

How to: Purchase a Product

Accounts must be created to view and register for programs/ make purchases

Step 1 – Accessing the site

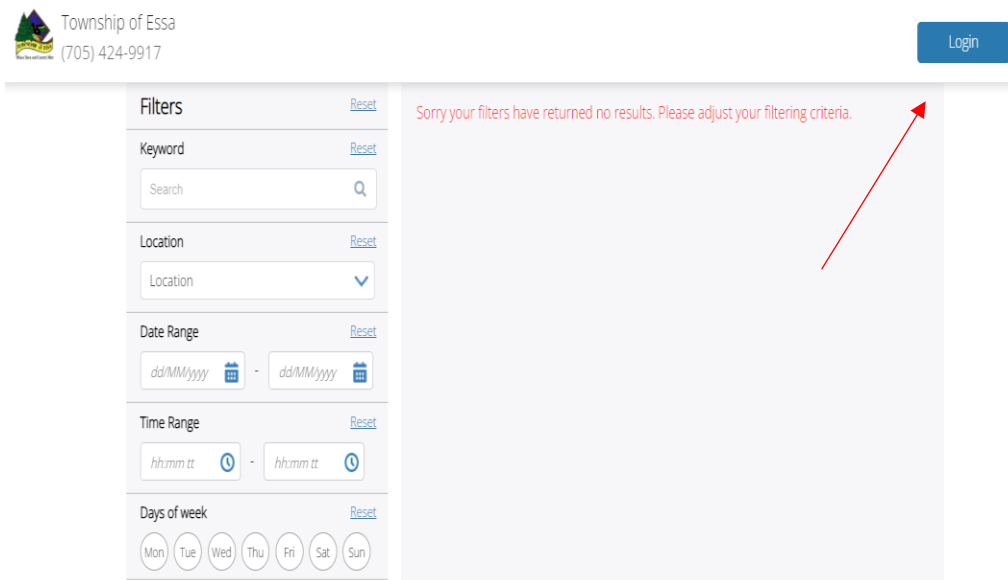
Essa's Perfect Mind Portal can be accessed by using the following link.

<https://townshipofessa.perfectmind.com/>

Essa's Perfect Mind Portal can also be accessed by going to the Township's website

<https://www.essatownship.on.ca> , and selecting "Online Registration"

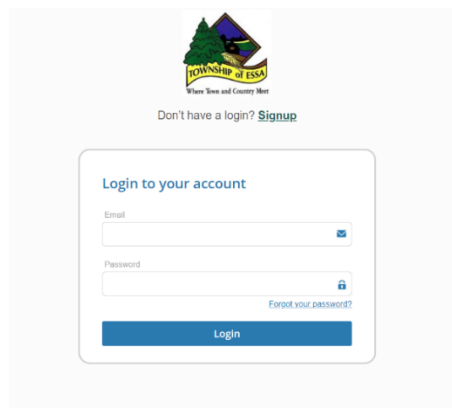
Once you have made your way to the site, select "login"



The screenshot shows the top navigation bar of the Township of Essa website. On the left is the logo and contact information: "Township of Essa (705) 424-9917". On the right is a blue "Login" button. Below the navigation bar is a search filter section with the following options: "Filters" (with a "Reset" link), "Keyword" (with a search input field and "Reset" link), "Location" (with a dropdown menu and "Reset" link), "Date Range" (with two date pickers and "Reset" link), "Time Range" (with two time pickers and "Reset" link), and "Days of week" (with radio buttons for Mon, Tue, Wed, Thu, Fri, Sat, Sun and "Reset" link). To the right of the filters is a large grey area with a red error message: "Sorry your filters have returned no results. Please adjust your filtering criteria." A red arrow points from the "Login" button to this error message.

Step 2 – Login

Using the credentials, you have already creating use them to login to Perfect Mind



The screenshot shows the login form on the Township of Essa website. At the top is the logo and the text "Township of Essa Where Town and Country Meet". Below the logo is the text "Don't have a login? [Signup](#)". The login form is titled "Login to your account" and contains the following fields: "Email" (with a search icon), "Password" (with a lock icon and a "Forgot your password?" link), and a blue "Login" button.

Step 3, Selecting the product

Hover your cursor over the “Purchase” icon on the top left of the page, from the drop down options, select “Products”.

Township of Essa
(705) 424-9917

My Info Purchase

Filters [Reset](#)

Keyword [Reset](#)
Search

Location [Reset](#)
Location

Date Range [Reset](#)
dd/MM/yyyy - dd/MM/yyyy

Time Range [Reset](#)
hh:mm tt - hh:mm tt

Days of week [Reset](#)
 Mon Tue Wed Thu Fri Sat Sun

Sorry your filters have returned no results.

Select the product you wish to purchase from the list provided, in this instance we are purchasing a “Individual Golf”

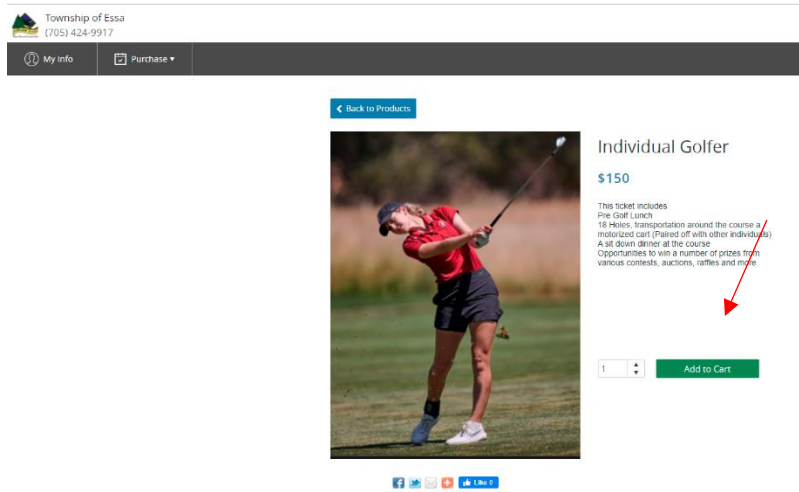
Township of Essa
(705) 424-9917

My Info Purchase

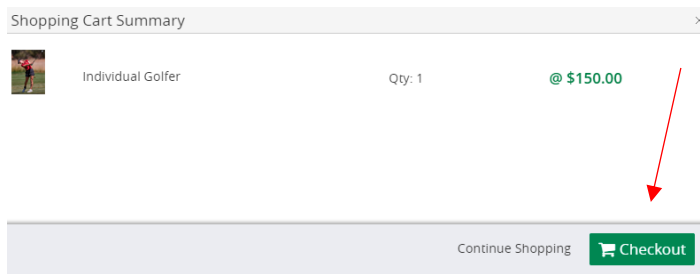
Products

Individual Golfer 150.00 Add to Cart Actions	Golf Team 600.00 Add to Cart Actions	Essa Township Garbage T... 15.00 Add to Cart Actions	2022 Golf Tournament Tw... 350.00 Add to Cart Actions	2022 Golf Tournament Th... 500.00 Add to Cart Actions	2022 Golf Tournament SIL... 600.00 Add to Cart Actions
2022 Golf Tournament On... 75.00 Add to Cart Actions	2022 Golf Tournament G... 900.00 Add to Cart Actions				

Once you are happy with the description you can add it to your cart by selecting “Add to Cart.”



Once you are ready to check out the items in your cart, select check out



Complete the checkout process by adding your payment information and selecting “Place My Order”

