

# **PROCEDURE FOR THE REGISTRATION PROCESS AQUATIC ACTIVITIES 2022**

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- 🕒 **Registration opens on Tuesday, May 10, 2022 at 1:00 p.m.  
for residents and homeowners.  
Non-residents may register starting May 17, 1:00 pm.**

## Procedure summary





**AQUATICS SCHEDULE: WEDNESDAY TO SATURDAY, 8:30 A.M. TO 12:00 P.M.,  
JUNE 29 TO AUGUST 20, 2022**

<b>Lesson</b>	<b>Age group</b>	<b>Day</b>	<b>Start</b>	<b>End</b>
Swimming Styles	14 years and older	Thursday	11 a.m.	12 p.m.
Aquajogging	Teens, adults and seniors	Wednesday	11 a.m.	12 p.m.
Aquafitness	Teens, adults and seniors	Saturday	11 a.m.	12 p.m.
Sea Star/Duckling Course	Star: 4-12 months Duck: 12-24 months	Friday	8:30 a.m.	9 a.m.
Sea Turtle Course	24 to 36 months	Friday	9:05 a.m.	9:35 a.m.
Crocrodile Swim Course	3 to 6 years old	Wednesday	9:05 a.m.	9:35 a.m.
Sea Otter Swimming Lessons	3 to 5 years old	Thursday	8:30 a.m.	9 a.m.
Sunfish Swimming Lessons	3 to 6 years old	Wednesday	9:20 a.m.	9:50 a.m.
Salamander Swimming Lessons	3 to 5 years old	Thursday	9:05 a.m.	9:35 a.m.
Junior Swim Lessons 1-2	5 to 12 years old	Wednesday	8:30 a.m.	9 a.m.
Junior Swim Lessons 3-4	From 5 to 12 years old	Wednesday	11 a.m.	11:45 a.m.
Junior Swim Lessons 5-6	From 5 to 12 years old	Wednesday	8:30 a.m.	9:15 a.m.
Junior Swim Lessons 7-8	From 5 to 12 years old	Thursday	8:30 a.m.	9:30 a.m.
Junior Swim Lessons 9-10	From 5 to 12 years old	Friday	9:45 a.m.	10:45 a.m.



## RATES FOR AQUATIC ACTIVITIES

### Children (under 15 years old)

1 session of 8 classes	Residents and homeowners	Non-residents
30 minutes class	60 \$	105 \$
45 minutes class	65 \$	110 \$
1 hour class	70 \$	115 \$

### Adults (15 years and older)

1 session of 8 classes	Residents and homeowners	Non-residents
15 to 59 years old	95 \$	150 \$
60 years and older	60 \$	150 \$

## 1. Create an Amilia account

If you already have an Amilia account, you can proceed to step 2 as soon as the registrations are open.

If you don't have an account yet, you must create one on the Amilia platform:

- 1.1. Click on the following link to access the Town of Sutton's boutique: <https://www.amilia.com/store/en/ville-de-sutton/shop/programs>



1.2. Click on Login at the top right

Login Français

1.3. Click on Sign up at the top right

Login Sign up Français



1.4. Enter your information and click on Create and account

**Create an account**

First name

Last name

Email

Password

[Create an account](#)

By clicking on "Create an account", you agree to the [User Service Agreement](#) and [Privacy Policy](#).

Log in with Facebook

Log in with Google

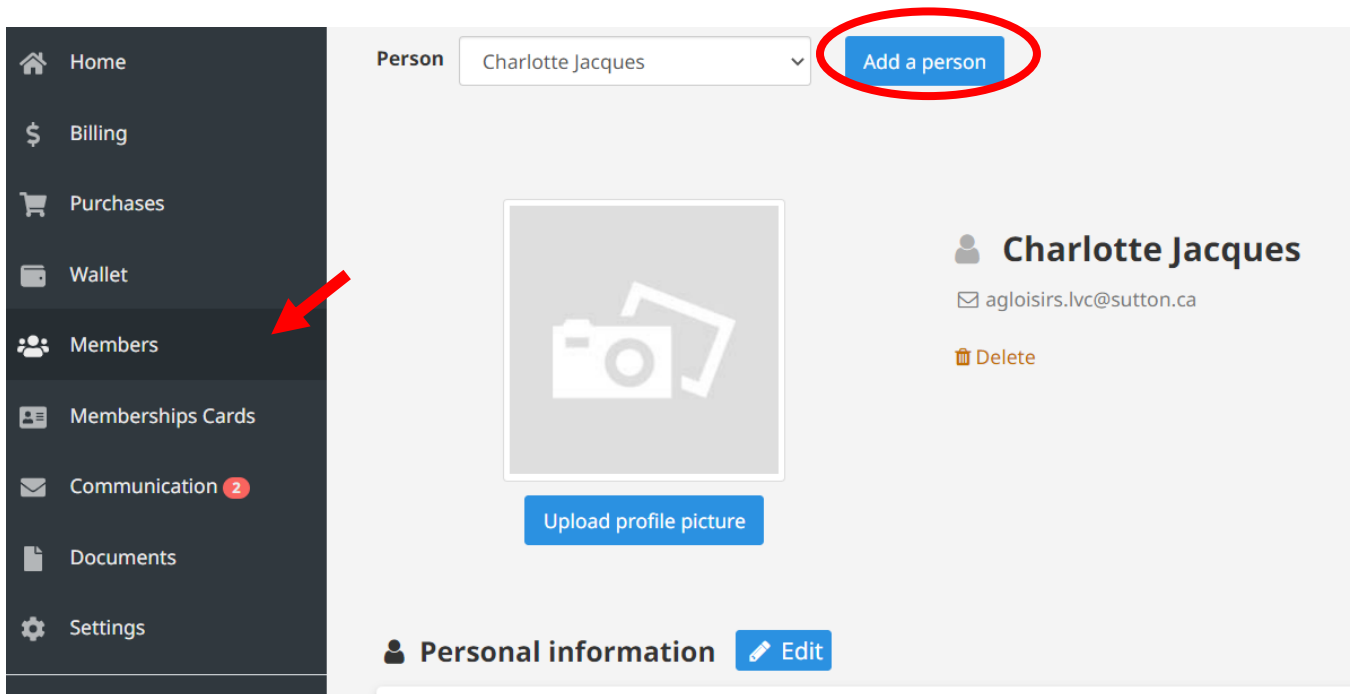
Log in with Microsoft 365

Ville de Sutton  
coordo.loisirs@sutton.ca  
(450) 538-2290

1.5. You will be taken to a page that confirms the creation of your account. **Go to your email box to retrieve the email and confirm your email address.** Don't forget to check your junk mail if you didn't receive it.

1.6. Once your email is confirmed, you can login to your Amilia account.

1.7. If you are registering people other than yourself (adults or children), add them to your profile in the Members section.



The screenshot shows the user profile page for Charlotte Jacques. The sidebar on the left contains navigation options: Home, Billing, Purchases, Wallet, Members (highlighted with a red arrow), Memberships Cards, Communication (2), Documents, and Settings. The main content area shows the user's name, email (agloisirs.lvc@sutton.ca), and a 'Delete' button. A large placeholder for a profile picture is shown with an 'Upload profile picture' button. The 'Add a person' button is circled in red.

1.8. Enter the requested information in the window that appears. Don't forget to select Adult or Child according to the participant's profile.

Add a person

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First name

Last name

Gender

Child  Adult

Date of birth



- 1.9. Repeat steps 1.7 and 1.8 for each child to be enrolled in day camp

Once you have completed these steps, you may proceed directly to Step 2 on the opening day of registration: **Tuesday, May 10, 2022** at 1:00 p.m. for residents and homeowners or **Tuesday, May 17, 2022** at 1:00 p.m. for non-residents.

## 2. Pre-registration for aquatic activities

- 2.1. Click on the following link to reach the Amilia boutique of the Town of Sutton : <https://www.amilia.com/store/fr/ville-de-sutton/shop/programs>
- 2.2. Select the class you wish to take

Programs

[← Back](#)



Pré-inscriptions - cours aquatiques 2022 / Pre-registration - aquatic lessons 2022



Aquaforme - Aquafit

Aquaforme - Aquafit



### Groupe A - Group A

Cours de conditionnement physique aquatique, comprenant des exercices non violents qui vous permettent de développer votre capacité aérobique et votre tonus musculaire, le tout suivi d'une période d'étirements musculaires et de relaxation. Le cours se déroule dans la partie peu profonde de la piscine.

[More information ...](#)

**Schedule:**  On Saturday from 11:00 AM to 12:00 PM.

Piscine municipale extérieure (Parc Goyette-Hill)

(450) 538-2290

**Session**



\$95.00

## 2.3. Click on the add to cart button

Programs

[← Back](#)



Pré-inscriptions - cours aquatiques 2022 / Pre-registration - aquatic lessons 2022



### ▣ Aquaforme - Aquafit

#### ▣ Aquaforme - Aquafit



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[More information ...](#)

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☎ (450) 538-2290

**Session**



\$95.00

## 2.4. Log in to your account using the window that appears, if it was not already done

### Connexion

Courriel

Mot de passe

Connexion

[Créer un compte](#) ou [réinitialiser votre mot de passe](#)

Curieux à propos d'Amilia? [Jetez un coup d'oeil ici.](#)



Connexion avec  
Facebook



Connexion avec  
Google



Connexion avec  
Microsoft 365



## 2.5. Agree to share your profile with the Town of Sutton

### Share profile ×

In order to go ahead with your purchase, Amilia needs to share your information with **Ville de Sutton**.

Do you consent to share your Amilia profile with **Ville de Sutton**?

I consent

Cancel [Continue](#)

## 2.6. Select the members you wish to register (yourself or others added to your profile).

### Select participants to register ×

#### Groupe A - Group A

- On Saturday from 11:00 AM to 12:00 PM.
- From 7/2/2022 until 8/20/2022
- Piscine municipale extérieure
- \$95.00 Taxes included

**Required age:** 16 - 101 on the day of the activity

Heads up! Due to registration periods, this account is ineligible to register at the moment.

Click on to add to your cart

Charlotte Jacques [More info required](#)

Add another person

[Continue Shopping](#) [Checkout](#)

## 2.7. If you wish to register yourself or your children for another course, click Continue Shopping. Otherwise, click on Checkout.

2.8. If requested, provide the postal code of each member.

2.9. You will arrive at the summary of your order. You can continue shopping, delete the selected options or confirm the order.

2.10. Once the order is confirmed, provide the necessary account information for registered members.

If you are registering a child, you must indicate a primary legal guardian: you can either select your profile, or add a new person as a contact by clicking on New.

Select a Primary Legal Guardian

Please select... Or Edit + New

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Select a Secondary Legal Guardian (optional)

None ▼ Edit + New

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Select an Emergency Contact (optional)

None ▼ Edit + New

2.11. Once you have entered all the information, click on Continue with my order at the bottom of the screen.



2.12. Read and accept the terms and conditions.

A screenshot of the Ville de Sutton payment page. At the top, the "Ville de Sutton" logo is visible. Below it is a progress bar with four steps: "Your order", "Your information", "Payment", and "Confirmation". The "Payment" step is currently active. The main content area shows a "Payment" section with a lock icon, a "View order details" link, and an "Add more items" link. On the left, the amount "\$1,030.00" is displayed, along with the text "offline" and a warning: "Your transaction is not complete until you accept the general terms of Ville de Sutton and click the complete purchase button." In the center, there is a heading "You will need to make a payment directly to Ville de Sutton." followed by a checkbox labeled "I accept the Terms and conditions". This checkbox is currently unchecked and is circled in red. Below the checkbox is a blue "Complete purchase" button.

2.13. Click on Complete purchase.

A screenshot of the Ville de Sutton payment page, similar to the previous one. The progress bar and "Payment" section are the same. However, the checkbox "I accept the Terms and conditions" is now checked and is circled in red. The "Complete purchase" button remains visible below it.

2.14. You will arrive on the page with your invoice. You will also receive a copy by email. Your pre-registration to the aquatic activities is done!

You must now proceed to **step 3** (payment of registrations).



### 3. Proceed to the payment of your registrations

Once the online pre-registration is complete, you will need to come to the City Hall located at 11, rue Principale Sud in Sutton to make payment by cash or cheque **to confirm your registration.**

#### **Payment dates**

To secure your child(ren)'s place, a deposit in the amount of your choice is required before May 27, 2022.

It is possible to make multiple payments, but you must have made the full payments by June 13, 2022.

#### **Hours of Operation**

The hours of operation for City Hall are:

Monday to Friday, 8:30 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m.

Saturday and Sunday: closed

It will also be possible to pay the deposit on the evening of Thursday, May 26, 2022 between 4:30 p.m. and 7 p.m.