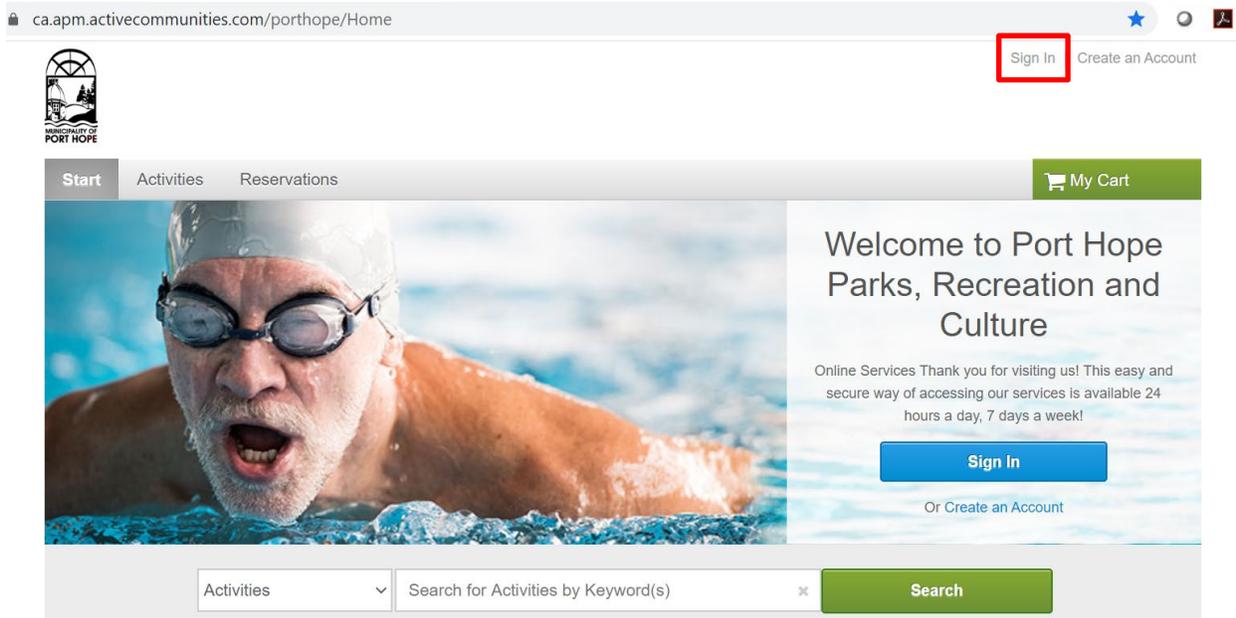


# How to Reserve Your Swim Online

1. Go to our online registration software. Select **Sign In**.
  - a. <https://ca.apm.activecommunities.com/porthope/Home>



2. Enter your e-mail address and password. Select **Login**.
  - a. If you forgot or do not know your password, select '**forgot your password**' to create a new one.
  - b. If you are unsure if you have an account, please call us at 905-885-2474.
    - i. We will be able to check if you are in the system and add an e-mail address to your account.

A screenshot of the login form on the website. The form is titled 'Already have an account?'. It contains three input fields: 'Login', 'Email', and 'Password'. The 'Login' field is highlighted with a red box. Below the input fields, there is a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo. There are two links: 'Forgot your login name?' and 'Forgot your password?'. At the bottom of the form, there is a green 'Login' button, which is also highlighted with a red box. Below the login form, there is a section titled 'Don't have an Account?' with a blue 'Create New Account' button.

3. Hover over **Activities** from the top banner. Select **Recreational Swimming**.



Start **Activities** Reservations Donations My Cart

- Christmas Camp
- Health & Fitness
- Instructional Programs
- Leadership
- March Break Camp
- PA Day Camp
- Recreational Swimming**
- Specialty Camp
- Summer Day Camp
- Swim Lessons
- [See All Categories >](#)

password-protected customer account.

**<FORGOTTEN?** and on the next screen enter your email you. This will connect you to your current account.

If you have not registered for any activities in the last 2 years, please create a new account.

- **Account Activity**
  - Family Member's Schedule
  - Manage Wish List
  - Account Deposits List
  - List Account Credits
- **Personal Information**
  - Change Your Password
  - Change Account Address or Personal Information
  - Change Information about Family/Friends

4. Select which swim you would like to attend
  - a. Please note, you must call 905-885-2474 to reserve a spot for public swimming.

Displaying: 1-3 of 3



Name	First Meeting or Date Description	Location	Openings	Fee and Action
<b>Swimming Adult Lane 25m Pool</b> ⓘ Age 18 and up	Sun, Jul 5	Jack Burger Sports Cplx - POOL	30	Check details for fees <b>Add to Cart</b>
<b>Swimming Adult Therapy Pool</b> ⓘ Age 18 and up	Mon, Jul 6	Jack Burger Sports Cplx - POOL	24	Check details for fees <b>Add to Cart</b>
<b>Swimming Family</b> ⓘ Age Any	Sun, Jul 5	Jack Burger Sports Cplx - POOL	24	Check details for fees <b>Add to Cart</b>

**Swimming Adult Lane 25m Pool** will be restricted to 6 people in the 25m pool. Each lane may be booked for 1 person at a time. Limited space will be available at the discretion of the lifeguards for access to the therapy pool during your lane swim time.

**Swimming Adult Therapy Pool** will be restricted to 4 people in the therapy pool. Each space may be booked for 1 person at a time.

**Swimming Family** will be restricted to 4 families maximum (up to 5 people per family). Reservations only need to be made by one person in the family group. Lane swim is available during the family swim and can be booked under the lane swim option. No more than 3 lanes will be available during a family swim. All admission standards remain the same for family swims. Anyone age 14 years and under are required to have an adult 18 years or older in the pool with them. Each family group will be given access to one

changeroom. All admissions for the family swims will pay the family rate, regardless of the number of people in your family group.

**Public swim** will be restricted to 30 swimmers. Reservations will only be available over the phone and must be per person. No lanes will be available during the public swim. Payment prices are available for adult, older adult, child, and family.

5. View the times and days available. Select the **Enroll Now** (at the top of the screen).
  - a. All swims are restricted to 45 minutes.
  - b. If booking multiple swims, please be aware that there is a 30-minute cleaning time in between each swim.

## Program Detail

Swimming Adult Lane 25m Pool

Enroll Now



6. Select the participant you are registering. Select **Continue**.

▼ **Assign Participant**

Select a Family Member / Friend from the list below.  
If the name of the participant does not appear in the list, click [Add Family Member / Friend](#)

\*Participant (Required)

When you are finished, click

Continue

To cancel this transaction, click

Cancel

7. Select the specific days and times that you would like to attend. Select **Add to Cart**.
  - a. If using the block booking option at the top, make sure you click **show on calendar** before clicking **Add to Cart**.
  - b. The top of this page will say **Camp Reg Enrollment**. You are in the correct spot.

**Block Booking**

Use this section to make block bookings. Select desired days. Click "Show on Calendar" to book your choices.

Session Adult Lane during Family 9:30am  
 All Days     Mon  Tue  Wed  Thu  Fri

Session Adult Lane during Family 10:45am  
 All Days     Mon  Tue  Wed  Thu  Fri

Session Adult Lane during Family WKD 2pm  
 All Days     Sat

Session Adult Lane during Family WKD 3:15pm  
 All Days     Sat

Session Adult Lane during Family 6:00pm  
 All Days     Wed     Fri

Session Adult Lane during Family 7:15pm  
 All Days     Mon  Tue  Wed  Thu  Fri

Session Adult Swim 25m 7am  
 All Days     Mon  Tue  Wed  Thu  Fri

Session Adult Swim 25m WKD 11:30am  
 All Days     Sat

[Show on Calendar](#)

**Month of July, 2020**

Sun ✓	Mon ✓	Tue ✓	Wed ✓	Thu ✓	Fri ✓	Sat ✓
5	6	7	8	9	10	11
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- ✓ Adult Lane during Family 9:30am
- ✓ Adult Lane during Family 10:45am
- ✓ Adult Lane during Family WKD 2pm
- ✓ Adult Lane during Family WKD 3:15pm
- ✓ Adult Lane during Family 6:00pm
- ✓ Adult Lane during Family 7:15pm
- ✓ Adult Swim 25m 7am
- ✓ Adult Swim 25m WKD 11:30am

To add this program to your shopping cart, click [Add to my Cart](#)

8. View your payment charges. Click **Continue**.

### Camp Reg Enrollment Detail

**Program: Swimming Adult Lane 25m Pool**

Participant: Kristine Dewey [Change participant](#)

**Fees / Discounts**

Include?	Charge Name	Charge Description	Quantity	Unit Fee	Total Price
<input checked="" type="checkbox"/>	Adult Swim	--	<input type="text" value="2"/>	\$5.97	\$11.94
<b>Sub-Total:</b>					11.94
<b>Tax:</b>					\$1.56
<b>Total:</b>					13.50

When you are finished, click [Continue](#)

To cancel this transaction, click [Cancel](#)

9. View your shopping cart and **complete the required waivers.**
  - a. If you have a credit on your account, it will automatically deduct your charges. Select **Finish.**
  - b. If there is no credit on your account, enter your payment information to finish.
  - c. If you are wanting to add an additional participant, **go back to step 3 and complete the process for the next participant.**

## Shopping Cart

Kristine
KD
1 item, \$13.50 in total.

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Swimming Adult Lane 25m Pool - 14334 \$13.50 ▼

CAMP REG

2 day(s) added from Jul 7, 2020 through Jul 8, 2020 ✎ 🗑

### Order Summary

Subtotal	\$11.94
Taxes	\$1.56
Processing Fee	\$2.00
Payment from Account	-\$15.50

Due Now \$0.00



### Waiver

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

I have read and agree to [COVID-19 Waiver \[Program Enrollment: Swimming Adult Lane 25m Pool - 14334\]](#). *Required*

I have read and agree to [Waiver](#). *Required*

### Quick Donation

Select campaign ▼
\$ 0.00

Donate

*Processing fees are applied to all online transactions. These fees are charges by the software company, not the Municipality of Port Hope.*

10. To view your schedule, go to **My Account**. Select **Family Member's Schedule**.

Welcome, Kristine My Account
[My Wish List](#) | [Sign Out](#)

Start
Activities
Reservations
Donations
My Cart

### Account Options for Kristine

To access the features of this site, you must have a password-protected customer account.

If you have registered with us in the past 2 years, click **FORGOTTEN?** and on the next screen enter your email address and a temporary password will be emailed to you. This will connect you to your current account.

OR

If you have not registered for any activities in the last 2 years, please create a new account.

- Account Activity
  - Family Member's Schedule
  - Manage Wish List
  - Account Deposits List
  - List Account Credits
  - Historical Transaction List
  - Transactions that Need Attention List
  - Tax Receipts
- Personal Information
  - Change Your Password
  - Change Account Address or Personal Information
  - Change Information about Family/Friends
- Account Payments
  - Pay on Account
  - List of Account Payments
  - View Account Payment Details