

Congratulations! You are now able to access your myREC account online.

### **Accessing Your Online Account**

To enable your online account, simply visit [www.halifax.ca/myrec](http://www.halifax.ca/myrec). At the account login screen, select “Reset Password”. You will be asked to enter the email address we have on file for you (this one). An email will be sent to you with instructions and a link on resetting your password. Once complete, you will be able to login and make bookings.

### **Access for Family Members**

If your family members will be booking a timeslot or drop in class, they must have their own unique login credentials.

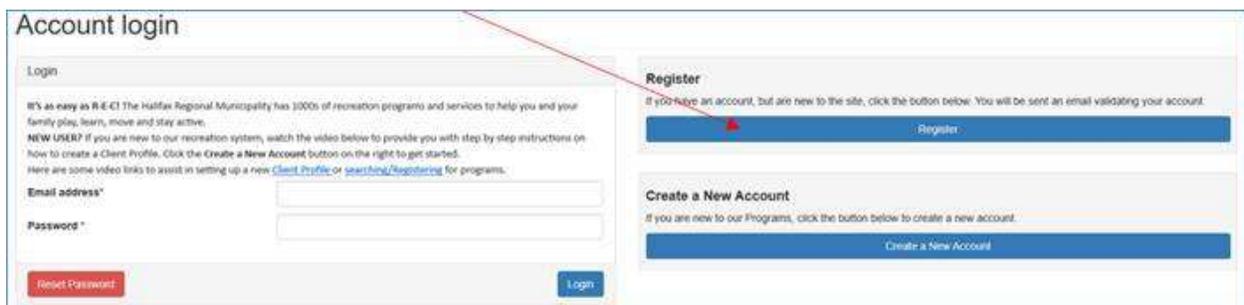
Setting up their access is easy with just three steps. Before you begin, you will need the following three pieces of information:

- 1) **Unique email address** for each family member
- 2) Their **account number** (also referred to as Member Number) - If your family members are linked to your profile, their account numbers can be found under “My Household” on your online account.
- 3) Family member’s **birthdate, postal code, or phone number**

Follow these three steps to create your family member login access:

#### **Step 1:**

Visit [www.halifax.ca/myrec](http://www.halifax.ca/myrec). From the login page, select the “Register” button



#### **Step 2:**

You will be asked to enter a unique email address and password, accept the terms and conditions, and select Register. Please note: You must not use the email address associated with your login credentials. The email address must be unique to the individual.

Registration

Enter your registration details below:

Email \*  
unique@email.com

Password \*  
\*\*\*\*\*

Confirm password \*  
\*\*\*\*\*

Terms and conditions  
Not accepted

Close Register

### Step 3:

An email will be sent to the email address provided which contains a link to complete the set up. Click on the link and complete the Registration Confirmation process. You will be asked to enter the Member Number and one other detail (birthdate, postal code, or phone number) and confirm. When successful, your family member will be able to use the email and password provided to access their account.

Registration confirmation

Please note, required fields have been marked with an asterisk (\*)

If you are already a member at this club, connect your online profile and your club membership. You will then be able to access all the services and discounts associated with your membership.  
Please enter your membership number and at least one or more additional details to confirm your membership.

Member Number/Barcode \*  
[input field]

Postal code \*  
[input field]

Date of birth \*  
[calendar icon]

Phone number \*  
[input field]

Previous Confirm