



# Online Drop-in Registration Instructions

As we adjust to the new normal during these unprecedented times, we appreciate your patience as we transition our services to keep rec users safe.

We have ensured this new registration system is as quick and easy as possible.

## STEP 1

- Go to [www.westkelownacity.ca/recreation](http://www.westkelownacity.ca/recreation)
- Scroll down and click on **Online Registration**
- Click on **View and Register for City of West Kelowna Recreation and Culture Programs**
- Select either **Login to Account** or **Create a New Account**
- Save the Website as a Favourite to easily refer back to

## STEP 2 - Add your drop-in activities to your Wish List

- Under Online Services click on **Register for Activities**
- Search by the name of the program you are looking for
- Click on **Add to Wish List** for all available dates. Drop in programs are added a month at a time.
- Registration will open the day prior to the activity drop-in date at 8:30 a.m.

## STEP 3 - Register for a drop-in activity from your Wish List

- Under Account Activity click on **Manage Wish List**
- Select the correct program/date and click on **Add to Cart**
- Complete the steps for registration

## STEP 4 - To help speed up the process - add a saved credit card for quick and easy future registration

- Go under **Account Activity**
- Click on **List Saved Credit Cards**
- Click on **Add New**
- Fill in the information requested

**Any questions please call recreation staff at 778-797-8800**