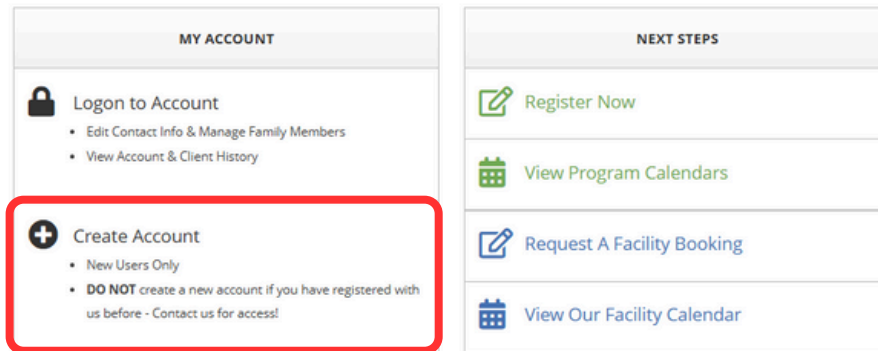


How to Create an Account

Step 1: Visit the Municipality of South Bruce booking and registrations webpage at either:

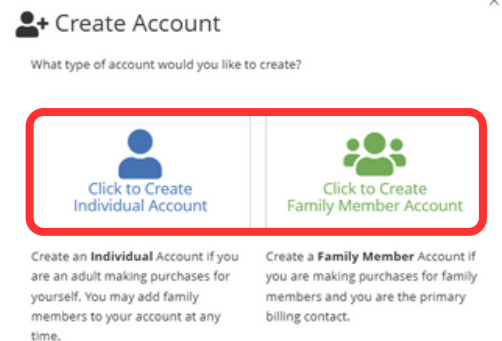
- www.southbruce.ca/Register or
- www.southbruce.ca/Rent

Step 2: After the webpage loads the Municipality of South Bruce logo and heading of options that lead to Courses, Facilities and more. Navigate down this page to find the Create Account option and click to begin creating your account.



Step 3: Select the type of account you would like to create. Choose Individual Account if you are an adult making purchases for yourself. Choose Family Member Account if you are making purchases for family members and you are the primary billing contact.

Note: Family members can be added to an individual account and additional family members can be added to a family account anytime following account creation.



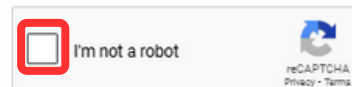
Step 4: Fill out your personal information in the required fields denoted by red text.

The image shows a 'Contact Information' form with a note: 'Note: Red text indicates required fields.' Below this, there are three input fields: 'Billing First Name:', 'Billing Last Name:', and 'Address 1:'. The text labels for these fields are in red. A red rectangular box highlights the three input fields.

Fill the remaining fields in the 'Billing Contact Information', 'Account Information', 'Extra Information', 'Medical Information', and 'Security Check' sections before clicking Next to proceed.

Security Check

Captcha Verification



Step 5: If you are adding family members to your account, fill out their 'Contact Information', 'Extra Information', and 'Medical Information'.

Add another family member by clicking 'Save and Add Another'. Proceed by clicking 'Save and Finish'.

Step 6: Your account will now be pending activation from the email address you used when filling out your personal information in Step 4.

Step 7: Find the confirmation email in your email's inbox. When open, there will be a link - underlined in blue font - that when clicked will redirect back to the South Bruce booking/registration website to confirm your email address.



Municipality of South
Bruce
Recreation &
Facilities Department
21 Gordon Street East
PO Box 540
Teeswater, ON N0G
2S0
Phone: 5193926623

Account Activation

Hello

This email was sent to you to validate the account you created for: Municipality of South Bruce. Please click on the link below to activate your account and complete the account creation process.

https://app.univerusrec.com/southbrucepub/account/activate.asp?link_id=25&action_id=3c45990f47a548e188632cc3b0b38b2e

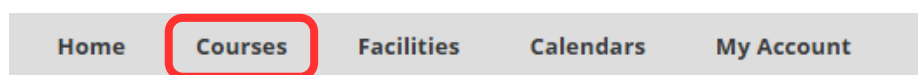
Step 8: Your account is now activated and able to book/register using the 'Courses', 'Facilities', or 'Calendars' pages.

How to Register for a Program or Event

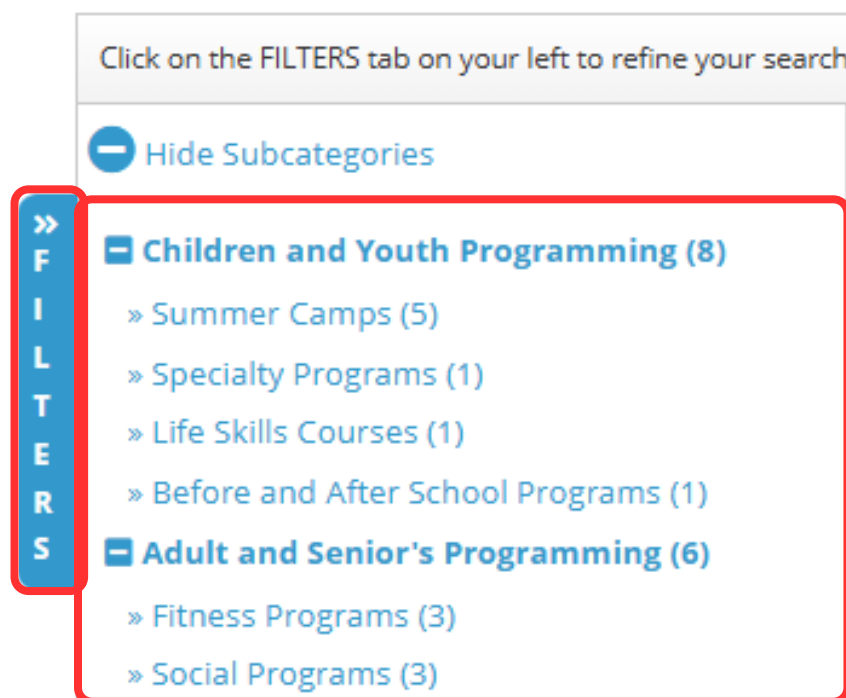
Step 1: Visit the Municipality of South Bruce booking and registrations webpage at either:

- www.southbruce.ca/Register or
- www.southbruce.ca/Rent

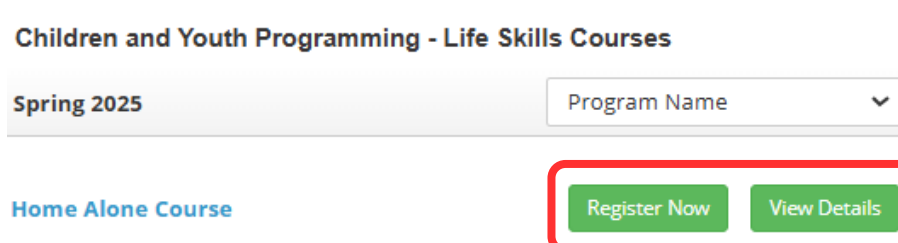
Step 2: After the webpage loads the Municipality of South Bruce logo and heading of options that lead to Courses, Facilities and more. Click the Courses option to view the programs and events that are currently open for registration.



Step 3: When the Program Catalog loads, you can see the available programs or events by browsing through subcategory drop-downs or by filtering your options to fit your specific wants/needs. Then select your desired program or event.



Step 4: Program or event details should load on the right-hand side of the page. Click Register. Now to begin registration or View Details for more information about the program or event.



Step 5: Choosing the in-person payment method will allow you to complete your registration online without online payment - it is the responsibility of the registrant to ensure they pay the cost of the program/event within 24 hours of purchase to finalize the registration. This can be paid at the Municipal Office at 21 Gordon St. E, Teeswater. Complete payment online for the program or event by selecting Credit Card Payment and clicking Next.

Select Rate:	
<input checked="" type="radio"/> Credit Card Payment - 82.47	82.47
<input type="radio"/> Pay in Person (\$80.00) - 0.00	
Program Total: 82.47	

***Note that an additional fee is charged for online payment due to associated credit card surcharges.**

Convenience Fee:	3.00
<hr/>	
Subtotal:	85.47
<hr/>	
Total:	85.47
<hr/>	
Total Courses:	85.47

Step 6: Fill out additional information for the program or event before clicking Next to move on to the next page. Note that additional information required will vary to each program or event.

Please complete the following additional information. Fields with red labels contain required information.

Program Registrations - Additional Information

Enrollee:
Program: Home Alone Course - CY-SP-HOMEALONE

I certify that the participant that I am enrolling will be 10 years of age by course date (May 3, 2025):

Would you like to purchase a first aid kit? This will be billed at a later date.:

Step 7: Review the documents and agree to the Terms of Service outlined in the documents. Note that documents may vary from program to program.

Digital Signatures and Agreements

Please Review the Following Documents (1 of 1)

I have read and agree to these Terms of Service (TOS)

Step 8: Click Finish to complete your online registration. Note that the enrollment in the program will be pending until the completion of payment either online or in-person.

Program Registrations - Item Information	
Enrollee: Tyler Robinson (Test) - #205	Selected Rate For:
Season: Spring 2025	Pay in Person (\$80.00) - 0.00
Program Name: Home Alone Course	Program Total: 0.00
Program Code: CY-SP-HOMEALONE	
Status: Enrollment Pending	
	Subtotal: 0.00
	Total: 0.00
	Total Courses: 0.00

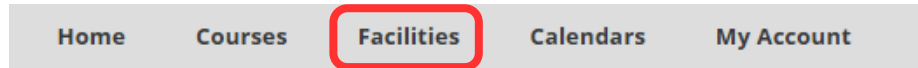
[« Back to Cart](#) [Finish »](#)

How to Rent a Facility

Step 1: Visit the Municipality of South Bruce booking and registrations webpage at either:

- www.southbruce.ca/Register or
- www.southbruce.ca/Rent

Step 2: After the webpage loads the Municipality of South Bruce logo and heading of options that lead to Courses, Facilities and more. Click the Facilities option to view the facilities that are currently available to rent.

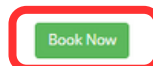
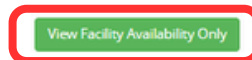


Step 3: The page will load drop down menus of all of the available community facilities for rent. Click on any of the facilities for more information. Click the 'View Facility Availability Only' or 'Book Now' to begin the rental process.



Booking Process

Our booking team will strive to respond to your booking within 3 business days. Staff are available Monday-Friday 8:30am-4:30pm. Please note that any bookings received after 4pm on Fridays will not be reviewed until Monday morning.



Step 4: When the calendar loads you will have the option to switch between the available facilities and the available dates. Be sure to select the desired facility to load its rental in the calendar. When the proper facility is selected, select the desired date to continue the rental process.

The screenshot shows a web interface for booking a facility. On the left, under 'Book Facility', there is a 'Facility List' with 'Hall & Kitchen - Lower' selected. On the right, under 'Book Service', there is a calendar for March 2025. The calendar shows dates from 1 to 31, with some dates highlighted in green (available) and others in yellow (partially booked). A red box highlights the calendar area, and a legend below it indicates: Fully Available, Partially Booked, Closed.

1. Select Facility **2. Select Date**

Step 5: Select the desired hour(s) you would like to book the facility for. Click add selected to continue on to the next stage.

The screenshot shows the 'Facility Calendar Search: New Invoice' for 'Municipality of South Bruce - Formosa Hall - Hall & Kitchen - Lower' on 'Apr 22, 2025 - Search All Day - All Slots'. It displays a list of time slots from 08:00AM to 10:00PM. The 04:00PM - 05:00PM slot is selected. A red box highlights the selection checkboxes for the 03:00PM - 04:00PM and 04:00PM - 05:00PM slots. Buttons for 'Select/Deselect All', 'Search Again', and 'Add Selected' are visible at the bottom.

Date	Time Slot	Status
Tue Apr 22, 2025	08:00AM - 09:00AM	Unavailable
Tue Apr 22, 2025	09:00AM - 10:00AM	Unavailable
Tue Apr 22, 2025	10:00AM - 11:00AM	Unavailable
Tue Apr 22, 2025	11:00AM - 12:00PM	Unavailable
Tue Apr 22, 2025	12:00PM - 01:00PM	Unavailable
Tue Apr 22, 2025	01:00PM - 02:00PM	Unavailable
Tue Apr 22, 2025	02:00PM - 03:00PM	Unavailable
Tue Apr 22, 2025	03:00PM - 04:00PM	Available
Tue Apr 22, 2025	04:00PM - 05:00PM	Available
Tue Apr 22, 2025	05:00PM - 06:00PM	Available
Tue Apr 22, 2025	06:00PM - 07:00PM	Available
Tue Apr 22, 2025	07:00PM - 08:00PM	Available
Tue Apr 22, 2025	08:00PM - 09:00PM	Available
Tue Apr 22, 2025	09:00PM - 10:00PM	Available

Current Local Time: 02:49PM (EDT)

Step 6: Confirm your booking by entering an event name and clicking Continue, then agree to the terms of service described in the respective facilities rental agreement. Click Next.

Messages Search Time Slot Editor Summary

Pending Facility Bookings: Invoice #481 Book Service Search Again

Municipality of South Bruce - Formosa Hall - Hall & Kitchen - Lower
 Date: Tue Apr 22, 2025 04:00PM - 05:00PM Pending Activation

Pending Service Bookings

There are no Pending Service Bookings to display...

Rental Information

Delete Selected Delete All Book Service Search Again Continue

Current Local Time: 02:51PM (EDT)

Digital Signatures and Agreements

Please Review the Following Documents (1 of 1)

Page 1 / 2 Zoom 100%

South Bruce Municipality of South Bruce Pool Rental Agreement
 21 Gordon St. E Teeswater ON 519-392-6623

Note:

Children under the age of seven will not be admitted to the swimming pool unless they're accompanied by a parent or guardian who is at least 14 years old. The parent or guardian must be in the water within arm's reach of the child at all times. As a parent or guardian, you can swim with two children who are six years of age or under.

Children between the ages of eight and nine must successfully pass our swim test to be able to swim alone. Children in this age range who do not pass the swim test are required to have a parent or guardian in the water within arm's reach. As a parent or guardian, you can swim with either two children or five children wearing life jackets.

Children 10 years and older are permitted to swim on their own. Swimming with a buddy is strongly recommended.

Cancellation Policy

The Municipality of South Bruce must receive a notice of cancellation no less than 14 days before the reservation date to receive a full refund, less the \$25.00 administration fee. The \$25.00 administration fee is non-refundable regardless of notice.

In the case of inclement weather, the Pool Supervisor will make the final decision. If weather is deemed unsafe prior to the start of the rental, the lessee will be refunded the entire rental charge. Once your rental has begun, there will be no refunds regardless of weather.

Contract Acceptance

Facility/Service: Tyler Robinson (Test) - #205

I have read and agree to these Terms of Service (TOS)

< Back to Cart Next >

Step 7: Your booking is now pending a review. When Municipal staff confirms your booking you will receive an email confirming of your booking. Municipal staff will then be in touch regarding the cost of facility rental and payment options.

Messages Search Time Slot Editor Summary

Creation Date: Tue Apr 15, 2025 Invoice #: 481

PAYEE: Tyler Robinson (Test) 21 Gordon St E Teeswater, Ontario, Canada N0G2S0
 Total Amount Due: \$0.00
 Amount Paid: \$0.00
 Balance Due: \$0.00

Client #: 205 Email: tylerob73@gmail.com Phone 1: (226) 622-0230
 Event: Test for Tyler Status: Tentative

Facility Times * One or more requested time slots are pending approval

Facility Name	Description	Date	Time	Price
Municipality of South Bruce - Teeswater Culross Swimming Pool - Pool Rental	Rate to be Determined - \$0.00 Daily Rate	Sun Jul 6, 2025	02:00PM - 03:00PM	\$0.00 H
Facility Subtotal:				\$0.00
Total:				\$0.00

Transactions Hide Transactions On Printed Invoice

Document Assignments Include Document List On Printed Invoice

Document Name	Document Category	Size (kb)	Required	TOS	SKG	Function
2024 pool rental agreement.pdf	Rental Agreements	95	Yes	Yes	No	View

Terms of Service Agreement Signature Required

Comments: (Max 2000 Chars)

Subtotal: \$0.00
 Total: \$0.00
 Amount Paid: \$0.00
 Balance Due: \$0.00

Actions

Request Processed Invoice #481

Hello

We have processed your facility booking request for Invoice #481. The following facility booking requests have been approved or declined:

Municipality of South Bruce - Teeswater Culross Swimming Pool - Pool Rental
 Sun Jul 6, 2025 02:00PM - 03:00PM Approved

Comments: Thank you for your rental request. Your request has been approved. A staff member will contact you shortly to confirm booking details.

For more information please contact the system administrator.