

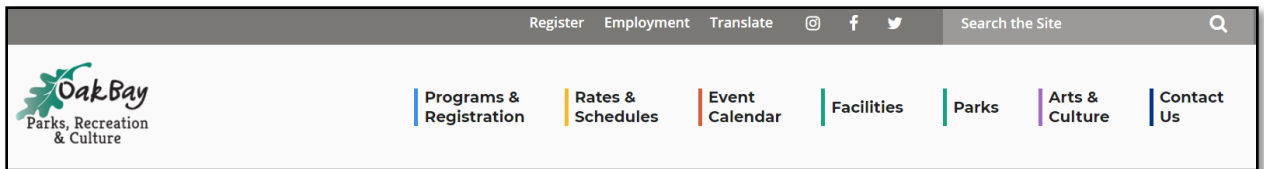
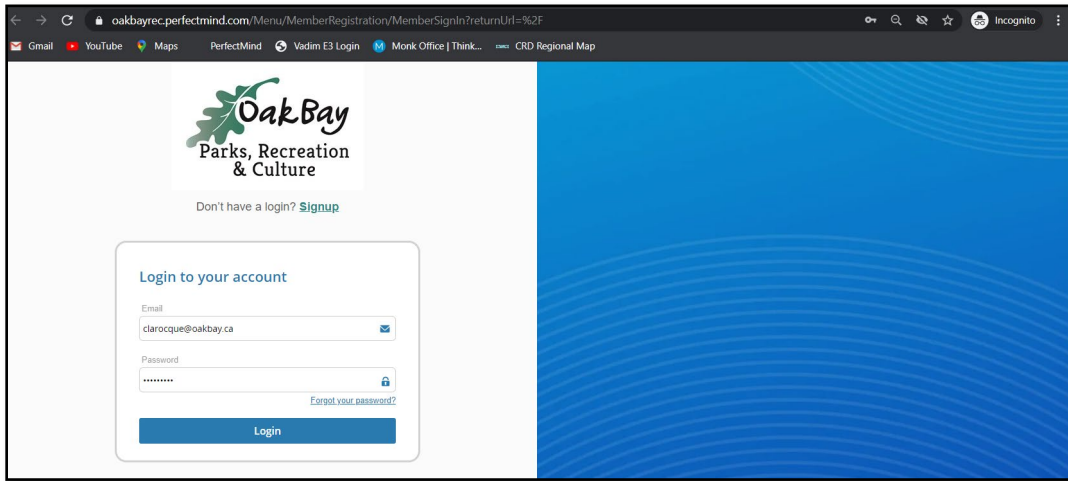


### How to Register Online – Course

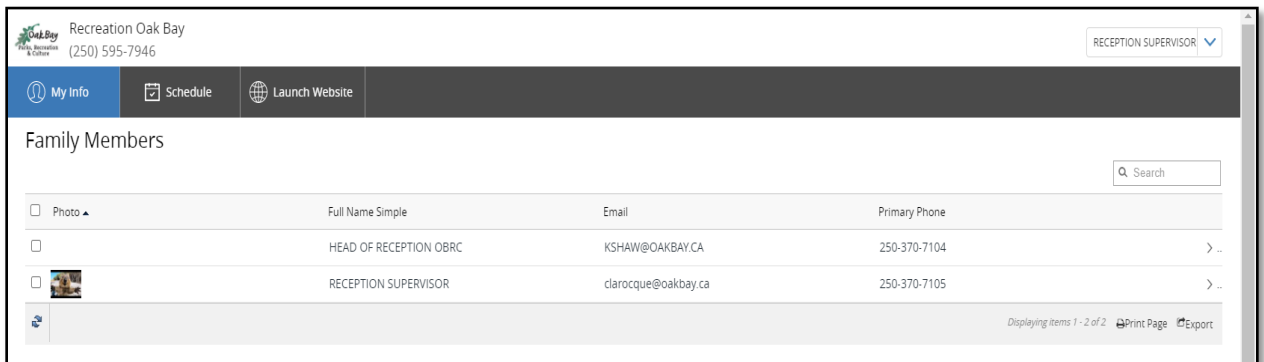
1. Go to **oakbayrec.perfectmind.com** and log in. (If you do not have a login, please contact Reception to create one for you.)
2. Click the **Schedule** button.
3. Locate the Category and Calendar your activity is under.
4. Locate the specific activity you would like to register for.
5. Click the **Register** button or the **Waitlist** button if session is full.
6. Select name(s) of individuals registering.
7. Complete the questionnaire (if applicable).
8. Select Fee (if applicable) to proceed to cart.
9. If you would like to book another activity, click **Continue Shopping**. If you are done, proceed with payment and click **Place My Order** button.
10. You will receive a **Thank You** on the transaction summary page.
11. Click **Print Receipt** or **Print Confirmation** to print/email these documents.

## Detailed Example: Course Registration: Skate 4

1. Log in to your perfect mind account here: <https://oakbayrec.perfectmind.com> or click on “Register” through the main page of the Oak Bay Recreation website.



2. Once you have logged in, your screen will list everyone in the family account. If there is only one family member on the account, it will open to your profile page.
3. Click on “Schedule” to proceed to the Table of Contents screen.



4. Select your activity of choice. Skate 4 is located under the **SKATING** Category and **SCHOOL AGE SKATING** Calendar.

5. There are filters on the left to narrow down results. Click **“Show courses”** under the applicable service to see what courses are offered.

6. Click **“Register”** or **“Waitlist”** on the activity of choice.

**SKATE 4**  
 Your child will learn skills in this course including: two-foot stop, forwards crosscuts, turning forwards to backwards and backwards to forwards, and two-foot jump in a glide backwards. Participants must wear skates and CSA approved helmets. Lessons run on statutory holidays. Prerequisite: Skate Three.

[Hide courses](#)

SKATE 4	Age: 6 to 14 y 11 mos	9:45am - 10:30am	May 1st - Jun 12th	FULL - Waitlist Available
	Every Sat			<b>Waitlist</b> \$69.00
SKATE 4	Age: 6 to 14 y 11 mos	4:15pm - 5:00pm	Jul 12th - Jul 16th	3 spot(s) left <b>REGISTER</b> \$50.00
SKATE 4	Age: 6 to 14 y 11 mos	4:15pm - 5:00pm	Jul 26th - Jul 30th	1 spot(s) left <b>REGISTER</b> \$50.00

7. Confirm activity information and click **“Register”** to proceed. If there is a red activity alert box, read over the information. To make it disappear, click on it.

Recreation Oak Bay (250) 595-7946

My Profile | Schedule | Launch Website

My Info | Memberships

**SKATE 4**  
 12-Jul-2021 - 16-Jul-2021  
 4:15pm - 5:00pm  
 3 spot(s) left

**REGISTER**

Registration ends on 16-Jul-2021 at 5:00 PM

Fees	
General	\$50.00 <small>No tax</small>

Course Dates	
5 sessions	Every Mon, Tue, Wed, Thu, Fri
12-Jul-2021	4:15 PM - 5:00 PM Arena
13-Jul-2021	4:15 PM - 5:00 PM Arena
14-Jul-2021	4:15 PM - 5:00 PM Arena
15-Jul-2021	4:15 PM - 5:00 PM Arena
16-Jul-2021	4:15 PM - 5:00 PM Arena

**About this Course**  
 Children will learn skills in this course including: two-foot stop, forwards crosscuts, turning forwards to backwards and backwards to forwards, and two-foot jump in a glide backwards. Prerequisite: Skate Three.

Oak Bay Recreation Centre [Show Map](#)  
 Course ID: 00099373

**Restrictions**  
 Age Restriction: 6 to 14 y 11 mos

8. Select who will be attending the program. You can select multiple clients. Click **“Next”**.

Recreation Oak Bay (250) 595-7946

My Profile | Schedule | Launch Website

Back to Event

**SKATE 4**  
 12-Jul-2021 - 16-Jul-2021  
 4:15pm - 5:00pm  
 3 spot(s) left

**Restrictions**  
 Age: 6 to 14 y 11 mos  
 Registration ends on 16-Jul-2021 at 5:00 PM

1 spot held

1 HEAD OF RECEPTION OBRG  
 2 Payment

Who would you like to book?

HEAD OF RECEPTION OBRG

RECEPTION SUPERVISOR (You) Age: 61 y 6 mos, There is a scheduling conflict with: Multiple Classes

Add Family Member

**Next**

9. Read through and answer the questionnaire (if applicable) and click **“Next”**.
10. Review the Order Summary. If you need to book more activities, click on **“Continue Shopping”**. This will take you back to the Table of Contents to add more activities to your cart. Regarding payment, it will indicate if you have an account credit or any saved credit cards. If you do not have a saved credit card, you can enter a new one. Click **“Place My Order”** to complete your transaction.

The screenshot shows a web interface for payment and order summary. On the left, under "Payment Method", there is a section for "Your credit cards" with an "Add a new Card" option and a "Remember this card" checkbox. Below this are input fields for "Name on Card", "Card number" (with a VISA logo), "Expiry month", "Expiry Year", and "CVV". A "Billing Address" section follows with fields for "Address (Street)", "City", "Country", "State/Province", and "Zip/Postal Code". At the bottom of this section are "Place My Order" and "Continue Shopping" buttons. On the right, the "Order Summary" section includes a "Clear Cart" button and details for "SKATE 4" (HEAD OF RECEPTION, QRRC, 00099373, 12-Jul-2021 - 16-Jul-2021, 4:15 PM - 5:00 PM) for a price of "1 x \$50.00". Below this is a "Payment Summary" section showing a "Subtotal" of "\$50.00" and a "Total Due Now" of "\$50.00". There is also a field for "Gift Card or Promo Code" with an "Apply" button. A yellow notification banner at the top right says "1 spot held" and "Gift Machine for 3 minutes".

11. You will receive a **Thank You** on the transaction summary page.

The screenshot shows a "Thank you!" message on a transaction summary page. At the top, it says "Thank you!". On the right side, there is an "Add to calendar" button. At the bottom, there are three buttons: "Print Registration Confirm...", "Print Receipt", and "Book Another Event".

12. Click **Print Receipt** or **Print Confirmation** to print/email these documents.