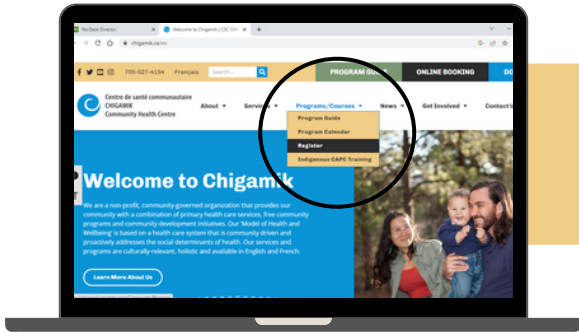
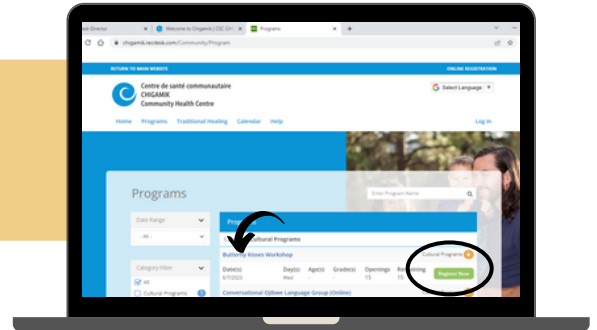


Registration guide for new users

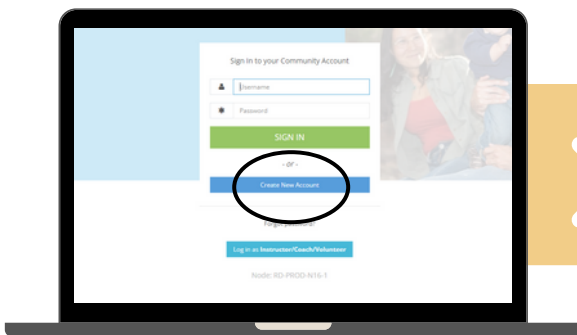
1 Head over to Chigamik.ca and find the "Programs/Courses" Button. A drop-down bar should appear so that you can select "Register".



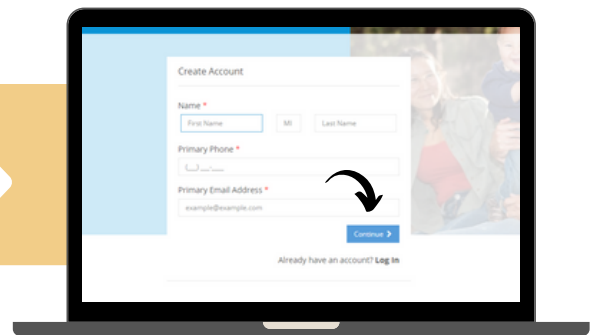
2 From here, select your desired program and click the "Register Now" button.



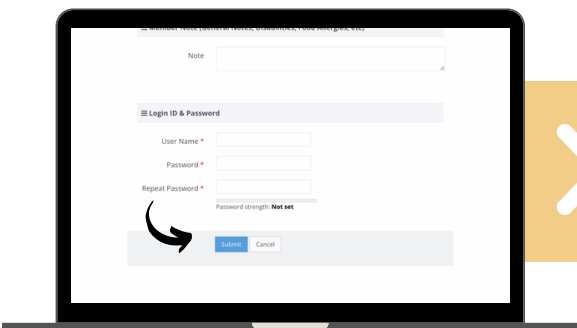
3 This should take you to the RecDesk Chigamik log in page. Please click "Create New Account".



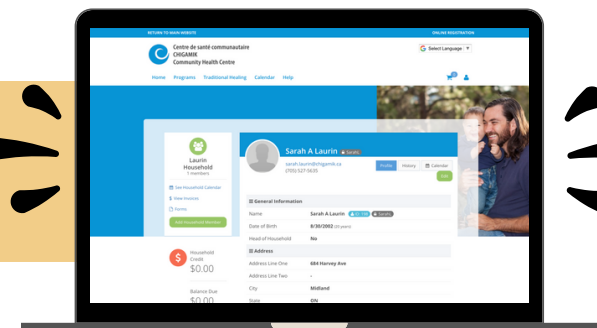
4 Please fill in the create an account form requirements and click "Continue" once complete.



5 Fill in the information required and then create a username and password for your account. Click "Submit," and your account should be complete!

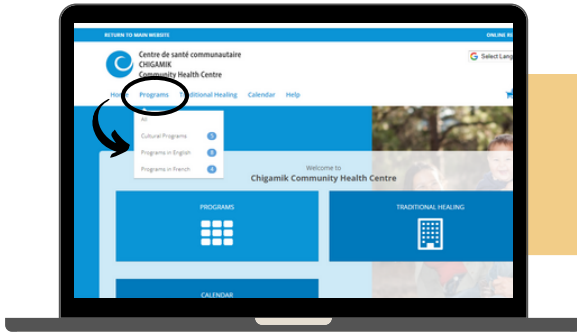


6 Once complete, your account information should pop up, and you will be ready to start registering for programs on RecDesk.

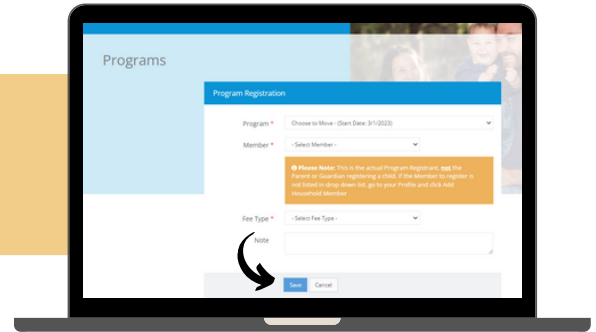


Registration once logged into RecDesk

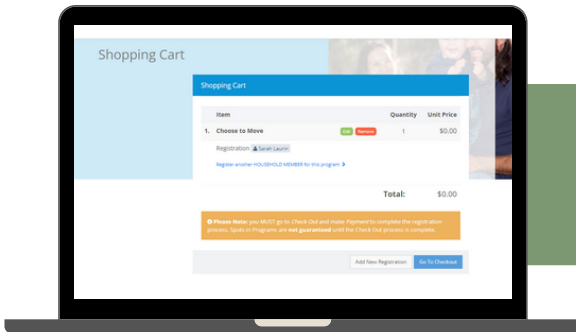
1 On the tabs bar please select "Programs" and the drop-down bar should allow you to select the type of program you'd like.



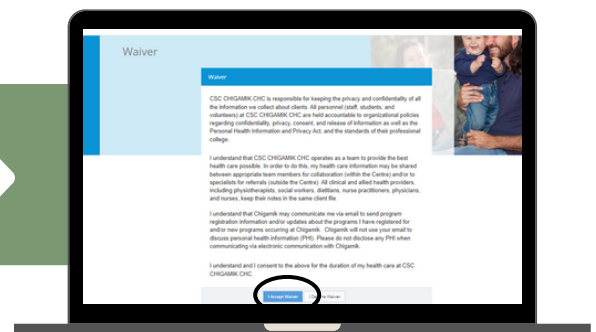
2 Select the program you would like to register for, select yourself as the member and the fee of 0\$ and then click "Save".



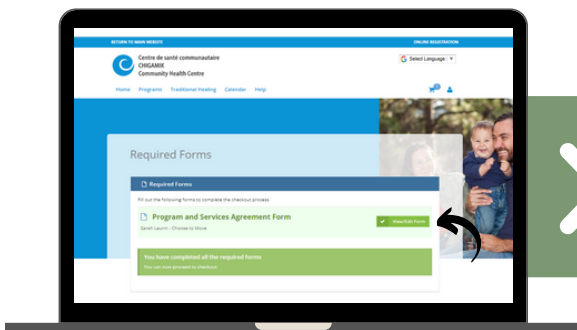
3 This program should now be in your "Shopping Cart". Click "Go To Checkout".



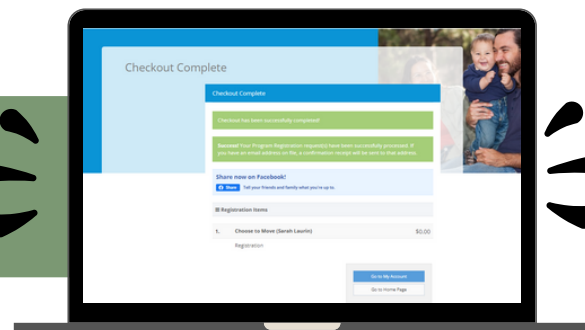
4 RecDesk will then ask you to read and acknowledge the Chigamik program participation waiver. Please read and then click "I Accept Waiver".



5 Then you will be asked to complete the "Program and Services Agreement Form". Please read through, answer all questions and submit the form.



6 Once complete, you will be sent to checkout. All programs at Chigamik are free, so no need to get your wallet just click "Checkout" and you are set!



You should receive a registration confirmation prior to the start date of your program.