

# PROCEDURE CREATE YOUR ACCOUNT FROM MARCH 31ST TO APRIL 11TH

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## MANDATORY PRIOR TO REGISTRATION

	RESIDENTS AND HOMEOWNERS	NON-RESIDENTS
<b>Day Camp</b>	<b>APRIL 18TH 1:30 PM</b>	<b>APRIL 25TH 1:30 PM</b>
<b>Aquatic activities</b>	<b>MAY 2ND 1:30PM</b>	<b>MAY 9TH 1:30PM</b>

## Create an ACloisirs account in 7 steps!

Your account will be activated within 72 business hours of its creation.

**You have from March 31 to April 11 to do so.**

1. Click on the following link to access the Town of Sutton's online platform:  
<https://mon.accescite.net/46058/en-ca/Home/Index>
2. Enter your information on the home page to create your account

**Why should I register ?**  
*Register for leisure activities*  
*Request a permit*  
*Receive news feed*

Email address

First name

Last name

Password

Confirm password

Secret question

Answer to the secret

Language choice

Optional: If you wish to register for Recreation programs select the box:  
 I am interested in signing up for Recreation programs,

Phone number :  999-999-  
9999

Gender

I was born on

I am a resident of the  Yes  No

Family Role

Civic Address

Apartment Number

Street

Postal code  A9A 9A9

City

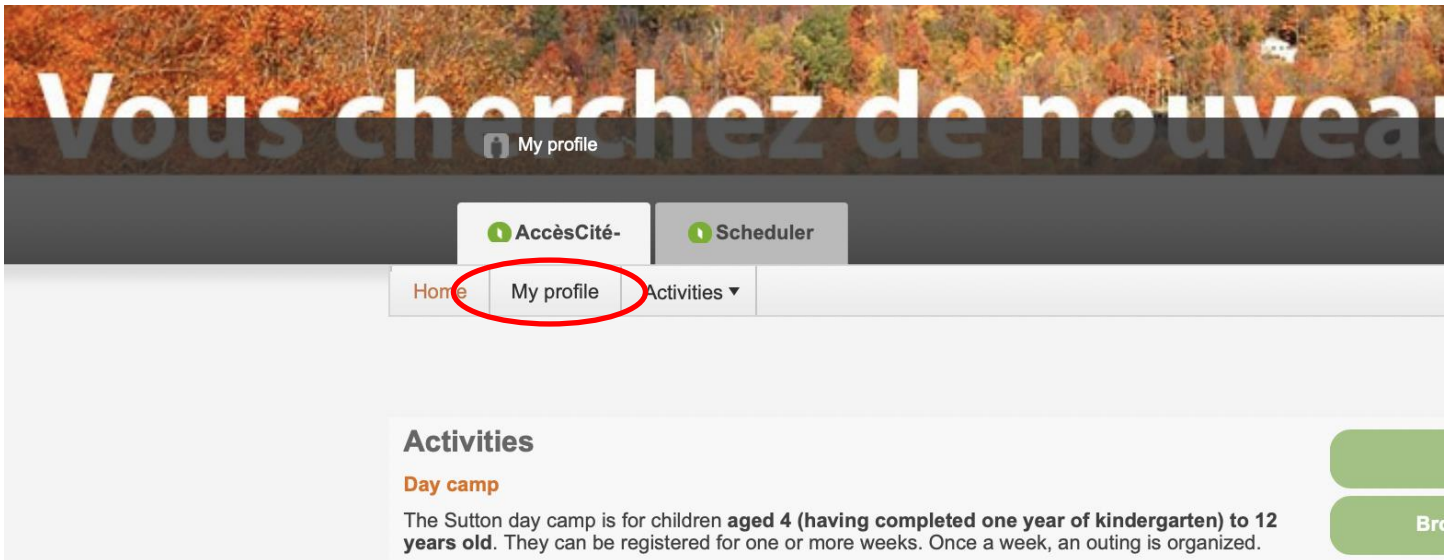
**Create my account**

**Important:**  
Select **I am interested in signing up for Recreation programs** for the rest of the form to appear.

Select **Yes** if you are a resident or homeowner of the Town of Sutton.

Click on **Create my account** once you have filled in all the information.

### 3. Complete your information by clicking on My Profile

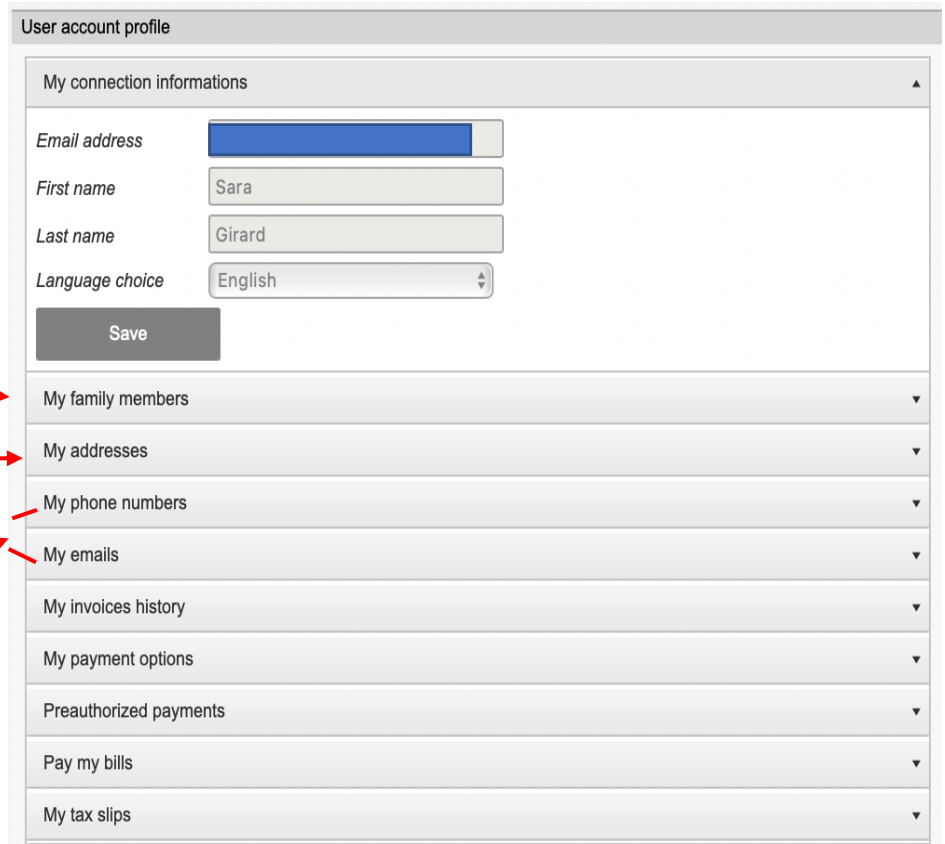


### 4. Complete the sections of your profile (if necessary)

Add members to your family **if you are registering people other than yourself for activities** (see step 5)

Add a second **address if you do not receive mail at your Sutton residence** (see step 6)

Add other ways to reach you if necessary (see step 7)

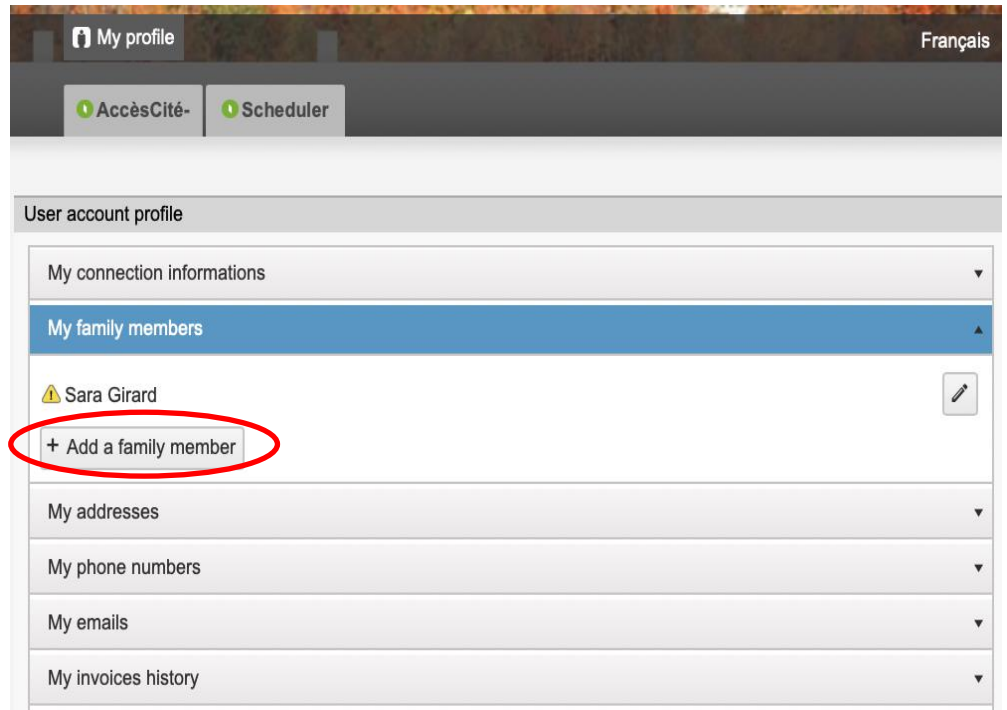


The screenshot shows the 'User account profile' page. The 'My connection informations' section is expanded, showing fields for 'Email address', 'First name' (Sara), 'Last name' (Girard), and 'Language choice' (English). Below this is a 'Save' button. The rest of the profile page is collapsed, showing sections for 'My family members', 'My addresses', 'My phone numbers', 'My emails', 'My invoices history', 'My payment options', 'Preauthorized payments', 'Pay my bills', and 'My tax slips'. Red arrows from the text boxes on the left point to the 'My family members', 'My addresses', and 'My emails' sections.

## 5. Add members to your family

Important:

**Add all the members of your family** that you plan to register for activities (children and/or adults)



My profile Français

AccèsCité- Scheduler

User account profile

My connection informations

**My family members**

⚠ Sara Girard

**+ Add a family member**

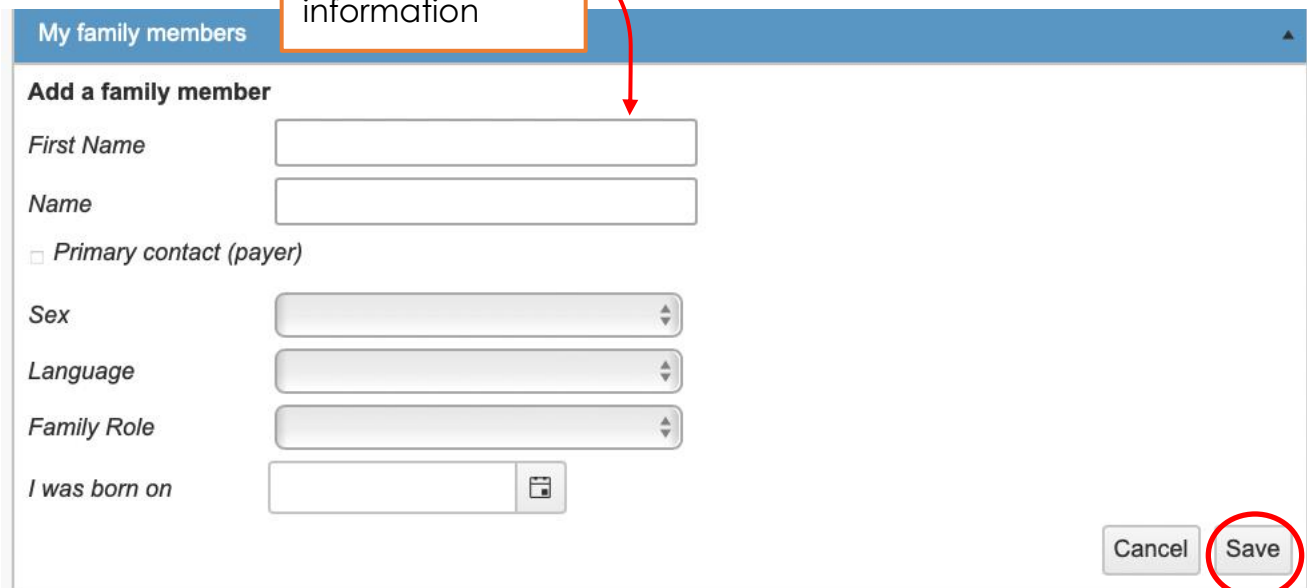
My addresses

My phone numbers

My emails

My invoices history

Fill in the requested information



**My family members**

**Add a family member**

First Name

Name

Primary contact (payer)

Sex

Language

Family Role

I was born on

Cancel **Save**

Important:

**Repeat** this step **for each person you plan to register.**

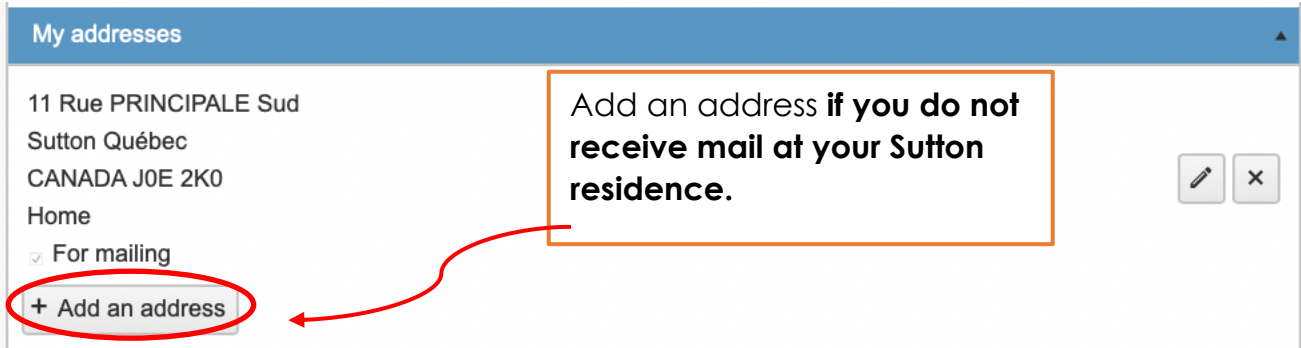
Click on save once all the information is filled in.

## 6. Add a correspondence address

My addresses

11 Rue PRINCIPALE Sud  
Sutton Québec  
CANADA J0E 2K0  
Home  
 For mailing  
**+ Add an address**

Add an address **if you do not receive mail at your Sutton residence.**



Select *For Mailing*  
We will use this address for all communication by mail.

My addresses

**Add an address**

Category

*For mailing*

Civic Number

App. / Suite

Street Name

City


Postal Code

Province

Country

Cancel Save

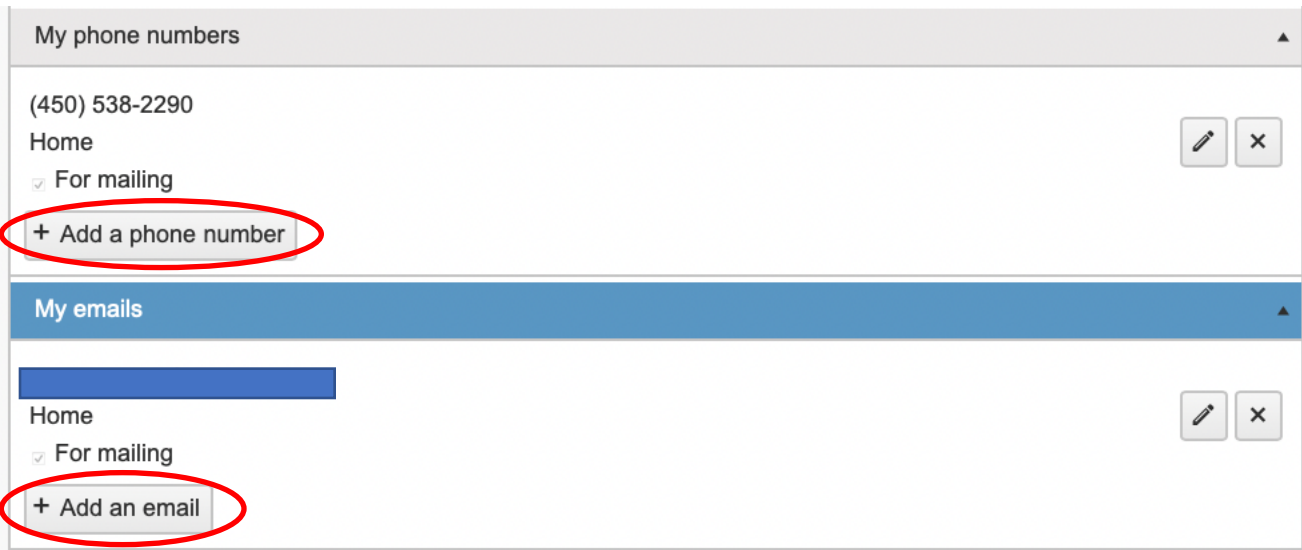
Fill in the requested information



Click on save once all the information is filled in.

## 7. Add another phone number or email

Add **another phone number or email** to help us reach you, **if necessary**.



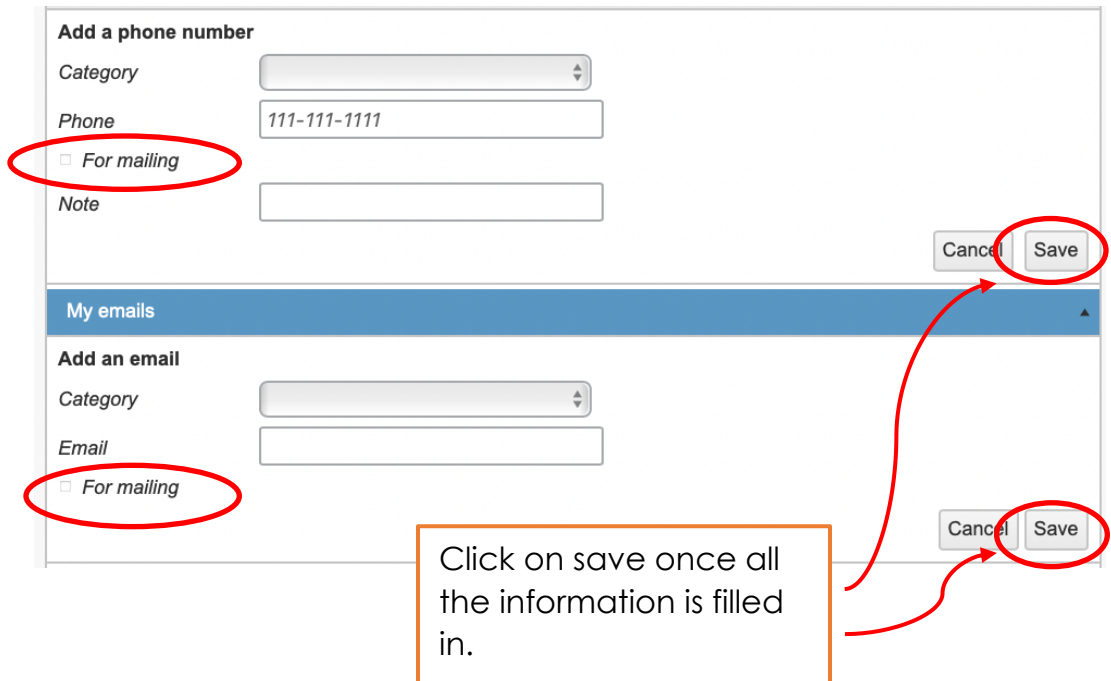
My phone numbers

(450) 538-2290  
Home  
 For mailing  
**+ Add a phone number**

My emails

Home  
 For mailing  
**+ Add an email**

Indicate *For Mailing* if this is the main way to reach you.



**Add a phone number**

Category

Phone

*For mailing*

Note

Cancel Save

**My emails**

**Add an email**

Category

Email

*For mailing*

Cancel Save

Click on save once all the information is filled in.



**Your account will be approved within 72 business hours of its creation. You will then be able to log in to the platform on registration day!**