

## Procedure to Register and pay for FSAC Dives

### Creating an account

1. Go to website: <https://bk.cfpsa.com/ottawapub/>
2. If you don't already have an account, Go to "My Account" and create one.
3. Select "Create an Individual Account"
  - a. It will use your email address as the Username.
4. You will need to create a password.
5. Fill in the fields indicated. Note you only need to complete the red text areas; so much of the "Extra Information" section does not need to be completed.
6. An email will be sent to you to confirm the registration.
7. Click the link and it will bring back into the web page and you will now be logged in.

### To register for a dive such as the Tobermory Dive,

8. Go to the Courses tab.
9. In the "Catalog Search Criteria" area, select "Summer 2018".
10. Under "Recreational Clubs" on the left column, you will see, "Forces Sub-Aqua Club". Select it.
11. On the right column, you will now see the sanctioned club dives.
12. Click "Register Now".

The screenshot displays a web interface for searching courses. On the left, under "Catalog Search Criteria", the "Summer 2018" term is selected. Below this, there are fields for "Search By:" (set to "Course Code"), "Location:" (set to "All Locations"), and a checked box for "Show Available Courses Only". A "Go" button is present. The main content area is titled "Recreation Clubs - Forces Sub-Aqua Club" and shows details for the "Tobermory Dive" course. The course code is SU18CRTD, located in Tobermory, with a date range from Saturday, July 21, 2018, to Sunday, July 22, 2018, and 2 sessions. The status is "Already Enrolled". On the right side of the course details, there are statistics: Total Spaces: 12, Total Enrolled: 2, Available Online: 10, Available General: 10, and Total Waitlisted: 0. There are "Register Now" and "View Details" buttons.

13. For the Tobermory dive, you will have an option to register for both days or only one. Once done your selections, select "Check Out". The process is intuitive and it will guide you to a secure on-line payment page, unless the dive is a shore dive since they are free. Once the registration and payment process is done, a full receipt will be produced. An email will also be sent to you with a link to your account so you can print the receipt again if you wish.
14. If you go back to your account section, it shows your transaction very clearly.