How to Register and Cancel Online for Drop-in Programs

Upgrades to the online registration process will happen on Friday, February 12. These changes are to make booking a drop-in time much easier. You can now:

- view the number of spots remaining for each activity
- cancel bookings online

The following Drop-in Activities require registration:
- Fitness, Health & Wellness: includes Fieldhouse classes, Deep Water Workout
- Lane Swim
- Public Swim: Includes Adult Swim and Leisure Swim
- Weight Room Usage

When to call the PlayLine (306-777-7529):
- You need a Regina Recreation Online account
- If you need to cancel a drop-in activity that is happening that day

How to book:

- Registration is required for all drop-in programs
- Registration opens one week prior on Fridays
- Leisure Pass holders - show your pass when you arrive
- Non-members can pay admission fee or present a coupon

Once you have an account here’s how to register online:

1. Log onto your account
2. Select Activities and filter your search by Location, Activity Category, or a specific day. You can select more than one
3. Find Activity Name and click on the orange More button. (Individual booking times will appear underneath.) The next steps are as follows:
a. **Add to Cart** for appropriate day and time  
b. Select family member you wish to register. Click **Next**  
c. To register another person in the same program, select **Register Another Participant for this Activity**  
d. If you wish to register for a different activity, click on **Add to Cart & Continue Shopping**  
   *If you have previously used any filters select new filters to search for a different activity*

4. Once all activities have been selected, select **Proceed to Shopping Cart**. Review your cart and be sure to click **Finish** to complete the transaction.

**How to Cancel a Drop-In Activity Online:**

1. Log onto your **account**
2. Click on **My Account** in the top right-hand corner Under the heading, “Account Activity”, select **Historical Transaction List**
3. Select any drop-in activity with a **withdraw** button under the **Actions** heading. Click on **Withdraw**
4. Click **Add to Cart** then click **Finish**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Description</th>
<th>Receipt</th>
<th>Date</th>
<th>Time</th>
<th>Customer</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll</td>
<td>Strength &amp; Conditioning - Thursday (09:45-10:45) #40473</td>
<td>3047692.001</td>
<td>Jan 25, 2021</td>
<td>3:26 PM</td>
<td>Daffy Duck</td>
<td><strong>Withdraw</strong></td>
</tr>
</tbody>
</table>