

UNIVERUS INSTRUCTIONS

Setting Up Your Account

To register, you must have an active client account. You must **CREATE** a new Client Account if you have never used the system before. After you create an account, an email will be sent to the email address provided to activate your account.

For parents/guardians enrolling children into programs please be sure to create a Family Account with yourself as the billing client and your children as family members.

How Do I Register for a Course?

Click on a Course Subcategory within the Course Category on the left side of the page to view offered courses.

Follow the Instructions on the right side of the page.

Your registration is complete once you reach the [Online Invoice](#) page. To view confirmation of enrollment, go to the Client Personal Calendar.

Payment Information

At this time payments will not be collected online.

Payment is due upon registration.

E-transfers can be sent to recreation@eaststpaul.com using the password: RECREATION

Cheques are payable to the RM of East St. Paul and dropped off inside the East St. Paul Arena Lobby. There is a black box on the wall beside the bulletin board.

Cancellation Policy

A full refund will be issued with withdrawals that occur 5 business days prior to the start date of the program.

How do I withdraw from a Program?

To withdraw from a Program please contact us for assistance.

Need Assistance?

If you experience problems creating, updating your account, or registering for the course please email recreation@eaststpaul.com

Important information:

- Only Weekly registrations are allowed. You can click any day of the week in the calendar, and it will register the participant for the full week.
- The Client Personal Calendar is the easiest way to view your confirmed sessions.
- If you are registering more than 1 child for camp; there is an alternate rate for the second child registering. To activate this rate, you will choose it from the drop down box at checkout. NOTE: Your first child is at full rate and the 2nd child only is at the discounted rate.