

100 John West Way Aurora, Ontario L4G 6J1 (905) 727-3123 aurora.ca

Town of Aurora **e-Play – How to Register Online** Community Services

Please follow the steps below to register online using e-PLAY (online registration system).

<u>Note</u>: You must have an e-PLAY account in order to register online. If you do not have an e-PLAY account, please see – "How to Create an e-PLAY Account" – for detailed instructions.

Step 1:

Go to the <u>e-PLAY website</u> and click on the e-PLAY logo.



Step 2:

Login using your email address and password.

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Step 3:

Click on - "Register for Programs".



Step 4:

Enter the course code or program name into the search box.

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Step 5:

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Click – "Add to Cart" – to begin registering for the selected program.

Step 6:

Choose the family member that will be participating and click – "Next" – to fill out the required information.

Enrollment: Adult - C	cooking: Candy	and Chocolate	<u>^</u>	CTIVE
	1 select participant	additional information	3 fees	
Participant required				
Select Participant				
Don't see the person you want to a	dd in this drop down? Creale	a new Family Member		
* Who will be participating in this Prog Select the Family Member to Errol	ram? ▼ 6		Tips If you need to register multiple participants for activity, simply register one participant then, i completing the fees step, click the 'Register / Participant for this Activity' link provided at the bottom of the page. You will be returned to the for the next participant. You can use this provi register as many participants as necessary.	r this after Another e tis step cess to
Cancel & Return to Search				Next +

Step 7:

Once completed, click – "Proceed to Shopping Cart" – to review, and then click – "CHECKOUT" or – "Add to Cart & Continue Shopping".

Enrollment: Aqua	tics - Adult/Teen S	wim Strokes			2	ACTIVE
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Step 8:

If you are satisfied with your registrations, click on – "My Cart" – at the top of the screen and then – "Proceed to Checkout".

Step 9:

Fill out your method of payment and click - "Pay and Finish".

Step 10:

This will bring you to your online receipt where you can print it, or access it later.

Need assistance or more information? We are here to help! Simply call, email or visit us in person.

Call: 905-726-4770 or 905-841-7529 Email: <u>rleisure@aurora.ca</u> Visit one of our Recreation Facilities: Aurora Family Leisure Complex or Stronach Aurora Recreation Complex