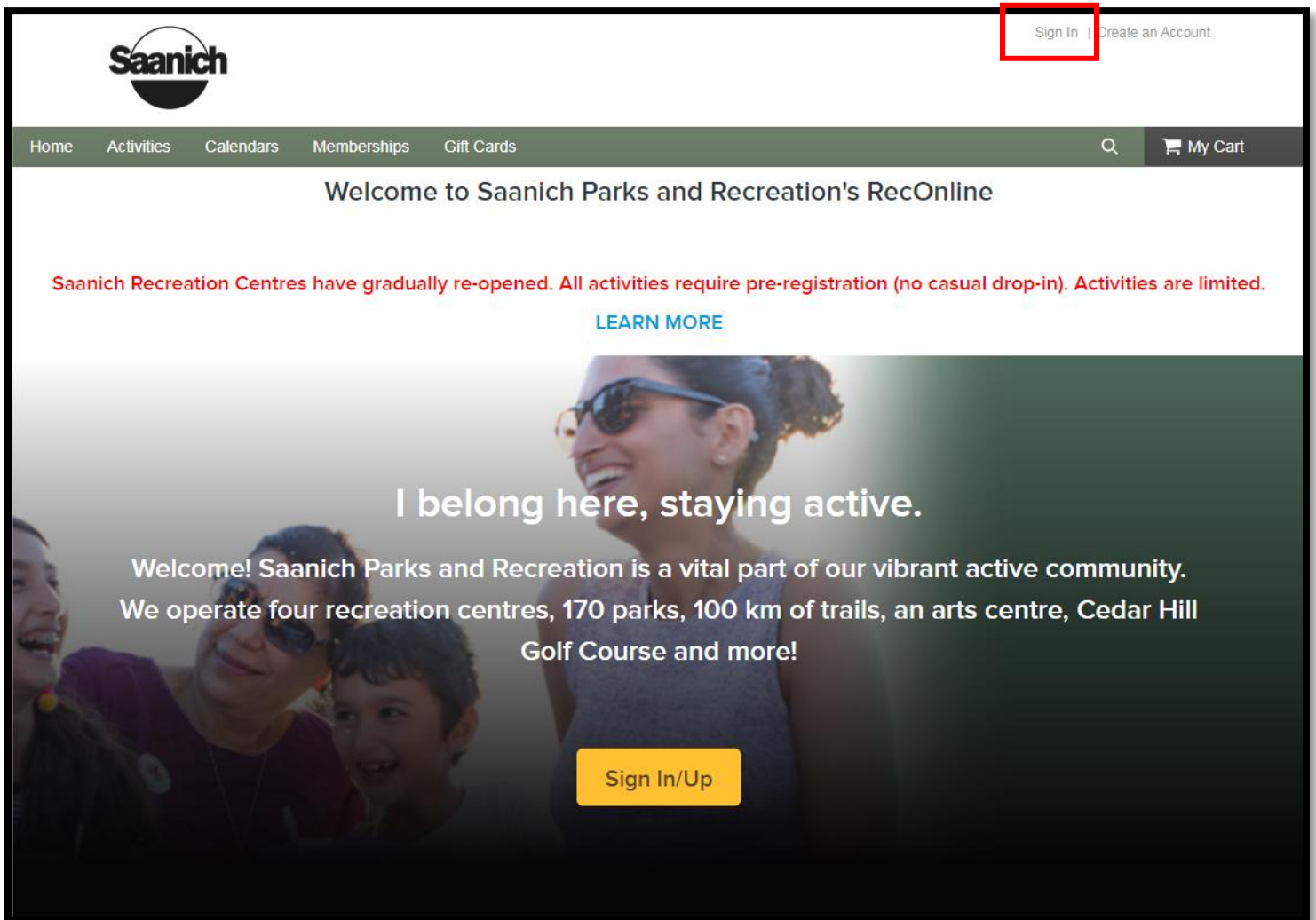


How to Update Your Camp Information Online

Important Note: If you are updating information for a camp that is currently running please let the instructor know new information is available next time you come to camp.

1. Log into your Saanich Recreation Account [here](#). If you have registered for an activity you have a Saanich Recreation Account so please do not create a new one. If you do not know your log in information or if the forgot my password link on the sign in page does not work for you please contact any recreation centre for assistance.

You do not need to be logged in as the enrollee to access the information. Any family member can log in and update the information on behalf of the enrollee.



The screenshot shows the homepage of the Saanich Parks and Recreation RecOnline website. At the top left is the Saanich logo. In the top right corner, the 'Sign In' and 'Create an Account' links are highlighted with a red box. Below the logo is a navigation menu with links for Home, Activities, Calendars, Memberships, and Gift Cards. On the right side of the menu are search and 'My Cart' icons. The main content area features a welcome message: 'Welcome to Saanich Parks and Recreation's RecOnline'. Below this is a red notification banner stating: 'Saanich Recreation Centres have gradually re-opened. All activities require pre-registration (no casual drop-in). Activities are limited.' A blue 'LEARN MORE' link is positioned below the banner. The background of the main section is a photograph of a smiling woman wearing sunglasses, with other people visible in the foreground. Overlaid on the photo is the text: 'I belong here, staying active.' Below this is a paragraph: 'Welcome! Saanich Parks and Recreation is a vital part of our vibrant active community. We operate four recreation centres, 170 parks, 100 km of trails, an arts centre, Cedar Hill Golf Course and more!' At the bottom center of the photo is a yellow 'Sign In/Up' button.

2. Once you have logged in you will be redirected to your “My Account” page. To update the answers to questions asked during the enrollment process please select the link for “Change Answers to Questions”.

The screenshot shows the 'My Account' page for George Jetson. At the top, there is a navigation bar with links for Home, Activities, Tee Time Bookings, Calendars, Memberships, Gift Cards, and My Cart. The user's name 'George Jetson' and an 'Edit' link are visible. Below this, the account options are listed: Password And Security Info, **Change Answers To Questions** (highlighted with a red box), and Waivers. To the right, a 'Balance' section shows a credit on account of \$2,660.00 and a 'Pay On Account' button. At the bottom, there is a section for 'Payment and Order Management' and a list of family members, including 'Jetson's family' and 'Astro Jetson'.

3. You will see that questions from all family members' registrations show up. Each family member has all their registrations and associated questions in a list under their name. You can expand or collapse other family members to make viewing easier by clicking on the arrows next to their section.
4. Scroll to the family member you wish to change answers for. Each family members registrations

The screenshot shows a list of questions and answers for the 'Saanich Neighbourhood Playground Prog - Copley #49994'. The questions are grouped by family member: 'Questions answered by Jane Jetson', 'Questions answered by Judy Jetson', and 'Questions answered by Leroy Jetson'. A red arrow points to the expand/collapse arrows next to the questions, and a text box explains that these arrows are used to expand or collapse information for easier viewing. The page also shows the transaction type 'Activity enrollment' and the date 'Apr 30, 2021 3:38 PM'.

- Review your answers to the questions to ensure they are up-to-date and select the blue question link for any answer you wish to update. Each activity is shown separately even if the questions are the same.

▼ Questions answered by Leroy Jetson

▼ Questions and Answers for Saanich Neighbourhood Playground Prog - Copley #49994

Transaction: Enroll Date: Apr 30, 2021 3:38 PM

Question	Answer	Time Stamp
Parent/Guardian: FIRST & LAST name, relationship to child, and primary contact number. (ex. Jane Smith, Mother, 250-475-5555).	George, dad, 250-111-2222	Jun 1, 2021 4:18 PM
Additional Parent/Guardian: FIRST & LAST name, relationship to child, and primary contact number, if applicable. (ex. Bob Smith, Father, 250-475-6666).	Jane, mom, 250- 111-1111	Apr 30, 2021 3:38 PM
Emergency Contact and/or Authorized Pick-Up person: FIRST & LAST name, relationship to child, and primary contact number. (ex. Susan Jones, Grandma, 250-475-7777). MUST be different from Parent Info.)	Rosie, maid, 250- 111-1111	Apr 30, 2021 3:38 PM
Additional Emergency Contact and/or Authorized Pick-Up person: FIRST & LAST name, relationship to child, and primary contact number, if applicable. (ex. Sarah Thompson, Family Friend, 250-475-9999).		--
Is there a Court Order in place that affects who can pick up or access your child?	No	Apr 30, 2021 3:38 PM
Does your child have a significant allergy?	No	Apr 30, 2021 3:38 PM
Does your child have a significant medical condition? (asthma, epilepsy, diabetes, etc.)	No	Apr 30, 2021 3:38 PM
Does your child have a unique need that our camp leaders should be aware of? (behavioural, emotional, physical, intellectual, social, etc.)	No	Apr 30, 2021 3:38 PM
Does your child typically require support to be in a group setting or program? Ex. Requires a Support Worker in afterschool-care, an EA at school, etc.	No	Apr 30, 2021 3:38 PM
Does your child require a life jacket in the pool?	Yes	Apr 30, 2021 3:38 PM
What is your child's swim level?	Swim Kids 2 - Beginner	Apr 30, 2021 3:38 PM

▼ Questions and Answers for GH Sundance and Sundance with a Splash Camp per week fee: Jun 28, 2021 - Jul 23, 2021 #49990

Transaction: Camp FlexReg Enrollment Date: Apr 1, 2021 11:00 AM

Question	Answer	Time Stamp
Parent/Guardian: FIRST & LAST name, relationship to child, and primary contact number. (ex. Jane Smith, Mother, 250-475-5555).	George, dad, 250-111-1111	Apr 1, 2021 11:00 AM
Additional Parent/Guardian: FIRST & LAST name, relationship to child, and primary contact number, if applicable. (ex. Bob Smith, Father, 250-475-6666).	Jane, mom, 250- 111-1111	Apr 1, 2021 11:00 AM
Emergency Contact and/or Authorized Pick-Up person: FIRST & LAST name, relationship to child, and primary contact number. (ex. Susan Jones, Grandma, 250-475-7777). MUST be different from Parent Info.)	Rosie, maid, 250- 111-1111	Apr 1, 2021 11:00 AM
Additional Emergency Contact and/or Authorized Pick-Up person: FIRST & LAST name, relationship to child, and primary contact number, if applicable. (ex. Sarah Thompson, Family Friend, 250-475-9999).		--
Is there a Court Order in place that affects who can pick up or access your child?	No	Apr 1, 2021 11:00 AM
Does your child have a significant allergy?	No	Apr 1, 2021 11:00 AM
Does your child have a significant medical condition? (asthma, epilepsy, diabetes, etc.)	No	Apr 1, 2021 11:00 AM
Does your child have a unique need that our camp leaders should be aware of? (behavioural, emotional, physical, intellectual, social, etc.)	No	Apr 1, 2021

- Update your answer and select "Submit"

Home Activities Tee Time Bookings Calendars Memberships Gift Cards My Cart

Modify Answer for Leroy Jetson

* - required field

▼ Questions and Answers

*Emergency Contact and/or Authorized Pick-Up person: FIRST & LAST name, relationship to child, and primary contact number. (ex. Susan Jones, Grandma, 250-475-7777). MUST be different from Parent Info.)

(Required)

7. Continue to update answers as necessary.

You will notice that if you update an answer in one registration it does not carry to other future registrations. You will need to update any activity separately that requires the updated information.

► Questions answered by Jane Jetson

► Questions answered by Judy Jetson

▼ Questions answered by Leroy Jetson

▼ Questions and Answers for Saanich Neighbourhood Playground Prog - Copley #49994

Transaction: Activity enrollment Date: Apr 30, 2021 3:38 PM

Question	Answer	Time Stamp
Parent/Guardian: FIRST & LAST name, relationship to child, and primary contact number. (ex. Jane Smith, Mother, 250-475-5555).	George, dad, 250-111-2222	Jun 1, 2021 4:18 PM
Additional Parent/Guardian: FIRST & LAST name, relationship to child, and primary contact number, if applicable. (ex. Bob Smith, Father, 250-475-6666).	Jane, mom, 250-111-1111	Apr 30, 2021 3:38 PM
Emergency Contact and/or Authorized Pick-Up person: FIRST & LAST name, relationship to child, and primary contact number. (ex. Susan Jones, Grandma, 250-475-7777). MUST be different from Parent Info.)	Astro Jetson, Uncle, 250-123-1234	Jun 2, 2021 11:21 AM
Additional Emergency Contact and/or Authorized Pick-Up person: FIRST & LAST name, relationship to child, and primary contact number, if applicable. (ex. Sarah Thompson, Family Friend, 250-475-9999).		--
Is there a Court Order in place that affects who can pick up or access your child?	No	Apr 30, 2021 3:38 PM
Does your child have a significant allergy?	No	Apr 30, 2021 3:38 PM
Does your child have a significant medical condition? (asthma, epilepsy, diabetes, etc.)		Apr 30, 2021 3:38 PM
Does your child have an unique need that our camp leaders should be aware of? (EA at school, etc.)		Apr 30, 2021 3:38 PM
Does your child typically require support to be in a group setting or program? (e.g. wheelchair, hearing aid, etc.)		Apr 30, 2021 3:38 PM
Does your child require a life jacket in the pool?	Yes	Apr 30, 2021 3:38 PM
What is your child's swim level?	Swim Kids Beginner	Apr 30, 2021 3:38 PM

▼ Questions and Answers for GH Sundance and Sundance with a Splash Camp per week fee: Jun 28, 2021 - Jul 23, 2021 #49990

Transaction: Camp FlexReg Enrollment Date: Apr 1, 2021 11:00 AM

Question	Answer	Time Stamp
Parent/Guardian: FIRST & LAST name, relationship to child, and primary contact number. (ex. Jane Smith, Mother, 250-475-5555).	George, dad, 250-111-1111	Apr 1, 2021 11:00 AM
Additional Parent/Guardian: FIRST & LAST name, relationship to child, and primary contact number, if applicable. (ex. Bob Smith, Father, 250-475-6666).	Jane, mom, 250-111-1111	Apr 1, 2021 11:00 AM
Emergency Contact and/or Authorized Pick-Up person: FIRST & LAST name, relationship to child, and primary contact number. (ex. Susan Jones, Grandma, 250-475-7777). MUST be different from Parent Info.)	Rosie, maid, 250-111-1111	Apr 1, 2021 11:00 AM
Additional Emergency Contact and/or Authorized Pick-Up person: FIRST & LAST name, relationship to child, and primary contact number, if applicable. (ex. Sarah Thompson, Family Friend, 250-475-9999).		--

The update did not carry to the next registration so you will have to update this one separately

Once you are satisfied you have updated all your answers to current information you can log out of your account. You can come back to this page and update anytime your information changes.

Thank you for keeping us up to date to ensure we can better serve your needs!