

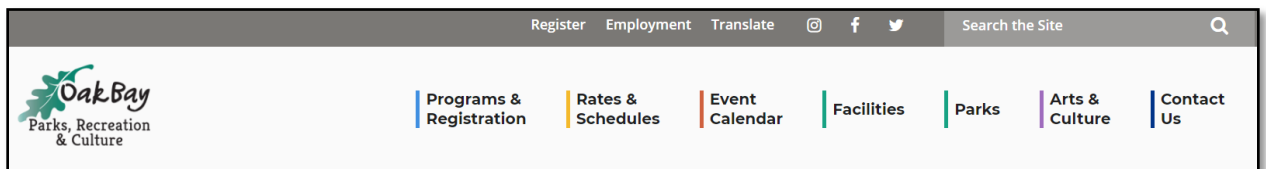
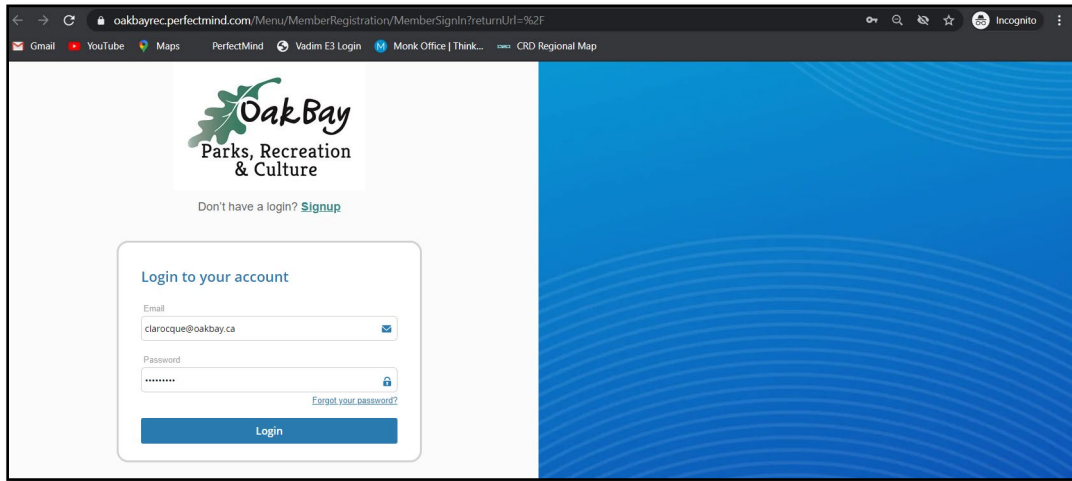


### How to Register Online – Single Sessions

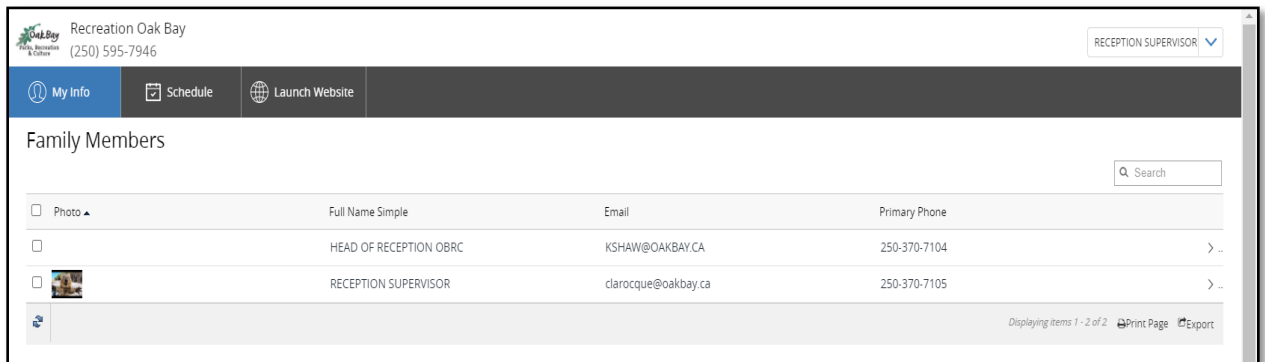
1. Go to **oakbayrec.perfectmind.com** and log in. (If you do not have a login, please contact Reception to create one for you).
2. Click the **Schedule** button.
3. Locate the Category and Calendar your activity is under.
4. Locate the type of session and date/time you want to register for.
5. Click the **Register** button or the **Waitlist** button if the session is full.
6. Select name(s) of individuals registering.
7. Complete the questionnaire (if applicable).
8. Select Fee (single admission fee or punch pass use) 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: Group Fitness Session

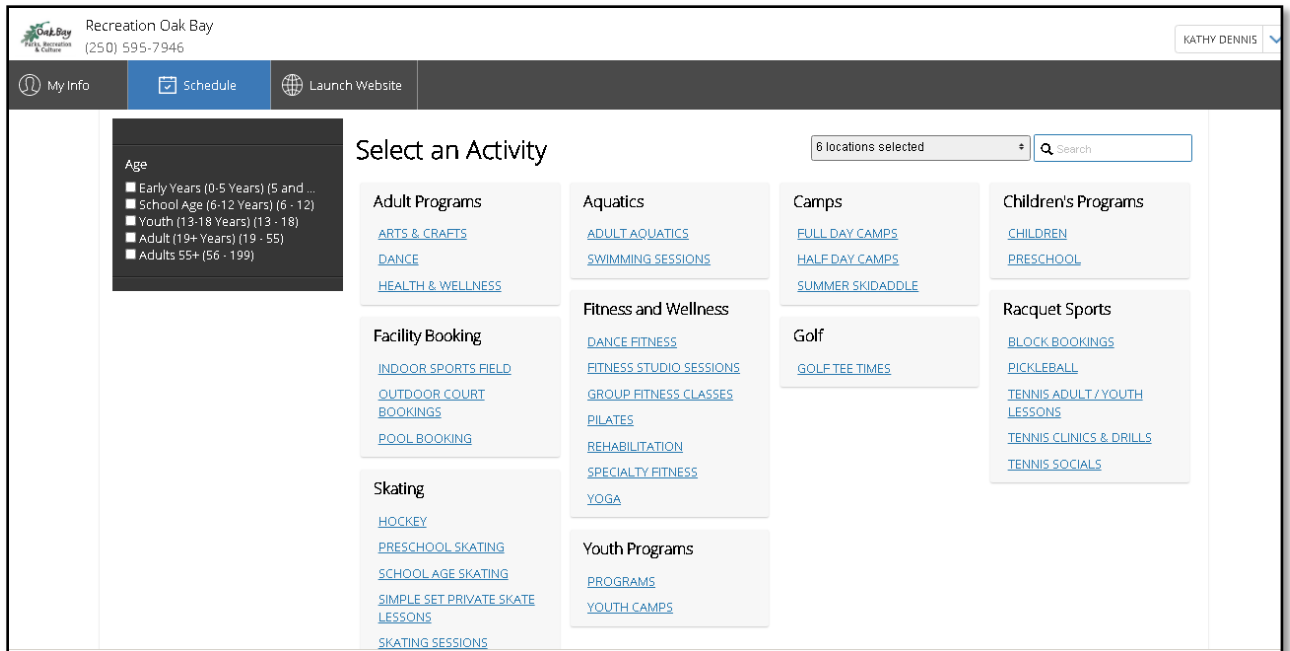
1. Login to your Perfect Mind account here: <https://oakbayrec.perfectmind.com> or click on “Register” through the main page of the Oak Bay Recreation website.



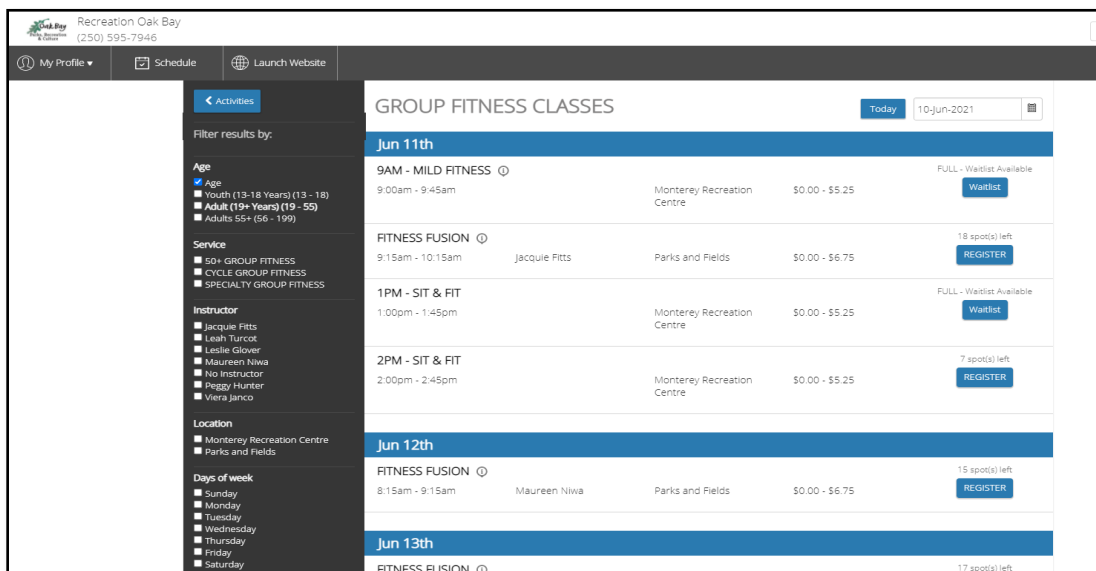
2. Once you have logged in, your screen will list everyone in the family account. If there is only one family member on the account, it will open to your profile page.
3. Click on “Schedule” to proceed to the Table of Contents screen.



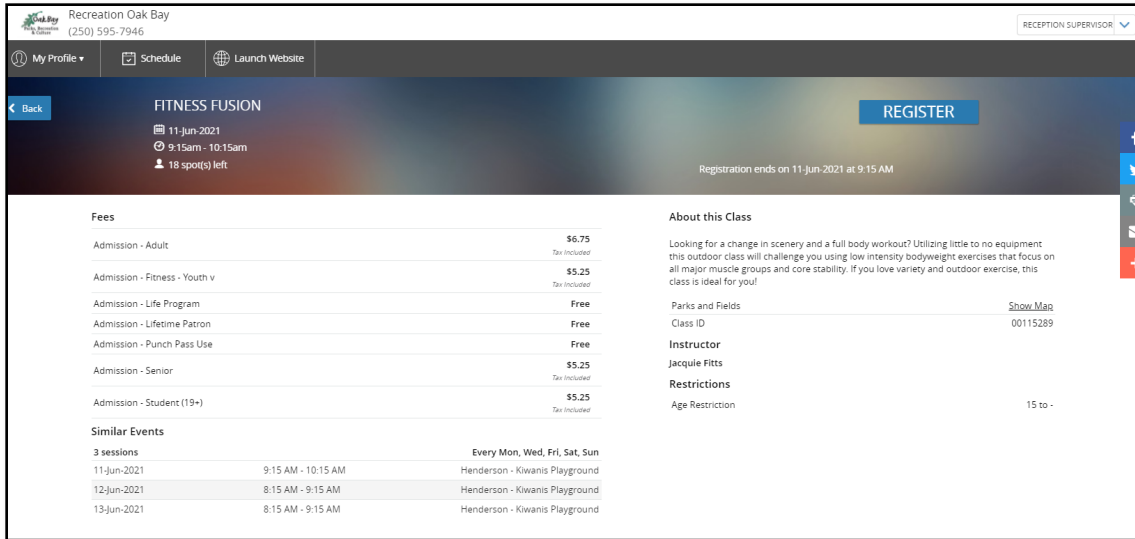
4. Select the activity that you want to book. For example, registering for a **Group Fitness Class** is located under **Fitness and Wellness**.



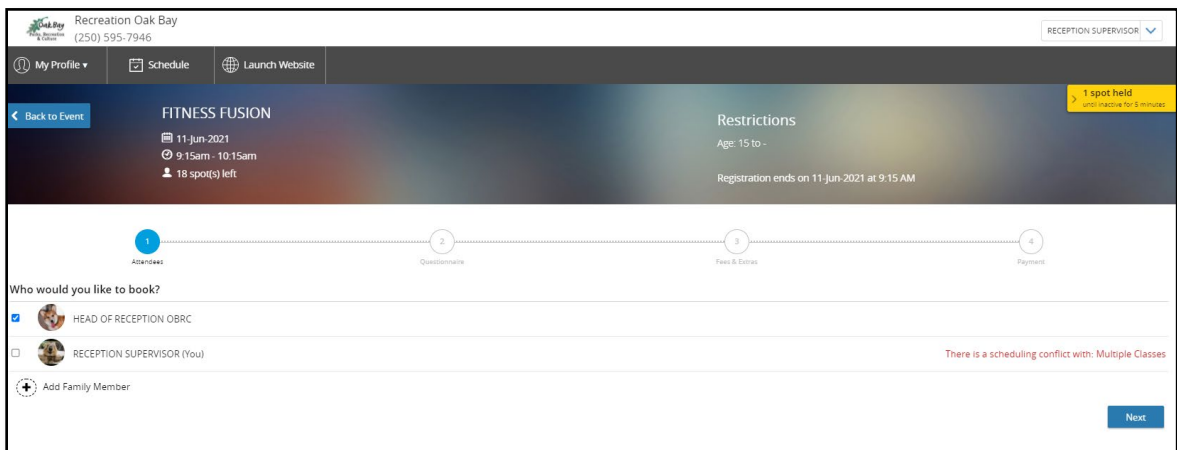
5. Scroll through the days/times and choose the session you would like to register for. You may also waitlist for time slots. Click **“Register”** on the time slot of choice.



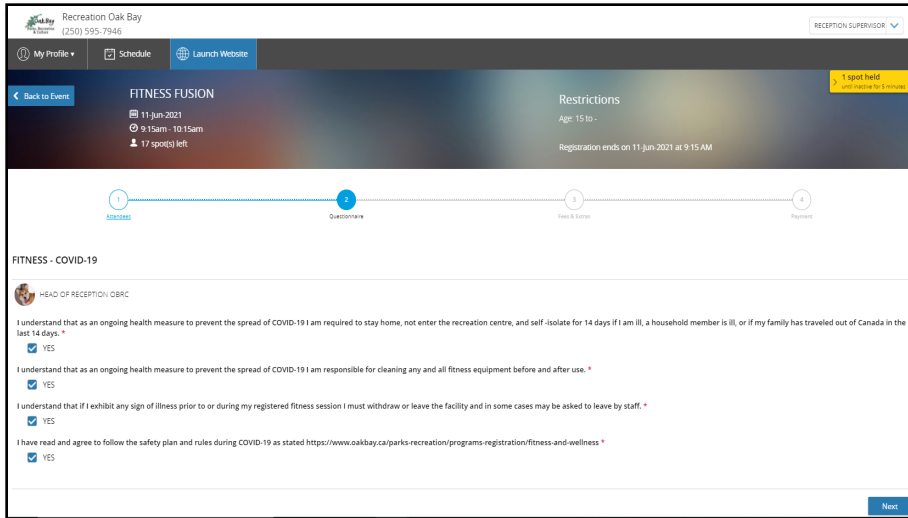
6. Confirm activity information and click **“Register”** to proceed. If there is a red activity alert box, read over the information. To make it disappear, click on it.



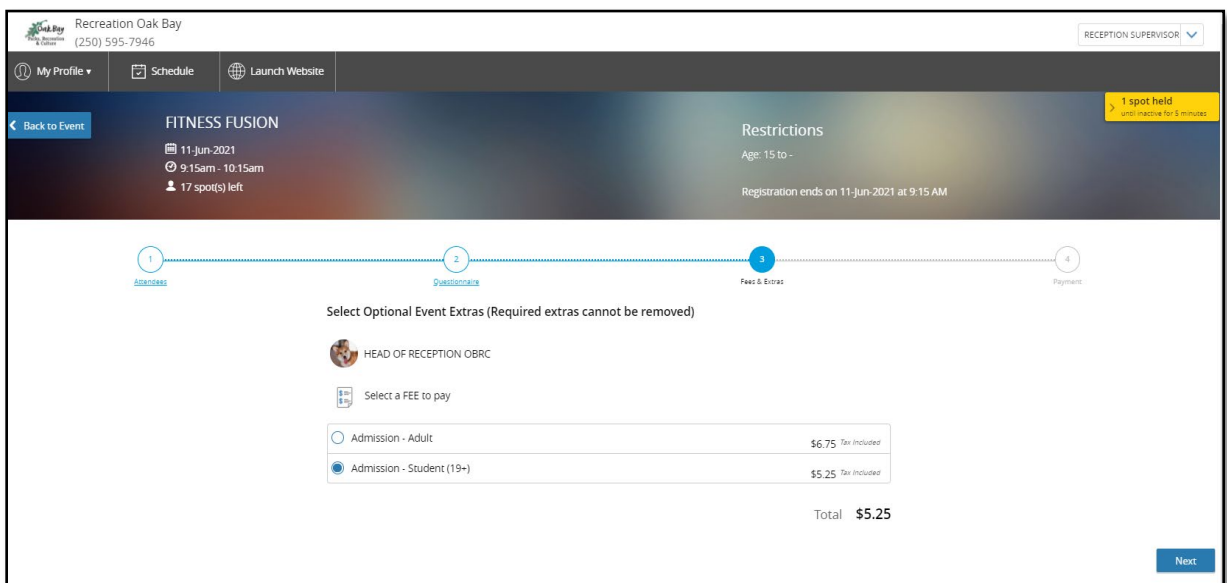
7. Select who will be attending the program. You can select multiple clients. Click “Next”.



8. Read through and answer the questionnaire (if applicable). Click “Next”.



9. Select Fee (you will be able to view the fees that the selected client qualifies for). Click “Next” to proceed with the registration.



10. Review your order. If you need to book more sessions, 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.

Recreation Oak Bay  
(250) 595-7946

RECEPTION SUPERVISOR

My Profile Schedule Launch Website



1 spot held  
Limit inactive for 3 minutes

### Payment Method

Your credit cards

Add a new Card  Remember this card

Name on Card

Card number  

Expiry month Expiry Year

CVV

#### Billing Address

Address (Street)

City

Country State/Province Zip/Postal Code

Place My Order Continue Shopping

### Order Summary

Clear Cart

**FITNESS FUSION**

HEAD OF RECEPTION  
OBRC  
00115289  
12-Jun-2021, 8:15 AM -  
9:15 AM

1 x \$5.25  
Tax Included

#### Payment Summary

Subtotal: \$5.00  
Tax: \$0.25

Gift Card or Promo Code

**Total Due Now \$5.25**

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

Thank you!

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