## How to find programs online in WebReg

If you need to create an account, contact any Burnaby recreation centre or culture facility. Everyone needs an account with a PIN number set up prior to registration. To browse programs:

- 1. Check out the Program Guide online: Burnaby.ca/ProgramGuide or;
- 2. Visit Burnaby.ca/Active and select the age group you're interested in.
- 3. Use the "Complex" filter in the top right to search programs by location.
- 4. Click on the "show courses" button of the program you're interested in to see all the details.

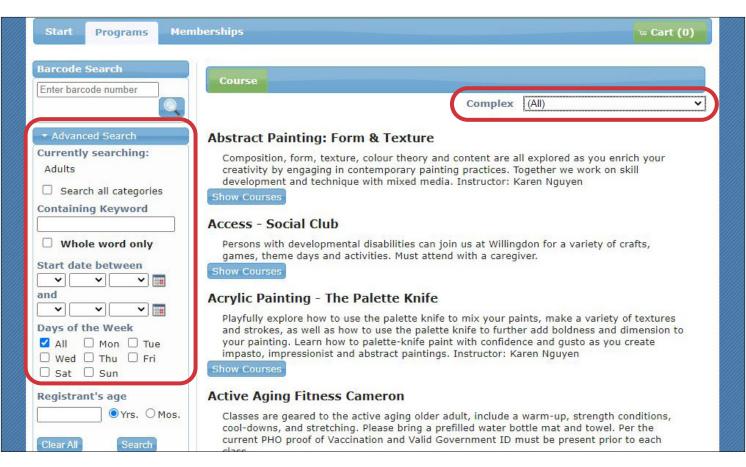
## **TIPS & TRICKS**

- » You can also search for programs under "Advanced Search".
- » Enter a description under "Containing Keyword". Examples of keywords are "swim," "yoga", "dance" and "painting".
- » You can also filter results by selecting dates and days of the week.
- » Once you find programs you're interested in, note the program name and the barcode so that you can find it easily again when registration opens.

## HOW TO REGISTER ONLINE

Sign up for a WebReg online account in advanced of registration day. Watch our short video: **Burnaby.ca/HowtoRegister** 

- 1. Find the course you want to register for by searching for the activity name or barcode.
- 2. Select the course you want and click "Add".
- Login with your client number and family PIN (contact a facility if you don't have this).
- 4. Click on "Go to Checkout", and pay for your course.
- If you want a receipt emailed to you, click on "My Account" at the top right of the page and click "Thank You" (under "Current / Future Registrations").



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