

Online Registration is now Available!

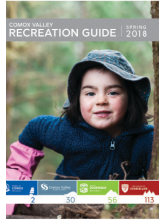
How to register Online at Comox Recreation - Comox Community Centre

Step 1

Go to
Comox.ca/recreation
click



Step 2



Select an Activity
Select an activity,
search or enter
4-digit #_ _ _ _
barcode found beside
the program.



Step 3

Confirm Activity
Select an activity -
Confirm dates, times &
location



Step 4 Login into your Account

Returning Customers

Use your email address from
your current Comox Rec account



Click Forgot your
password?

A temporary password will be
emailed to you. Use this
password to login & create a



New Customers

Click

Not a Member Yet?

Create an Account

Use your email address as
your username &
create an online password
Enter your customer details in
all fields.

Step 5

Pay for Activity
Confirm & pay with your
credit card



Current PerfectMind Account email: _____

Important information to know about Online Registration

1. Check with Comox Recreation staff to see if you have a current account.
2. Forgot your password, recover it at the login page.
3. When creating an account complete all required fields for all family members.
4. All family members should be on one account with a parent as the primary.
5. Program spots will only be held for 15 minutes while registering.
6. Prorated registration is available online.
7. Not all programs are available for Online registration at this time.
8. Withdraws or transfers can only be completed by calling Comox Recreation front desk staff.
9. Check Registration dates at comox.ca or in the Current Rec Guide.
10. Registration dates for Contract programs are the Friday before the Monday Open registration.

General Guidelines for Registration:

- Pre-registration is required for all classes except when specified as a drop in class.
- Class sizes are limited and are filled on a first come first serve basis.
- Holidays: Programs will not be held on holidays unless otherwise indicated.
- Taxes: GST will be charged on all programs when majority of participants are over the age of 14 years.
- Waitlists: We review waitlists on a continuous basis and whenever possible try to accommodate everyone
- Cancellations: All classes are subject to cancellation due to insufficient registration. These decisions are made up to one week prior to the start date and a full credit to your account or refund will be issued. Register early to avoid disappointment.
- Refunds: For more information on refunds, refer to the Comox refund section of the Rec Guide.
- Missed classes: Classes missed due to illness, weather, power failures or other events beyond our control will not be credited or refunded.