



# Online Drop-in Registration Instructions

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**