

Bag Tag Purchasing – Public Access Site:

- 1. Log on to https://app.bookking.ca/westgreypub
- 2. To access the bag tag registration, click on "To Purchase Bag Tags Please Click Here"

app.bookking.ca/westgreypub/index.asp		Q
	🗘 Log On   😧 FAQ	
gjest Gree	The Municipality of West Grey Recreation Services 519-369-2200	
Home Courses Facilities Events Ca	alendars My Account	
Notice: All Recreation Facilities Closed and Programs Suspended Unti review program and facility schedules - Please Contact (519) 369-2200	I Further Notice - Refunds will be issued as cancellations take place. Please allow staff time to $x240$ for Assistance	
Welcome to the Municipality of	West Grev	
Public Access Website		
We are dedicated to promoting a warm, welcoming and recreational activities regardless of age, ability, backgrou	safe environment where everyone can participate in a large range of und and economic status.	
MY ACCOUNT	NEXT STEPS	
Logon to Account	C Register Now	
Concontact into a manage raining Members     View Account & Client History	View Course Calendars	
Create Account	Request Eacility Rooking	

3. Click "Register Now"

otice: All Recreation Facilities Closed and Program: wiew program and facility schedules - Please Conta	s Suspended Until Further Notice - Refunds will be issued as cancellations take place. Please allow staff time ct (519) 369-2200 x240 for Assistance
Click on the FILTERS tab on your left to refine yo	ur search. Click the Apply button when you are done.
Hide Subcategories	« Back f 🔰 in 🔤 Register Now
Home Alone / Babysitting (1)	Bag Tags - Bag Tags Bag Tags - WGBT01
<ul> <li>Art (1)</li> <li>Friday Night Social (1)</li> </ul>	Residents are able to purchase bag tags online during the COVID-19 pandemic. A minimum purchase of 10 tags is required (totaling \$20.00). The tags will be
Bag Tags (1)	mailed to the address listed on the account within two business days of the online order being placed.
	We are happy to assist with the online process. Please contact the Recreation Services department at 519.369.2200 x.240 or by email at: recreation@westgrey.com
	Registration Dates



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)

logon to my	Account	l Don't Have An Account
Jsername:	khewlett@westgrey.com	Click here to create a New Account
Password:		I Forgot My Password
	Logon	Click here to retrieve your Account Information
		account. Click here for instructions on how to create an account.
To use our P F <b>or parents</b> as family me	ublic Access Website you must have an active clier enrolling their children please be sure to create embers.	family account with <b>yourself as the billing client</b> and your childre

## 5. Create an "Individual Account"







(519) 369-2200 x240

- 6. Complete all required fields and click "Next"
  - \* Indicated required fields

Step 1. Create Billing Co	ntact	Step 2. Activate	e Account	Step 3. Account	Activated
Contact Information	Note: Red text in	dicates required	fields.		
Billing First Name:			Billing Last Nan	ne:	
Address 2:					
Country:	Canada	•	Prov/State:	Ontario	•
City:			Postal/Zip Code	2:	
Phone 1:			Phone 2:		
Email:	user@somehost.c	om	Alternate Email	user@somehost.co	om
Client #:	Auto Generated F	ield			
Account Information					
Username:			* We suggest y	our email address (Min Cha	aracters: 5)
Password:			Re-Type Passw	ord:	

	Birthdate:
Suardian 1 Name:	Guardian 2 Name:
Suardian 1 Phone:	Guardian 2 Phone:
merg Contact:	Emerg #
incig. contact	
dical Information	s or requirements?: Epi-pen Required: O Yes ® No Other Medical Conditions: O Yes ® No
dical Information	s or requirements?: Epi-pen Required: O Yes O No Other Medical Conditions: Yes O No
dical Information	s or requirements?: Epi-pen Required: O Yes O No Dther Medical Conditions: Yes O No
dical Information	s or requirements?: Epi-pen Required: O Yes O No Dther Medical Conditions: Yes O No
dical Information	s or requirements?: Epi-pen Required: O Yes O No Other Medical Conditions: Yes O No
dical Information	s or requirements?: Epi-pen Required: O Yes O No Other Medical Conditions: Yes No Xtbox provided. What's This?
dical Information	s or requirements?: Epi-pen Required: ① Yes ⑧ No Other Medical Conditions: ② Yes ⑧ No



(519) 369-2200 x240

 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@bookking.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

Powered by Book King ®

#### 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.bookking.ca/westgreypub/account/activate.asp? link\_id=199&action\_id=4e820df38e174a4ab49c16bfb0d94da1

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

8. Once Your account is successfully activated click "Home" to return to the main page

ome	Courses	Facilities	Events	Calendars	My Account	
: <b>ice</b> : All R ew progr	ecreation Facilitie am and facility sc	s Closed and Progr hedules - Please Co	ams Suspende ontact (519) 369	d Until Further Noti 9-2200 x240 for Assi	ce - Refunds will be issu stance	ed as cancellations take place. Please allow staff tim
Step 1.	. Create Billing C	ontact	Step 2.	Activate Account		Step 3. Account Activated
Accour	nt Activation Sta	tus: Activated				
These						
Indrik	cyou:					
Your r	new account was	successfully activat	ed and you are	currently logged in	to the system. Please cl	ick on a menu link to continue your session.
f	Home Page					
	Go to My Acco	ount				

## West Grey

## Recreation Services – Online Bag Tag Purchasing

9. Click on "To Purchase Bag Tags Please Click Here"

app.bookking.ca/westgreypub/index.asp		Q 🕁
	🖒 Log On   🕈 FAQ	
d Dest Greet	The Municipality of West Grey Recreation Services 519-369-2200	
Home Courses Facilities Events	Calendars My Account	
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MY ACCOUNT	NEXT STEPS	
Logon to Account     Edit Contact Info & Manage Family Members     View Account & Client History	Register Now Uiew Course Calendars	
Create Account	Request Earlity Rooking	

## 10. Click "Register Now"

Notice: All Recreation Facilities Closed and Program: review program and facility schedules - Please Conta	s Suspended Until Further Notice - Refunds will be issued as cancellations take place. Please allow staff time t ict (519) 369-2200 x240 for Assistance
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<ul> <li>Friday Night Social (1)</li> <li>Bag Tags (1)</li> <li>» Bag Tags (1)</li> </ul>	A minimum purchase of 10 tags is required (totaling \$20.00). The tags will be mailed to the address listed on the account within two business days of the online order being placed.
	Services department at 519.369.2200 x.240 or by email at: recreation@westgrey.com
	Registration Dates Online: Wed Jan 1, 2020, 12:00AM - Sun, May 31, 2020, 12:00AM



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

#### 👿 Shopping Cart

Course Registrati	ons - Item Information		
Enrollee:	Suzy Que - #565	Select Rate:	
Season:	Winter/Spring 2020	Single Sheet (10 Tags) - \$20.00	\$20.00
Course Norman	Pag Tags	Extra Fees:	
Course Name:	Bdg TdgS	Additional Sheet (10 Tags) \$20.00	\$0.00
Course Code:	WGBT01	Additional Sheet (10 Tags)* \$20.00	\$0.00
Status:	Enrollment Pending	Additional Sheet (10 Tags)** \$20.00	\$0.00
	-	Additional Sheet (10 Tags)*** \$20.00	\$0.00
Remove		Course Tota	al: \$20.00
		Subtota	al: \$20.00
		Tota	al: \$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 Regist	rations - 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	s Payment »	



(519) 369-2200 x240

13. Enter your credit card information and click "Make Payment"

uics rica	Se contact (515) 565 2266 x246 for 75515tance	
	Order Information	
	Total Amount (\$):	
Purch	\$20.00	
uren	Charge Type:	
20.00	SALE	
	Invoice Number:	
- Iter	415	
ue - #5	Card Information	
/Spring		
gs	Card Number*	Cor
)1		
hent P	Expiry Date:*	
	×	
	CW:* ?	
	Make Payment	
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14. Bag Tags will be mailed out to the recipient within 2 business days. Registrants will receive an automated confirmation email and receipt from <a href="mailto:noreply@bookking.ca">noreply@bookking.ca</a>

# Need Help? Email or Call Recreation services

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