

# [How to Register using the NEW URec Online Registration Site](#)

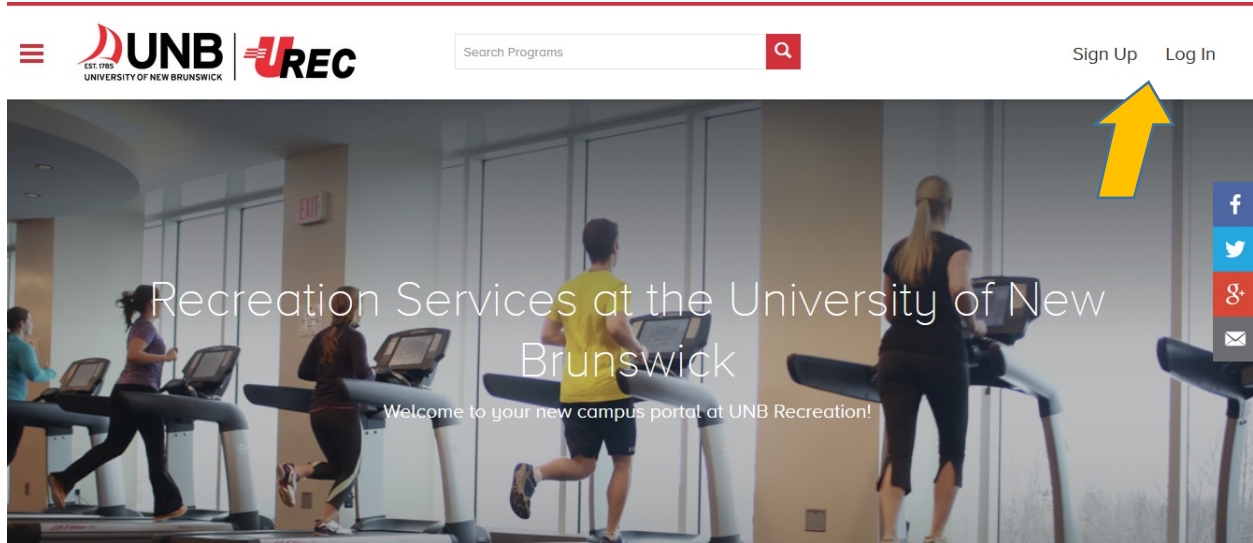
Go to: <https://recreation.unbf.ca/>

OR from the URec website ([www.urec.ca](http://www.urec.ca)), click on **Register for Courses and Classes**

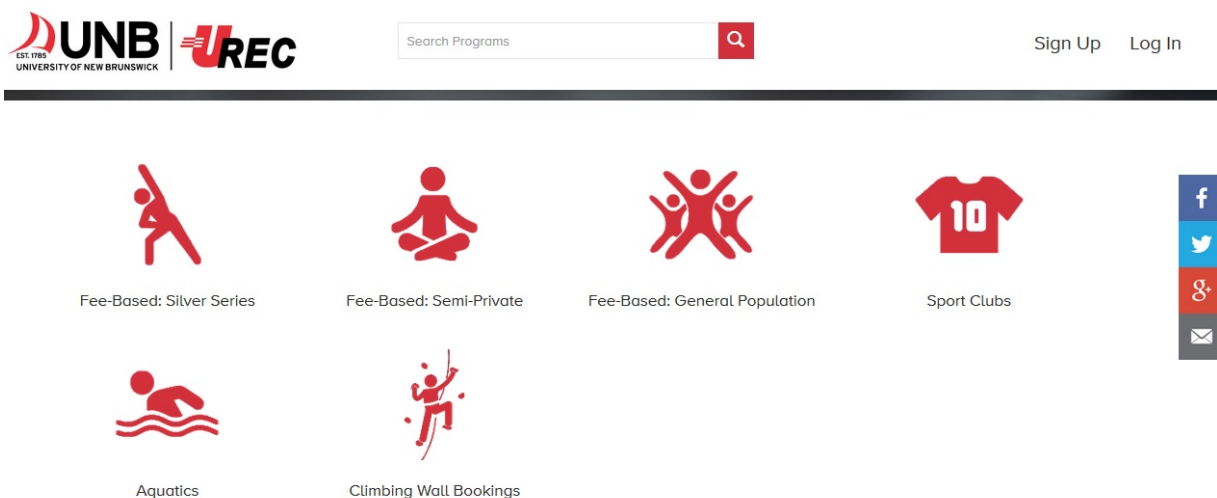
If you already have an account, click **Log In** at the top right. **Note:** The username and password you were previously using will work on the new portal.

If you do not have an account, click **Sign Up** at the top right.

Unsure of your account details? Forget your username and password? Our Membership Services staff will be happy to help you out! Contact the Membership Services desk at 453-4579.



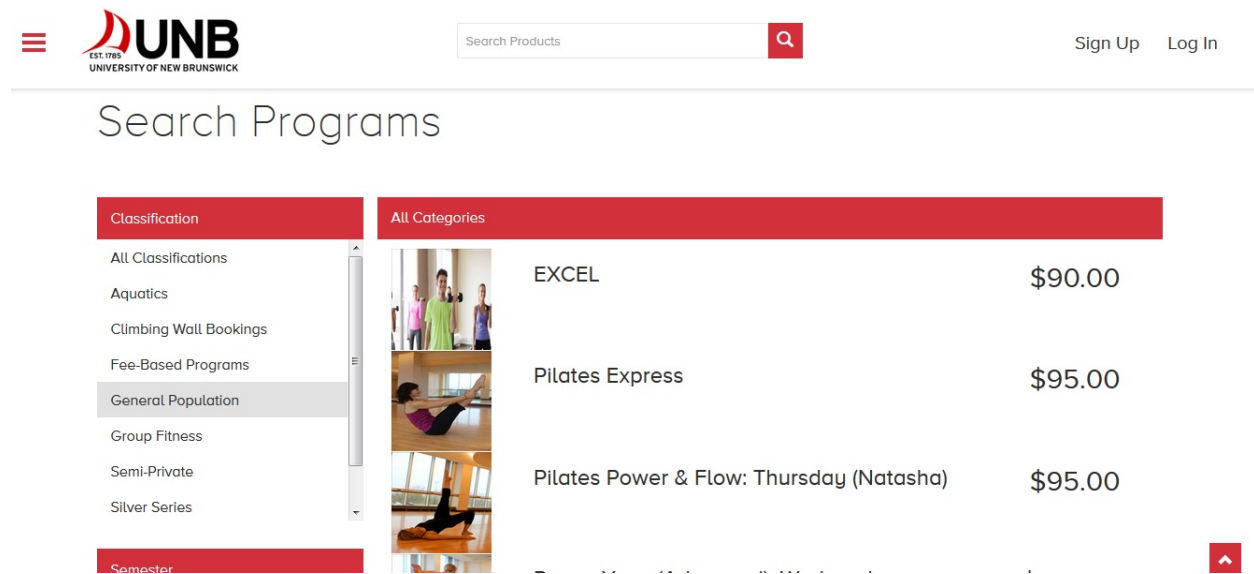
Once signed in, scroll down a bit until you see the various URec program icons. Click on the appropriate icon.



**Note:** If you click on an icon (i.e., Sport Clubs and Climbing Wall Bookings) and it shows no programs available, scroll down to change the Semester to Full Year).

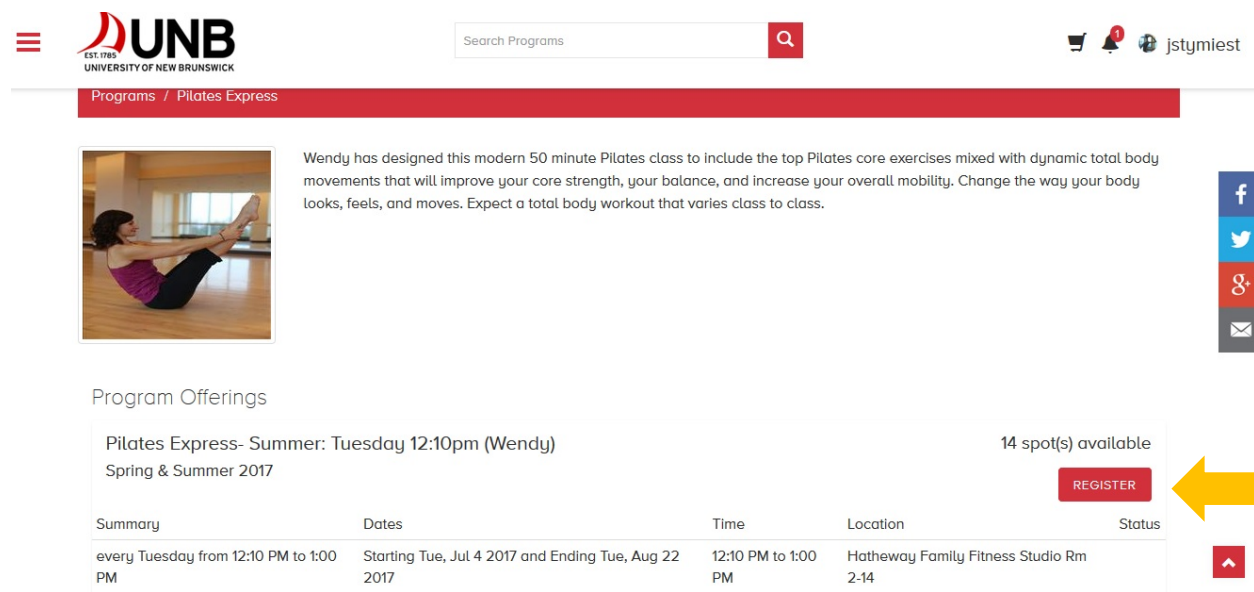
Click on the program you wish to register for.

**Note:** Member prices will not appear unless you have a valid URec membership and are signed in.



The screenshot shows the UNB website header with the logo, a search bar, and navigation links for 'Sign Up' and 'Log In'. Below the header is a 'Search Programs' section. On the left, there is a 'Classification' sidebar with a scrollable list of categories: All Classifications, Aquatics, Climbing Wall Bookings, Fee-Based Programs, General Population (highlighted), Group Fitness, Semi-Private, and Silver Series. Below this is a 'Semester' dropdown menu. The main content area is titled 'All Categories' and displays a list of programs with small images, titles, and prices: 'EXCEL' for \$90.00, 'Pilates Express' for \$95.00, and 'Pilates Power & Flow: Thursday (Natasha)' for \$95.00. A red arrow points to the bottom right of the program list.

**Click REGISTER.**



The screenshot shows the UNB website header with the logo, a search bar, and navigation links for 'Sign Up', 'Log In', and 'jstymlest'. Below the header is a red breadcrumb trail: 'Programs / Pilates Express'. On the left is a photo of a woman performing a Pilates exercise. To the right is a description: 'Wendy has designed this modern 50 minute Pilates class to include the top Pilates core exercises mixed with dynamic total body movements that will improve your core strength, your balance, and increase your overall mobility. Change the way your body looks, feels, and moves. Expect a total body workout that varies class to class.' Below the description is a 'Program Offerings' section. It features a table with columns for 'Summary', 'Dates', 'Time', 'Location', and 'Status'. The table contains one row: 'Pilates Express- Summer: Tuesday 12:10pm (Wendy) Spring & Summer 2017'. The 'Status' column shows '14 spot(s) available' and a red 'REGISTER' button. A yellow arrow points to the 'REGISTER' button. To the right of the table is a vertical stack of social media icons (Facebook, Twitter, Google+, Email) and a red arrow pointing up.

Summary	Dates	Time	Location	Status
Pilates Express- Summer: Tuesday 12:10pm (Wendy) Spring & Summer 2017	Starting Tue, Jul 4 2017 and Ending Tue, Aug 22 2017	12:10 PM to 1:00 PM	Hatheway Family Fitness Studio Rm 2-14	14 spot(s) available <a href="#">REGISTER</a>

Follow all steps and proceed to Checkout. A new Checkout window will appear and will request your credit card information.

UNIVERSITY OF NEW BRUNSWI

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Mandatory fields marked by \*

Payment Details

Transaction Amount: \$138.00 (CAD)



Order ID: O-49867

Please complete the following details exactly as they appear on your card.  
Do not put spaces or hyphens in the card number.

Cardholder Name\*:

Card Number\*:

Expiry Date (MMYY)\*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel

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You will receive an e-mail confirmation when registration and payment is complete.

**Any questions?** Please call our Membership Services desk at (506) 453-4579.