

T O M M O V E D I F F E R E N T L Y

RECREATIONAL COURSES REGISTRATION GUIDE



ÉCOLE DE
DANSE
CONTEMPORAINE
DE MONTRÉAL

E D
C M

CREATE YOUR FILE

Go to our [registration portal](#)

- If it's your first visit, please **create your file and fill out the form.**The main folder should be created with the name of the paying parent, other family members will be added later.

The screenshot shows a web interface for creating a file. On the left is a sidebar with a menu: 'Compte invité', 'Dossier', 'Se connecter', 'Créer votre dossier', 'Consulter l'offre d'activités', 'Accueil', and 'JEUNESSE'. The main content area is titled 'CRÉER VOTRE DOSSIER' and contains a form for 'Informations de base du responsable familial (personne qui effectuera les paiements)'. The form fields include: 'Nom *' and 'Prénom *', 'Sexe *' and 'Date de naissance *' (format AAAA-MM-JJ), 'Cellulaire' (999 999-9999), 'Téléphone au travail' (999 999-9999) and 'Poste', 'NAS' (Numéro d'assurance sociale nécessaire pour l'obtention des relevés 24), 'Définir un accès Internet.', and 'Courriel (Code d'utilisateur) *'. There is also a checkbox for 'L'accepte de recevoir des communications par courriel'.

IMPORTANT : An email will be sent to you from info@edcm.ca to confirm the creation of your file. Please check your spam folder.

- If you have already created your file, **enter your login information.**

The screenshot shows a login page titled 'Connexion - Portail Activités'. It has two input fields: 'Usager *' and 'Mot de passe *'. Below the fields are two buttons: 'SE CONNECTER' (red) and 'CRÉER UN COMPTE' (teal). There is a link 'Mot de passe oublié?' below the buttons. At the bottom, there is a copyright notice: '© Berger-Levrault, 2022 - Tous droits réservés'.



ADD A FAMILY MEMBER

When you access your account, you can add a family member. To do so, click on the **Personnal file** tab on the left sidebar, then click on **Add a family member**, and fill out the form.

The screenshot displays a web interface for a personal dossier. The top left corner features the logo of the 'ÉCOLE DE LA JEUNESSE DE MONTRÉAL'. The main header is 'DOSSIER PERSONNEL'. On the left, a sidebar contains navigation links: 'Accueil', 'Mes activités', 'État de compte', 'Reçus', 'Dossier personnel' (highlighted), 'Agenda', and 'Inscription en ligne' (with sub-links 'Accueil' and 'JEUNESSE'). The main content area is titled 'MON DOSSIER' and contains two family member entries. The first entry, 'COORDO SERVICES-COMMUNAUTÉ', is highlighted in red and lists: 'Responsable familial: Oui', 'Date de naissance: 1982-03-01', 'Courriel: edcm.recreatif@gmail.com', and 'Numéro de participant: 8'. The second entry, 'ENFANT1 SERVICE-COMUNAUTÉ', is highlighted in teal and lists: 'Responsable familial: Non', 'Date de naissance: 2010-03-01', 'Courriel', and 'Numéro de participant: 9'. A red button labeled '+ AJOUTER UN MEMBRE' is positioned between the two entries. Each entry includes a placeholder icon for a profile picture.

REGISTER FOR AN ACTIVITY

- Select the chosen program by clicking on **Adulte** or **Jeunesse** tab on the left sidebar and add the chosen activity to the cart..

Adulte ESSAI ⚙️

Mon dossier ^

- Accueil
- Mes activités
- État de compte
- Reçus
- Dossier personnel
- Agenda

Inscription en ligne ^

- Accueil
- JEUNESSE**

Mon institution ^

Stage d'été intensif 12-17 ans - Stage d'été 12-17 ans SEM1

Lundi au vendredi de 09:00 à 17:00, du 2022-06-27 au 2022-07-01

Tarif : 326,16\$

60 places restantes

Stage d'été intensif 12-17 ans - Stage d'été 12-17 ans SEM2

Lundi au vendredi de 09:00 à 17:00, du 2022-06-27 au 2022-07-01

Tarif : 326,16\$

Inscription à partir du 2022-03-14, 00:00

Remoue, Chanelle Allaire

AJOUTER AU PANIER FERMER

- Select the family member to register. Please note that **some activities contain an age restriction**

AJOUTER AU PANIER X

Stage d'été intensif 12-17 ans - Stage d'été 12-17 ans SEM1, groupe 1

Ajouter au panier pour

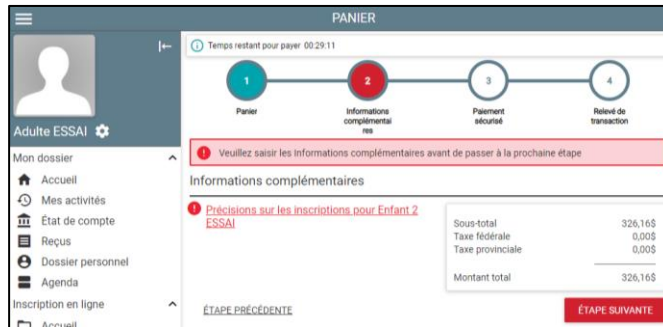
- Adulte ESSAI La borne d'âge n'est pas respectée
- Enfant ESSAI La borne d'âge n'est pas respectée
- Enfant 2 ESSAI 326,16\$

Total 326,16\$

AJOUTER ANNULER

PROCEED TO PAYMENT

Some activities require additional information at this stage. Click on **Registration precisions** and complete the fields.



- Payment must be made online, by credit card, in one payment. You can save your card on file for future purchases by checking the box¹. You can also enter payment information for this transaction only².
- Read the refund conditions and check the confirmation box³ before placing the order.
- You will be redirected to Payfacto, our payment partner. A payment confirmation will be sent to you.



LOOKING FORWARD TO WELCOMING YOU!

You can contact our customer service department if you have any problems registering on the portal.

- ▶ 514-866-9814 poste 221
- ▶ info@edcm.ca



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