

PROCEDURE

REGISTRATION FOR ACTIVITIES

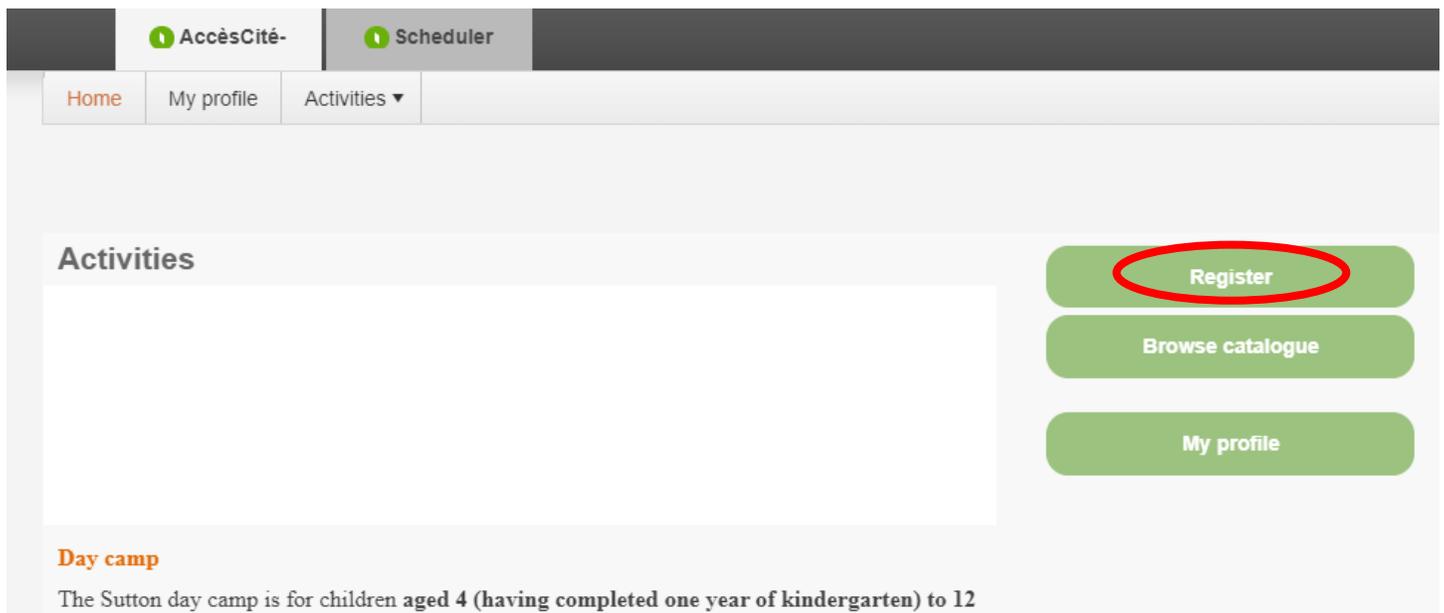


1. Registration for activities

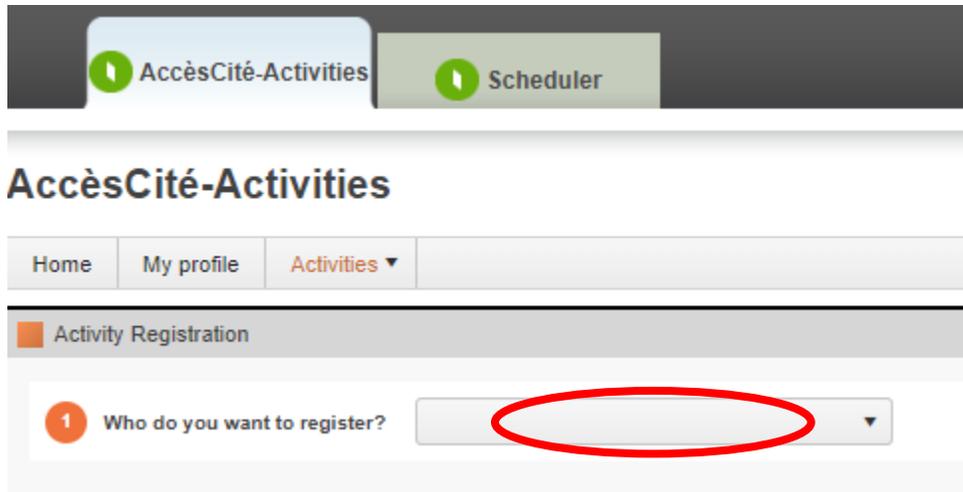
You must already have created an account on the AccèsCité Loisirs platform. If you have not already done so, [follow the "create an account" procedure](#). Your account will be approved within 72 business hours of its creation.

1.1 Click on the following link to access the Town of Sutton's online platform and log into your account: <https://mon.accescite.net/46058/en-ca/Home/Index>

1.2 Click on Register



1.2 Choose the person to be registered from the drop-down list



1.3 Choose the type of activity in which you wish to register your child or yourself

1 Who do you want to register?

2 To which activity? x

Display all the activities available to all age groups

3 In which group do you want to register

Groups	Sessions	Disponibility	Prices
▶ Day camp, Week 1	Day camp	Open	
▶ Day camp, Week 2	Day camp	Open	

1.4 Click on the group you wish to register for and click Register for this group

1 Who do you want to register? None of the person to register

2 To which activity? Day camp, Day camp

Display all the activities available to all age groups

3 In which group do you want to register

Groups	Sessions	Disponibility	Prices
Day camp, Week 1	Day camp	Open	

Age: 4 à 12 ans
Location: Goyette-Hill Park Chalet
Schedule:

Below are the available options for the selected activity.

Options	Disponibility	Prices
<input type="checkbox"/> Day care, Week 1 More details...	Open	
<input type="checkbox"/> Day care, Week 1 More details...	Open	

[View Shopping cart](#) [Register for this group](#)

Day camp, Week 2 Day camp Open

In the case of day camp registration, add the Day care option if needed

Before proceeding to payment, you can now :

- **Repeat step 1.5** for each group you wish to enroll the person in (choose another week of day camp or another aquatic course)
- **Repeat steps 1.2 to 1.5** for another person to register for activities

2. Proceed to the payment of your registrations

Proceed to this step once all family members are registered for the activities of your choice.

2.1 Click on View Shopping cart

1 Who do you want to register?

2 To which activity? ▼

Display all the activities available to all age groups

3 In which group do you want to register

Groups	Sessions	Disponibility	Prices
Day camp, Week 1	Day camp	Open	

Age: 4 à 12 ans
Location:
Schedule:

Below are the availables options for the selected activity.

Options	Disponibility	Prices
<input type="checkbox"/> Day care, Week 1 More details...	Open	
<input type="checkbox"/> Day care, Week 1 More details...	Open	

▶ Day camp, Week 2 | Day camp | Open

2.2 Review your registrations

Quantity	Item	Price	Discount	Amount
Cancel	1 <input type="text" value="Name"/> Day camp, Week 1			
	1 Day care, Week 1			
Cancel	1 <input type="text" value="Name"/> Day camp, Week 2			
	1 Day care, Week 2			
Sous-Total				
tps (5.000%)				0.00 \$
tvq (9.975%)				0.00 \$
Total				

[+ Add more activities](#) [+ Checkout](#)

Click on Add more activities if you are missing an activity registration

Click on Checkout to finalise

2.3 If applicable, complete the question form and click Update profile and complete transaction

Statement 24

I want to receive a Statement 24 (Relevé 24) for my taxes. Yes No

If you want to receive a Statement 24, you must provide your Social Security Number.

Charlotte Jacques

My Social Security Number is:

Questions for

Health

01 Does the participant have any allergies? *

02 If so, which ones ?



2.4 Review your billing information and click on Confirm

→

Billed to Charlotte Jacques
11 Rue PRINCIPALE Sud
Sutton Québec
Canada J0E 2K0
(450) 538-2290
agloisirs.lvc@sutton.ca

Order Summary
Sub total:
tps (5.000%): 0.00 \$
tvq (9.975%): 0.00 \$

Amount to be paid:

Payment options

1. Online payment

You can pay online, with a credit card.

2. Payment at the Town Hall reception

You can pay at the Town Hall reception desk during opening hours, in full or in instalments, by cash or cheque.

You can also leave a check in the mailbox next to the front door of the Town Hall, clearly identifying the activity for which you are making a payment and the name of the person registered.