

# How Do I Register?

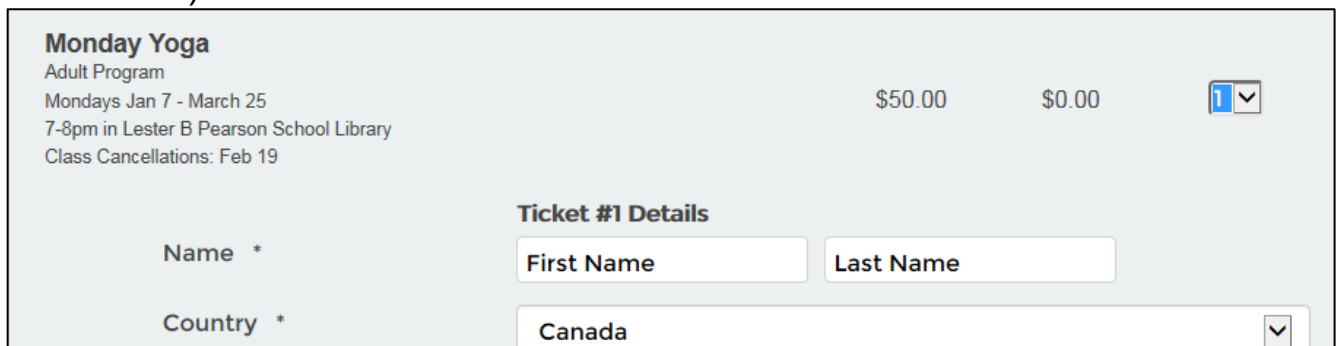
## One Page Online Registration

Sign up for multiple programs via credit card in the convenience of your home or your mobile device, using a simple **one page** registration. A \$2 processing fee will be applied per transaction, to offset administrative costs. *Exception: If you're registering for only a free program, no charge will be applied.*

Registration will be open **Friday, March 8<sup>th</sup> 9:00**, and close **Friday March 30<sup>th</sup> 9:00pm**. If class numbers aren't sufficient, classes will be cancelled and refunds will be issued. Refunds aren't issued unless within 7 days of purchase.

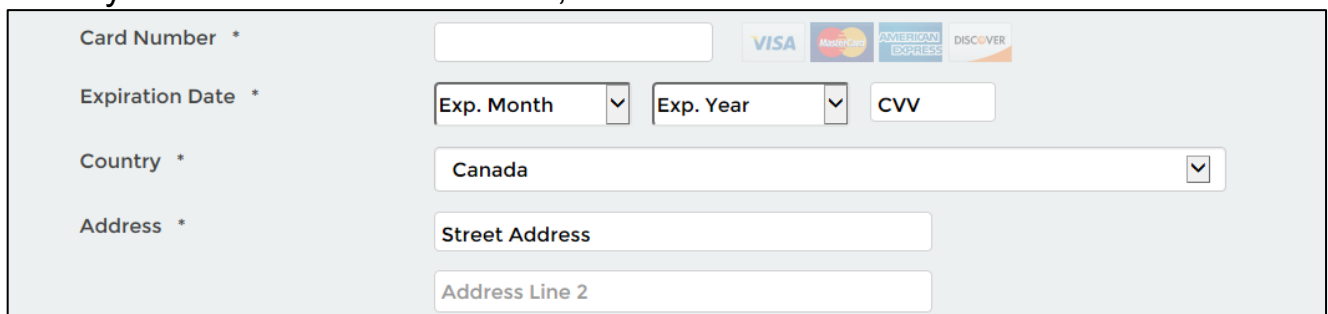
## Instructions

1. Go to the website <https://phca.ticketspice.com/registerspring2019>
2. Select all of the programs you want to register for (yes, you can do multiple in one transaction).



The screenshot shows a registration form for a program titled "Monday Yoga". The program details include "Adult Program", "Mondays Jan 7 - March 25", "7-8pm in Lester B Pearson School Library", and "Class Cancellations: Feb 19". The price is listed as \$50.00 with a \$0.00 processing fee. A dropdown menu shows the number of tickets, currently set to 1. Below this, the "Ticket #1 Details" section includes fields for "Name" (split into "First Name" and "Last Name") and "Country" (set to "Canada").

3. Enter all of the required participant information for each program.
4. Enter your credit card information, and click Submit.



The screenshot shows the credit card information form. It includes fields for "Card Number" (with a dropdown for card type: VISA, MasterCard, AMERICAN EXPRESS, DISCOVER), "Expiration Date" (split into "Exp. Month" and "Exp. Year" dropdowns, and a "CVV" field), "Country" (set to "Canada"), and "Address" (split into "Street Address" and "Address Line 2" fields).

5. You will receive a confirmation email. Keep this email to show the instructor at the first class. If you cannot show it at the first class, it is okay, the instructor will ensure you are on the registration list provided to them.

**OR**

## Registration Night

Monday, March 18<sup>th</sup> 6:30 – 8pm in the Lester B Pearson Front Entrance.

Cash or cheque only.