



MyREC New System How-To's

LAST UPDATED: MARCH 17, 2025

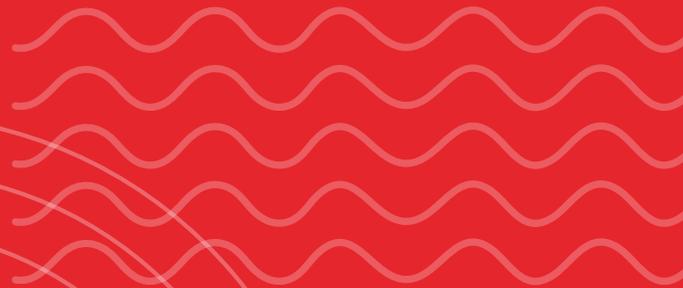
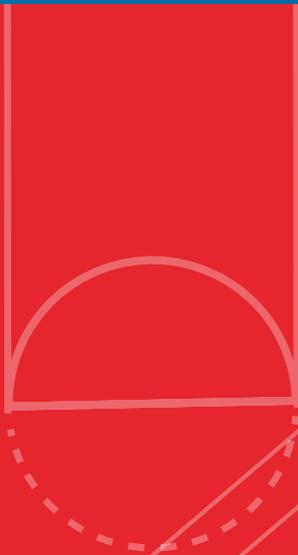


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How to Create a Client Profile/Account

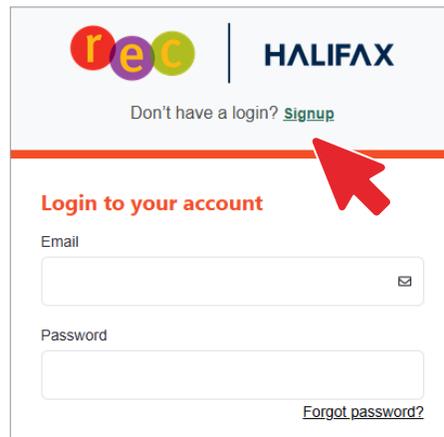
1

Go to MyREC

Go to canadagamescentre.ca/about-us/online-registration-services

2

Click on "Signup"



3

Complete the Form

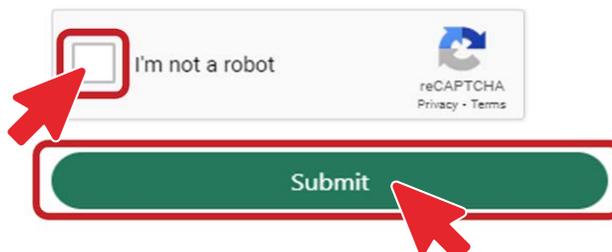
Enter the required information in the registration form.

- First Name
- Last Name
- Birthday (Month, Day, Year)
- Email Address
- Mailing Address
- Primary Phone Type
- Primary Phone
- Primary Phone Ext (optional)
- Opt-in to receive promotional email

4

Confirm & Submit the Form

Click on the **Check Box**, to confirm you are not a robot.



5

Account Created

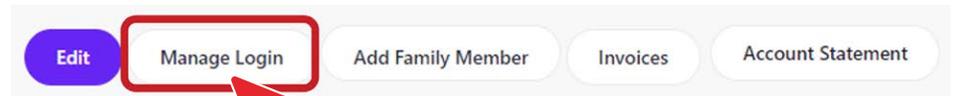
You now have a client profile/account!

FYI: You should see a pop-up window in the bottom right of your screen that says "Your account has been created. A temporary password has been emailed to you."

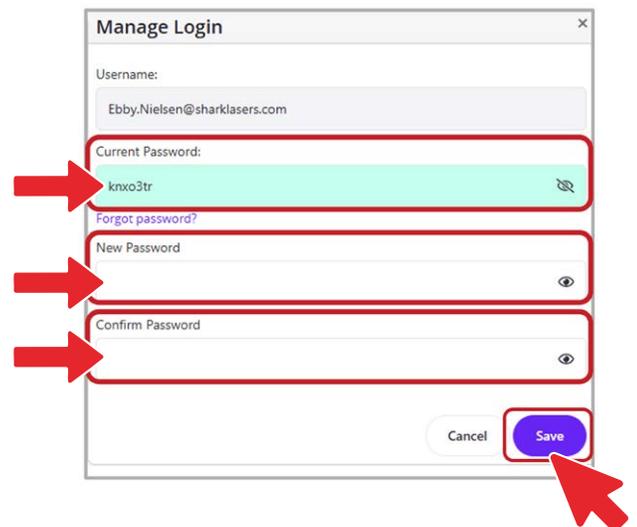
6

Create a New Password

A temporary password will automatically be sent to the email address you specified when you created your client profile. Select **Manage Login** to create a new unique password. You'll need the temporary password sent to your email to create the new one. **Remember to click Save.**



FYI: If you are successful saving your new password, a pop-up window will appear in the middle of your screen that says **New Password Saved!** Close the pop-up & start your search for programs.



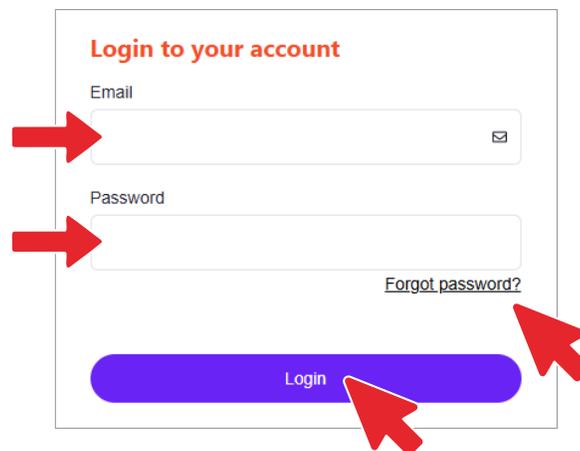
If you need additional help, you can always call our front desk staff at **902-490-2400** or drop by to get help in person.

How to Update or Change your Password

1

Login, Signup or Reset Password

Login to your account on our registration page. Use your **email** and **password**. Don't have an account? See the How To for **creating your client profile/account online**. Forget your password? Use the **Forgot password?** reset button.



Login to your account

Email

Password

[Forgot password?](#)

Login

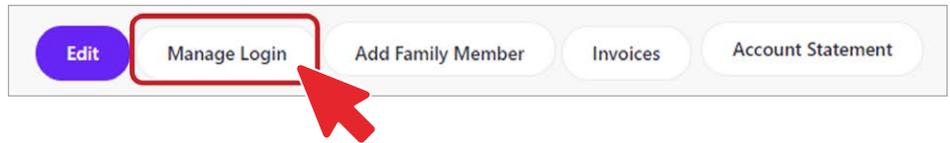
2

Click on Your Name

Client List	
Add Family Member	Account Statement
<input type="checkbox"/> Full Name Simple ↑	Primary Phone
<input checked="" type="checkbox"/> Finn Finnaroo	(902) 123-1223
<input type="checkbox"/> Gracie Finnaroo	(902) 123-1223
<input type="checkbox"/> Tazzie Finnaroo	(902) 123-1223

3

Click on Manage Login



4

Type in Your New Password & Confirm → Save

The **Manage Login** window will pop up.

Type in your new password and type it in again to confirm. Click **Save**.

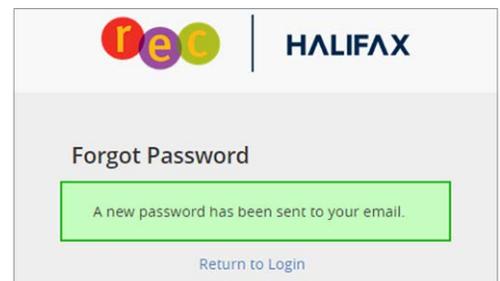
FYI: From the Manage Login window you can also:

- View your current password using the eye icon on the right-hand side
- Reset your password using the Forget password?

5

Forgot Password?

If you click **Forgot Password?** the system will send a new password to the email address you have associated with your account.



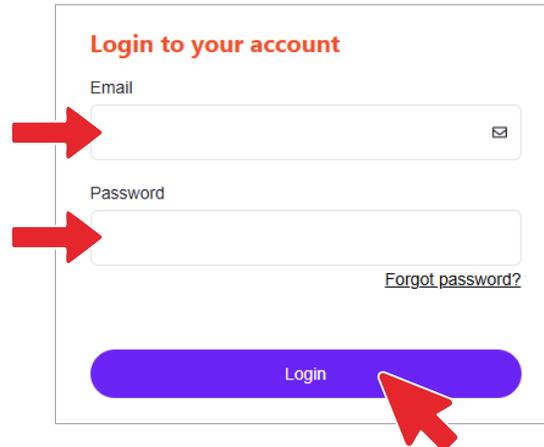
If you need additional help, you can always call our front desk staff at **902-490-2400** or drop by to get help in person.

How to Add a Credit Card to Your Client Profile/Account

1

Log Into Your MyREC Account

Enter your **email address** and **password**, then click the **Login** button.



Login to your account

Email

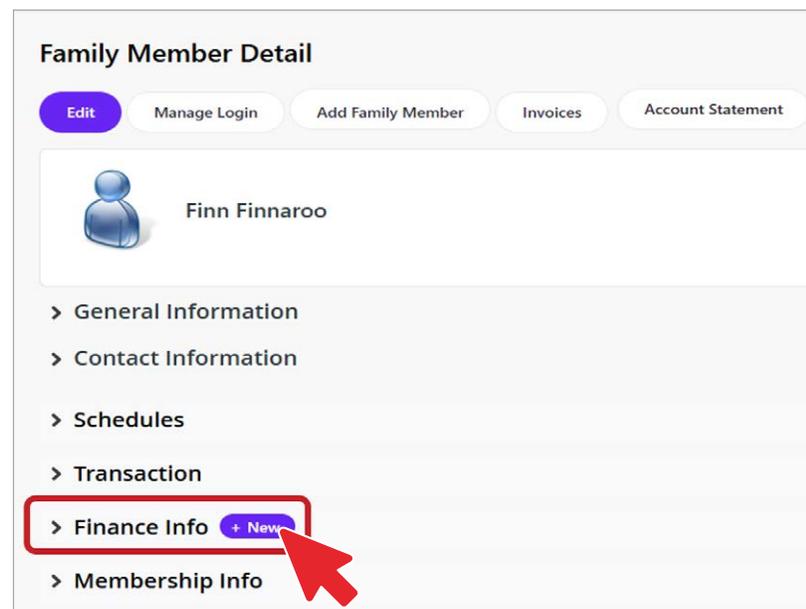
Password

[Forgot password?](#)

Login

2

Scroll down to Finance Info and Click + New



Family Member Detail

Edit Manage Login Add Family Member Invoices Account Statement

 Finn Finnaroo

- > General Information
- > Contact Information
- > Schedules
- > Transaction
- > Finance Info **+ New**
- > Membership Info

3

Enter Your Credit Card Information

On the **Edit Finance Info Details** page you can enter your **credit card information**. Remember to **Save**.

4

Review Your Credit Card Details

FYI: Use the **Edit** button if you need to change something. Otherwise use the **Back to Client** arrow to return to your **Family Member Detail** page.

5

Register for a Program or Drop-in, Buy a Membership or Book a Rental.

The credit card information you just entered should now appear under **Finance Info**. You can now use this credit card to register for programs & drop-ins, buy memberships and book rentals.

▼ Finance Info + New				
Holder Name	Type	Credit Card Type ↓	Status	Share With Account
Finn Finnaroo	Credit Card	Mastercard	Valid	<input type="checkbox"/>

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How to Register for a Program

1

Log Into Your MyREC Account

Enter your **email address** and **password**, then click the **Login** button.

rec | HALIFAX

Don't have a login? [Signup](#)

Login to your account

Email

Password

[Forgot password?](#)

Login

2

Click on Program Registration

In the bar at the top of the page.

My Info Program Registration Drop-In Booking Rental Terms Rent a Facility

← Back to Client List

Family Member Detail

Edit Manage Login Add Family Member Invoices Account Statement Rental Account Statement

Duke Stone
Stone Family

3

Select an Activity

[Hyperlinked](#) activities are available for registration.

Click on the hyperlink to learn more about each activity.

FYI: Activities will be shown in light grey when they're not currently being offered.

Select an Activity

Adult Arts and Crafts Dance / Drama / Music Family Programs Fitness General Interest Sport	Aquatics Adult Swim Beaches Swim Child / Youth Swim Inclusion Swim Leadership Swim Parent and Tot Swim Preschool Swim Private Lessons	Camps / After School Programs After School Programs Child / Youth Summer Camps Overnight Camps Preschool Camps School Break Camps
Parent and Tot Arts and Crafts Dance / Drama / Music Fitness General Interest	Parties and Events Day Trips Pool Party Special Events	Child and Youth Arts and Crafts Dance / Drama / Music Fitness General Interest Sport Youth Leadership
Preschool Arts and Crafts Dance / Drama / Music General Interest Sport	Skating Adult Child / Youth Free Skating Parent and Tot Try a Sledge	

4

Click on Show for Additional Activity Information & to Register

R Ranger Patrol (CGC)
 Swimmers continue stroke development of front crawl, back crawl, breaststroke, and focused skill drills to improve Lifesaving Sport abilities (lifesaving medley, timed object support, rescue with a buoyant aid). First aid skills are improved upon, focusing on the assessment of unconscious victims, treatment of shock and obstructed airway procedures.

[Show](#)

5

Click the Blue Book Now Button to Register!

After you have chosen the program you want to register for, click the blue **Book Now** button.

FYI: If the blue button says **More Info** the class is full.

Swimmer 7 #174 ⓘ

📅 08-Jul-2025 - 18-Jul-2025 (9 Sessions) ⌚ 10:50 am - 11:40 am

🕒 Every Mon, Tue, Wed, Thu, Fri 📍 Canada Games Centre

👤 Age: 5 to 11 y 11m

\$104.94
Book Now
 8 spot(s) left

6

Confirm Program Details & Click the Book Now Button

Double check this is the program you wish to register for. Correct location? Day of the week? Time of day? Correct Fee? If YES, click the blue **Book Now** button.

My Info Program Registration Drop-in Booking Rental Terms + Rent a Facility

Swimmer 7
08-Jul-2025 - 18-Jul-2025
10:50 am - 11:40 am
8 spots left

BOOK NOW

Registration Dates
Members: 08-Apr-2025 at 08:00 AM

Fees
CGC Child/Youth Swim Lessons (Member) 25/26 **\$104.94**

Course Dates
9 sessions Every Mon, Tue, Wed, Thu, Fri

Tue	08-Jul-2025	10:50 AM - 11:40 AM
Wed	09-Jul-2025	10:50 AM - 11:40 AM
Thu	10-Jul-2025	10:50 AM - 11:40 AM
Fri	11-Jul-2025	10:50 AM - 11:40 AM
Mon	14-Jul-2025	10:50 AM - 11:40 AM
Tue	15-Jul-2025	10:50 AM - 11:40 AM
Wed	16-Jul-2025	10:50 AM - 11:40 AM
Thu	17-Jul-2025	10:50 AM - 11:40 AM
Fri	18-Jul-2025	10:50 AM - 11:40 AM

About this Course
Swimmers continue stroke development of front crawl, back crawl, and breaststroke. Fitness improves with 350m workouts and 100m timed swims. Lifesaving Sport skills include a 25m obstacle swim and 15m object carries. First aid is introduced, focusing on the assessment of conscious victims, contacting Emergency Medical Services (EMS) and treatment for bleeding.

Canada Games Centre [Show Map](#)
Course ID: 00000174

Restrictions
Age Restriction: 5 to 11 y 11m

7

Select Participant

Select the **individual** you want to register for the class. Click **Next**.

1 Attendees

Who would you like to book?

Duke Stone (Son)

Next

8

Answer Questionnaire

Answer any questions that pop up. Click **Next**.

2 Questionnaire

Indicate special requests/notes (if applicable).

Next

9

Select Fee to Pay

Choose the **appropriate fee**. Click **Next**.

2 Questionnaire

3 Fees & Extras

Select Optional Event Extras (Required extras cannot be removed)

Duke Stone

Select a FEE to pay

CGC Child/Youth Swim Lessons 25/26 **\$139.50** No Tax

Total \$139.50

Next

FYI: Only the fees applicable to the specific individual should show up here.

10

Make Your Payment

Fill in your **payment information**. Click **Place My Order**.

Payment Method

Your credit cards

Add a new Card

Name on Card

Card number 

Expiry month Expiry Year

CVV

Address (Street)

City

Country State/Province Zip/Postal Code

Remember this card
Securely save your credit card info to make your future transactions quick and seamless.

Place My Order

[Continue Shopping](#)

Order Summary

[Clear Cart](#)

Swimmer 7
Duke Stone
00000174
08-Jul-2025 - 18-Jul-2025,
10:50 AM - 11:40 AM **\$139.50** X

Total **\$139.50**

Gift Card or Promo Code [Apply](#)

11

Registration Confirmation

You should receive a registration confirmation that will include details on the program for which you registered and the name of the participant.

You will also have the option to **Print Registration Confirmation**, **Print Receipt** or **Book Another Event**.

12

Congratulations! You are all registered

We hope you enjoy your program!

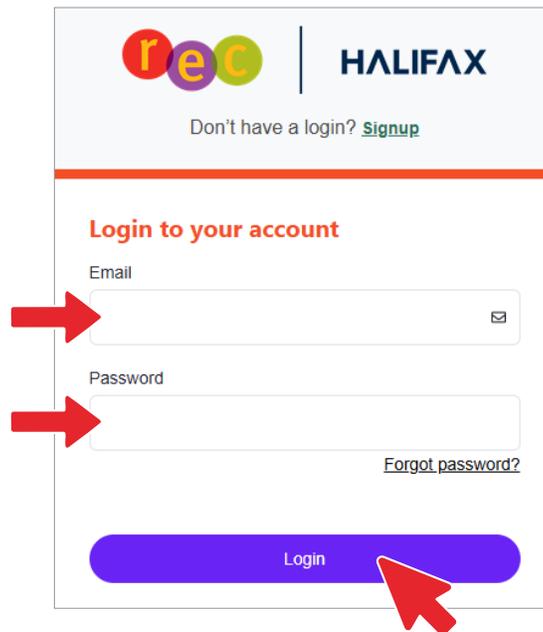
If you need additional help, you can always call our front desk staff at **902-490-2400** or drop by to get help in person.

How to Book a Drop-In Activity

1

Log Into Your MyREC Account

Enter your **email address** and **password**, then click the **Login** button.

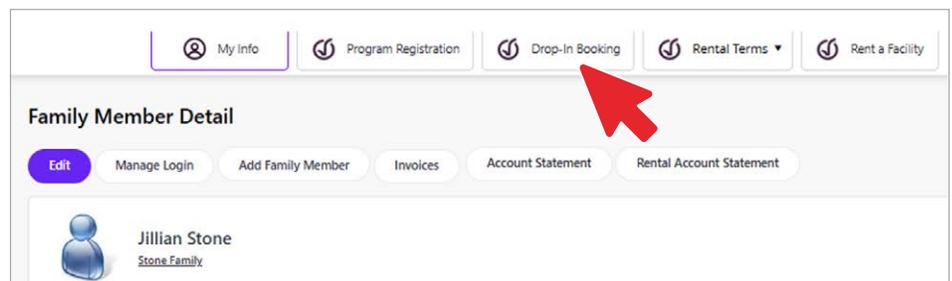


The screenshot shows the MyREC login interface. At the top, there is a logo for 'rec HALIFAX' and a link for 'Don't have a login? Signup'. Below this is a section titled 'Login to your account'. It contains two input fields: 'Email' and 'Password'. A red arrow points to the 'Email' field, another red arrow points to the 'Password' field, and a third red arrow points to the 'Login' button at the bottom. A link for 'Forgot password?' is located below the password field.

2

Click on Drop-In Booking

In the bar at the top of the page.



The screenshot shows the user dashboard for 'Jillian Stone Stone Family'. At the top, there is a navigation bar with several buttons: 'My Info', 'Program Registration', 'Drop-In Booking', 'Rental Terms', and 'Rent a Facility'. A red arrow points to the 'Drop-In Booking' button. Below the navigation bar is a section titled 'Family Member Detail' with buttons for 'Edit', 'Manage Login', 'Add Family Member', 'Invoices', 'Account Statement', and 'Rental Account Statement'. At the bottom, there is a profile card for 'Jillian Stone Stone Family'.

3

Book a Drop-In Activity

Hyperlinked activities are available for booking. Click on the [hyperlink](#) to learn more about each activity.

FYI: Activities will be shown in light grey when they're not currently being offered.

Book a Drop-in

All Ages / Family Open Gym	Aquatics Adult Swimming Open Swim Youth Swimming	Childcare Child Minding Playcare
Court Bookings Pickleball Courts Racquetball Court Squash Courts	Instructional Fitness Boot Camp Fitness Spin  Tai Chi Yoga Zumba	Equipment Rentals Canoe Stand-up Paddle Board
Non-Instructional Sport Badminton Group Canoe/Kayak Pickleball Volleyball		Non-Instructional Fitness Cycle Zone Fitness Centre Member Support Training Zone

4

Click on Book Now to make a reservation

Sun, Mar 2nd, 2025

Spin #3383	15 spot(s) left
🕒 02:15 pm - 03:15 pm 📍 Canada Games Centre - Track - Spin Bike Alcove 💰 \$0.00 - \$13.28	Book Now 

Mon, Mar 3rd, 2025

Spin #3383	15 spot(s) left
🕒 02:15 pm - 03:15 pm 📍 Canada Games Centre - Track - Spin Bike Alcove 💰 \$0.00 - \$13.28	Book Now

5

Review your date & time and click Book Now

Spin [BOOK NOW](#) 

📅 02-Mar-2025
🕒 02:15 pm - 03:15 pm
👤 14 spot(s) left

Registration Dates
Members: 27-Feb-2025 at 02:15 PM

Fees	
CGC Drop-in Member Fee	Free
CGC Drop-in Non Member Fee	\$13.28 Plus Tax

About this Class

Canada Games Centre
Class ID: ...

6

Select Participant

Select the **individual** you want to register for the drop-in activity. Click **Next**.

FYI: Only those individuals who meet the eligibility requirements will be able to be selected for the drop-in. For example, are they the right age?

Back to Event Spin
02-Mar-2025
02:15 pm - 03:15 pm
14 spot(s) left

Attendees

Who would you like to book?

- Blake Stone
- Duke Stone (Son)
- Jeremy Stone (Son)
- Jillian Stone (You)
- Mike Stone (Husband)

Spin Restrictions Registration Dates
02-Mar-2025
02:15 pm - 03:15 pm
13 spot(s) left
Age: 12+ Members: 27-Feb-2025 at 02:15 PM
1 spot held until inactive for 20 minutes

Select Optional Event Extras (Required extras cannot be removed)

jillian Stone

Select a FEE to pay

<input checked="" type="radio"/> CGC Drop-in Member Fee	Free	Plus Tax
<input type="radio"/> CGC Drop-in Non Member Fee	\$13.28	Plus Tax

Total \$0.00

Next

7

Select Your Payment Method

Select the **credit card** you want to use for the drop-in activity. Click **Place My Order**.

Payment Method

Your available credit

Use your credit balance
Available : \$26.54 (Total \$26.54)

Your credit cards

Add a new Card

Place My Order Continue Shopping

Order Summary

Clear Cart

Spin
Jillian Stone
00003383 \$0.00 X
02-Mar-2025, 02:15 PM - 03:15 PM

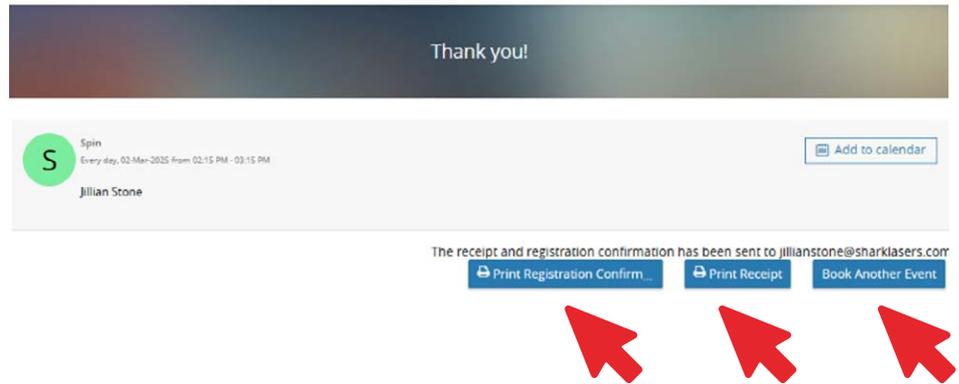
Subtotal: \$0.00
HST: \$0.00
Total \$0.00

Gift Card or Promo Code Apply

8

Drop-In Confirmation

You should receive a registration confirmation that will include details on drop-in activity you booked and the name of the participant. You will also have the option to **Print Drop-In Confirmation**, **Print Receipt** or **Book Another Event**.



9

Congratulations! You are all set for your Drop-In Activity

We hope you have fun!

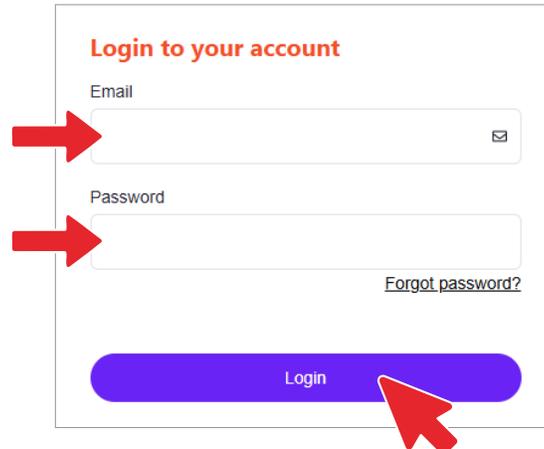
If you need additional help, you can always call our front desk staff at **902-490-2400** or drop by to get help in person.

How to Cancel a Drop-In Activity

1

Log Into Your MyREC Account

Enter your **email address** and **password**, then click the **Login** button.



Login to your account

Email

Password

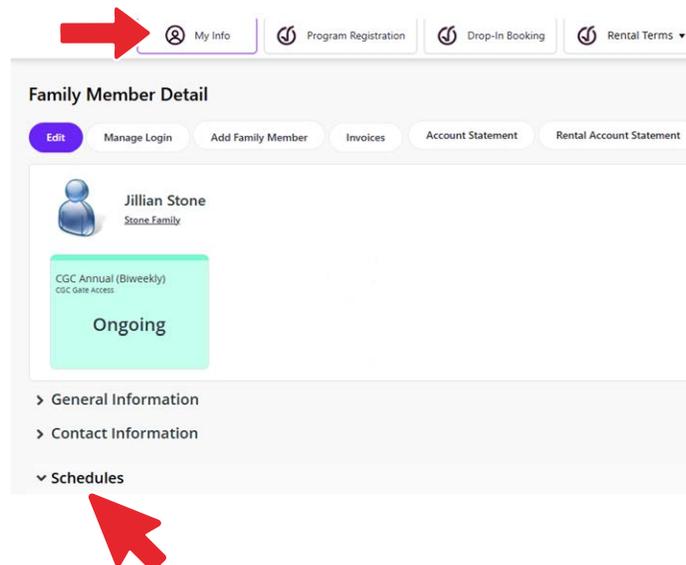
[Forgot password?](#)

Login

2

Go to My Info, then Schedules

Under **My Info** scroll down to your schedules tab and click to drop it down



[My Info](#) [Program Registration](#) [Drop-In Booking](#) [Rental Terms](#)

Family Member Detail

[Edit](#) [Manage Login](#) [Add Family Member](#) [Invoices](#) [Account Statement](#) [Rental Account Statement](#)

 **Jillian Stone**
Stone Family

CGC Annual (Biweekly)
CGC Gate Access

Ongoing

> General Information
> Contact Information
▼ Schedules

3

Select the Withdraw button

Under schedules find the date and booking you wish to cancel then select **withdraw** button.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30	31
02	03	04	05	06	07
09	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
02	03	04	05	06	07

4

Confirm your cancellation

Confirm you are cancelling from the correct session and select blue **withdraw** button.

Withdraw Jillian Stone from this session

Withdrawal sessions Sunday 02-Mar-2025 02:15 PM - 03:15 PM

Fees
Cost per session: \$0.00

Refund Method: Original Payment Method
There are no valid payments to refund for this transaction

Total Refund: \$0.00

Cancel Withdraw

5

Congratulations!

You have successfully withdrawn from the booking.

Withdraw Jillian Stone from this session

Attendee has been successfully withdrawn

Email Receipt Withdrawal Confirmation Done

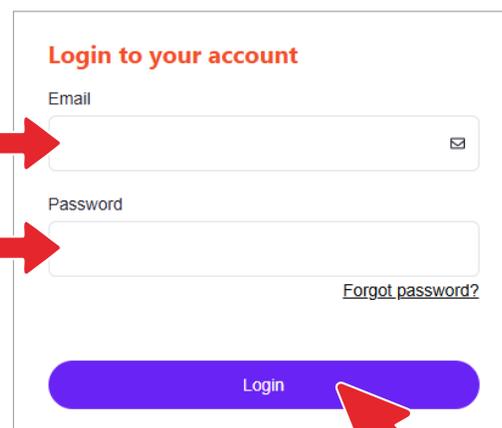
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How to Add a Family Member to Your Client Profile/Account

1

Log Into Your MyREC Account

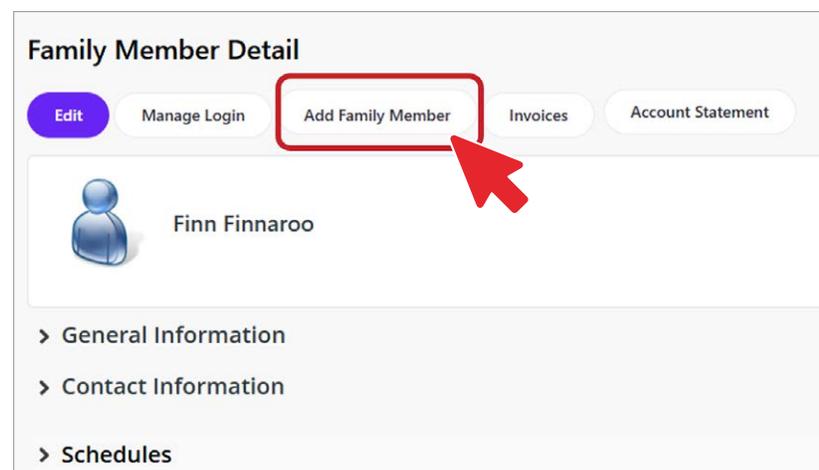
Enter your **email address** and **password**, then click the **Login** button.



The screenshot shows a login form titled "Login to your account". It contains two input fields: "Email" and "Password". A red arrow points to the "Email" field, another red arrow points to the "Password" field, and a third red arrow points to the "Login" button. A link for "Forgot password?" is located below the password field.

2

Click on Add Family Member



The screenshot shows the "Family Member Detail" page for "Finn Finnaroo". At the top, there are five buttons: "Edit", "Manage Login", "Add Family Member", "Invoices", and "Account Statement". The "Add Family Member" button is highlighted with a red box and a red arrow. Below the buttons, there is a profile picture and the name "Finn Finnaroo". Underneath, there are three expandable sections: "General Information", "Contact Information", and "Schedules".

3

Add the Family Member Information

Enter the information for your family member in the pop-up window. Remember to **Submit**.

FYI: some details (like address, email and home phone number) will autofill. These fields can be overwritten if they are different than the primary client's information.

Add Family Member [X]

First Name [] Required

Last Name [Finnaroo] Required

Birthday [January] Day [] Year [] Required

Email [Finn.Finnaroo@sharklasers.com] Required

Primary Phone [(902) 123-1223]

Primary Phone Type [Mobile]

[Cancel] [Submit]

4

View Your Family Member on the Client List

The new family member will now appear on the **Client List**.

Client List

[Add Family Member] [Account Statement]

Full Name Simple ↑	Primary Phone	Email
Finn Finnaroo	(902) 123-1223	Finn.Finnaroo@sharklasers.com
Tazzie Finnaroo	(902) 123-1223	Finn.Finnaroo@sharklasers.com

5

Register your new family member for a Program or Drop-in

You're done! Now you can repeat the steps above to add any additional family members and/or register for programs or drop-ins.

If you need additional help, you can always call our front desk staff at **902-490-2400** or drop by to get help in person.

26 Thomas Raddall Drive
Halifax, Nova Scotia
B3S 0E2

canadagamescentre.ca

