

REGISTRATION PROCESS

WINTER SEMESTER: Jan 22-May 17/2024

Registration will take place once again at the Brockville Memorial Centre on **Tuesday, January 9, 2024** between 10AM and 1PM. Registrants are required to submit their registration form with payment to enroll in classes for the winter activities. The cost to register is \$30 regardless of the number of activities selected. If you cannot print the registration form at home, there will be copies available upon arrival. Brockville 50+ can only accept a personal cheque or e-transfer (no cash). Separate payment is required for each applicant.

Pre-Enrolled Applicants

- If you were asked if you are participating in this winter's semester and your name was checked off on the pre-enrollment list in each of your fall activities, then a placement is on hold for you. **You are still required to complete the Winter 2024 Registration Application and bring to Registration Day with payment to be enrolled into the activities starting January 22nd.** *We encourage those paying by e-transfer to complete your transaction at home prior to coming on Registration Day.*
- Upon arrival, go directly to the pre-enrolled verification tables to have your activities confirmed and form stamped, then proceed to the cashier to make payment or to confirm e-transfer was made. **If you discover you are not confirmed in a class, you must proceed to the activity leader's table to sign up.**
- There is no rush to come early for registration if you pre-enrolled in your fall activities. Therefore, you do not need to go to the leaders for confirmation.

Pre-Enrolled Applicants Signing Up for Additional Activities

- Complete a Winter 2024 Registration Form **listing the activities you are pre-enrolled** and adding any new ones you would like to take.
- Proceed to the new activities tables to register. The leaders will confirm availability, add your name to their class list and initial your form. **You do not need confirmation for your pre-enrolled classes.**
- Once all the new classes have been confirmed, proceed to the pre-enrolled verification table to have those activities confirmed, form stamped then continue to the cashier to submit payment or to confirm e-transfer. *We encourage you to complete your e-transfer at home if you are already pre-enrolled in classes.*

New Applicants

- Complete the Winter 2024 Registration Form listing each activity you are interested in taking.
- On Registration Day go to each appropriate activity table in your selection to have the leader confirm availability in their class. The leader will initial your form and add you to their class list.
- Once all your activities have been initialled, take your registration form to the new registrant verification table where your information will be reviewed for clarity and your form stamped, then proceed to the cashier to submit payment by cheque or e-transfer. If you are paying by e-transfer, **do not pay** until you have confirmation from the leaders that you have been added to their class list.

If you have any questions about the registration process, please contact the Brockville 50+ office at **613-345-2412** or email us at fiftyplus@myhighspeed.ca. If you are unable to attend on Registration Day, and have no one who can submit your form and payment for you, there are late registration dates available below. Please let us know if you require alternate arrangements.

Late Registration Dates (Wall Street United Church 3rd floor "Godly Play Room")

- Thursday, January 11 (10 AM - Noon)
- Friday, January 12 (1-3 PM)
- Monday, January 15 (10 AM – Noon)
- Tuesday, January 16 (1-2 PM)
- Wednesday, January 17 (10-11 AM)

Thank you for your continued commitment to our organization. We look forward to another great semester.