

# NEW

# How To Register Spring/ Summer 2012

\*\*Computers are available for use at the WS Public Library and staff will be on hand to assist. Best to reserve one ahead of time so it will be available when you need it.

how to register

## Internet Registration\*\*



<b>What you need</b>	<ul style="list-style-type: none"> <li>• Client Barcode(s)</li> <li>• Ensure all family members in system</li> <li>• Family Account PIN number</li> <li>• Credit Card number and expiry date or credit on account</li> <li>• If paying by cash or cheque, payment must be credited to client's account prior to registration</li> <li>• Password for payment (random checks)</li> </ul>
<b>What to Do</b>	<p>• Go directly to the general registration site at <a href="http://www.townofws.com/wsplayonline">www.townofws.com/wsplayonline</a> <b>OR</b> In eGuide, <a href="http://www.townofws.ca/leisureguide">www.townofws.ca/leisureguide</a>, click on the barcode next to the program you are interested in and that will take you directly to the online registration page for that program</p> <p><i>Note: computers are available for use at the WS public Library and Leisure staff will be on hand to assist. Best to reserve a computer ahead of time so it will be available when you need it.</i></p>
<b>Dates</b>	<p><b>Registration on line begins for all programs:</b></p> <p>Residents: <b>6pm: Spring Tues Feb 28 / Summer Tues June 5</b></p> <p>Non-residents: <b>6pm: Spring Tues March 6 / Summer Tues June 12</b></p>
<b>Confirmation</b>	<ul style="list-style-type: none"> <li>• You must agree to a waiver to complete the transaction</li> <li>• Successful registrations and waitlists will be detailed on your confirmation/receipt</li> <li>• Please print your receipt for your records</li> <li>• Receipts will not be mailed.</li> </ul>

## In Person / Drop Off / Fax / Mail



<b>What you need</b>	<ul style="list-style-type: none"> <li>• Client Barcode(s)</li> <li>• Family Account PIN number</li> <li>• Completed form with alternate choices</li> <li>• Credit Card OR Cheque, made payable to Town of Whitchurch-Stouffville OR credit on account</li> <li>• NO postdated cheques</li> </ul>
<b>What to Do</b>	<p><b>In Person:</b> Live Registrations will be processed at the Leisure Centre reception desk <b>Fax:</b> 905.642.3940 <b>Mail:</b> Municipal Offices, 111 Sandiford Drive, Stouffville, Ontario L4A 0Z8 <b>Drop off:</b> Municipal Office (address above) or Leisure Centre, 30 Burkholder St. Stouffville <b>**please mark envelope Attn: Registration</b></p>
<b>Dates</b>	<p><b>Processing begins</b></p> <p>Residents: <b>Spring Thurs March 1 / Summer Thurs June 7</b></p> <p>Non Residents: <b>Spring Tues March 6 / Summer Tues June 12</b></p>
<b>Confirmation</b>	<ul style="list-style-type: none"> <li>• You will receive confirmation of your placement within a program or on a waitlist by mail within 2 weeks of registration. In person registrations will receive immediate confirmation of placement.</li> </ul>

## Frequently Asked Questions



- For program purposes, Residents are considered to be anyone paying taxes to the Town, either residential or business. Proof may be requested.
- Internet registration is not available: before the registration start date; for courses that require additional forms to be completed; after the course start date.
- HST is included in all pricing unless otherwise noted. Children's programs are exempt from HST.
- Most information about registration can be found on pages 60/61 of this guide and at WSPLAY...Online/Help Desk (<http://online.activecommunities.com/townofws/helpdesk/helpdesk.asp>)