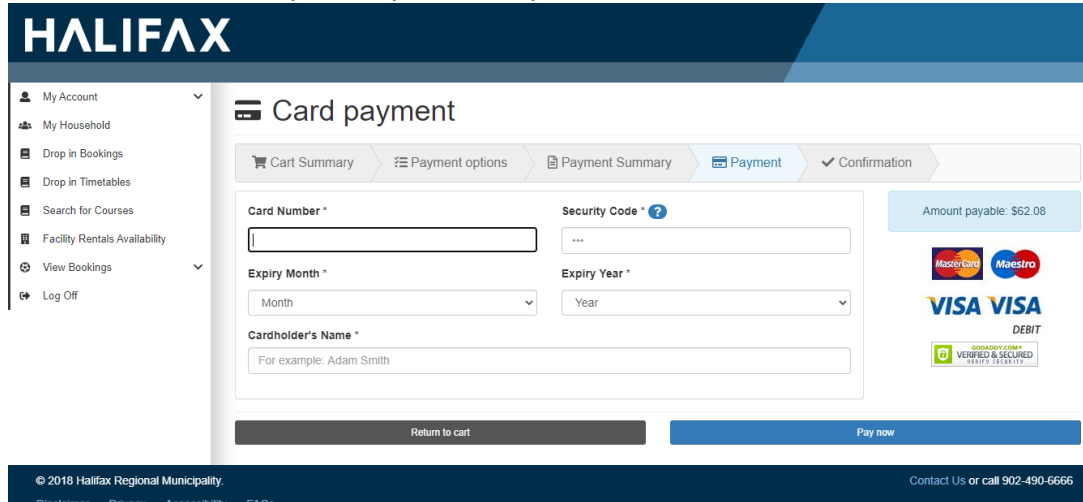
View Terms & Conditions

Discount: \$18.00
Subtotal before tax: \$54.00
Tax: \$8.08
Total to pay: \$62.08

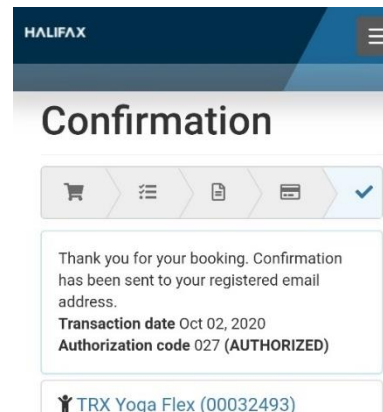
Total to pay now: \$62.08

Continue to payment
Previous
Book another

27. "Card Payment" is where you must enter your payment method. MyRec only accepts Cred Cards or credit you may have on your account.



28. Once you have entered your payment information, hit "Pay now."
29. Confirmation should pop, and you should also receive a confirmation email to the email address associated with your account.



30. Once you have registered for a program, you cannot remove yourself. You will have to contact the Welcome Desk directly to be removed.

Linking Accounts.

Many of our drop-in bookings require each person booking to have their own account. If you have a family membership, each person on that membership must have their own account if they are booking their own activities/ 'drop-in' bookings. This includes children. Your family membership is only on one account, so you will have to link each family members account to the account of the primary membership holder.

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

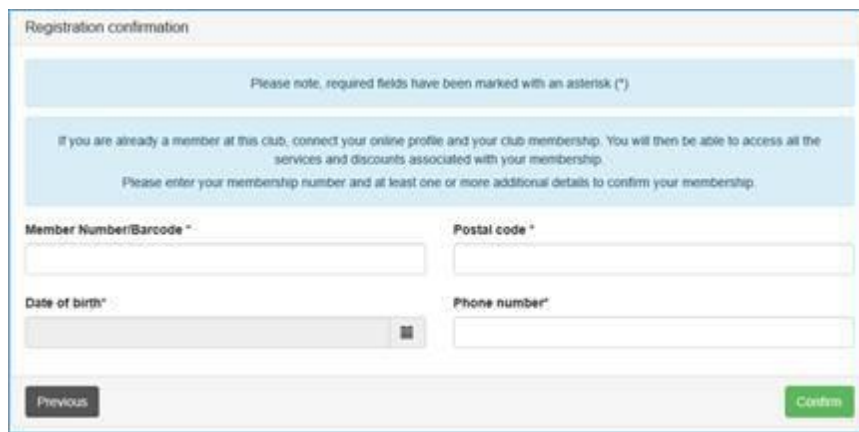
- Unique email address for each family member
- Their account number (also referred to as Member Number) - If your family members are linked to your profile, their account numbers can be found under "My Household" on your online account.
- Family member's birthdate, postal code, or phone number

Follow these steps to create your family member login access:

1. Visit recreation.halifax.ca. From the login page, select the "Register" button

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.

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.



Registration confirmation


Please note, required fields have been marked with an asterisk (*)

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.

Member Number/Barcode *

Postal code *

Date of birth * 

Phone number *

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

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.
5. Login with your newly confirmed email address and password.
6. Once you have logged in, click on "Link Account" on the main page.
7. Fill out the information and click "connect."
8. Repeat these steps for every person who wants to book a time slot that is not the main account holder.