

How To Book a CGC Activity in MyRec

To book a CGC activity in MyRec, follow the directions below. If you need additional help, please call Customer Service at 902.490.2400 ext. 7, Monday-Friday 8am-8pm, Saturday & Sunday 8am-5pm.

Step 1: Visit the online registration site: <u>https://recreation.halifax.ca/</u> *Please note: MyRec works best with Google Chrome.*

Step 2: Log in to your MyRec account.

40 Login	Account login	
Search for Courses Facility Rentals Availability	Login If as a easy as R-E-C1. The Halifax Regional Municipality has 1000s of recreation programs and services to help you and your family play, learn, move and stary active. With SRR if you are new to our create and stary active. Manual SRR if you are new to our create and stary active. Manual SRR if you are new to our create and stary active. Manual SRR if you are new to our create and stary active. Manual SRR if you are new to our create and stary active. Manual SRR if you are new to our create and stary active. Manual SRR if you are new ideo links to assist in setting up a new client Brofile or searching /Beestering for programs. Email address* Password* Reset Password	Register If you have an account, but are new to the site, click the button below. You will be sent an email validating your account. Register Create a New Account If you are new to our Programs, click the button below to create a new account. Create a New Account
Disclaimer Privacy Access	sany. sizery FAQs	Contract Us or call 902-490 6666

Step 3: At the top left, select Drop-in Bookings.

My Account	~	Home		
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Drop in Timetables		Nouncadons	Make a booking	
Search for Courses		This page allows you to access your Halifax Regional Municipality recreation account and keep track of your recreation registrations and more.	Drop ins	Programs
Facility Rentals Availability			Facility Rentals Availability	
View Bookings	~	You have successfully set up your online profile.		
Log Off				
		Account details		
		Name		
		Email address		
		Account status		
		Account number		
		Family member		
		It is important to us that we have all your family members connected to your account, please take a moment to verify that the details we have are correct.		
		Manage family members		
		Profile		
		It is important that we have your correct contact details. Please take a moment to verify and update your details.		
		Update profile		

Step 4: Next select Rec Centre; Category; and Activities, then click View Timetable.

- Facilities: Under Rec Centre, select Canada Games Centre
- **Category:** Select your booking activity type i.e. Court, Fitness Centre, Swim Lane
- Activities: Pick 1 (or more) activities/amenities i.e. CGC Basketball Court 60 min

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Step 5: Select the time slots you want to book and click the green arrow to continue. To book up to 7 days out, select the calendar on the right.

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 My Account My Household Drop in Bookings Drop in Timetables Search for Courses Facility Rentals Availability View Bookings Log Off 	Online booking	TODAY © Spaces	TOMORROW	rov es, 2020 Nov 03, 2020 👼
© 2018 Halifax Regional Municipi Disclarmer Privacy Access	ality. Isbility EAQs			Contact Us or call 902-490-6666

Step 6: Select add and book another activity OR add and continue to basket.





Step 7: Continue and select I accept terms and conditions then confirm.

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My Account TR Cart		
Cart Summary FE Payment options Dayment Summary EB Payment Continuation Continuation		
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64 Log Off	Total to pay now	\$0.00
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	Previous	
	Book another -	
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Step 8: You are done! An email booking confirmation will be sent once booking/transaction is complete.

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My Account My Household Drop in Bookings	×	Confirmatio	'n		
 Drop in Timetables Search for Courses Facility Rentals Availability 	T	Thank you for your booking Transaction date Nov 03,	 Payment options Payment Summary Pay	ment Contirmation	
 Pacinty Remains Availability View Bookings Log Off 	~	Basketball Court B - 6 Location Date	Omin Canada Games Centre Court Centre 1 (Canada Games Centre) Nov 03, 2020 3:00 PM - 4:00 PM	Discount Subtotal before tax Total	\$11.52 \$0.00 \$0.00
		Price Discount	\$0.00 \$11.52	Total	\$0.00
		Add bookings to your of Click the link or copy the URL Subscribe	calendar . into your calendar application to have your bookings automatically added	to your calendar.	

