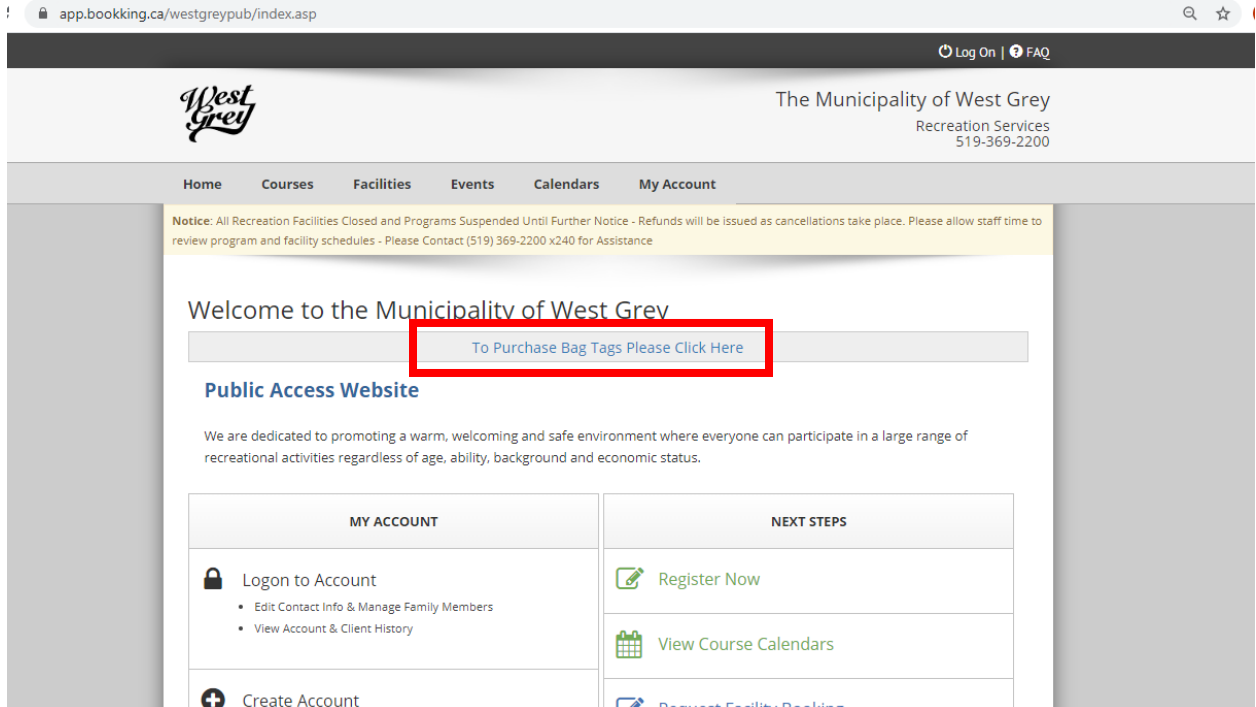


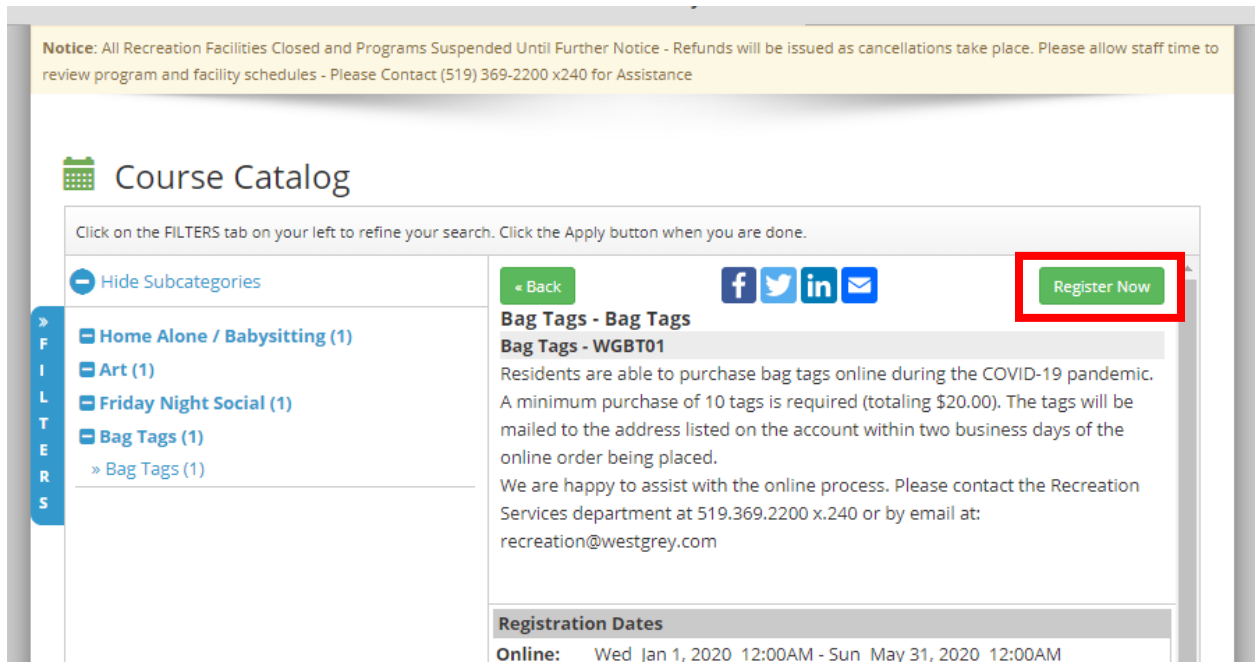


Bag Tag Purchasing – Public Access Site:

1. Log on to <https://app.booking.ca/westgreypub>
2. To access the bag tag registration, click on “To Purchase Bag Tags Please Click Here”



3. Click “Register Now”



- 4. Either log in with your existing account or create a new account (if you have a pre-existing account log on and skip to step 11)

Account Logon

Lagon To My Account

Username: khewlett@westgrey.com

Password:

Remember Me

Lagon

I Don't Have An Account

[Click here to create a New Account](#)

I Forgot My Password

[Click here to retrieve your Account Information](#)

To use our Public Access Website you must have an active client account. [Click here for instructions](#) on how to create an account. **For parents enrolling their children** please be sure to create a family account with **yourself as the billing client** and your children as family members.

ACCOUNT CREATION INSTRUCTIONS

[For New Customers](#)

- 5. Create an “Individual Account”

+ **Create Account**

What type of account would you like to create?

Click to Create Individual Account

Create an **Individual** Account if you are an adult making purchases for yourself. You may add family members to your account at any time.

Click to Create Family Member Account

Create a **Family Member** Account if you are making purchases for family members and you are the primary billing contact.



6. Complete all required fields and click “Next”

* Indicated required fields

Step 1. Create Billing Contact Step 2. Activate Account Step 3. Account Activated

Contact Information Note: Red text indicates required fields.

Billing First Name: Billing Last Name:

Address 1:

Address 2:

Country: Prov/State:

City: Postal/Zip Code:

Phone 1: Phone 2:

Email: Alternate Email:

Client #:

Account Information

Username: * We suggest your email address (Min Characters: 5)

Password: Re-Type Password:

Extra Information

Guardian 1 Name: Birthdate:

Guardian 1 Phone: Guardian 2 Name:

Emerg. Contact: Guardian 2 Phone:

Emerg. #:

Medical Information

Do you have any of the following conditions or requirements?:

Allergies: Yes No Epi-pen Required: Yes No

Assistance Required: Yes No Other Medical Conditions: Yes No

Please explain:

Security Check

Please enter the characters below in the textbox provided. [What's This?](#)
Can't read this? [Try another.](#)

Enter Text:



- 7. Validate your email by following the link sent to the email address used to setup the account. If the email is not in your inbox please check your junk/ spam folders. Emails will be addressed from “The Municipality of West Grey / noreply@booking.ca”



The Municipality of West Grey
 Recreation Services
 402813 Grey Road 4, RR 2
 Mail Address Line2
 Durham, On N0G 1R0
 Phone: 519-369-2200

Account Activation

Hello Suzy Que,

This email was sent to you to validate the account you created for: The Municipality of West Grey. Please click on the link below to activate your account and complete the account creation process.

https://app.booking.ca/westgreypub/account/activate.asp?link_id=199&action_id=4e820df38e174a4ab49c16bfb0d94da1

The Municipality of West Grey
 Recreation Services
 Email: recreation@westgrey.com



Powered by Book King®

- 8. Once Your account is successfully activated click “Home” to return to the main page

Home Courses Facilities Events Calendars My Account




Notice: All Recreation Facilities Closed and Programs Suspended Until Further Notice - Refunds will be issued as cancellations take place. Please allow staff time to review program and facility schedules - Please Contact (519) 369-2200 x240 for Assistance

Step 1. Create Billing Contact Step 2. Activate Account Step 3. Account Activated

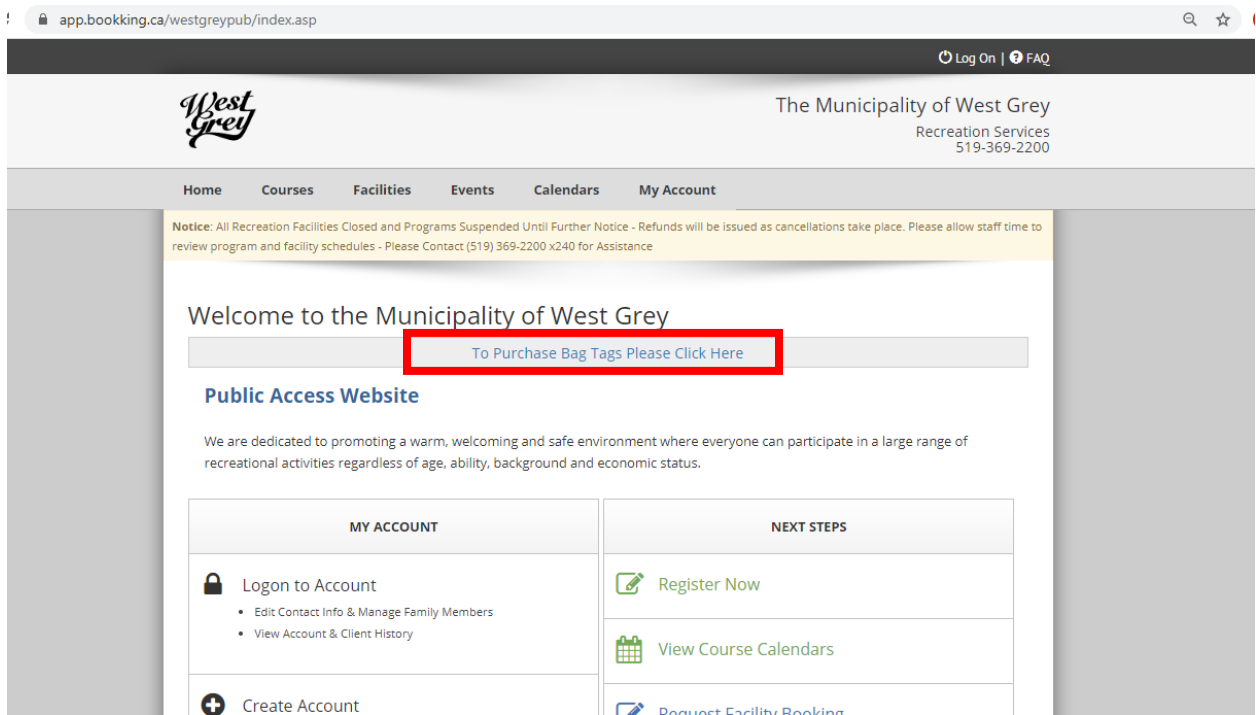
Account Activation Status: Activated

Thank you!

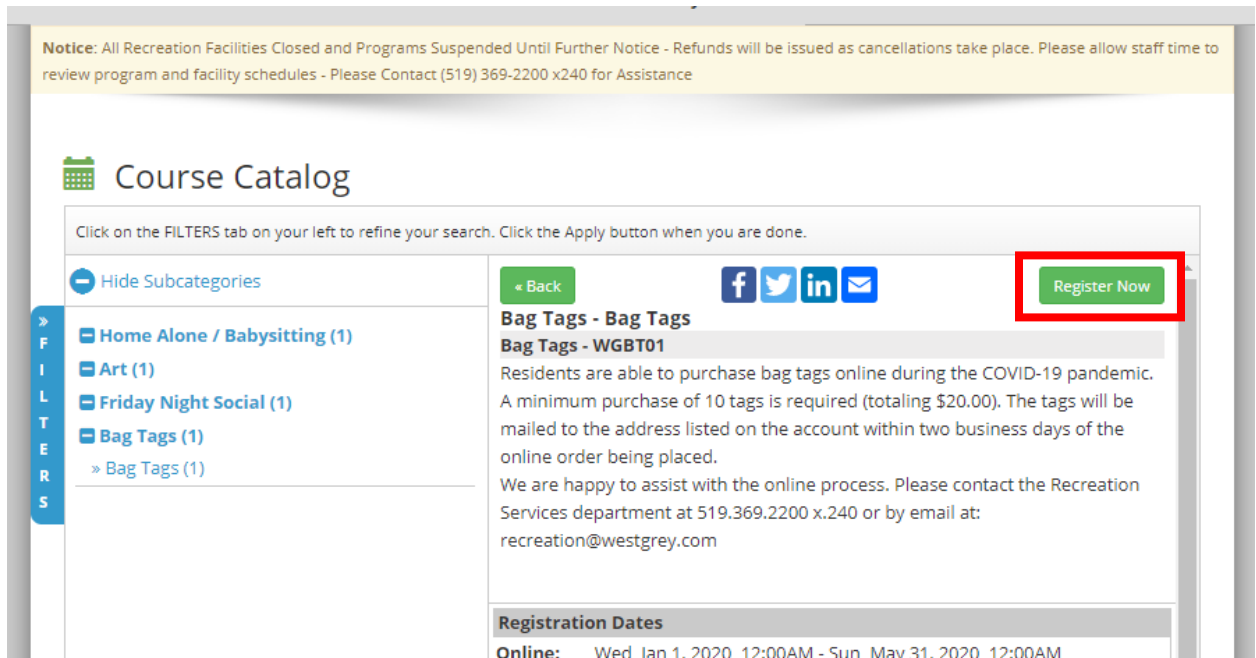
Your new account was successfully activated and you are currently logged into the system. Please click on a menu link to continue your session.

-  [Home Page](#)
-  [Go to My Account](#)
-  [View Available Courses](#)

9. Click on “To Purchase Bag Tags Please Click Here”



10. Click “Register Now”





11. Select family member (if applicable) and the desired amount of bag tags then click “Check Out”

Shopping Cart

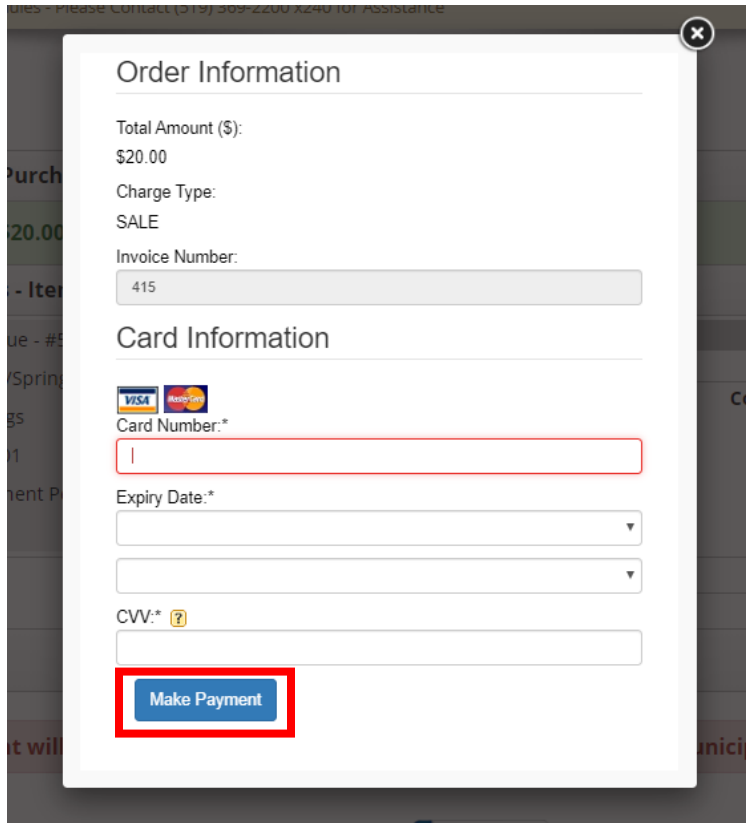
Course Registrations - Item Information	
Enrollee: Suzy Que - #565	Select Rate:
Season: Winter/Spring 2020	<input checked="" type="radio"/> Single Sheet (10 Tags) - \$20.00 \$20.00
Course Name: Bag Tags	Extra Fees:
Course Code: WGBT01	<input type="checkbox"/> Additional Sheet (10 Tags) \$20.00 \$0.00
Status: Enrollment Pending	<input type="checkbox"/> Additional Sheet (10 Tags)* \$20.00 \$0.00
Remove	<input type="checkbox"/> Additional Sheet (10 Tags)** \$20.00 \$0.00
	<input type="checkbox"/> Additional Sheet (10 Tags)*** \$20.00 \$0.00
	Course Total: \$20.00
	Subtotal: \$20.00
	Total: \$20.00
Keep Shopping	Update Check Out »

12. Review your order and click “Process Payment”

Review Details

Please Review Your Purchase Details Below	
Total Amount Due: \$20.00 CAD	
Course Registrations - Item Information	
Enrollee: Suzy Que - #565	Selected Rate:
Season: Winter/Spring 2020	Single Sheet (10 Tags) - \$20.00 \$20.00
Course Name: Bag Tags	Course Total: \$20.00
Course Code: WGBT01	
Status: Enrollment Pending	
	Subtotal: \$20.00
	Total: \$20.00
« Back to Cart	Process Payment »

13. Enter your credit card information and click “Make Payment”



The screenshot shows a payment modal window titled "Order Information" and "Card Information". Under "Order Information", the total amount is \$20.00, the charge type is SALE, and the invoice number is 415. Under "Card Information", there are fields for Card Number, Expiry Date, and CVV. A red box highlights the "Make Payment" button at the bottom.

14. Bag Tags will be mailed out to the recipient within 2 business days. Registrants will receive an automated confirmation email and receipt from noreply@booking.ca

Need Help?

Email or Call Recreation services

recreation@westgrey.com / (519) 369-2200 x240