

# How to Register

Customers need a Client Barcode Number and Account PIN to register by the Internet or phone, if you do not have this information call the Contact Centre at 905-475-4731

- **Contact Centre Hours:** Monday - Friday, 8:30 a.m. - 4:30 p.m. (as of 6:30 a.m. on registration processing days). Closed on statutory holidays
- Please call us if you have not received your mail confirmation one week prior to classes starting.

	<b>EZ REG</b> Recommended Method	<b>FAST TRACK</b> 905-475-4867	<b>FAX</b> 905-479-7767	<b>MAIL or DROP BOX*</b>
	Internet Registration	Touch Tone Phone Registration		
<b>Step 1</b> What you need to get started	<ul style="list-style-type: none"> <li>• Client Barcode(s)</li> <li>• Account PIN</li> <li>• Course Barcode(s)</li> <li>• VISA / MasterCard / Amex # with valid expiry date to make payment</li> </ul>	<ul style="list-style-type: none"> <li>• Client Barcode(s)</li> <li>• Account PIN</li> <li>• Course Barcode(s)</li> <li>• VISA / MasterCard / Amex # with valid expiry date to make payment</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Registration Form</li> <li>• VISA / MasterCard / Amex # with valid expiry date</li> </ul>	<ul style="list-style-type: none"> <li>• Completed Registration Form</li> <li>• Cheque made payable to the Town of Markham or VISA / MasterCard / Amex or Cash (during office hours only)</li> <li>• No postdated cheques</li> </ul>
<b>Step 2</b> Register for a program	<ul style="list-style-type: none"> <li>• Log on to <a href="http://www.markham.ca">www.markham.ca</a></li> <li>• Click on the EZ Reg logo</li> </ul>	<ul style="list-style-type: none"> <li>• Call 905-475-4867 and follow the voice prompt instructions</li> </ul>	Fax your completed Registration Form to 905-479-7767 (any time prior to Drop Box deadline)	Drop off completed Registration Form at one of the following locations: <ul style="list-style-type: none"> <li>• <b>Angus Glen C.C.</b> 3990 Major Mackenzie Dr.</li> <li>• <b>Armadale C.C.</b> 2401 Denison St.</li> <li>• <b>Centennial C.C.</b> 8600 McCowan Rd.</li> <li>• <b>Milliken Mills C.C.</b> 7600 Kennedy Rd.</li> <li>• <b>Thornhill C.C.</b> 7755 Bayview Ave.</li> <li>• <b>Civic Centre</b> 101 Town Centre Blvd.</li> </ul>
<b>Step 3</b> Confirmation	<ul style="list-style-type: none"> <li>• Successful registrations and waitlists will be detailed on your confirmation/receipt</li> <li>• Please print your receipt for your records. <b>Receipts will not be mailed</b></li> </ul>	<ul style="list-style-type: none"> <li>• You will receive a confirmation number for each program you have registered for</li> <li>• Confirmation numbers are only valid once you have made a payment</li> <li>• Receipts and confirmations will be mailed out to you within 3 weeks of your registration</li> </ul>	<ul style="list-style-type: none"> <li>• You will receive a confirmation of your placement within a program or on a waitlist by mail, within 3 weeks of registration</li> </ul>	<ul style="list-style-type: none"> <li>• You will receive a confirmation of your placement within a program or on a waitlist by mail, within 3 weeks of registration</li> </ul>
<b>Registration Dates</b>	<b>Programs:</b> Tue., May 10, 6:30 a.m. <b>Aquatics:</b> Tue., May 31, 6:30 a.m. <b>Private Swim:</b> Thu., Jun. 2, 6:30 a.m. <b>Non-Residents:</b> Tue., Jun. 7		<b>Please ensure your forms are dropped off prior to the following deadlines:</b> <b>Programs:</b> Sun., May 8 <b>All Aquatic Courses:</b> Sun., May 29	

\* Registrations are only processed at the Civic Centre. Registration forms are processed in a random order, so using the Drop Box does not guarantee a space in a program.