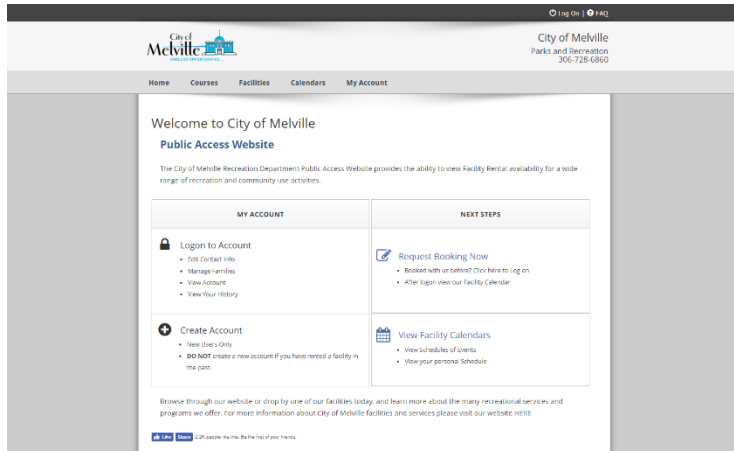


## Creating a Public Access Account



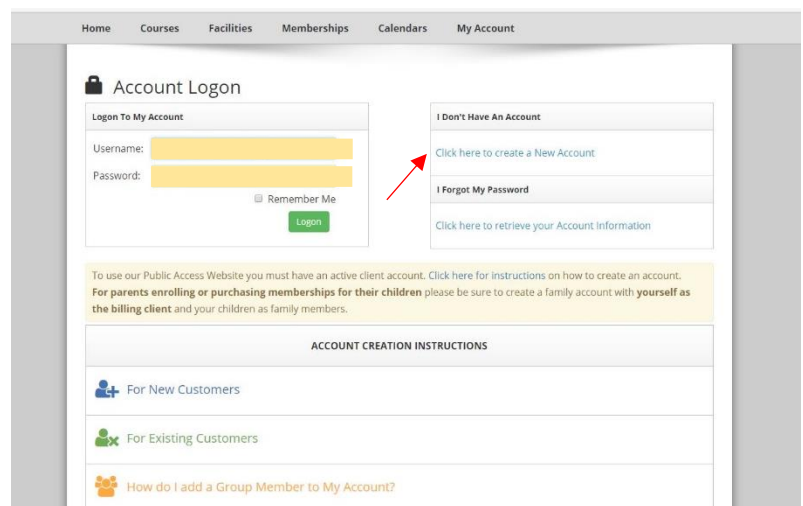
For your convenience, City of Melville Recreation Department's Public Access Website provides the ability to enroll and pay for courses as well as request facility use. To access this site, please visit:

<https://app.booking.ca/melvillepub>

### Create an Account:

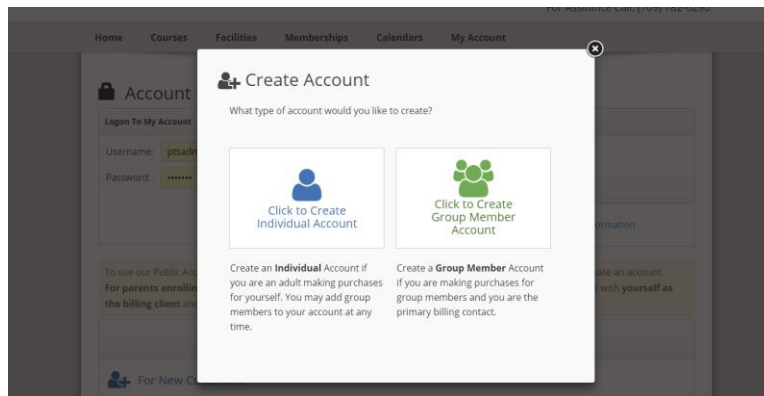
Creating an account on our public access site will enable you the access to: making facility booking requests, view courses and available memberships, enroll for courses and more!

To create an account, click the "Create Account" button on the homepage. If you already have an account, proceed to the "Logon to Account" button located below.



If you have rented a facility in the past but do not have an online account, please **DO NOT** create a new account. Please call 306-728-6860 for online account activation.

To create your account, click the link "Click here to create a New Account". You will have the option to create either a "Family Account" or an "Individual Account". **If enrolling your children into classes, please select to create a family account and create YOURSELF as the billing contact and add each additional child as family members.**



Home Courses Facilities Memberships Calendars My Account

**Step 1. Create Billing Contact** Step 2. Add Group Members Step 3. Activate Account Step 4. Account Activated

**Billing Contact Information:** Note: Red text indicates required fields.

Billing First Name:  Billing Last Name:

Address 1:

Address 2:

City:  Postal/Zip Code:

Phone 1:  Phone 2:

Email:  Alternate Email:

Client #:

**Account Information**

Username:  \* We suggest your email address (Min Characters: 5)

Password:  Re-Type Password:

**Password Strength**

Not Rated

Note: For the best Password Strength rating include:

- Uppercase and lowercase characters
- Numbers
- Symbols
- Eight or more characters

**Extra Information**

Gender:  Male  Female Birthdate:

Mother's Name:  Mother's Work #:

Father's Name:  Father's Work #:

Emerg. Contact:

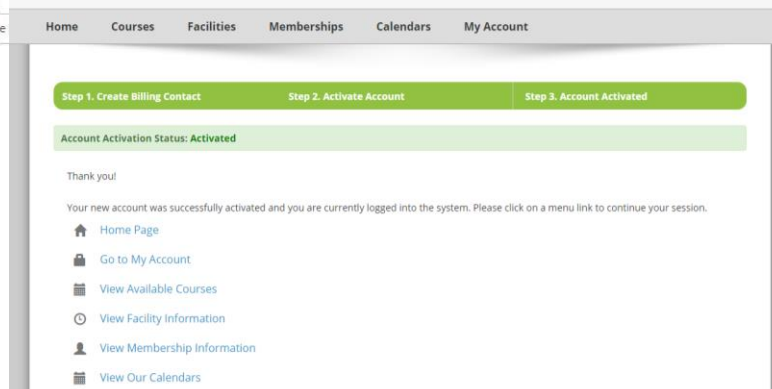
Permission To Take

**Step 1:** Create *yourself* as the billing contact. Please provide your own contact information on this first page.

At the bottom of the form, select "Next".

**Step 2:** Add each additional child (if needed), including all required fields.

**Step 3:** Once all members have been added, an account activation email will be sent to the email address that you provided on this form. Click on the link in that email in order to activate your account within 24 hours.



Upon a successful login, your account will be activated. You will see options for going to the Home Page, View Available Courses, View Facility Information, View Membership Information and View our Calendars.