How to: Register for Programs

Step 1 – Accessing the site

Essa's Perfect Mind Portal can be accessed by using the following link. <u>https://townshipofessa.perfectmind.com/</u>

Or via one the links on our website <u>https://www.essatownship.on.ca/</u> Once you have made your way to the site, select "login"

Step 2 – Login

Using the credentials, you would have previously created type in your username and password in the respective spaces, then select "Login". If you have yet to create an account and require assistance, see the document titled "Creating an Account".

TOWNSHIP & CESS Where Yanes and Country More
Don't have a login? Signup
Login to your account
Email
· · · · · · · · · · · · · · · · · · ·
Password
Eoroot your password?
Login

Step 3 – Accessing Programs

You can access programs by hovering your curser over "Purchase" and selecting "Program Registration". Once on the Programs page be sure to select the appropriate category of programing that you are looking for. In this instance, we have selected "Public Ice".



Step 4 – Enrolling in a Program

Once you find the program you would like to register for, select "Book". Once in the program, be sure to read the description and details of the program. If you wish to continue with the booking, select "Book"

Public Ice		hamtan Dublis Clata		
Feb 10th		12/02/2022		BOOK
Thornton Parent & Tot O ① 10.00 am - 11.30 am O Thornton Recreation Centre S	No fee Close	9 01:00 pm - 02:00 pm - 50 spot(s) left		Registration ends on v2/02/2022 at 01:00 PM
Feb 12th		de la dese		About this class
Thornton Public Skate ① ③ 01:00 pm - 02:00 pm ● Thornton Recreation Centre ●	50 spot(s) left 50.00 - \$3.00 Book	r a (puolic skaung) Thornton	\$3.00 No Tar	Please note proof of vaccination and proof of identification will be requeste for all individuals over the age of 12.
Shinny Angus O ③ 07:00 pm - 09:00 pm ● Angus Recreation Centre	21 spot(s) left \$ \$0.00 - \$5.00 Book	ts	Every Sat	An participants are to complete the unine active screening prior to activitient https://covid-19.ontario.ca/self-assessment/ Thornton Recreation Centre Show Ma
Shinry Thornton O O 18900 nm - 19900 nm O Thornton Recreation Centre	22 spot(s) left Book	01:00 PM - 02:00 PM 01:00 PM - 02:00 PM	Thornton Ice Pad Thornton Ice Pad	Class ID 0000014

Select who will be participating in the program by adding your family members and selecting the box next to the participants name, then select "Next"

🔄 Purchase 🔻	
Thornton Public Skate	Sepistration ends on 12/02/2022 at 01:00 PM
1 Attendes	2 Free & Extras
e to book? White (You) mber	
	Purchase ▼ Thornton Public Skate I 12/02/2022 Ø 01:00 pm = 02:00 pm \$ 50 spot(s) left to book? White (You) white (You)

Thornton Put □□ 12/02/2022 ○ 01:00 pm - 02:00 ▲ 49 spot(s) left	blic Skate	Registration ends on 12/02/2022 at 01:00 PM	> 1 spot held until inactive for 10 minutes
() Attendes	Free & Etras Select Optional Event Extras (Required extras cannot be removed) Image: Select a FEE to pay Image: Public State - Thornton		
		\$3.00 ^{No Tax} Total \$3.00	Next

Make sure the appropriate fees are selected, then select "Next".

Step 5 – Payment

My Info	☑ Purchase ▼	0000014/2
	Add a new Card Remember this card	12/02/2022, 01:00 PM - 02:00 PM
	Name on Card	Payment Summary
	Expiry month Expiry Year	Subtotal: \$3.00
		Gift Card or Promo Code Apply
	Address (Street)	Total Due Now \$3.00
	City	
	Country State/Province Zip/Postal Code	
	Place My Order Continue Shopping	

Add your payment details in the appropriate boxes and select "Place My Order"