

# Top 10 Tips for On-Line Registration

1. **FINDING THE LINK** - Look for the link to on-line services on the front page of the Athletics and Recreation website [www.mcgill.ca/athletics](http://www.mcgill.ca/athletics) and on the following interior pages: Intramural Sports, Fitness and Recreation courses and General Membership Rates. A link is also available on the McGill portal (myMcGill).



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2. **HAVE YOUR CREDIT CARD READY** – All on-line services accept payment by credit card (Visa and Mastercard) only. If you don't have a credit card, purchase your services at Client Services (475 Pine Ave) where payment by cash, cheque or debit card is accepted. (CVV2 authorization – keying in the last 3 digits of the numbers displayed in the signature area on the back of the card, is pending).

3. **BUYING A MEMBERSHIP** – Click on **Program Registration / Sign up for a Program** and look for the membership category - Staff&Post Doc (Membership-Staff/PD), Student Fitness Centre (Membership-StudentFC) or Cont-Ed (Membership-Cont-Ed). Under **Courses**, choose the appropriate membership type and length of term. All McGill students are members of the Sports Complex (SC) by default but must purchase a Fitness Centre (FC) membership if they want to use the Fitness Centre. Student Fitness Centre memberships are sold by the semester only. Staff can choose between one month, two month, 8 and 12 month terms on line. Additional terms are available through the Client Services office. **Please note that membership updates are performed nightly, so there may be a 24-hour delay in the updating of your ID card.**

4. **RENTING A LOCKER** – All locker fees have been incorporated into one price and can be rented by semester only. Note the variety of locker types and choose *View Description* for details about locker size and location. Terms of less than a semester are available for purchase through the Client Services office only.

5. **REGISTRATION FOR FITNESS AND RECREATION CLASSES** – Click on **Program Registration / Sign Up for a Program** and look for the appropriate category ie: Fitness and Wellness, Dance, Aquatics, Martial Arts. The first screen offers basic information (course description, beginning and end dates, day and time etc). For more information including the name of the instructor, location and the dates of all the classes click on *View Details*.

6. **REGISTRATION FOR INTRAMURALS** – Click on **Program Registration / Sign Up for A Program** and look under Intramurals for a full list of all the intramural programs. Delegate one member of your team to register. After registering you have 24 hours to visit the Intramurals page on the Athletics and Recreation website and fill out the interactive form. Once payment has been made and the registration form has been received, your team will be officially entered in the league.

7. **A \$1,000.00 MISTAKE** – If you are faced with a \$1,000.00 price tag, don't panic. It means you're where you're not supposed to be. Students who try to register in the Staff Fitness program or staff who try to buy a student Fitness Center membership will see a \$1,000.00 fee. Go back and choose the appropriate membership type and try again.
8. **MONTHLY MEMBERSHIPS** – Due to limitations in the program the posted start and end dates of the monthly membership choices begin at the first of the month (ie: September 1, October 1 etc). Rest assured however that within 24-hours your membership will be re-calculated correctly based on the length of term you chose and the date you registered.
9. **COURT RESERVATIONS AND ONE-ON-ONE SESSIONS** – Click on **Scheduler/ Make a Reservation** to book a court, a private lesson, fitness appraisal or personal training session. Some of these services have specific booking rules ie: you can only book a tennis court one day in advance and a private lesson must be scheduled three days in advance. See the Campus Rec page on the website for any corresponding details.
10. **WHAT ISN'T AVAILABLE ON LINE?** – Community, Alumni and Non-McGill students are not yet able to utilize our on-line services (though we have plans to incorporate you soon...). Refunds and some membership types and terms are only sold/processed in Client Services. Other services like buying a day pass, rec activities card or updating your personal information must be done through our Client Services office.