PerfectMind

PROGRAM REGISTRATION

CLIENTS

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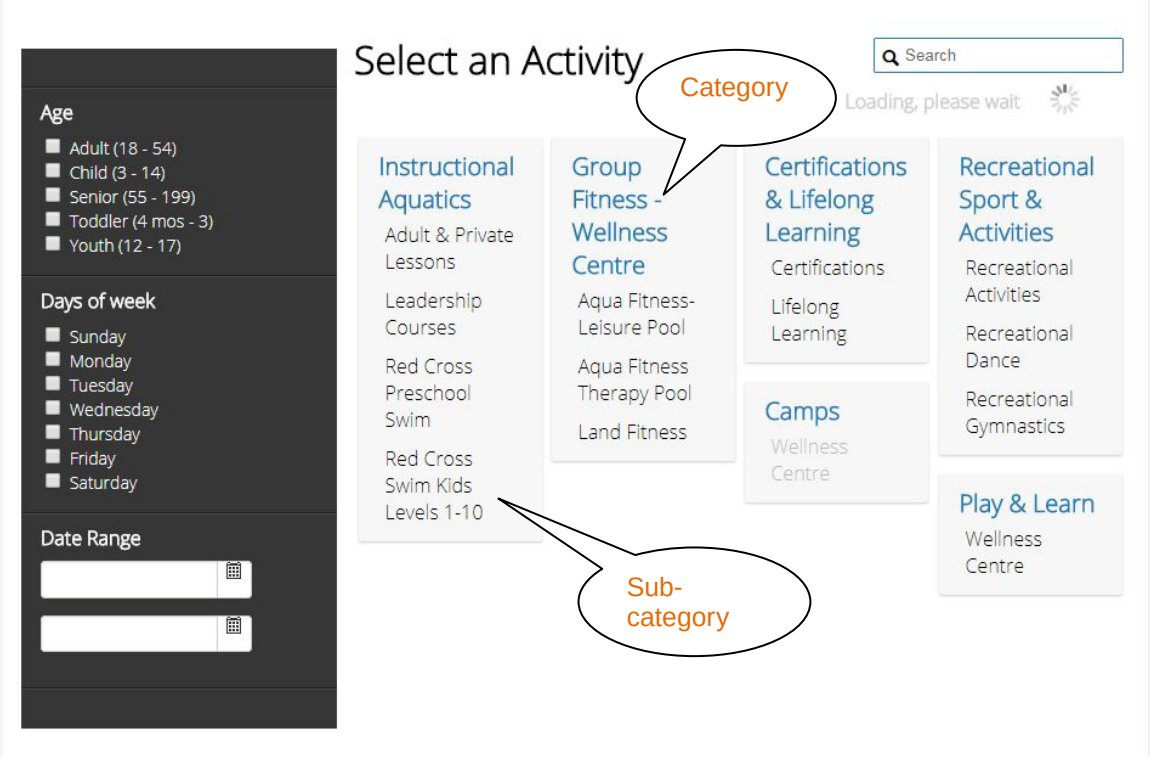
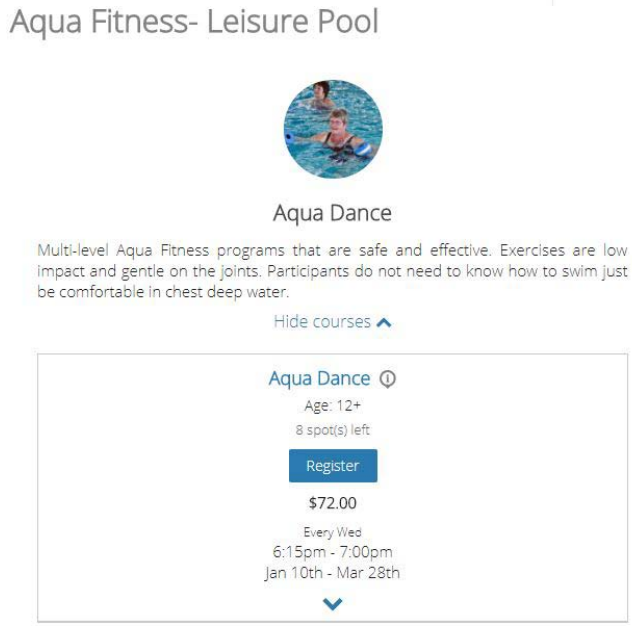
Finding Programs

1. Programs are organized into categories, such as Instructional Aquatics, or Group Fitness. Each category has sub-categories beneath it, such as Red Cross Preschool Swim, or Aqua Fitness – Leisure Pool.

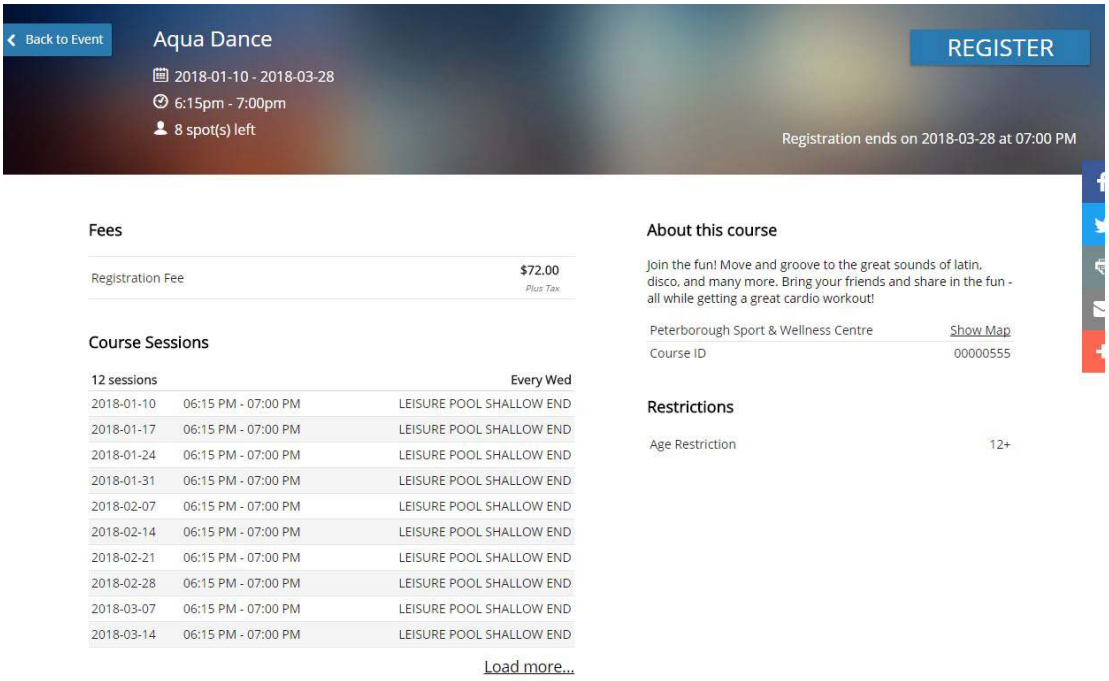


2. Click on the sub-category that you are interested in. This will then open a new page that shows all the courses listed within that category. Use the scroll bar on the right side to scroll down for more programs, or filter using the opens in the black box on the left side. If you don't see the program you're looking for, click on the blue activities button to go back to the main "Select an Activity" page.

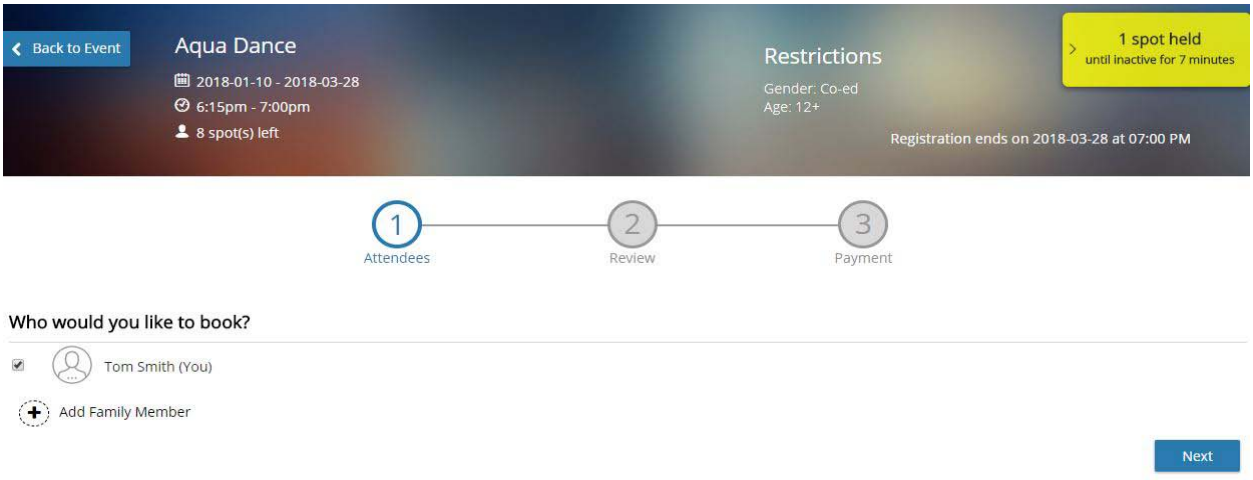


3. Once you find a program you are interested in, click "Show courses" to see when the program is running, and to register.

4. The a new tab will open, that provides detailed information about that program, such as dates it is running, a course description, fees, age restrictions, etc. Click the blue REGISTER button in the top right to register for the program, or click “Back to Event” to go back to the course listings for that sub-category.

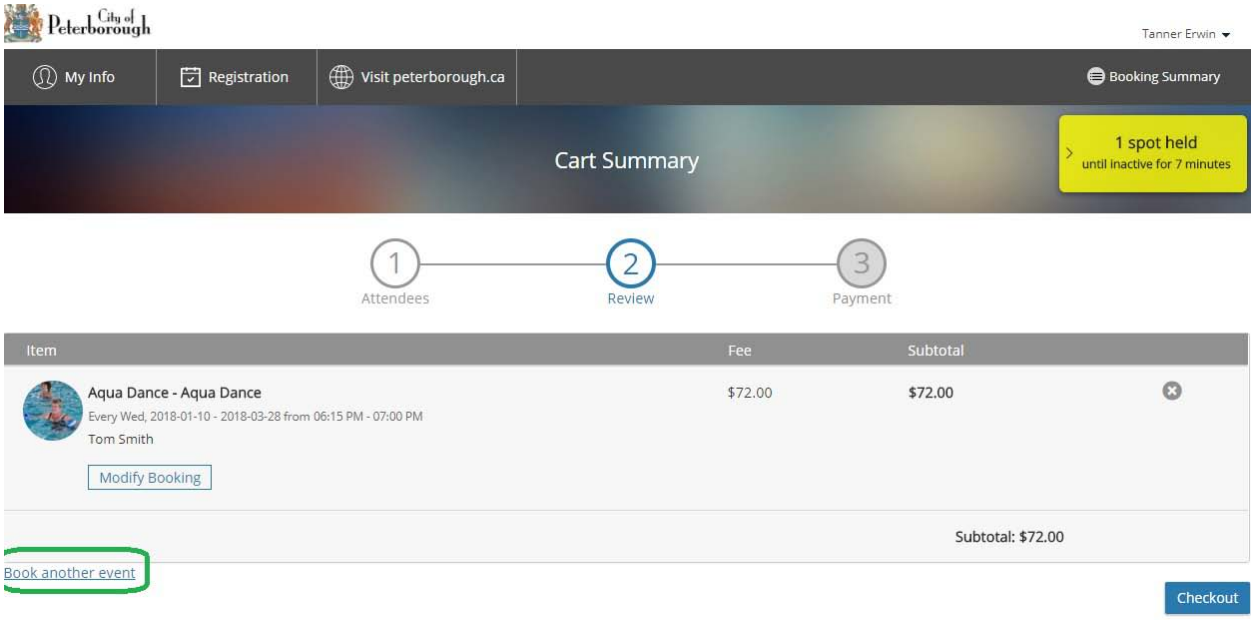


5. After clicking the REGISTER button, if you have not already logged in, the log in page will appear. If you have not created a log in before, please review the steps for “Creating an Account”. Once logged in, Step 1 of the registration process, called Attendees opens. Choose which of your family members you would like registered for this program. Note, the green “1 spot held” box at the top. Your spot is held for 7 minutes.

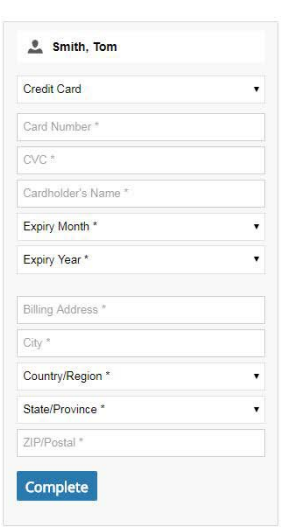


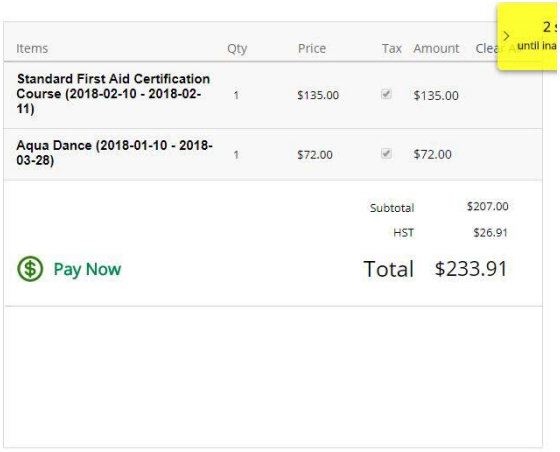
6. After choosing the family member to attend, the review page will show you what you are registering for. Sometimes, there will be a Questionnaire step, which is a series of questions required for that course, to provide the course instructor with important information prior to the program starting.

   At this step, if you'd like to register for another program, or register another family member for another program, click the "Book another event" link on the bottom left. This will bring you back to the pain page, and will keep your current program in your cart for later purchase. Follow the steps above. The next time you get to the review page, it should show more programs listed. Once you have chosen all of your programs, click on the Checkout button in blue at the bottom.



7. At the checkout page, please enter your credit card number and all of the required fields. Once you press complete, the transaction will go through.





   Once you have paid for courses, transactions will appear on you account that you can review, and programs will appear in your calendar.

Creating an Account

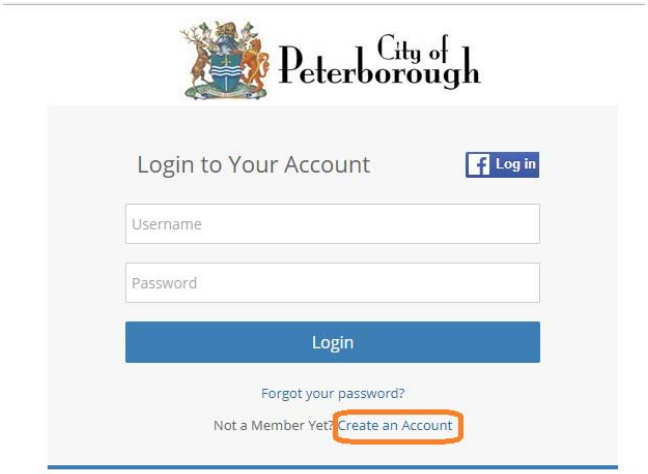
Internet Browser

Please note that PerfectMind runs best in Google Chrome or Firefox.

Current PSWC Members

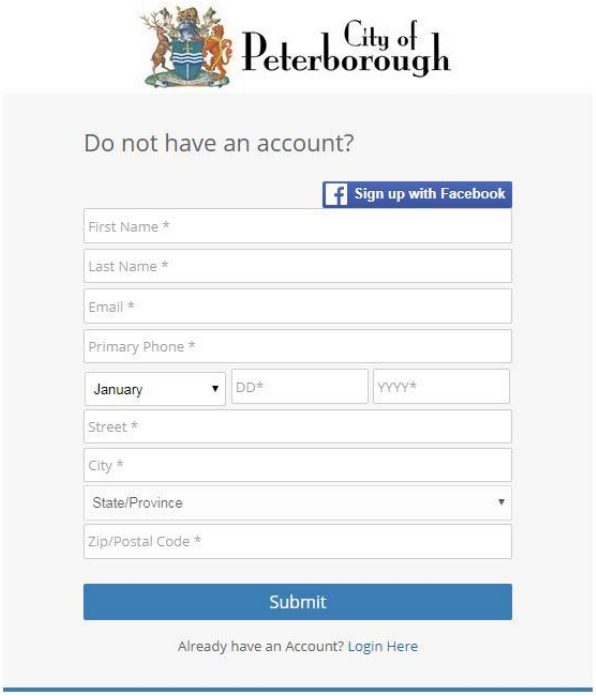
To ensure your member discounts appear online, please call the Front Desk at 705-742-0050 x 2201 and have them set up your online account.

1. Click on the “Create an Account” button at the bottom of the Log In Box:



2. Fill out the “Do not have account?”page. Once all the fields have been completed, click the Submit button at the bottom.

   PerfectMind will then send a new password to your email.

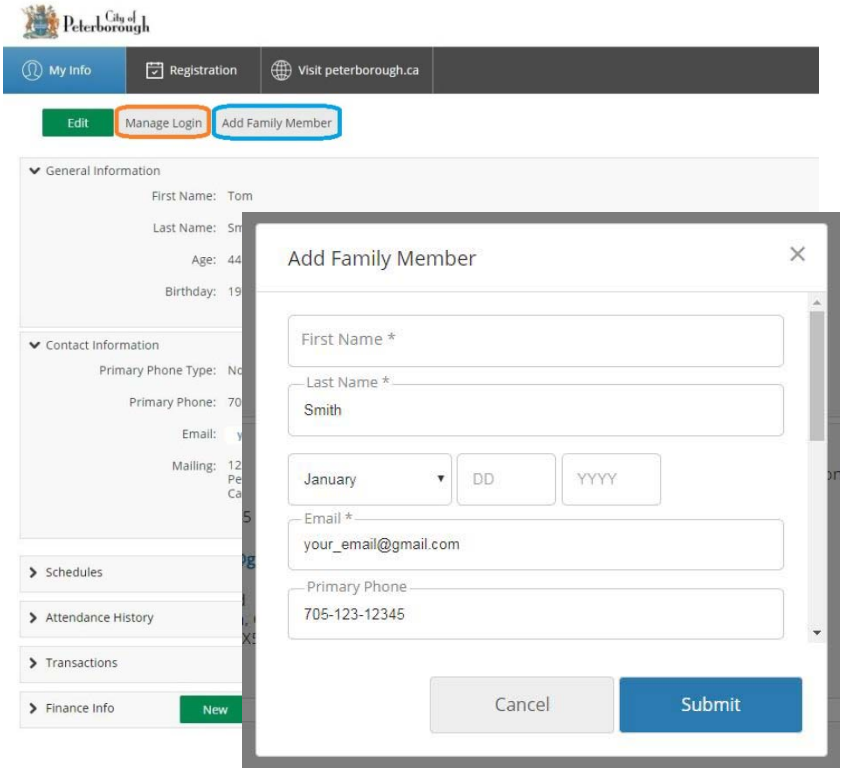


3. After clicking the submit button, a new screen opens where you can edit your account and add family members.

   At this time, please add all family member information so your account is up-to-date.

   Family members must be listed under your account for you to register them for programs.

   Once everyone is updated, click on your name in the top right corner, log out and exit the web browser.



4. Check your email and look for an email from The City of Peterborough. Click on the link in the email, and use the username and password provided in that email to log in.

---------- Forwarded message ----------
From: "City of Peterborough" <communication@perfectmind.com>
Date: Dec 1, 2017 1:15 PM
Subject: Your Login Information for City of Peterborough.
To: Tom Smith
Cc:

Dear Tom Smith ,

Welcome to City of Peterborough.

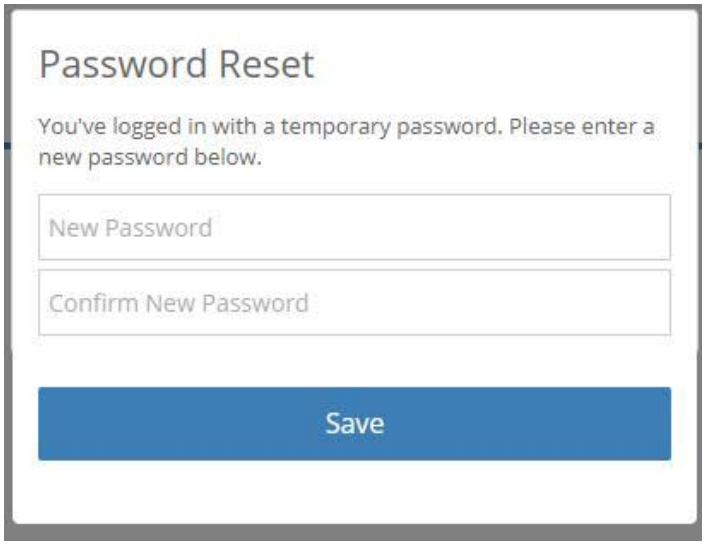
Your Login Information is:

User Name: your_email@gmail.com
Password: 33pxova

Visit us now at: http://cityofpeterborough.perfectmind.com/

You can change your profile information on the following page: http://cityofpeterborough.perfectmind.com/MyProfile/Contact

Regards,
City of Peterborough

5. When you log in using the username and password emailed to you, it will ask you to reset your password. Choose a password that is familiar to you so you will remember next time you log in.

   Once you click save, a notification will appear that your password has been successfully changed. Then log in using your username and updated password.