Everything You Need to Know About MyRec



ZATZMAN SPORTSPLEX

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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 <u>recreation.halifax.ca</u>
- 2. Click on "Create A New Account"

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Login Search for Courses	Account login	
Facility Rentals Availability	Login It's as easy as R-E-C1 The Halifax Regional Municipality has 1000s of recreation programs and service family play, learn, move and stray active. NEW USERF 1/9 up are new to our createation system, watch the video below to provide you with ste how to create a Clent Profile. Click the Create a New Account button on the right to get started. Here are some video links to asso in setting up an our Clint Profile creative/Integrating for pro	sp by step instructions on Register
	Email address* Password *	Create a New Account If you are new to our Programs, click the button below to create a new account. Create a New Account
		Login

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"

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My Account My Household	~	Home			
Drop in Bookings		Notifications		Make a booking	
 Drop in Timetables Search for Courses 			ss your Halifax Regional Municipality recreation ir recreation registrations and more.		Programs
 Facility Rentals Availability View Bookings 	~	You have succe	essfully set up your online profile.	Facility Rentals Availability	
G ► Log Off		Account details			
		Name Email address	Cara McInnis mcinnic@halifax.ca		
		Account status	Active		
		Membership Type Account number	STAFF HRM166544		
		Family member	is all your family members connected to your		

- 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."

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Login Search for Courses	Account login	
Facility Rentals Availability	Login It's as easy as R-E-C1 The Halfax Regional Municipality has 1000s of recreation programs and services to help you and y family play, learn, move and stay active. NEW USER! To you are net or our recreation system, watch the video below to provide you with step by step instructic how to create a Client Profile. Click the Create a New Account button on the right to get started. Here are some video links to assist in setting up an evolution typication get/comparison.	Denister
	Email address* Password *	Create a New Account If you are new to our Programs, click the button below to create a new account. Create a New Account
	Reset Paissword	Login

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.

My Household Home Drop in Bookings Notifications Drop In Bookings This page allows sylu: b access your institute Regional Municipatity recertainon Sauch the Courses This page allows sylu: b access your institute Regional Municipatity recertainon Feathy Rendak Analatity You have successfully set up your online profite.	My Hausehold Home Drop in Bookings Notifications Drop in Transables This page allows you' to access your Haltox Regional Municipatity recreation Sarch Kr Cauruss This page allows you to access your relation Registrations and more. Facility Remains Analabitity You have successfully set up your online profile. Lag Off You have successfully set up your online profile.	My Hoseheld HOME Drep in Bookraps Nettifications Drep in Bookraps This page allows you to access your Halfax, Regional Municipatity recreation account and keep track of your recreation registrations and more. Make a bookraps Stack for Courses This page allows you to access your Halfax, Regional Municipatity recreation registrations and more. Drep ins Facility Renate Availability You have successfully set up your online profile. Programs Leg off You have successfully set up your online profile. Programs	ΗΛLΙFΛ	X		
Dig In Timetables reconceases Stand for Courses Table at loss sput is access pour Halfwin Regional Municipality recreation account and keep track of your recreation registrations and more. Doep tes Facility Reveals Availability You have successfully set up your online profile. Log Off Vou have successfully set up your online profile.	Dop in Timetables Informations Synth & Access your Halfan Regional Municipality recreation Stauch for Charusa Bage allows you & Access your Halfan Regional Municipality recreation Facility Rinnak Analabity You have successfully set up your online profile. Lig Off You have successfully set up your online profile.	Instruction Totalisation Totalisation </th <th>My Account V My Household</th> <th>Home</th> <th></th> <th></th>	My Account V My Household	Home		
Sauch for Courses This page allows you to access your instance Regional Municipatity recreation account and keep frack of your recreation registrations and more. Drop ins Programs Facility Rentals Analability Wew Bookings Vou have successfully set up your online profile. Eactive Rentals Analability Programs	Sauch for Courses This page atoms you backets your infants: Regional Municipality recreation account and keep track of your recreation registrations and more. Drop ans Peograms Facility Rentals Analability Wew Bookings You have successfully set up your online profile. Eachty Rentals Analability Peograms	Search for Courses This page allows you to access your Halfack Regional Municipality recreation account and keep track of your recreation registrations and more. Drog ins Programs Facility Rental Availability You have successfully set up your online profile. Exactly Rentals Availability Log Off	Drop in Bookings	Notifications	Make a booking	
Pading Heading Annual Annua	Tadar (Handa Analashi) View Boshings V Lig off	r kom v materia v valateny Veze Boalaga V Veze have successfully set up your online profile.	Search for Courses	This page allows you to access your Halifax Regional Municipality recreation account and keep track of your recreation registrations and more.		Programs
				You have successfully set up your online profile.	1 ocany recension recension	
			Log Off	Account details		



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.

ΗΛLIFΛ	X	
L My Account ✓ ▲ My Household	Online booking	
 Drop in Bookings Drop in Timetables Search for Courses Facility Rentals Availability 	Facilities Rec Centre Click to search for Rec Centres	Activities Please select a facility and category before you select an activity
 View Bookings Log Off 	Category Please select a facility before you select a category	
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- 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 Spor	tsplex	x
Category		
0	Book a Court (Gymnasium)	
0	Book a Court (Squash/Racquetball)	
0	Book a Fitness Centre Timeslot	
١	Book a Fitness Class (Aquatic)	
0	Book a Fitness Class Timeslot	
0	Book a Lesson (Aquatic)	
0	Book a Swim Lane	
0	Book a Walk/Run Timeslot	
0	Book an Open Swim	

5. 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	

- 6. Click "View Timetable" on the bottom right of the page.
- 7. 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"
- 8. 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."

ΗΛLIFΛΧ		
		Click here to bring up the calendar.
My Account Online booking		
Drop in Bookings	TODAY TOMORROW	OCT 04, 2020 Oct 02, 2020
Drop in Timetables		
Search for Courses There are no sessions on this day Click here to go to the next available date		
Facility Rentals Availability		
😔 View Bookings 🗸		Previous
🗭 Log Off		
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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.

ΗΛLΙΓΛΧ		
	Aquafit - Lane 5-8- 60min	
 My Account My Household Drop in Bookings Beach for Courses Facility Rentals Availability View Bookings Log Off 	Date Monday, October 12th 2020 Time 7:30 PM Description There is no description for this activity Location Zalzman Sportsplex Price \$4.35 Discount \$4.35 Total \$0.00 Close Add and book another Add and continue to basket	OCT 14, 2020 Oct 12, 2020 Previous
© 2018 Halifax Regional Municipality.		Contact Us or call 902-490-6666
Disclaimer Privacy Accessibility FAQs Online services provided and hosted by Legend Recreation		🎽 🖬 f 🎯

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

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My Account My Household Drop in Bookings	Tart	- D	D Deverant Commence					
 Drop in Timetables Search for Courses Facility Rentals Availability 	Fitness Centre - 60min Location		Payment Summary	Payment	Confirmation	4	\$4.3 \$0.0	
View Bookings Log Off	Date Price Discount	Oct 07, \$0.00 \$4.35	2020 8:00 PM - 9:00 PM		Total to pay	V	\$0.00 \$0.00	
					Вс	Continue		
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- 15. Check the box that says "I accept terms & conditions"
- 16. Click "Confirm"

HALIF/	X			
My Account My Household	~	🗶 Cart		
Drop in BookingsDrop in Timetables		The Cart Summary And Payment options Payment Summary Repayment	✓ Confirmation	
Search for Courses		I accept the terms & conditions *	Discount Subtotal before tax	\$4.35 \$0.00
Facility Rentals Availability	~	View Terms & Col titions	Total to pay	\$0.00
View BookingsLog Off	•		🃜 Total to pay now	\$0.00
			Confirm	
			Previous	
			Book another 🗸	
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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.

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L My Account ✓	Confirmatio	on				
 Drop in Bookings Drop in Timetables 	🐂 Cart Summary	#≡ Payment options	Payment Summary	Payment	✓ Confirmation	
 Search for Courses Facility Rentals Availability 	Transaction date Oct 06, 2020					
 View Bookings Log Off 	Fitness Centre - 60m Location Date Price		Centre East (Zatzman Sportsplex) 2020 8:00 PM - 9:00 PM		Discount Subtotal before tax Total	\$4.35 \$0.00 \$0.00
	Discount	\$4.35			C Total Book another	\$0.00

- 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 <u>website</u>.

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

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Login Search for Courses Facility Rentals Availability	Program search Advanced search If you know the program barcode, please provide it in the textbox below.	Search options 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 Reset form Search Cetting started search* use the "advanced search" functionality to help locate a program. e use the "barcode" area in order to find matching activities by their barcode.

- 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."

ΗΛLIFΛ	X	
Login Search for Courses Facility Rentals Availability	Program search Advanced search If you know the program barcode, please provide it in the textbox below. Program barcode Search	Search options 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 Reset form Search
		Getting started use the "advanced search" functionality to help locate a program. e use the "barcode" area in order to find matching activities by their barcode.

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

HALIFA	X		
+0 Login Image: Search for Courses Image: Search for Courses Image: Search for Courses Image: Search for Courses	If you know the program barcode, please provide it in the textbox below.	Atternatively, you can add basic search criteria below. If you wish to refine the results furthe the fifter option. Program name Main category V Sub-category Result for	v
	Aquer Tot B1 Rec Centre : Zatzman Sportspicx Age range: 3 years - 4 years and 11 months Session(s) remaining: 10 Instructor Instructor Language: English	Start Date: Pri Oct 02, 2020 – 4:00 PM Payment options Next session: Pri Oct 02, 2020 – 4:00 PM Pay here Day of week: Pri Session duration: 0 h:30 m Capacity: 1 out of 5 places remaining	>
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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.

HALIFA	X	
Login Search for Courses Facility Rentals Availability	Program search Advanced search If you know the program barcode, please provide it in the textbox below. Program barcode Search	Stauch options 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 Reset form Search
		Getting started e use the "advanced search" functionality to help locate a program. see 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.

ΗΛLΙFΛΧ			
Login Search for Courses Facility Rentals Availability	If you know the program barcode, please provide it in the lexition below. Program barcode Search	Attenatively, you can add basic search criteria b the filter option. private Child Switt	velow: If you wish to refine the results further, click on mining v Zatzman Sportsplex v Head form Search
	Private Lesson Leisure Pool		< Previous Next >
	Rec Centre : Zatzman Sportspiex Age range: 5 years and 11 months - 100 years Session(s) remaining: 10 Instructor: 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 intel Other Information Weiting for evaluation
	Private Lesson Leisure Pool		>
https://recreation.halifax.ca/enterorise/program/3235	Rec Centre : Zatzman Sportsplex s 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.



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- 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.

ΗΛLΙFΛΧ			H •
wy nousehold	Select participant		
Drop in Bookings	Participants selection	Summary	
Drop in Timetables Search for Courses Facility Rentals Availability	Participant * Select a Participant v	Name First session Last session	TRX Yoga Flex Oct 06, 2020 - 5:30 PM Oct 27, 2020 - 5:30 PM
 View Bookings 	Add Existing Contact Add		
G → Log Off	Create New Contact Create		
			Program details Next
© 2018 Halifax Regional Municipality.			Contact Us or call 902-490-6666
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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."

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My Account My Household Drop in Bookings Brop in Immetables	Summary Name	TRX Yoga Flex
Search for Courses Pay the full cost now Facility Rentals Availability View Bookings Concentration Concen	First session Last session	Oct 06, 2020 - 5:30 PM Oct 27, 2020 - 5:30 PM
6 Log Off	I	Program details Previous Add to cart
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20. Your "Cart" should display on your screen.

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L My Account ✓ At My Household	🐂 Cart					
 Drop in Bookings Drop in Timetables 	📜 Cart Summary	₩ Payment options	Payment Summary	Payment	✓ Confirmation	
 Search for Courses Facility Rentals Availability View Bookings Log Off 	TRX Yoga Flex (00 Registrant name Start date Number of classes Location	032493) Oct 06, 2020 - 5:30 PM 4 Zalzman Sportsplex	Cost: \$62.08 Discount: \$18		Discount Subtotal before tax Tax Total to pay	\$18.00 \$54.00 \$8.08 \$62.08 \$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 Tax	\$04.00 \$8.08			
08	Total to pay	\$62.08			
\$18.00	🏋 Total to pay now	\$62.08			
	Continue	Continue			
	Book another 🗸				
	Y Search for program				
	Search for facilities Make a drop-in booking				
		4 (3)			

- 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"

ΗΛLΙϜΛΧ			
My Account V My Household	🏋 Cart		
Drop in BookingsDrop in Timetables	The Cart Summary The Payment options Payment Summary Representation Representatio Representation	✓ Confirmation	
Search for Courses	Choosing a payment method from the following list will pay for all recurring payments along with any upfront fees due today.	Discount Subtotal before tax Tax	\$18.00 \$54.00 \$8.08
View Bookings ~	Select payment method	Total to pay	\$62.08
 Log Off 	Enter on next step 🗸 🗸	🃜 Total to pay now	\$62.08
	I accept the terms & conditions *	Continue to payment Previous	
	View Terms & Conditions	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.

ΗΛLIFΛ			
My Account My Household Drop in Bookings	Card payment	Payment Summary	✓ Confirmation
 Drop in Timetables Search for Courses Facility Rentals Availability 	Card Number*	Security Code * ?	Amount payable: \$62.08
 View Bookings Log Off 	Expiry Month * Month Cardholder's Name *	Expiry Year *	 Maxeeding Massive VISA VISA DEBIT
	For example: Adam Smith		Society Come S
© 2018 Halifax Regional Municipality	Return to cart		Pay now Contact Us or call 902-490-6

- 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

Account login	
Login If's as easy as RE-C1 The Halfas Regional Municipality has 3000s of recreat family play, learn, more and star attive. NEW USERP if you are new to our increation system, watch the video below how to create a Cleref Profile. Clock the Create a New Account button on the New are point wideo links to saint in setting up a new Cleant Profile or sain these are point wideo links to saint in setting up a new Cleant Profile or sain	de you with step by step instructions on get started.
Email address* Password *	Create a New Account If you are new to our Programs, click the button below to create a new account. Create a New Account
Reset Parament	Logn

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.

E	nter your registration details below.
Email *	
unique@email.com	
Password *	Confirm password*
] [
	Terms and conditions Not accepted

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 har	ve been marked with an asterisk (*)
services and discounts ass	the and your club membership. You will then be able to access all the sociated with your membership ne or more additional details to confirm your membership.
Member Number/Barcode *	Postal code *
Date of birth*	Phone number*
-	
Previous	Confirm

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.