A step-by-step guide

ORILLIA

How to Register
for Drop-In Programs

Important Information

✓ Pre-registration is required for all drop-in time slots.

✋ At this time there will be no walk-in availability for purchasing memberships (*Fun Pass*), drop-in programs or general access to the building.

🖱 Staff ask that you please purchase your *Fun Pass* and register for drop-in programming using the online portal.

Please follow the steps below to register online using our Sun Registration.

**Note:** You must have a sun-registration account in order to register online.

Step 1

Go to orillia.ca/sun and click on the SUN logo. You will be redirected to the registration site.

sun
REGISTRATION

Step 2

Sign in using your email and password. If you don't have an account, click Create New Account and follow the easy steps to create your own SUN System account. Please be aware it can take up to 24 hours for your account to be approved. Note: you will have to complete "I'm not a robot step" by selecting the box and answering the question provided.
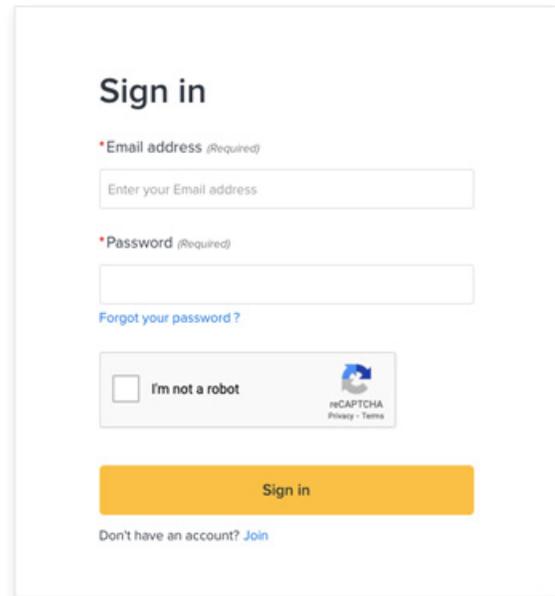
Sign in

*Email address *(Required)*

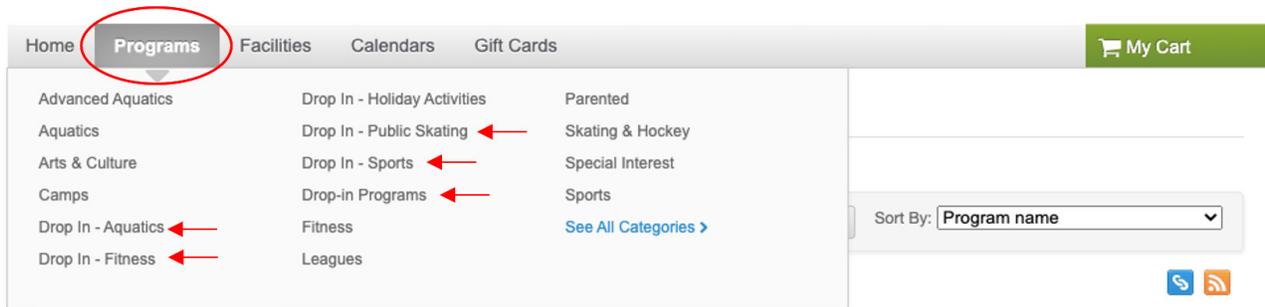Enter your Email address

*Password *(Required)*

Forgot your password ?

I'm not a robot

reCAPTCHA
Privacy - Terms

Sign in

Don't have an account? Join

Step 3

Once signed in, hover over the heading Programs on the banner at the top. A drop-down menu will appear, this if where you can choose which drop-in program(s) you'd like to register in.

Home	Programs	Facilities	Calendars	Gift Cards	My Cart

Advanced Aquatics	Drop In - Holiday Activities	Parented
Aquatics	Drop In - Public Skating ←	Skating & Hockey
Arts & Culture	Drop In - Sports ←	Special Interest
Camps	Drop-in Programs ←	Sports
Drop In - Aquatics ←	Fitness	See All Categories >
Drop In - Fitness ←	Leagues	

Sort By: Program name

Note: For any 'Drop-in' activity, such as a lane swim or fitness centre timeslot, you will select the program category based on choices with the words 'Drop-in' at the beginning. For example, to find a lane swim, select Drop-In Aquatics for the fitness centre select Drop-In Fitness. If you were looking to register for a registered program, such as, swimming lessons for the winter or spring season, you would select Aquatics.

Step 4

After selecting the drop-in program of your choice, you will be directed to the programs being offered under that category. It's time to see what's available

Lane Swim ⓘ
N.16638 / Age At least 10 but less than 120y 11m
📍 Orillia Rec Centre
📅 Start from Sun, Dec 6

View fee details
Enroll Now

Lane Swim (January 4 - 10) ⓘ   More (32) ⌄

and register! You will notice the program in blue and a subsection with the date's underneath with the word "more." Select 'more' and you will see all the available days and times for your desired drop-in program.

Step 5

Once you click "more" you will be able to view what is available. When you find the session you want to enrol in, click on enroll now. Sessions are organized by date and time; ensure you are selecting the correct date and time you wish. Please note: you can only enroll in one session at a time.

Starting soon

Lane Swim - 11:30 AM ⓘ
N.16854 / Age At least 10 but less than 120
📍 Orillia Rec Centre
📅 Start from January 8, 2021 to January 8, 2021

Free
Enroll Now

Starting soon

Lane Swim - 12:30 PM ⓘ
N.16855 / Age At least 10 but less than 120
📍 Orillia Rec Centre
📅 Start from January 8, 2021 to January 8, 2021

Free
Enroll Now

Closed

Lane Swim - 12:30 PM ⓘ
N.16856 / Age At least 10 but less than 120
📍 Orillia Rec Centre
📅 Start from January 5, 2021 to January 5, 2021

Free

Step 6

Follow these steps:

1. Select the participant you are enrolling and select next.

Enrollment: Lane Swim - 11:30 AM

> Home Page > Program Search > Enrollment Process

① select participant   ② additional information   ③ fees

Select Participant

Don't see the person you want to add in this drop down? Create a new Family Member

Who will be participating in this Program? (Required)

[Select the Family Member to Enroll ▾]

👍 **Tips**
If you need to register multiple participants for this activity, simply register one participant then, after completing the fees step, click the 'Register Another Participant for this Activity' link provided at the bottom of the page. You will be returned to this step for the next participant. You can use this process to register as many participants as necessary.

Cancel & Return to Search

Next ▸

2. Answer all the additional questions and select next.

✓ select participant   ② additional information   ③ fees

Program Questions: Lane Swim - 11:30 AM

Activity Questions:

Answer some questions for this activity.

*The Parks, Recreation and Culture Department will contact you via email if the program is cancelled due to low enrollment. Please confirm your email address. *(Required)*

[customer@orillia.ca]

*How did you hear about this program? *(Required)*
☐ Online/Social Media
☐ Recreation FUN Guide (in paper)
☐ Registered previously
☐ Family/Friend
☑ Other

*I am committed to concussion prevention, recognition and reporting when I suspect myself or another individual may have sustained a concussion. *(Required)*
[Yes ▾]

For more information on concussions and Rowan's Law, please visit: https://www.ontario.ca/page/rowans-law-concussion-safety
☐ Acknowledged

*I acknowledge that non-essential travel from areas of high-transmission to areas of low-transmission should be avoided. *(Required)*
[Yes ▾]

◂ Back   Cancel & Return to Search

Next ▸

3. You will then review your selection.

Note: If you are have a *Fun Pass* (membership to the ORC) your total will be $0.00, if you are not a member you will have a price depending on the program of your choice. You need to purchase a *Fun Pass* BEFORE signing up for drop-in programs to receive the $0.00 fee.

On this page you can:

1. Proceed to shopping cart to pay/finish enrollment (if member) if you are finished enrolling.

2. Enroll another participant for the same activity.

3. Add the drop-in program to your cart and continue register for more programs.

Repeat this process if you wish to register for MULTIPLE drop-in programs.

Step 7

When you are ready to pay/finish your enrollment, select "my cart" at the top right. Ensure you look over your enrollment. Read the Participant Waiver and manually type your initials in the box labelled initials. If you are a *Fun Pass* holder, your total will be $0.00 select finish to secure your drop-in sessions.

Shopping Cart

Blaire Gunnarson BG   2 items, $0.00 in total.

Lane Swim - 12:30 PM - 16855 $0.00
PROGRAM
Incomplete

Lane Swim - 11:30 AM - 16854 $0.00
PROGRAM

Order Summary
Subtotal $0.00

Due Now   **$0.00**

Finish

Waiver

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

Initials   * I have read and agree to COVID-19 Participation Waiver [Activity Enrollment: Lane Swim - 11:30 AM - 16854]. *Required*

Initials   * I have read and agree to COVID-19 Participation Waiver [Activity Enrollment: Lane Swim - 12:30 PM - 16855]. *Required*

If you are NOT a *Fun Pass* holder you will need to pay for your drop-in programs. Select Check Out to pay for your programs. You will then be able to input payment details; select Pay to finish your registration.

Order Summary
Subtotal $57.90
Taxes $7.53

Due Now   **$65.43**

Enter coupon code

Check Out

Check Out

Payment Information
🔒 Payment Method

ACT City of Orillia or Active Network will show up on your credit card statement for this payment.*

We accept the following card types:

VISA [Mastercard] [AMEX] [DISCOVER] [Diners Club]

Name on card *

Card number *

Expiration date *
Month / Year

Order Summary
Subtotal $57.90
Taxes $7.53

Due Now   **$65.43**

Gift Card

Pay

Things to Remember

24 You must register for a program 24 hours in advance.

🕐 Registration will begin at 8:00 AM every Monday morning for the FOLLOWING week.

✕ If you wish to cancel your drop-in timeslot please do so online or by calling the Orillia Recreation Centre main line at 705-325-4386. This will ensure we can call participants on the waitlist. Please note: if you choose not to show up, you are taking a spot away from another member or user.

💲 If you pay for a drop-in program and do not show up, you will not receive a refund.

🖱 To access details about your account, select the "My Account" found at the top right corner of your screen. Here, you can check your schedule, back overdue payments, un-enroll out of programs and more!

What you will see as main person logging into e-play.

Look at your wishlist or view your membership here if you have one. Note: a wishlist is programs you would like to register for or are interested in. This will not automatically register you in the program.

Account Options for Orillia Customer

Orillia Customer
Birth date: Jan 1, 2000
255 West St. South Orillia, ON L3V 5G9

Password And Security Info

Payment and Order Management

⇄ Change Auto-Charge Payments

💳 Saved Credit Cards / Electronic Checks

🕐 Transaction and Payment History

📷 Account Payment Details

Account Deposits List   Tax Receipt

Balance
View Details

Credit on account   --
Due now   --

Pay On Account

If you have a balance or a credit on account it will show here.

● Customer's family

● Orillia Customer
Main Contact
Birth date: Jan 1, 2000
Role: Family Member

Manage Family Member
View Family Members Schedule

Family Members on account.

View your family's schedule or add a member here.

For more assistance please call the Orillia Recreation Centre at 705-325-4386.