HOW TO REGISTER FOR SNOEZELEN POOL ON ACTIVE NET

Questions? Please contact snoezelen@hollandbloorview.ca

1. What does a correct registration look like?

Your registration information MUST be listed as shown below. It will have the day/date, time and the space # that your child or client is registered for.

- **Meets:** From July 5, 2017 to August 30, 2017
  - Each Wednesday from 4:45pm to 5:30pm
- **Location:** Therapy pool
- **Number of Bookings:** 9

<table>
<thead>
<tr>
<th>Booked: (9 Lessons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed Jul 5, 2017</td>
</tr>
<tr>
<td>Wed Jul 12, 2017</td>
</tr>
<tr>
<td>Wed Jul 19, 2017</td>
</tr>
<tr>
<td>Wed Jul 26, 2017</td>
</tr>
<tr>
<td>Wed Aug 2, 2017</td>
</tr>
<tr>
<td>Wed Aug 9, 2017</td>
</tr>
<tr>
<td>Wed Aug 16, 2017</td>
</tr>
<tr>
<td>Wed Aug 23, 2017</td>
</tr>
<tr>
<td>Wed Aug 30, 2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa xx2217. Auth= 046788 qfISOBg7426911</td>
<td>$128.46</td>
</tr>
</tbody>
</table>

2. I registered and paid with my credit card. When I showed up for my session, I was told I wasn’t registered. What happened?

If you look at the information below, you will see that the dates and times are not listed. They were not selected when you registered. This means that even though you paid, there is no record of your child or client in the session.
3. I registered but didn’t use my credit card. When I showed up for my session, I was told I wasn’t registered. What happened?

You have what is called a NON-MONETARY receipt. Both payment and the sessions must be processed in order to secure a spot.
HOW TO REGISTER FOR SESSIONS

STEP #1. Log into your account. Click on Register for activities.

Account Options for Lorraine Thomas

- Account Activity
  - Show Your Daily Schedules
  - Show and Manage your Wish List
  - List Account Credits
  - Print Child Program Receipts
  - Print Adult Program Receipts

- Personal Information includes
  - Change Your Password
  - Change Account Address or Personal Information
  - Change Information about Family/Friends

- Account Payments include
  - Pay on Account
  - List of Account Payments
  - View Account Payment Details

- Other Services
  - Register for Activities
  - View Your Shopping Cart
  - Logoff

STEP #2. Find the activity you want - for example, Snoezelen Pool Relaxation, 0-12, Wednesdays. Click on it.
STEP #3. Click “Add to my cart”

STEP #4. You will be asked to select a family member – in this case, your child or dependent. If you are selecting the Snoezelen pool group option, only one name will be needed. Click on “Continue”
STEP # 5. Now you need to select the **day and spaces** so that you can see what is available to book.

- Use the mouse to select ALL the spaces i.e. Space #1, Space #2, Space #3, etc. and move it over to "**Selected**"
- Click on the day that the session is running. In this case, it is "Wednesday".
- Click "**search**"
STEP #6. All the available dates are now listed. A “x” means that space is already taken.
- You can pick one date or select as many as you want.
- Click on “Add to list”

STEP #7. It will now list all the dates that you selected. In this example, only one date was selected. Click ‘Continue’
**STEP #8.** It will now ask you for information about your child or client. Fill out and click on “Continue”

![Image of a form](image)

**STEP #9.** Confirm the order and go to “Proceed to checkout” You will be asked for your credit card number so that the registration can be finalized. Once you are done, you can print the receipt.

![Image of a shopping cart](image)