



# PROCEDURE

**ACCESS  
YOUR  
ACCOUNT  
EXISTING**

**OR**

**CREATE A  
NEW  
ACCOUNT**

**MANDATORY AT LEAST 72 HOURS BEFORE  
REGISTRATION PERIOD  
FOR ACTIVITIES**



## **Important !**

**If you registered yourself or a family member** for an aquatic activity or day camp in **2023**, you must use the same account to register for an activity in 2024.

**If not, you must create a new account.**

## **At least 72h before the registration period:**

- **Make sure you can log** in to your account if you already have one - go to page 3 of this document.

**OR**

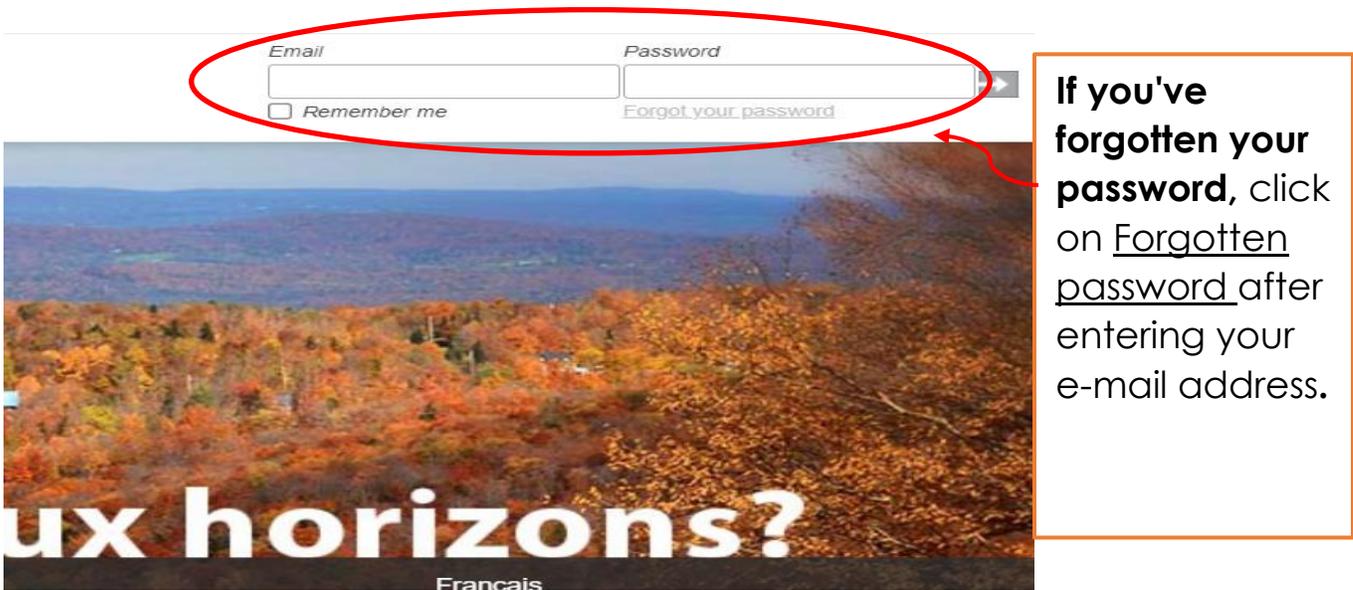
- **Create an account on the online platform** if you don't already have one - see page 5 of this document.

For any support, write to : [loisirs@sutton.ca](mailto:loisirs@sutton.ca)

## Log in to your existing ACl Loisirs account in 4 easy steps!

1. Click on the following link to access the Town of Sutton's online platform:  
[Sutton \(accescite.net\)](http://Sutton(accescite.net))

2. Enter your details on the home page, top right corner:



**If you've forgotten your password, click on Forgotten password after entering your e-mail address.**

3. Once you've entered your e-mail address and password in the appropriate boxes, click on the grey arrow on the right to log in to your account.

#### 4. Make sure your profile information is up to date :

Add members to your family **if you register other people for activities.**

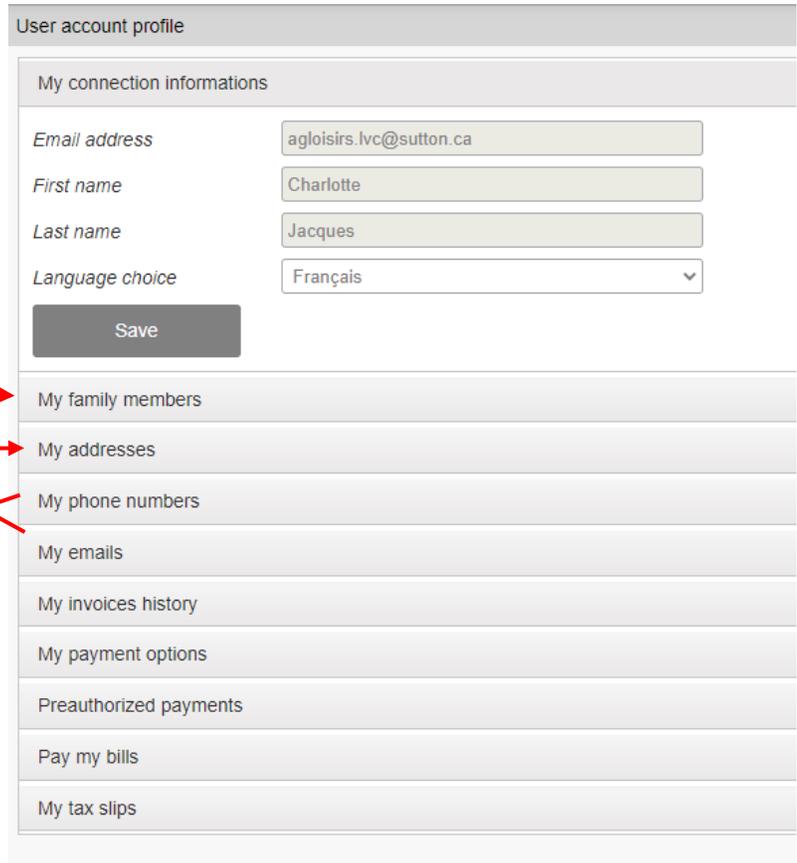
(see p. 7)

Add a second address **if you don't receive mail at your Sutton residence.**

(see p. 8)

Add other ways to reach you if necessary

(see p. 9)



User account profile

My connection informations

Email address

First name

Last name

Language choice

My family members

My addresses

My phone numbers

My emails

My invoices history

My payment options

Preauthorized payments

Pay my bills

My tax slips



**You are now ready for the registration period! Log in to your account on registration day!**

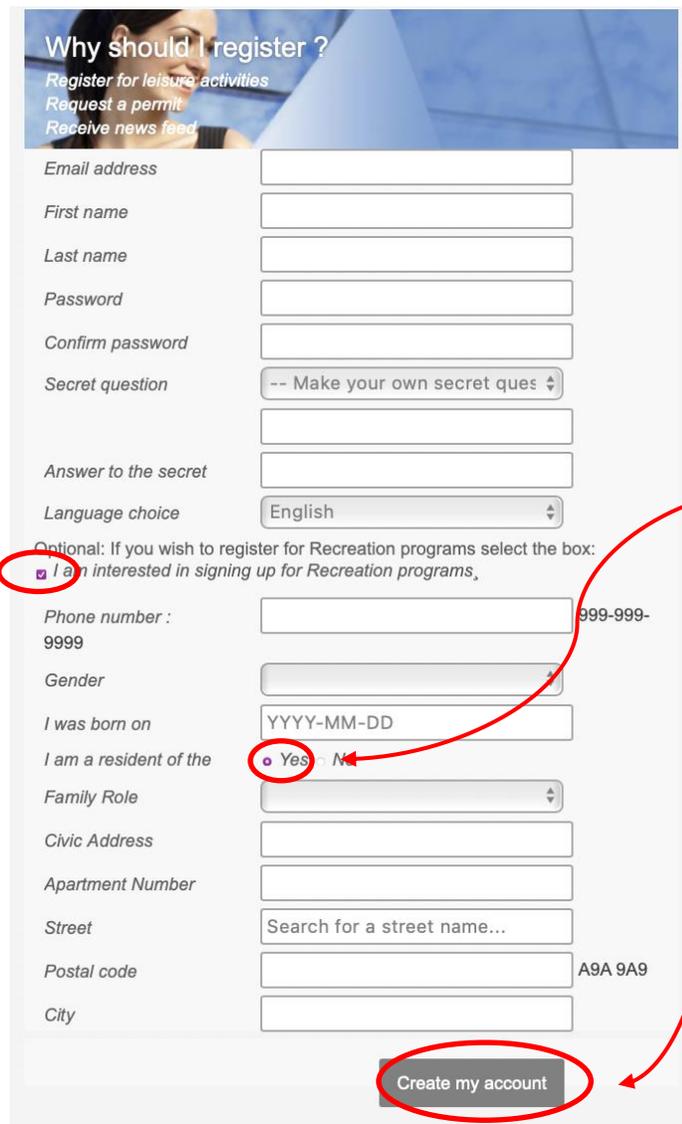
## Creat your ACLoisirs in 7 steps!

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

**You must create your account at least 72 hours before the registration period.**

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.

**Important :**  
Select ***I'm interested in registering for leisure programs*** for the rest of the form to appear.



**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 -- Make your own secret ques

Answer to the secret

Language choice English

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 YYYY-MM-DD

I am a resident of the  Yes  No

Family Role

Civic Address

Apartment Number

Street Search for a street name...

Postal code  A9A 9A9

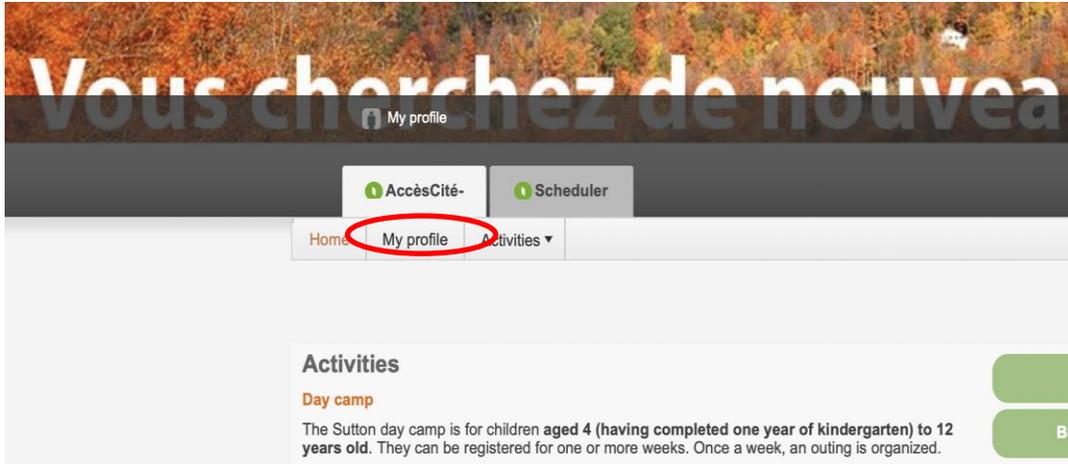
City

**Create my account**

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

Click on Create my account once all the information has been filled in.

3. Complete your information by clicking on My profile

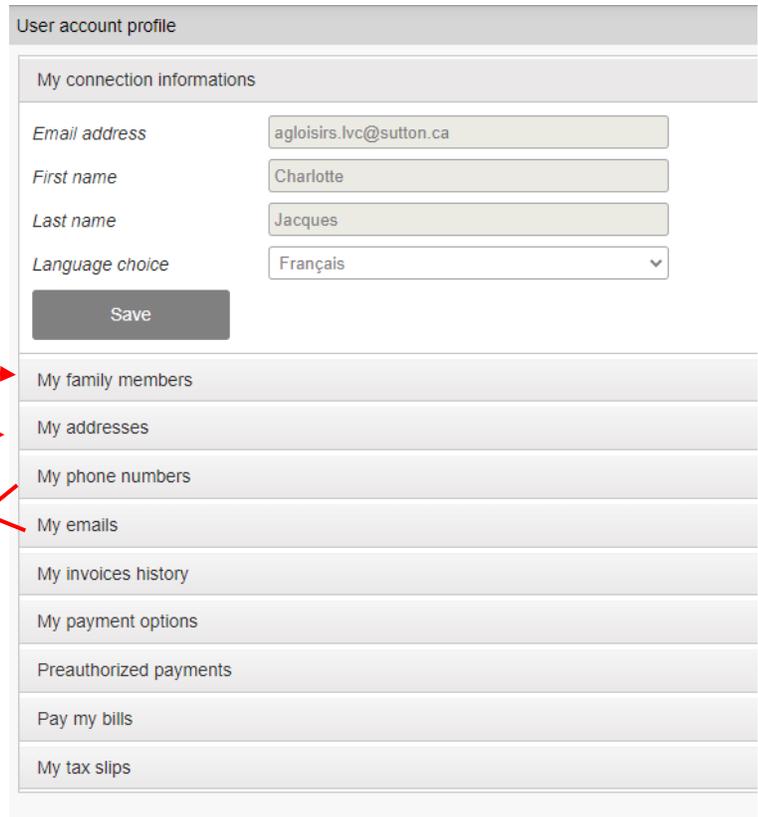


4. Complete your profile sections (if necessary)

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

Add a second address **if you don't receive mail at your Sutton residence** (see step 6).

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

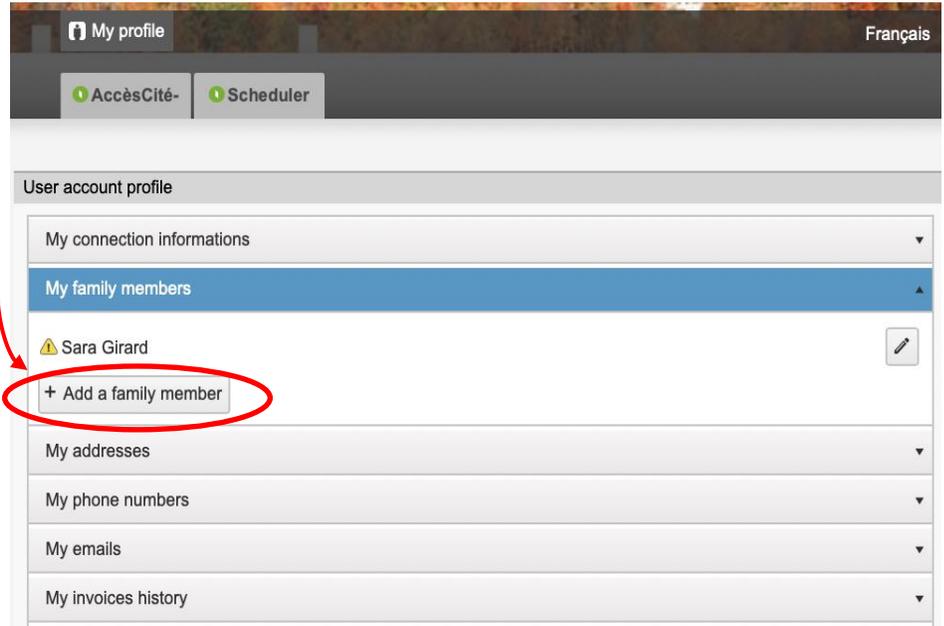


The screenshot shows the "User account profile" page. It has a header "User account profile" and a sub-section "My connection informations". Below this, there are several input fields: "Email address" (agloisirs.lvc@sutton.ca), "First name" (Charlotte), "Last name" (Jacques), and "Language choice" (Français). There is a "Save" button below these fields. Below the "Save" button, there is a list of sections: "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 point from the text boxes on the left to the "My family members", "My addresses", and "My emails" sections.

## 5. Add members to your family :

Please note

**Add all family members** 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**

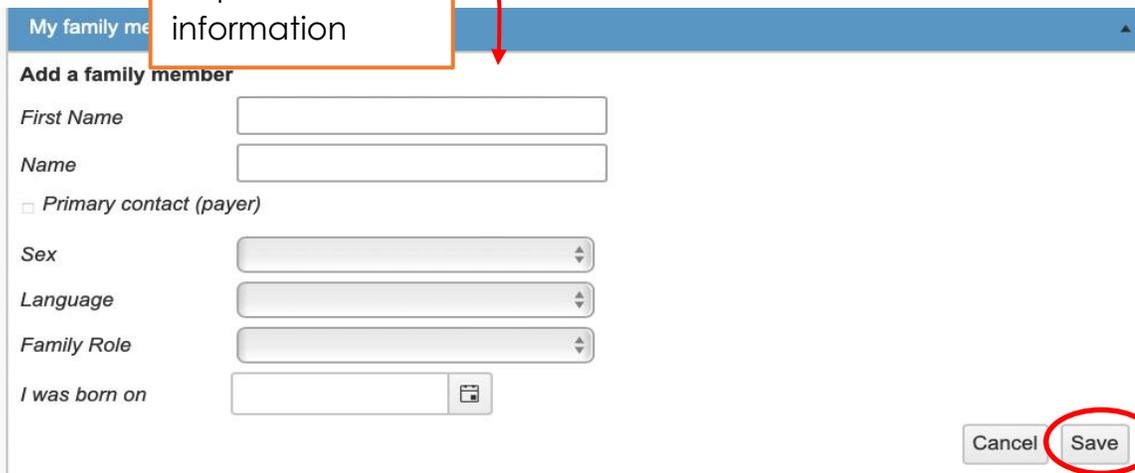
My addresses

My phone numbers

My emails

My invoices history

Complete the requested information



My family members

**Add a family member**

First Name

Name

Primary contact (payer)

Sex

Language

Family Role

I was born on

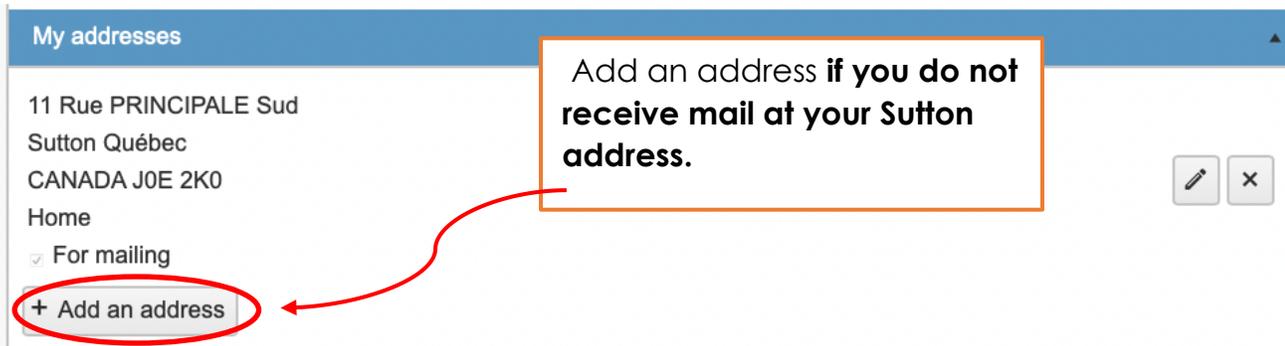
Cancel Save

Important:

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

Click on "Save" when you have completed all the information.

## 6. Add a correspondence address :



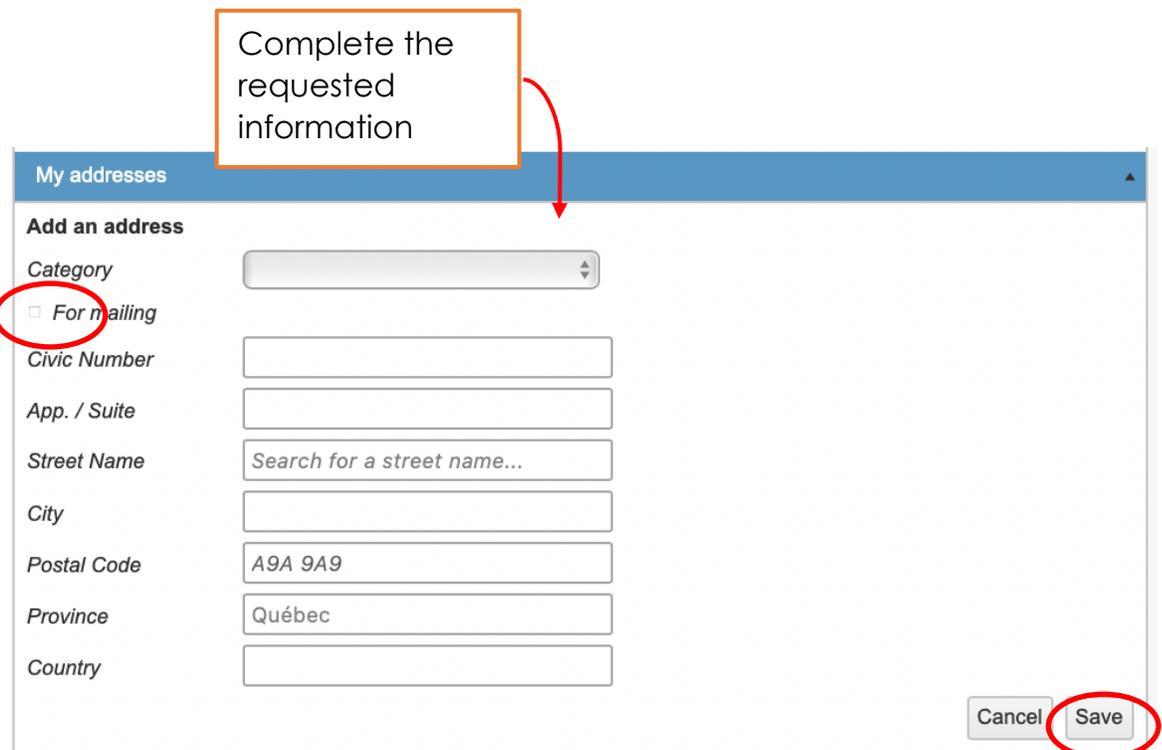
**My addresses**

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 address.**

Select *For mailing*

We will use this address for all communications by post.



**My addresses**

**Add an address**

Category

*For mailing*

Civic Number

App. / Suite

Street Name

City

Postal Code

Province

Country

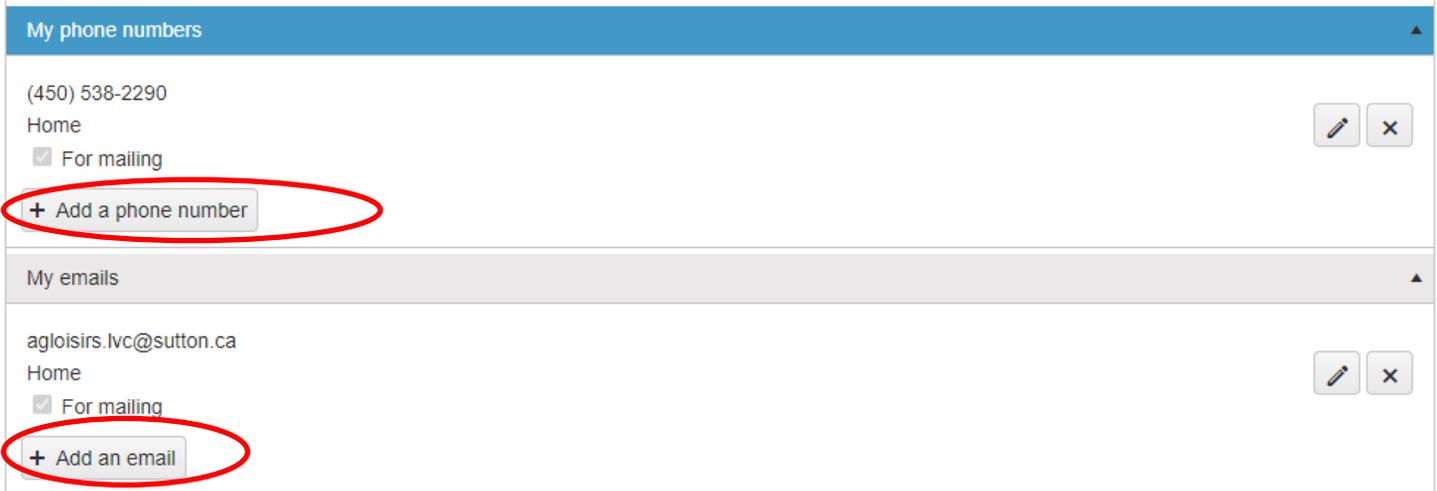
Cancel **Save**

Complete the requested information

Click on "Save" when you have completed all the information.

## 7. Add another phone number or email address

Add **another phone number or e-mail address** to help us reach you, **if necessary**.



My phone numbers

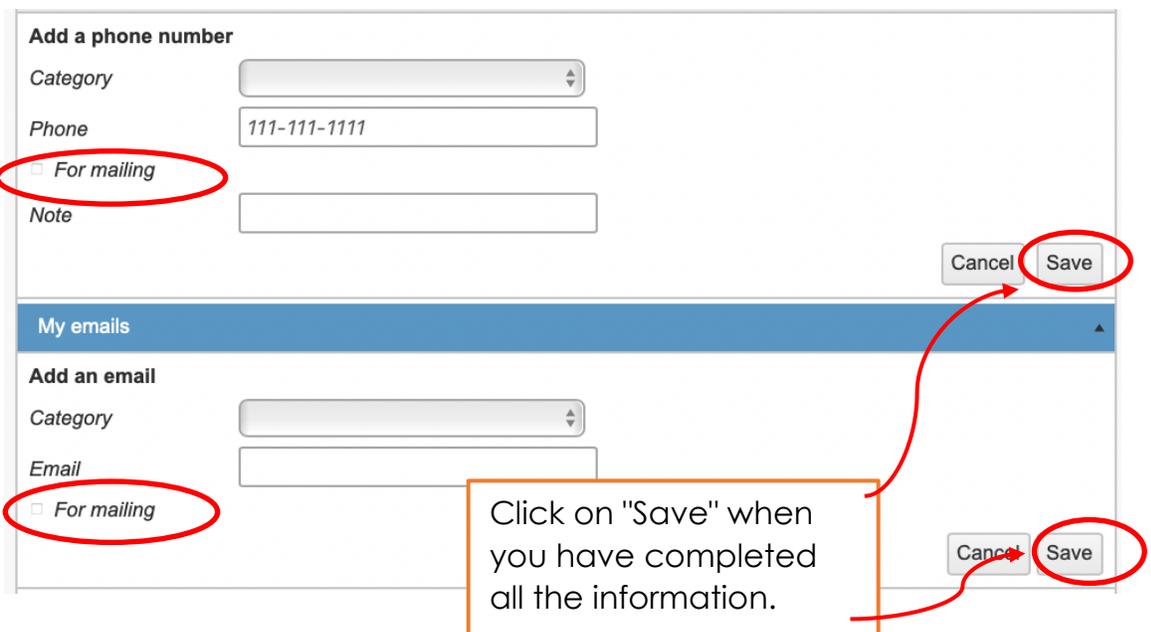
(450) 538-2290  
Home  
 For mailing

**+ Add a phone number**

My emails

agloisirs.lvc@sutton.ca  
Home  
 For mailing

**+ Add an email**



**Add a phone number**

Category

Phone

For mailing

Note

Cancel Save

**My emails**

**Add an email**

Category

Email

For mailing

Cancel Save

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

Click on "Save" when you have completed all the information.



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