Program Registration

1. Visit camps.ubc.ca and browse through program offerings. Click on any button that features "Register Now."

2. If you are already logged in, please move ahead to step 3. If you are not already logged into a current registration session, you will be directed to the UBC Recreation Login Portal. Use either your CWL or email address to login to your account.

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3. After logging in or if you already have an active session, you will be directed to a program registration page. Review the details to confirm that this is the course you wish to register in. If the course you've selected is available for registration, you will see a blue "Register Now" button.

4. The next screen will display every person connected to your Family Account that you can register for this program. If you have already added Family Members they will also appear on this screen.

> *NOTE: An initial notification pop-up may appear if there are individuals that do not meet the requirements or prerequisite to be registered in this program. Additional information about why the person cannot be registered appears to the right of their name and can be updated using the "Update" button*

Program Registration

5. Select the checkbox to the left of the individual you wish to register. This will hold a spot for them for 10 minutes while you complete the registration process. Click "Next" to proceed to the next screen.

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6. On the next screen, you will be required to complete program-specific registration forms. This may include consent forms for youth programs/camps, medical information, emergency contact information, waivers, and other information relevant to the participation in the program. Click "Next" to proceed to the next screen.

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7. The following screen will display any eligible fees that the individual being registered is qualified to receive. The lowest qualified fee should be selected by default. Select "Next" to proceed.

8. The next window is your shopping cart and displays all programs that you are in the process of registering for. If you would like to register for additional programs, click the "Book another event" link on the bottom right to browse for more courses.

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9. At this screen, you can enter your payment information and complete your transaction. If you would like to use the same credit card for future payment, you can also select the "Remember this card" option. Click "Place My Order" to complete your purchase.

10. The next screen confirms your registration. You can use the "Print" buttons on the bottom right to print copies of your registration confirmation and your receipt. An email containing your registration confirmation and receipt will automatically be sent.

NOTE: If your transaction includes multiple registrations, please follow the instructions here to print registration confirmations.