

UPEI Athletics and Recreation

Member Portal Instructions – Bookings

May 25, 2021

Table of Contents

Athletics and Recreation Bookings - High Level	2
Book Time	2
View Bookings	2
Cancel Booking.....	2
Athletics and Recreation Bookings - Step By Step With Screenshots	3
Log In.....	3
UPEI Students Staff Faculty.....	3
Community Member Sign In.....	6
Community Member Account Creation	7
Book Time	11
View Bookings	15
Cancel Booking.....	16
Log Out.....	16

Please see below for both a high level and a step by step set of instructions for how to make a booking with UPEI Athletics and Recreation.

Athletics and Recreation Bookings - High Level

Book Time

1. Go to **recreation.upei.ca**
2. Login
 - a. UPEI students, staff and faculty
 - i. Use your UPEI email address and password
 - b. Community members
 - i. Use the account you created on the member portal
 - ii. If you do not have an account yet you need to Sign Up for one
 1. **Important: When signing up for an account enter your 7 digit UPEI ID number (include leading zeros) in the Member Information field.**
 2. *If you were a member at anytime before June 2021 you will have a UPEI ID number. If you don't know it please contact Athletics and Recreation at recreation@upei.ca before creating your community account.*
3. Once logged in, click on Bookings
4. Click on desired booking type
 - a. E.g. Fitness Centre Bookings
 - i. **Note: there can be a limit to the amount of time in advance that you can make a booking**
5. Click on the day you would like to book
6. Over the time you would like to book, click on Book Now
7. A booking successful message will appear
8. You will receive an email from recreation@upei.ca with your booking details.

View Bookings

To view all of your bookings

1. In the member portal click on your username in the top right
2. Click on Profile
3. Click on Bookings

Another option to view your bookings is to use the VIEW BOOKING link in the confirmation email you received when you booked your time.

Cancel Booking

1. Log In and view your bookings
2. On the specific booking click on Cancel

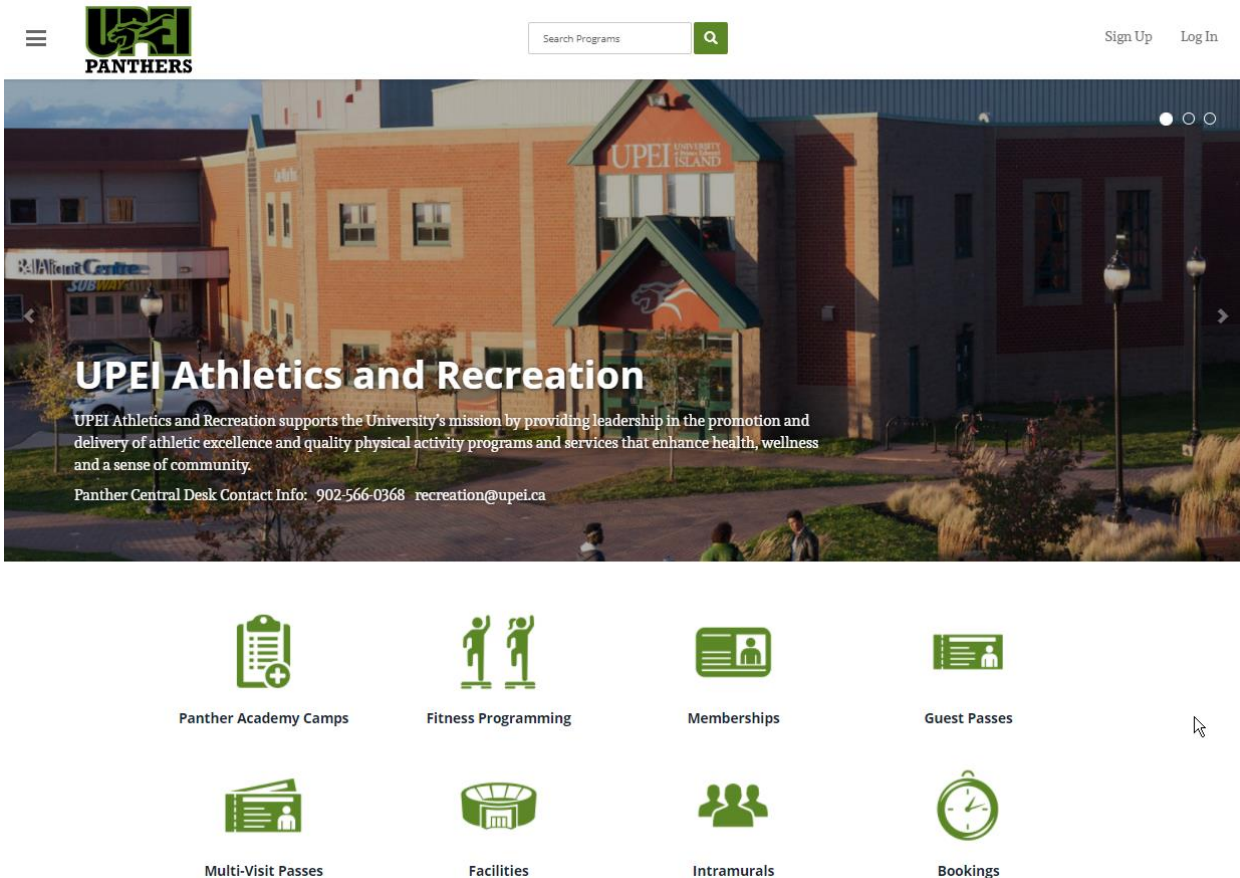
See below for detailed step by step instructions with screenshots.

For assistance with bookings please contact UPEI Athletics and Recreation at:

Email: recreation@upei.ca Tel: 902-566-0368

Athletics and Recreation Bookings - Step By Step With Screenshots

Go to recreation.upei.ca



The screenshot shows the homepage of the UPEI Athletics and Recreation website. At the top left is the UPEI Panthers logo. In the center is a search bar labeled "Search Programs" with a magnifying glass icon. To the right are "Sign Up" and "Log In" links. Below the navigation is a large banner image of a building with the text "UPEI Athletics and Recreation" overlaid. Underneath the banner is a paragraph of text and contact information. Below the banner is a grid of eight service icons with labels: Panther Academy Camps, Fitness Programming, Memberships, Guest Passes, Multi-Visit Passes, Facilities, Intramurals, and Bookings.

UPEI Athletics and Recreation

UPEI Athletics and Recreation supports the University's mission by providing leadership in the promotion and delivery of athletic excellence and quality physical activity programs and services that enhance health, wellness and a sense of community.

Panther Central Desk Contact Info: 902-566-0368 recreation@upei.ca

- Panther Academy Camps
- Fitness Programming
- Memberships
- Guest Passes
- Multi-Visit Passes
- Facilities
- Intramurals
- Bookings

Log In

1. In the top right corner select Log In

UPEI Students Staff Faculty

2. If you are an active UPEI student or staff and faculty member, select UPEI LOGIN
 - a. If not select Community Members and proceed to the Community Member section below

CURRENT UPEI STAFF/FACULTY AND STUDENTS: Use "UPEI LOGIN" button.

General public can click sign up to create a Community account and access your membership info.

For **PANTHER CAMPS**, create a Community account for yourself first and then you will be able to add children to your account during the Panther Camp registration process.

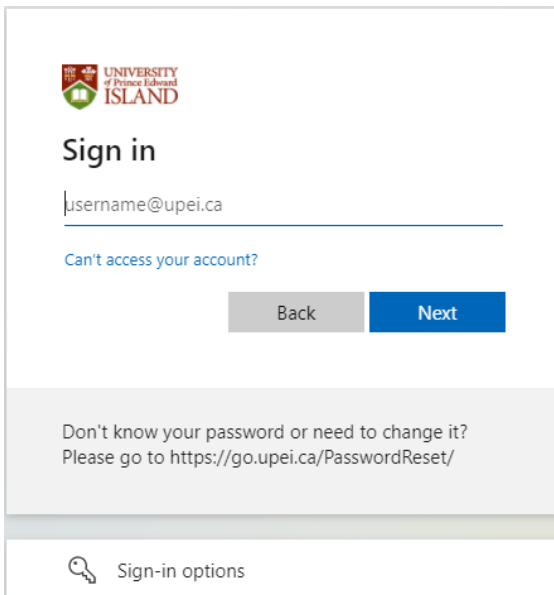
Login Options

UPEI LOGIN

COMMUNITY LOGIN

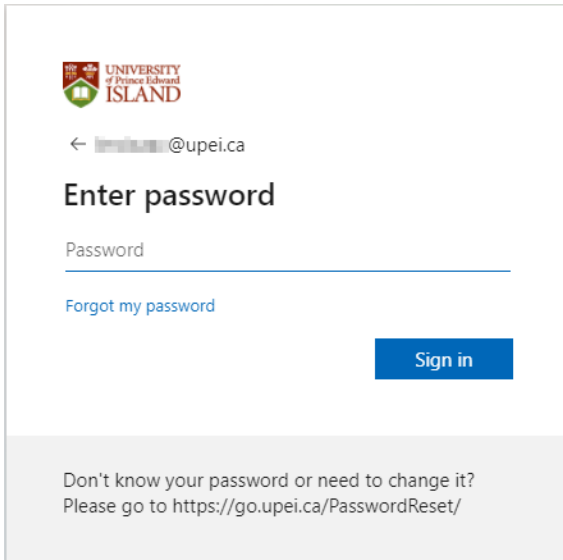
UPEI Athletics and Recreation email: recreation@upei.ca tel: 902-566-0368

3. Enter your UPEI email address



The screenshot shows the UPEI sign-in page. At the top left is the UPEI logo. Below it is the heading "Sign in". There is a text input field containing "username@upei.ca". Below the input field is a link that says "Can't access your account?". At the bottom of the input area are two buttons: "Back" and "Next". Below the input area is a grey box with the text "Don't know your password or need to change it? Please go to <https://go.upei.ca/PasswordReset/>". At the very bottom of the page is a search icon and the text "Sign-in options".

4. Enter your UPEI password



The screenshot shows a web page for entering a password. At the top left is the UPEI logo. Below it is a back arrow and a partially obscured email address ending in '@upei.ca'. The main heading is 'Enter password'. There is a text input field labeled 'Password'. Below the input field is a link that says 'Forgot my password'. To the right of the input field is a blue button labeled 'Sign in'. At the bottom of the page, there is a grey box containing the text: 'Don't know your password or need to change it? Please go to <https://go.upei.ca/PasswordReset/>'.

Proceed to Book Time section below

Community Member Sign In

1. In the top right corner select Log In
2. If you have already created a community account for yourself, select COMMUNITY LOGIN.
 - a. If you have not created an account see account creation steps below.

Current UPEI staff, faculty and students use: "UPEI LOGIN" button.

General public can click sign up to create a Community account and access your membership info.

For PANTHER CAMPs, create an account for yourself first and then you will be able to add children to your account as part of the Panther Camp registration process.

← Back ×

Username

Password 👁

Trouble logging in?

Login

Don't Have an Account? **Sign Up**

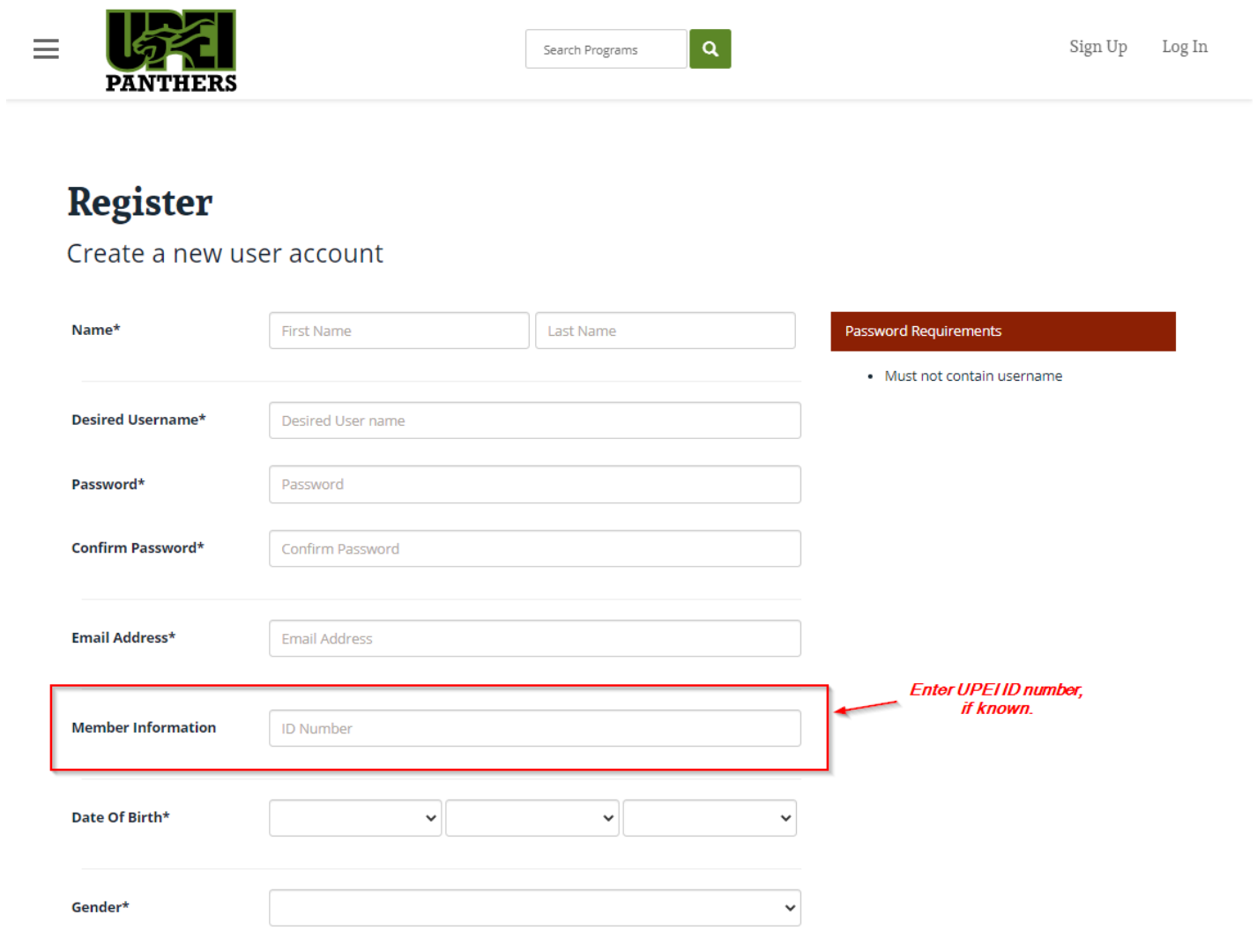
3. Enter the username and password you created for yourself when you signed up for an account.

Proceed to Book Time section below



Community Member Account Creation

1. You only need to create an account if you are not a current UPEI student or UPEI staff or faculty member. And, if you have not already created a community account.
2. On the recreation.upei.ca website select Sign Up in the upper righthand corner.
 - a. **Important: When signing up for an account enter your 7 digit UPEI ID number (include leading zeros) in the Member Information field.**
 - b. If you were a member at anytime before June 2021 you will have a UPEI ID number. If you do not know it please contact Athletics and Recreation at recreation@upei.ca before creating your community account.

Screenshot 1 of 2



The screenshot shows the registration page for UPEI Panthers. At the top left is the UPEI Panthers logo. To its right is a search bar labeled "Search Programs" with a magnifying glass icon. Further right are "Sign Up" and "Log In" links. The main heading is "Register" with the sub-heading "Create a new user account". The form contains several fields: "Name*" (split into "First Name" and "Last Name"), "Desired Username*", "Password*", "Confirm Password*", "Email Address*", "Member Information" (with an "ID Number" field highlighted by a red box and a red arrow pointing to it with the text "Enter UPEI ID number, if known."), "Date Of Birth*" (three dropdown menus), and "Gender*" (a dropdown menu). On the right side, there is a "Password Requirements" section with a red background and a bullet point: "• Must not contain username".

☰  Search Programs 

Sign Up Log In

Gender*

Phone Numbers

Home

Work

Mobile

Address

Line 1

Line 2

City


Province/State

Country

Postal/Zip Code

Terms of Use* I have Read and Accepted the Terms of Use

Email Opt-In I wish to be contacted for news and promotional offers



3. Complete the form and click on Register

Registration Successful

Your account was created successfully

Step 1: Activate Your Account

Before you can use your account it **must be activated**.
Instructions on how to activate your account have been emailed to you.
Please **check your email** and follow the instructions to activate your account.

Note:

- Email delivery can be delayed by several minutes
- Check your junk or spam folder or filter if you do not receive this email

Step 2: Sign In

Once you've successfully activated your account you will be able to sign in and begin using your account.

[Log In](#)

4. This will trigger an email to you for account activation.
 - a. Click link in email to activate your account
 - b. Sample account activation email:

Your account has been created!

Hello Happy Panther,

Welcome to the *TEST* UPEI Athletics & Recreation *TEST* online member portal!

You can activate your account using the link below.

[ACTIVATE MY ACCOUNT](#)

- or -

Copy and paste the following URL into your browser.

<https://testrecreation.upei.ca/Account/ActivateAccount?id=f506eddb-2f7b-48f0-8d3c-30a06f7ac4c2>

Note: Your account must be activated within 7 days.

If you have received this email in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

c. Account activation message:

[Sign Up](#)[Log In](#)

Activate Account

Congratulations

Your account is now active and ready to use.

[Sign In Now](#)

5. Login as Community member

- Click Sign In Now in on Activate Account window or go to recreation.upei.ca

Book Time

Go to recreation.upei.ca

1. Login (if needed Sign Up to create account for yourself)
 - a. Use your UPEI ID in the Member Information field when creating account

CURRENT UPEI STAFF/FACULTY AND STUDENTS: Use "UPEI LOGIN" button.

General public can click sign up to create a Community account and access your membership info.

For **PANTHER CAMPS**, create a Community account for yourself first and then you will be able to add children to your account during the Panther Camp registration process.

Login Options

UPEI LOGIN

COMMUNITY LOGIN

UPEI Athletics and Recreation email: recreation@upei.ca tel: 902-566-0368

2. Click on Bookings



Bookings

3. This will take you to the Bookings page

Bookings

New Booking

Upcoming



Fitness Centre Bookings



Squash Court Bookings



Walking Track Bookings

4. Click on the booking you would like to make, e.g. Fitness Centre Bookings
 - a. **Note: there can be a limit to the amount of time in advance that you can make a booking**



Fitness Centre Bookings

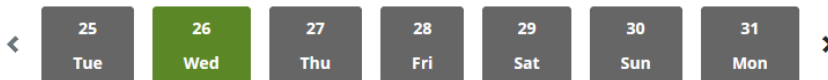
5. This will take you to the Fitness Centre Bookings page

Fitness Centre Bookings

Bookings / Fitness Centre Bookings



May 25 - September 1, 2021



6. Click on the day you would like to book
 - a. **Note: there can be a limit to the amount of time in advance that you can make a booking**

Fitness Centre Bookings

Bookings / Fitness Centre Bookings

NO IMAGE
AVAILABLE

May 25 - June 15, 2021



11 - 11:55 AM

Book Now

25 spots available

12 - 12:55 PM

Book Now

25 spots available

7. Over the time you would like to book, click on Book Now
8. On screen will show a success message

Booking Successful! A confirmation email has been sent to you.

Fitness Centre Bookings

Bookings / Fitness Centre Bookings

NO IMAGE
AVAILABLE

May 25 - June 15, 2021



11 - 11:55 AM

25 spots available

Book Now

12 - 12:55 PM

24 spots available

✓ Booked



9. You will receive a reservation confirmation email from recreation@upei.ca with your booking details.

Fitness Centre Bookings - Fitness Centre Booking

Leigh Francis McIsaac | ID: 0035914

Hello Leigh McIsaac,

Here are the details regarding your recent booking. If you are unable to attend, please cancel your booking online.

Product: Fitness Centre Bookings - Fitness Centre

Date: Wed, May, 26, 2021

Time: 12:00 PM - 12:55 PM

Thank you,
UPEI Athletics & Recreation

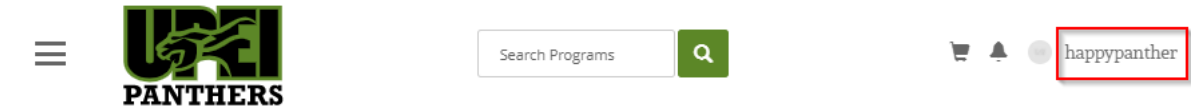
[VIEW BOOKING](#)

10. Your booking is now complete.

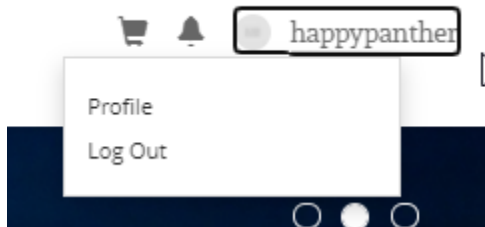
View Bookings

To view all of your bookings

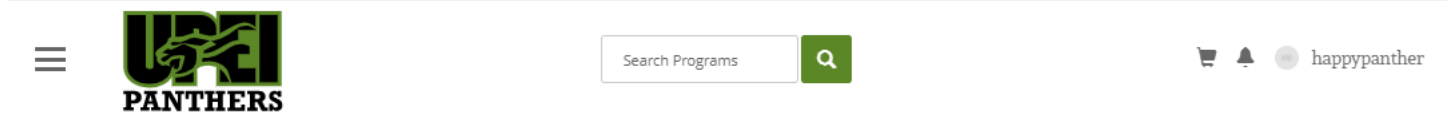
1. In the member portal click on your username in the top right



2. Click on Profile



3. Click on Bookings



View Account

For:

Bookings

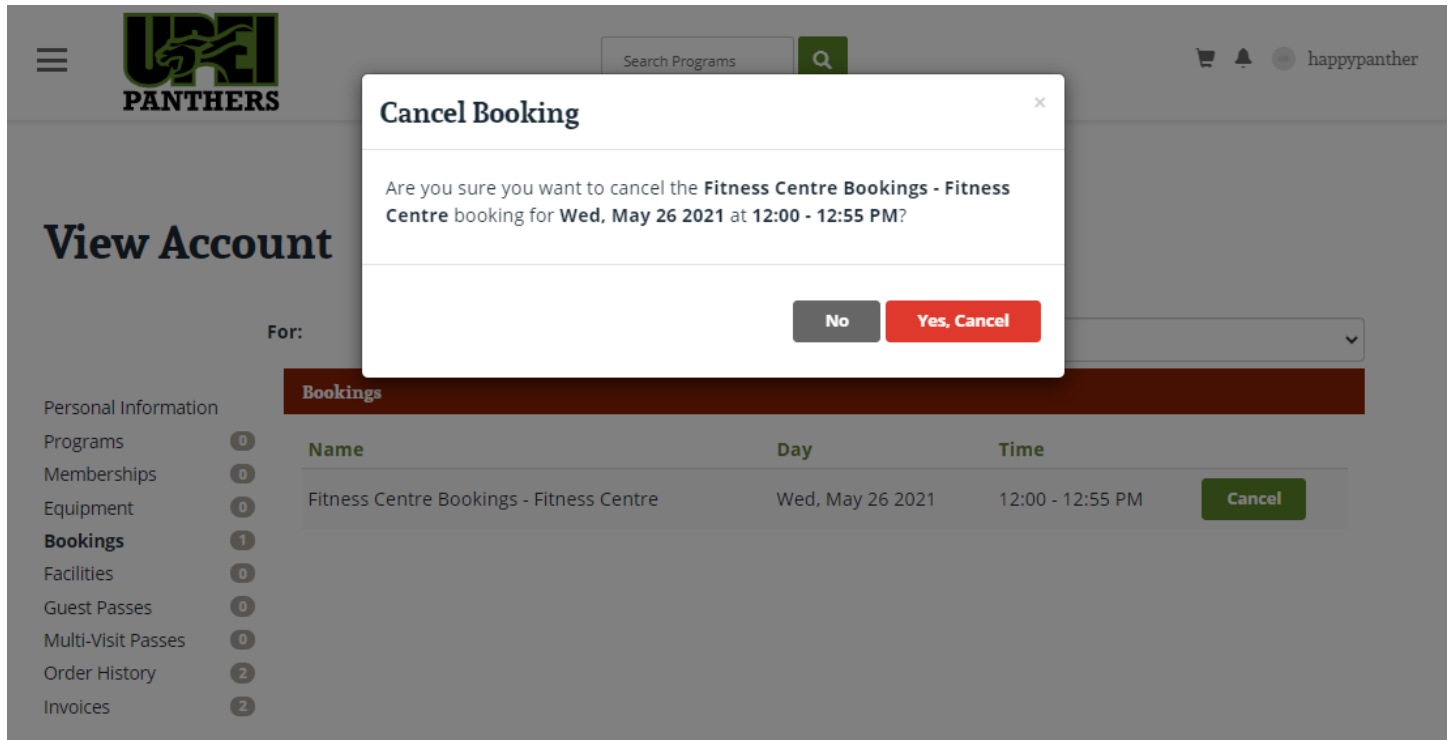
Name	Day	Time	
Fitness Centre Bookings - Fitness Centre	Wed, May 26 2021	12:00 - 12:55 PM	Cancel

- Personal Information
- Programs 0
- Memberships 0
- Equipment 0
- Bookings 1**
- Facilities 0
- Guest Passes 0
- Multi-Visit Passes 0
- Order History 2
- Invoices 2

Another option to view your bookings is to use the VIEW BOOKING link in the confirmation email you received when you booked your time.

Cancel Booking

1. Log In and view your bookings
2. On the specific booking click on Cancel



3. To confirm click Yes, Cancel
4. This will remove the booking from your list.

Log Out

1. Click on your username in the top right corner, then on Log Out

