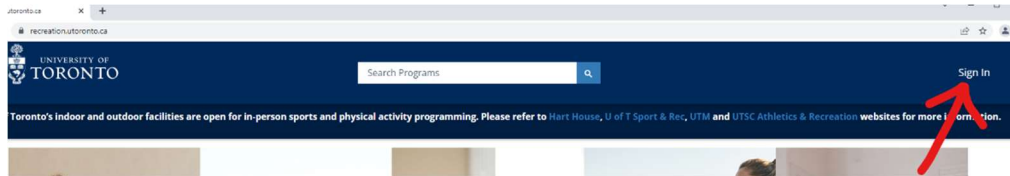


Camp U of T Mississauga: How-To View Program Registrations and Invoices

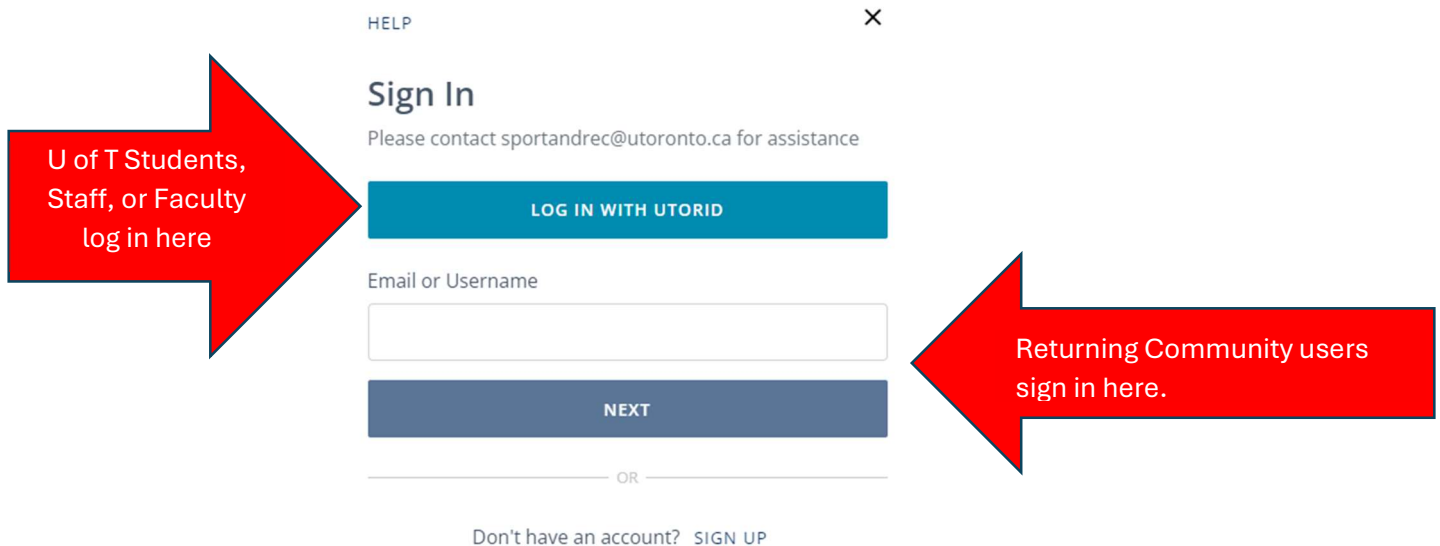
Step 1: Log-in to your recreation account and confirm/add your campers as family members.

- a. Visit <http://recreation.utoronto.ca>.
- b. Click “**Sign In**” in the top right corner of the page.

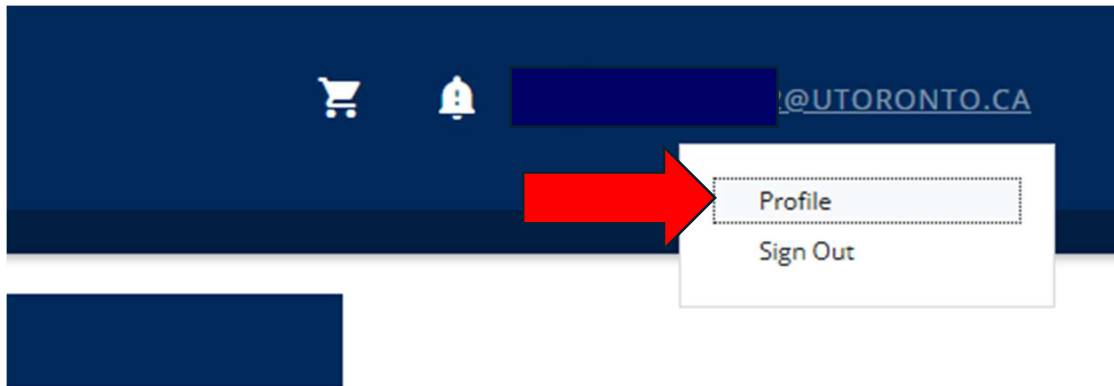


- c. **Returning users:**
 - i. **U of T Students, staff and faculty** click “LOG IN WITH UTORID”
 - ii. **Community Users:** Enter your email address in the pop-up window and click “**Next**”

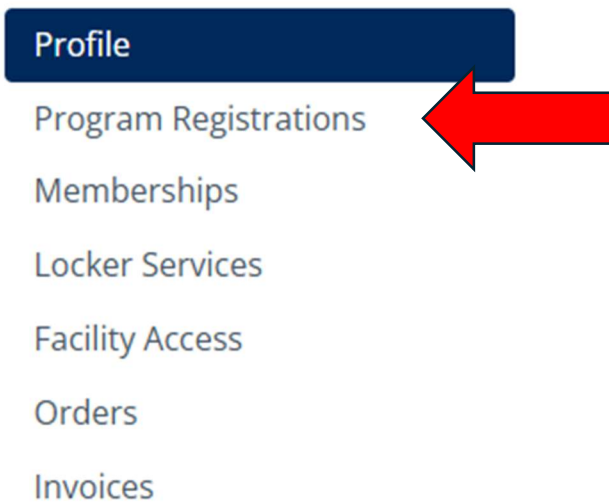
If you have an account already and do not remember your password, please contact us at camp.utm@utoronto.ca for assistance.



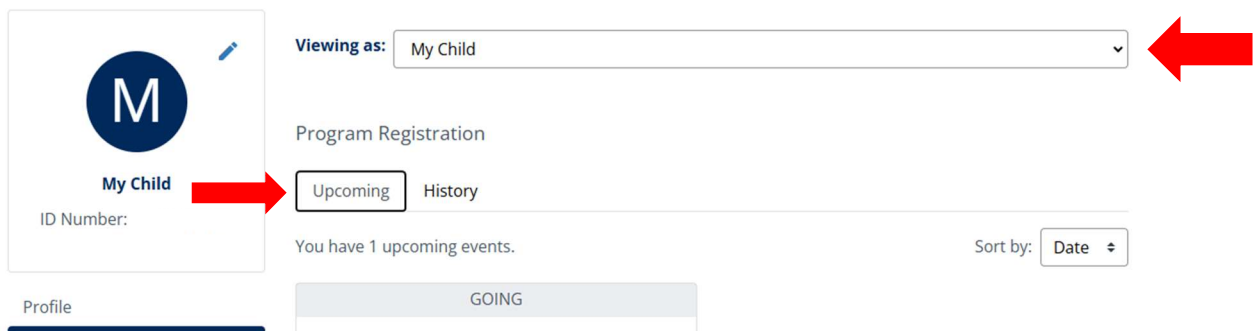
- d. Follow steps to complete your account authentication.
- e. Click your username (top right of screen – same place as you clicked “Sign In” for step b. above).
- f. Select “**Profile**” from the drop-down menu.



Step 2: Select "Program Registrations" from your profile homepage.



Step 3: Select the name of the participant for program registrations that you would like to see from the drop-down menu. After selecting the name of the participant, ensure you are on the 'Upcoming' tab to view current registrations. To view past registrations, click on the 'History' tab.

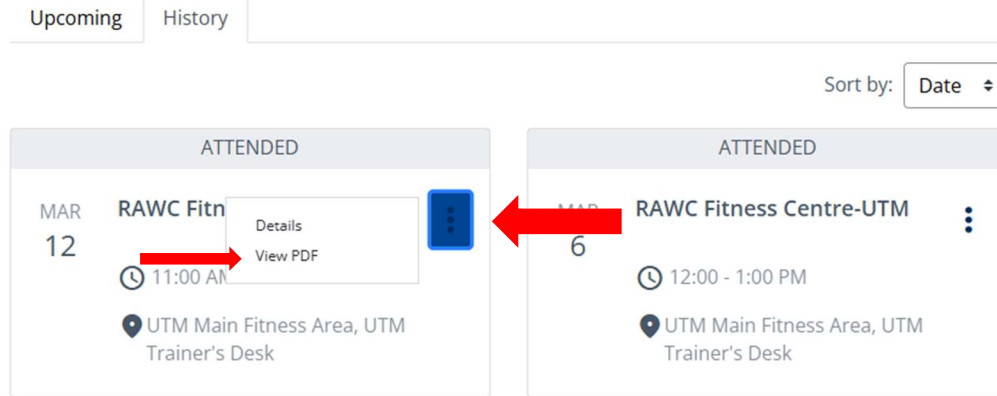


Step 4: To view the invoice for the program you have registered for, click on the three dots next to the program name. From there, select 'View PDF' – this will download the registration confirmation for the selected program.

Upcoming History

Sort by: Date

ATTENDED		ATTENDED	
MAR 12	RAWC Fitn 11:00 AM UTM Main Fitness Area, UTM Trainer's Desk	MAR 6	RAWC Fitness Centre-UTM 12:00 - 1:00 PM UTM Main Fitness Area, UTM Trainer's Desk



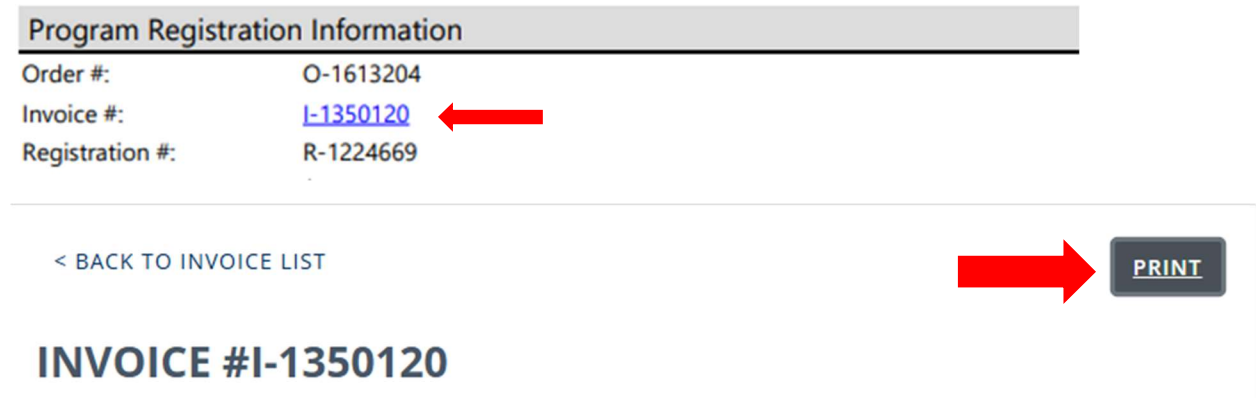
Step 5: Open the registration confirmation in your web browser and select the underlined blue invoice number. Clicking this link will open the invoice for the selected program on your profile page, where you will be able to view/print the invoice. Printing the invoice will provide you with a PDF copy.

Program Registration Information

Order #:	O-1613204
Invoice #:	<u>I-1350120</u>
Registration #:	R-1224669

< BACK TO INVOICE LIST PRINT

INVOICE #I-1350120



Please direct camp related questions to camp.utm@utoronto.ca, 905-828-3712 (year-round) or 905-828-3764 (seasonal – June to August)