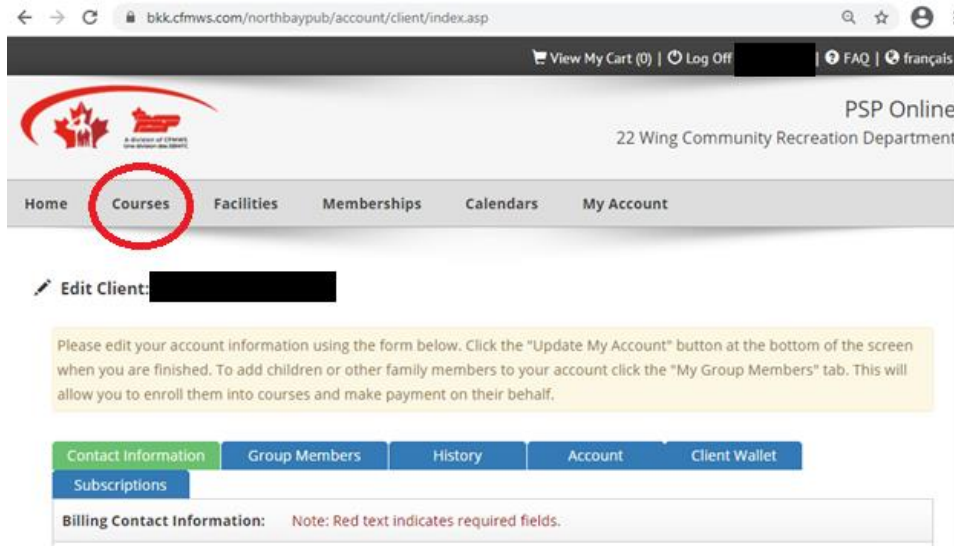
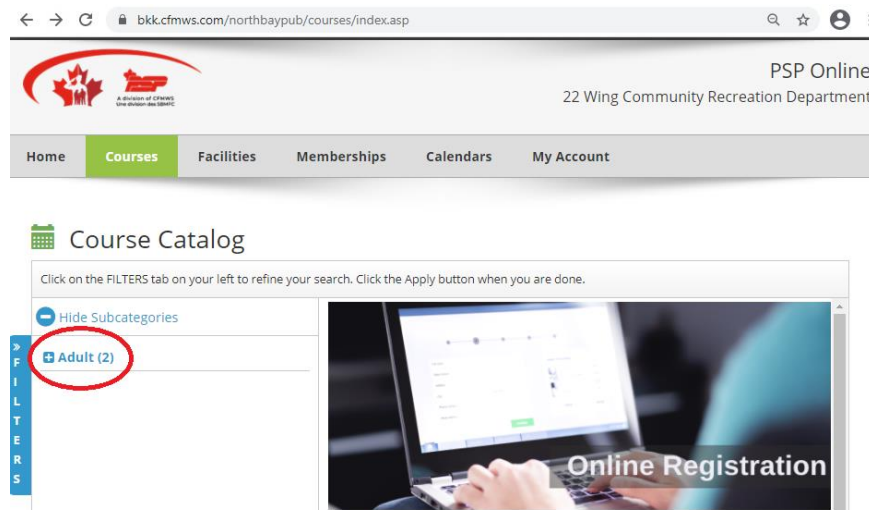


SOP – Online Course Registration with BookKing

1. Follow this link to bring you to the **22 Wing Community Recreation** portal:
<https://bkk.cfmws.com/northbaypub/account/index.asp>
2. If you have an account, log in – otherwise create an account by clicking “[Click here to create a New Account](#)”
3. Once you have logged in it will bring you to this page with all of your account information. Click **Courses** in the grey toolbar.



4. On the Course Catalog webpage you will see the **Adult** (other options as courses become available will be **Infant, Preschool, Children, Teen, Senior** and **Family**) category. Click on the age group you are looking for.



22 Wing Fitness & Wellness Centre

- After clicking the age category you will have subcategories like: **Physical**, **Cultural**, **General** and **Camps**. This is where you would click an option depending on what you are looking for; for example, *Swimming Lessons* and *Boot camps* are under **Physical**.
- The subcategory will give you a list of the courses available in the session. It will show you the names, times, and location for the courses. To register, click the green **Register Now** button.

Click on the FILTERS tab on your left to refine your search. Click the Apply button when you are done.

Hide Subcategories

Adult (2)
Physical (2)

Adult - Physical

Spring 2021

Course Start Date

Register Now View Details

Force prep - Thurs Apr 1

Course Code: FIT212208001FP

Location: Gymnasium

Date: Thu Apr 1, 2021

Time: 12:00PM - 12:45PM

Sessions: 1

Status: Preferred Registration Open, Internal Registration Open

- After clicking **Register Now** it will bring you to your **Shopping Cart**. Here you can either click **Keep Shopping** on the left to add more courses, or you can click **Check Out** to finish.

Shopping Cart

Course Registrations - Item Information

Enrollee: [Redacted]

Season: Spring 2021

Course Name: Force prep - Thurs Apr 1

Course Code: FIT212208001FP

Status: Enrollment Pending

Remove

Select Rate:

CAF, DND and Families ONLY - 0.00 0.00 1

Course Total: 0.00

Subtotal: 0.00

Total: 0.00

Keep Shopping Update Check Out >

- The following page will show you all of the courses you have registered for. There you can click **Finish** in the bottom right of the page.

22 Wing Fitness & Wellness Centre

Review Details

Please Review Your Purchase Details Below	
Total Amount Due: \$0.00 CAD	
Course Registrations - Item Information	
Enrollee: [REDACTED]	Selected Rate:
Season: Spring 2021	CAF, DND and Families ONLY - 0.00 0.00 1
Course Name: Force prep - Thurs Apr 1	Course Total: 0.00
Course Code: FIT212208001FP	
Status: Enrollment Pending	
	Subtotal: 0.00
	Total: 0.00
« Back to Cart	Finish »

9. After clicking **Finish** the website will show you an **Online Receipt**, and you will also receive an email Receipt/Confirmation of registration.