Miles Nadal JCC
Downtown Toronto

MEMBER PORTAL GUIDE

How to Register for a Program in the MNjcc Member Portal

You can sign yourself or a family member up for an MNjcc program right from the portal. It takes about five to ten minutes, depending on how many questions the program requires.

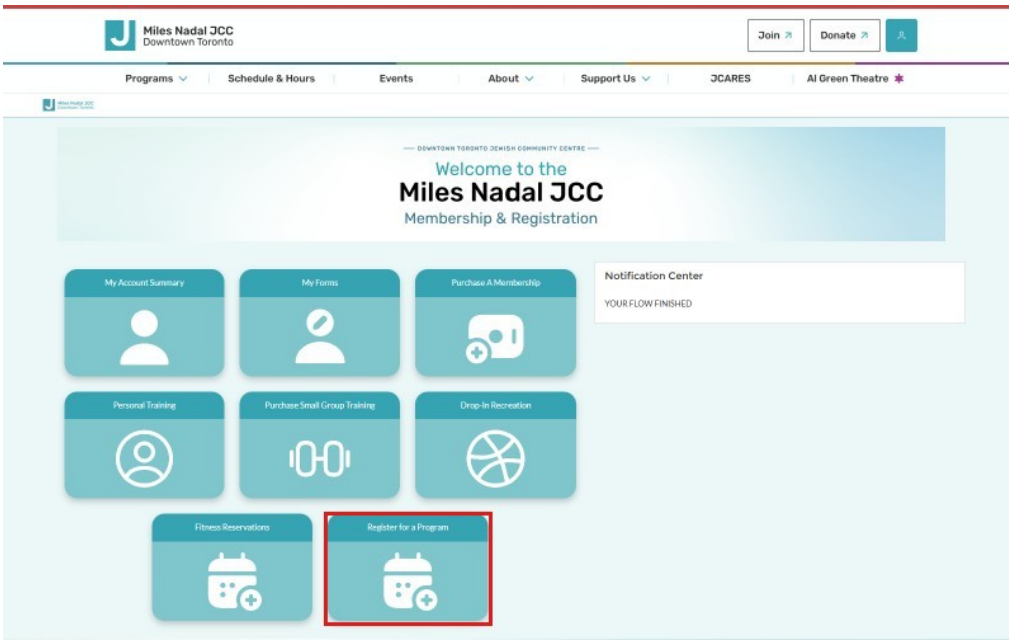
Before you start, have ready:

- Your MNjcc member portal login
- The name of the program you want, or the type of program
- Emergency contact details for the participant
- A credit card, or a card already saved to your account

Steps

STEP 1 Open Register for a Program

Log in to the member portal. On the welcome page, click the **Register for a Program** tile.

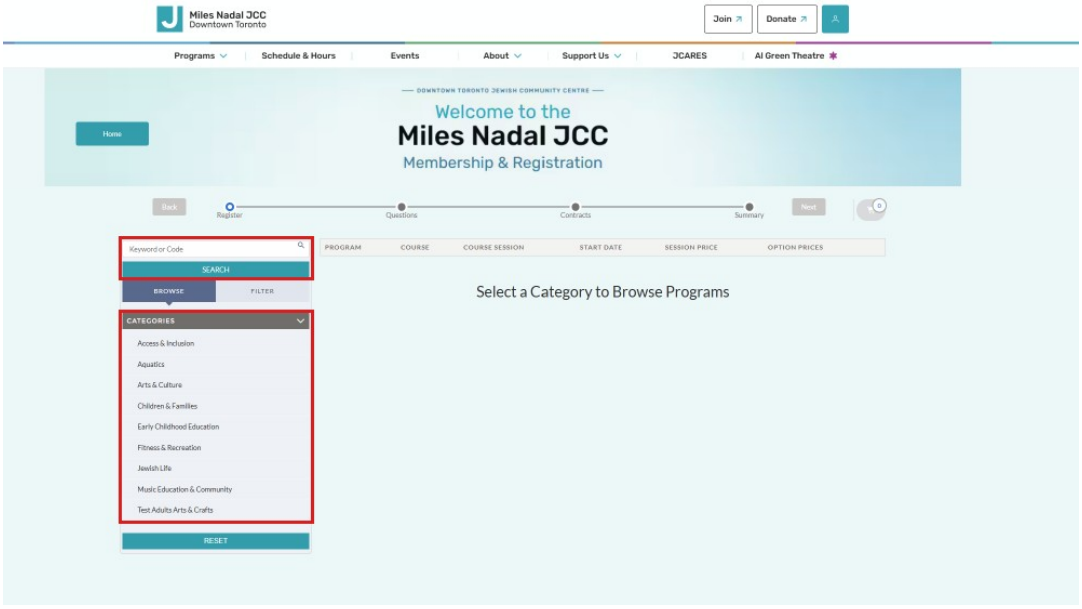


STEP 2 Find your program

You can find a program two ways:

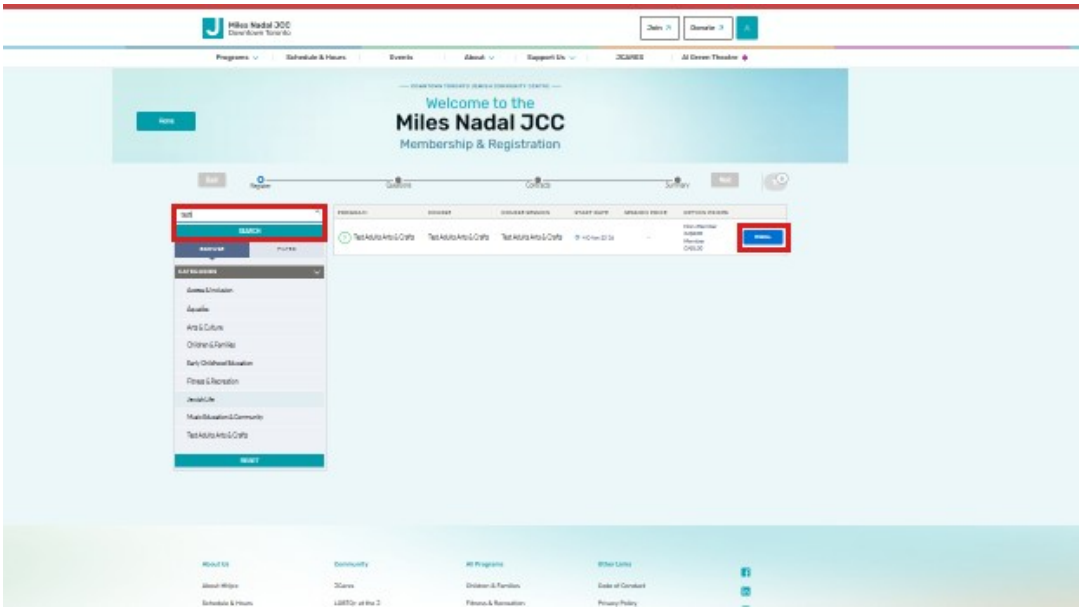
- **Browse:** Click a category on the left, like Aquatics or Arts & Culture.

- **Search:** Type the program name or code in the search box and click **Search**.



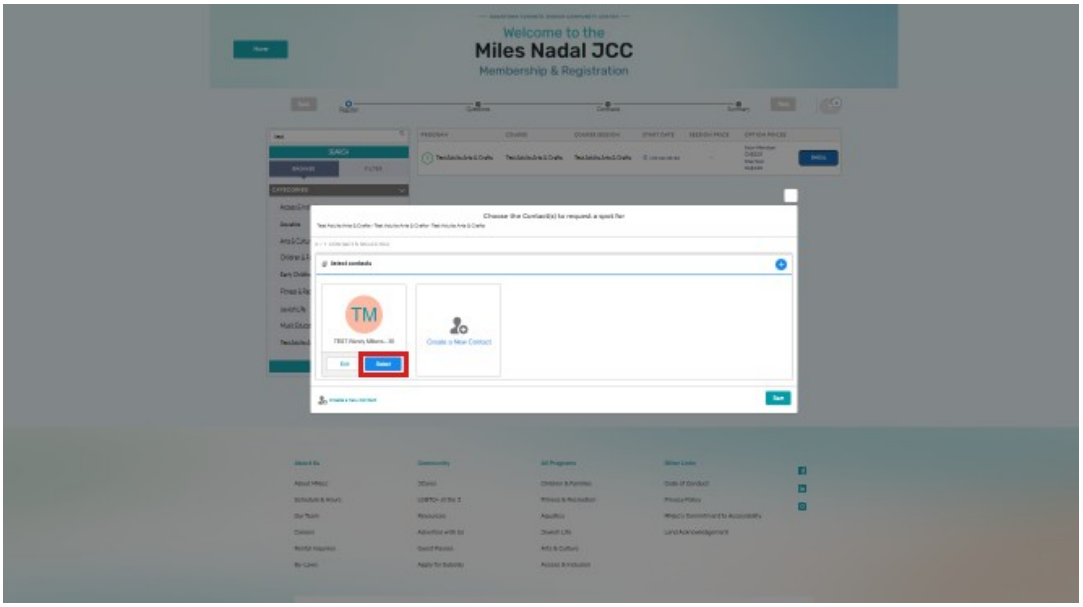
STEP 3 Click Enroll

Find your program in the list and click **Enroll**. If you see an **Options** button instead, click it first to see the available sessions.



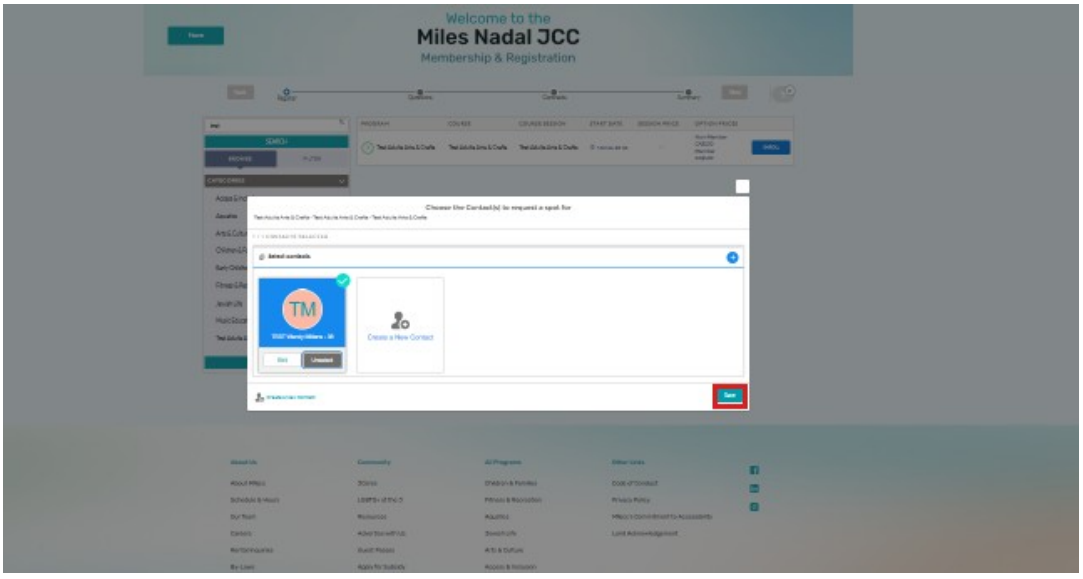
STEP 4 Choose who's attending

A window opens with the people in your household. Click **Select** under the person you're registering. If they're not listed, click **Create a New Contact** to add them.



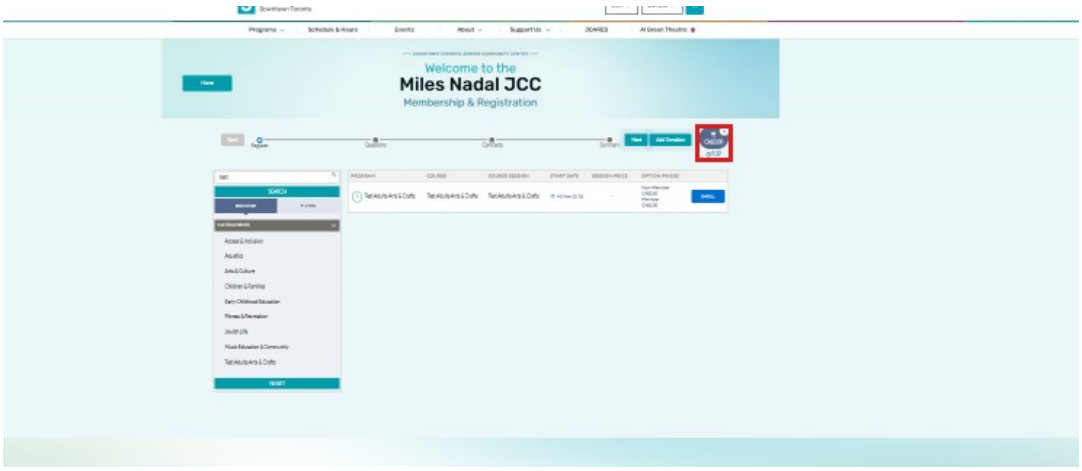
STEP 5 Click Save

The person you chose now has a check mark. Click **Save**.



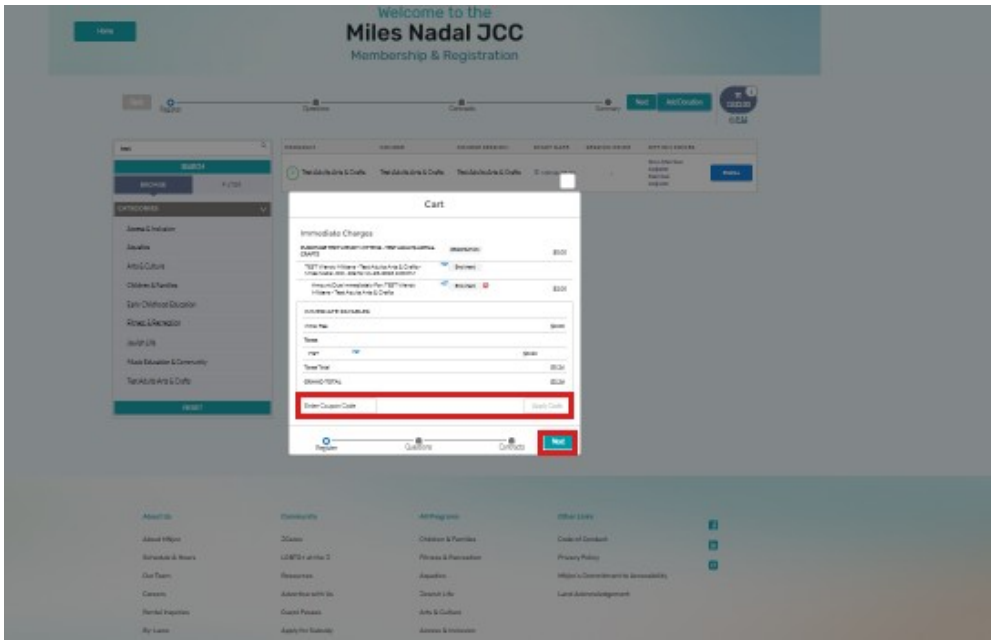
STEP 6 Open your cart

Your cart in the top right now shows the program price. Click the **cart** icon to review it.



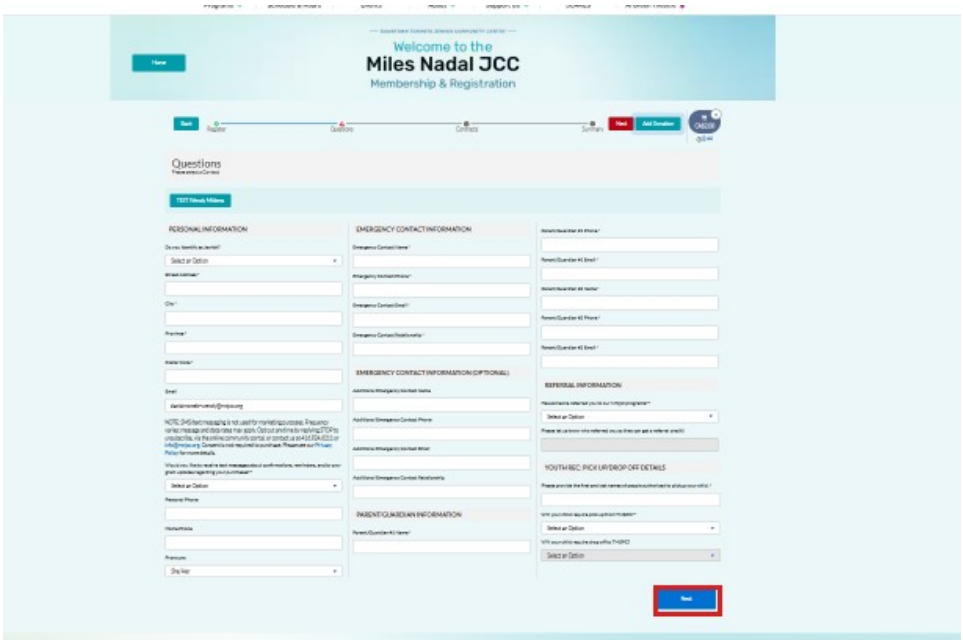
STEP 7 Review your cart and click Next

Check the program and price. If you have a coupon code, enter it and click **Apply Code**. Then click **Next**.



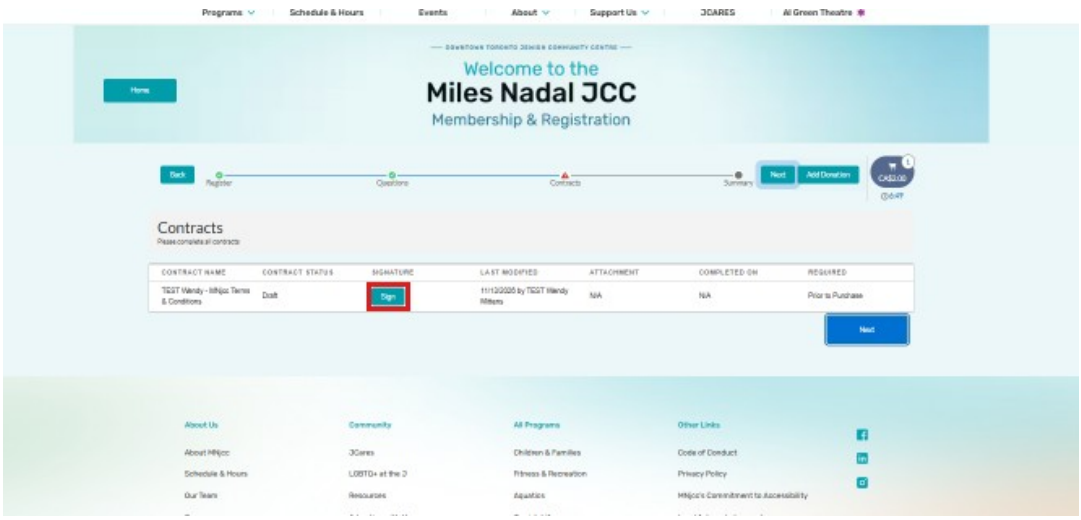
STEP 8 Answer the questions

Fill in the participant's details. Required fields are marked with a red star. Click **Next** when you're done.



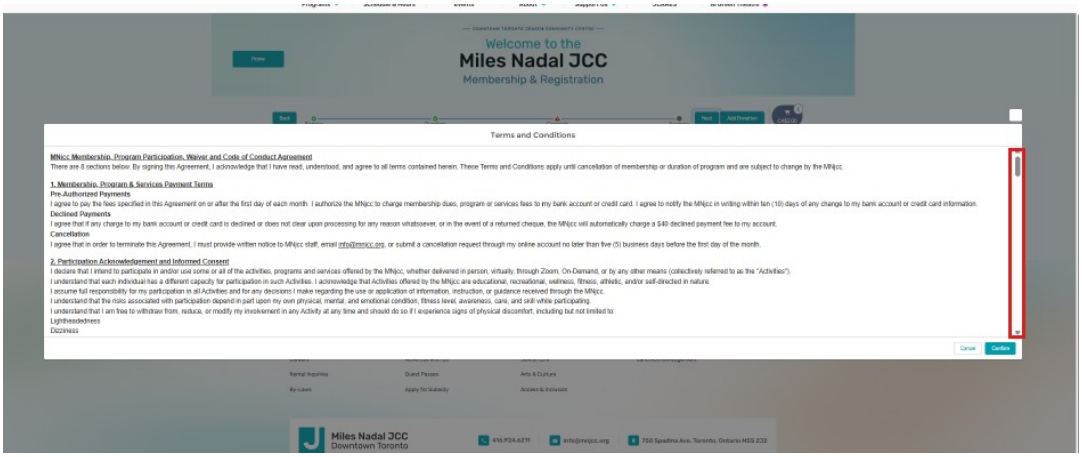
STEP 9 Open the waiver

On the Contracts page, click **Sign** beside the waiver.



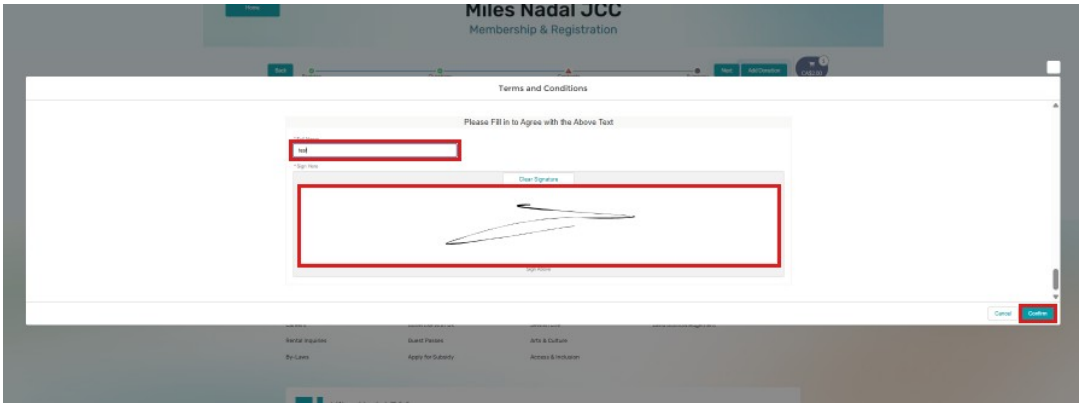
STEP 10 Read the terms

Read the Terms and Conditions. Scroll all the way to the bottom.



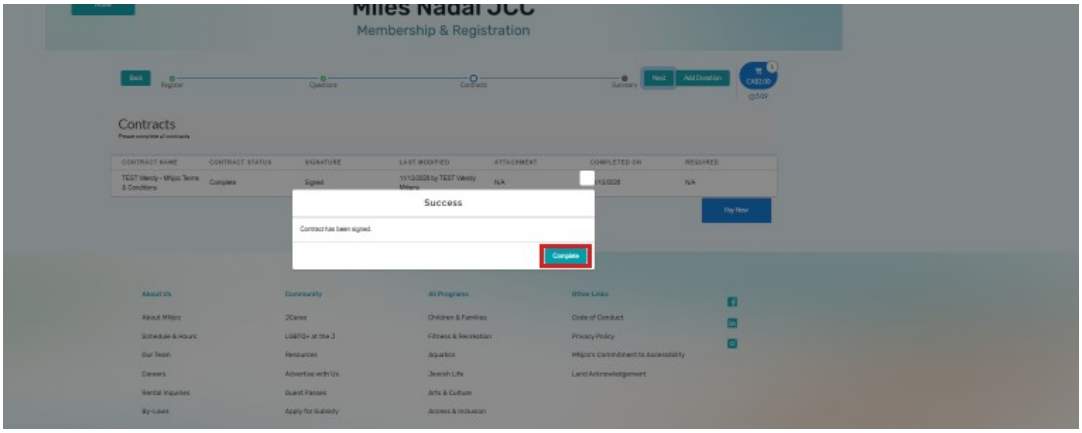
STEP 11 Sign and confirm

Type your full name, then sign in the box with your mouse or finger. Click **Confirm**.



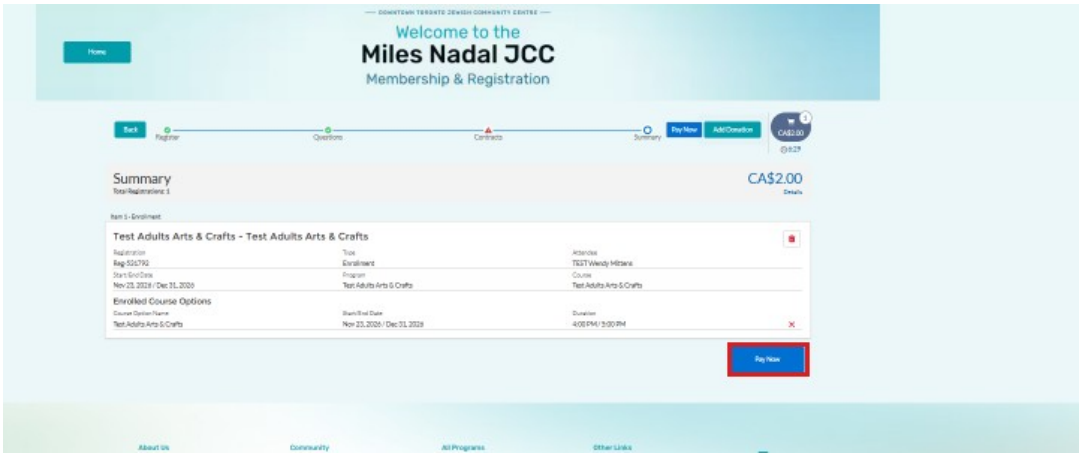
STEP 12 Click Complete, then Pay Now

You'll see a message that the contract has been signed. Click **Complete**, then click **Pay Now**.



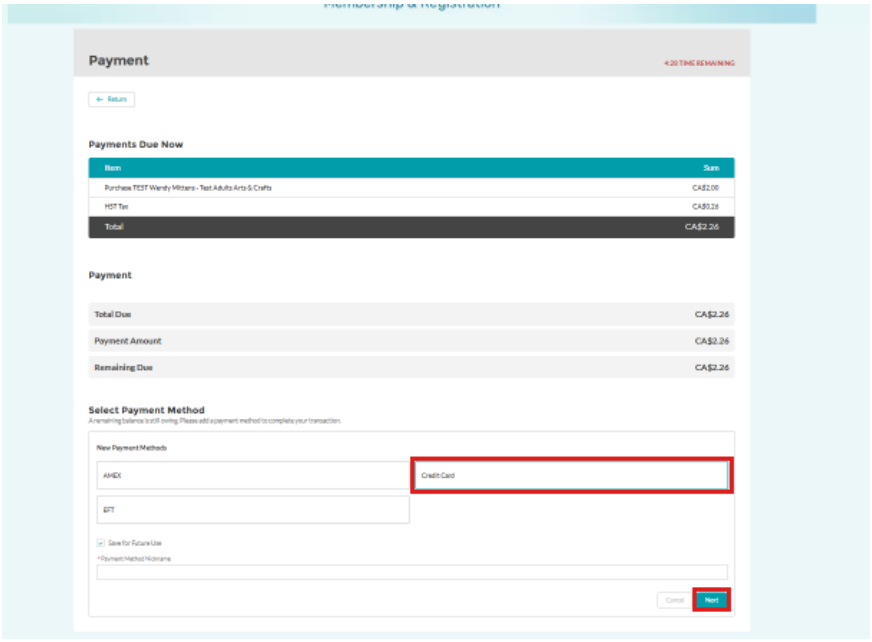
STEP 13 Review the summary

Check the program, dates and participant. Click **Pay Now**.



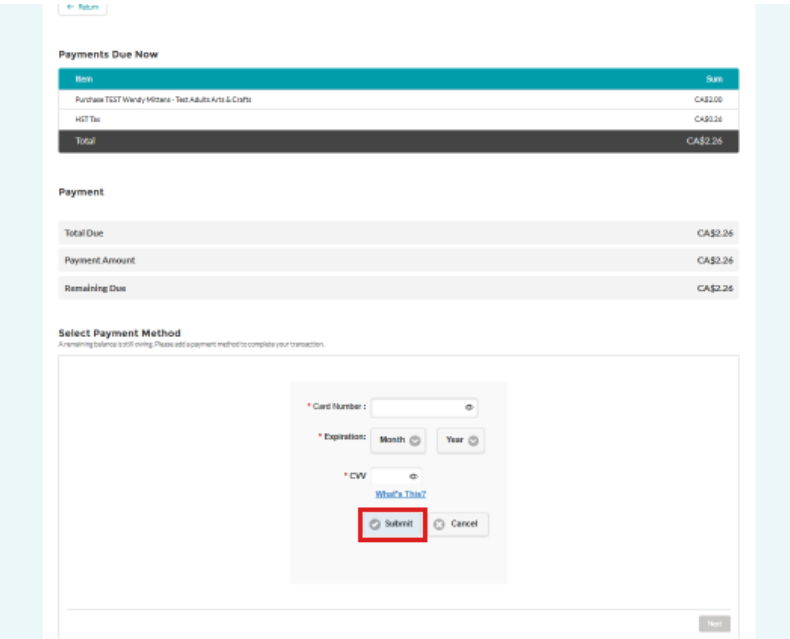
STEP 14 Choose how to pay

If you have a saved card, choose it. To use a new card, click **Credit Card**. Tick **Save for Future Use** if you'd like to keep it on file, and give it a nickname. Click **Next**.



STEP 15 Enter your card details

Type in your **Card Number**, **Expiration** month and year, and **CVV**. Click **Submit**.



STEP 16 You're registered

You'll see a confirmation that your registration is complete. You can also choose to have a receipt emailed to you.

To see your registration later, open **My Account Summary** from the welcome page.

Good to know

- **Watch the timer on the payment page.** Your spot is held for a few minutes while you pay. If time runs out, you may need to start again.
- **Registering more than one person?** Select each person in Step 4 before clicking Save.
- **Waivers can be signed later.** If you skip a form, you'll find it under **My Forms** on the welcome page.
- **Need help?** Contact the MNjcc Membership and Community Experience team at 416-924-6211 ext. 0. You can also email info@mnjcc.org.