

# How to Create an Account

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

- [www.southbruce.ca/Register](http://www.southbruce.ca/Register) or
- [www.southbruce.ca/Rent](http://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.

The image shows two side-by-side panels. The left panel, titled 'MY ACCOUNT', contains a 'Logon to Account' section with sub-options 'Edit Contact Info & Manage Family Members' and 'View Account & Client History'. Below it is a 'Create Account' section, which is highlighted with a red rectangular border. This section includes the text 'New Users Only' and a warning: 'DO NOT create a new account if you have registered with us before - Contact us for access!'. The right panel, titled 'NEXT STEPS', lists four options: 'Register Now', 'View Program Calendars', 'Request A Facility Booking', and 'View Our Facility Calendar'.

**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.

+ Create Account

What type of account would you like to create?

The image shows two buttons side-by-side. The left button is blue and says 'Click to Create Individual Account'. The right button is green and says 'Click to Create Family Member Account'. Both buttons are enclosed in a red rectangular border.

Create an **Individual** Account if you are an adult making purchases for yourself. You may add family members to your account at any time.

Create a **Family Member** Account if you are making purchases for family members and you are the primary billing contact.

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

The image shows a form titled 'Contact Information' with a note: 'Note: Red text indicates required fields.' Below the title 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

The image shows a captcha verification box with a red square icon and the text 'I'm not a robot'. To the right is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'.

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

Family Member Contact Information: Note: Red text indicates required fields.

Family Member First Name:

Family Member Last Name:

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 1. Create Billing Contact   Step 2. Add Family Members   Step 3. Activate Account   Step 4. Account Activated

Account Activation Status: Pending Activation

Thank you for creating your account. As an additional security measure we've sent an account creation confirmation email to the email address you provided. Please click on the link contained in the email message during the next 24 hours to complete the account creation process.

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](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.

Step 1. Create Billing Contact   Step 2. Activate Account   Step 3. Account Activated

Account Activation Status: Activated

Thank you!

Your new account was successfully activated and you are currently logged into the system. Please click on a menu link to continue your session.

# How to Create Register for a Program or Event

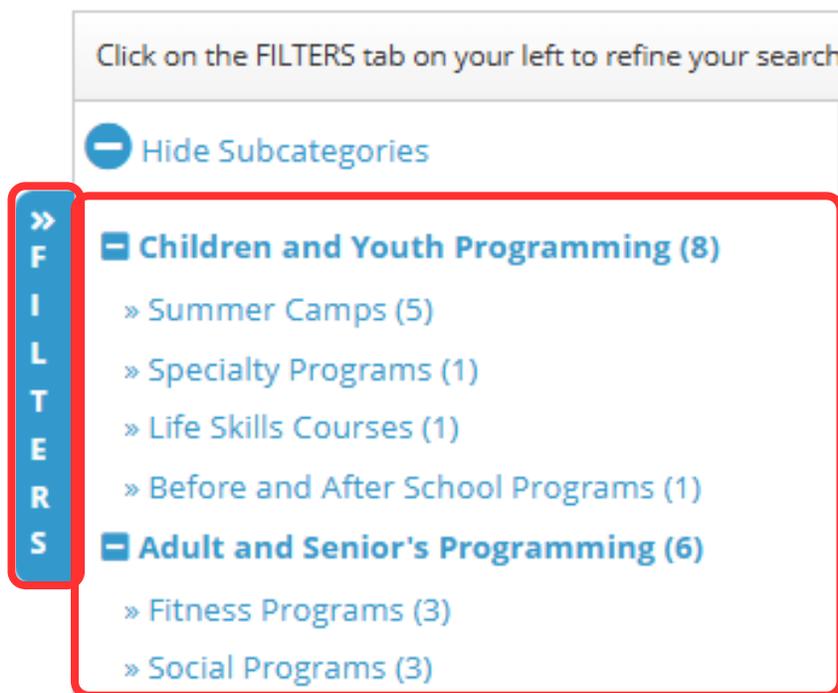
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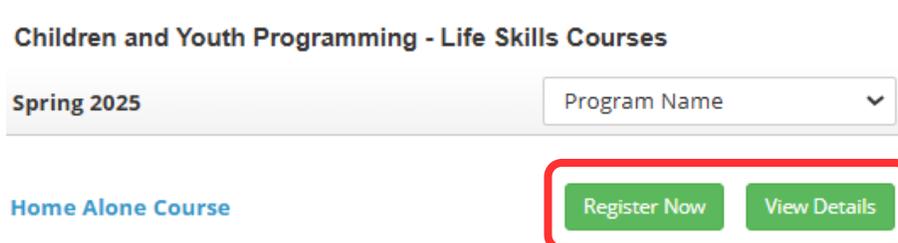
Step 2: After the webpage loads the Municipality of South Bruce logo and heading of options that lead to Courses, Facilities and more. Click the Courses option to view the programs and events that are currently open for registration.



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	
<b>Program Total:</b> 82.47	

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

<b>Convenience Fee:</b>	3.00
<hr/>	
<b>Subtotal:</b>	85.47
<hr/>	
<b>Total:</b>	85.47
<hr/>	
<b>Total Courses:</b>	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	
<b>Enrollee:</b>	
<b>Program:</b> 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):	<input type="text" value="... Please Select ..."/>
Would you like to purchase a first aid kit? This will be billed at a later date.:	<input type="text" value="... Please Select ..."/>
<input type="button" value="Back to Cart"/>	
<input checked="" type="button" value="Next &gt;"/>	

**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)

<input type="checkbox"/> I have read and agree to these Terms of Service (TOS)
<input type="button" value="Back to Cart"/>
<input checked="" type="button" value="Next &gt;"/>

**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			
<b>Enrollee:</b>	Tyler Robinson (Test) - #205	<b>Selected Rate For:</b>	
<b>Season:</b>	Spring 2025	Pay in Person (\$80.00) - 0.00	0.00
<b>Program Name:</b>	Home Alone Course	<b>Program Total:</b>	0.00
<b>Program Code:</b>	CY-SP-HOMEALONE		
<b>Status:</b>	Enrollment Pending		
			<b>Subtotal:</b> 0.00
			<b>Total:</b> 0.00
			<b>Total Courses:</b> 0.00
<a href="#">« Back to Cart</a>		<a href="#">Finish »</a>	