

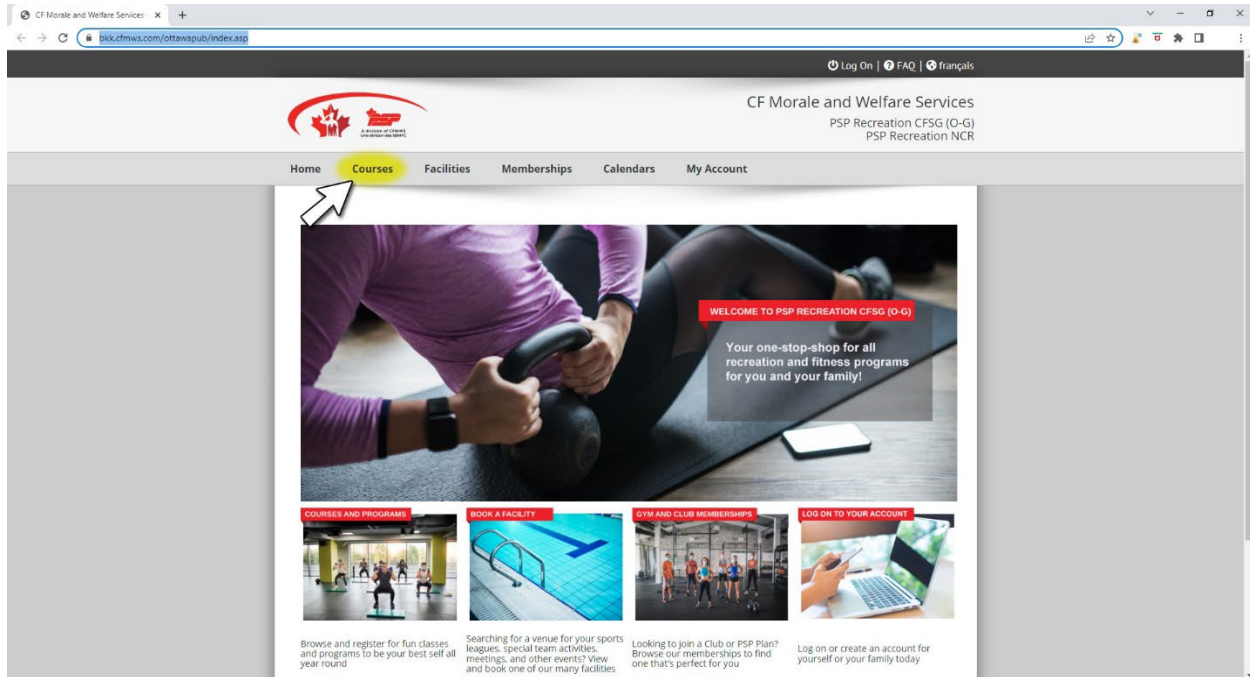


# PSP Community Recreation Ottawa-Gatineau Registration Guide

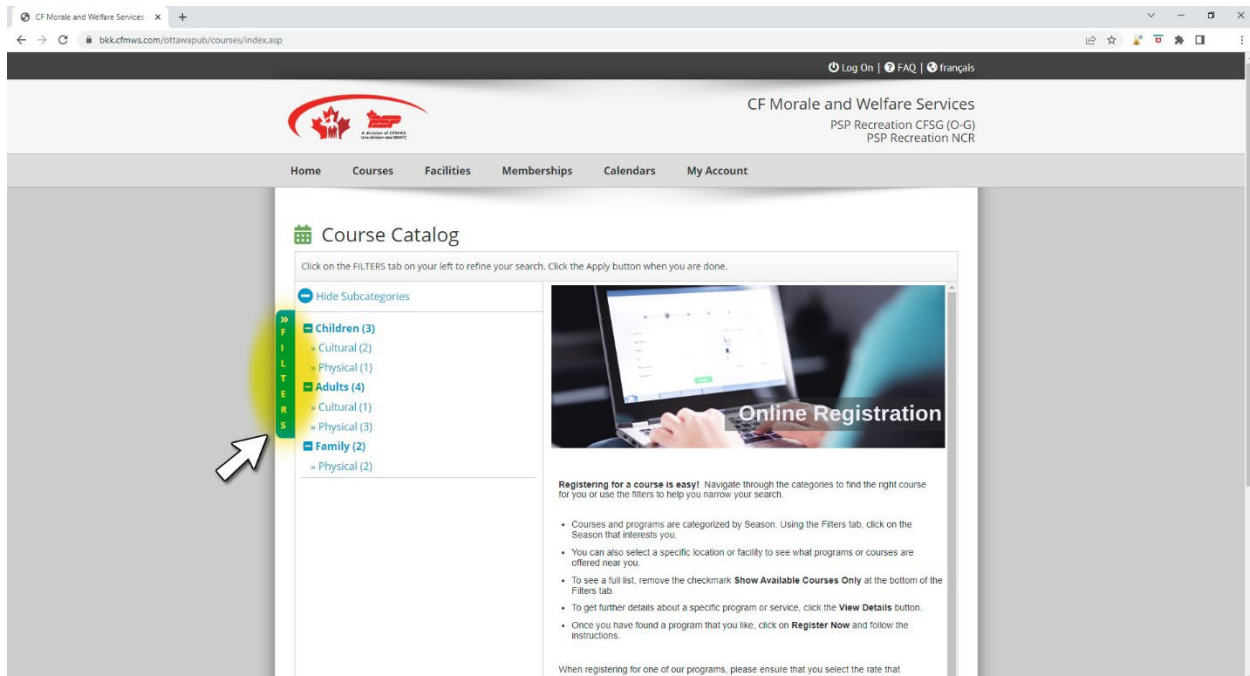
## Booking platform and registration

Step 1: Link - <https://bkk.cfmws.com/ottawapub/index.asp>

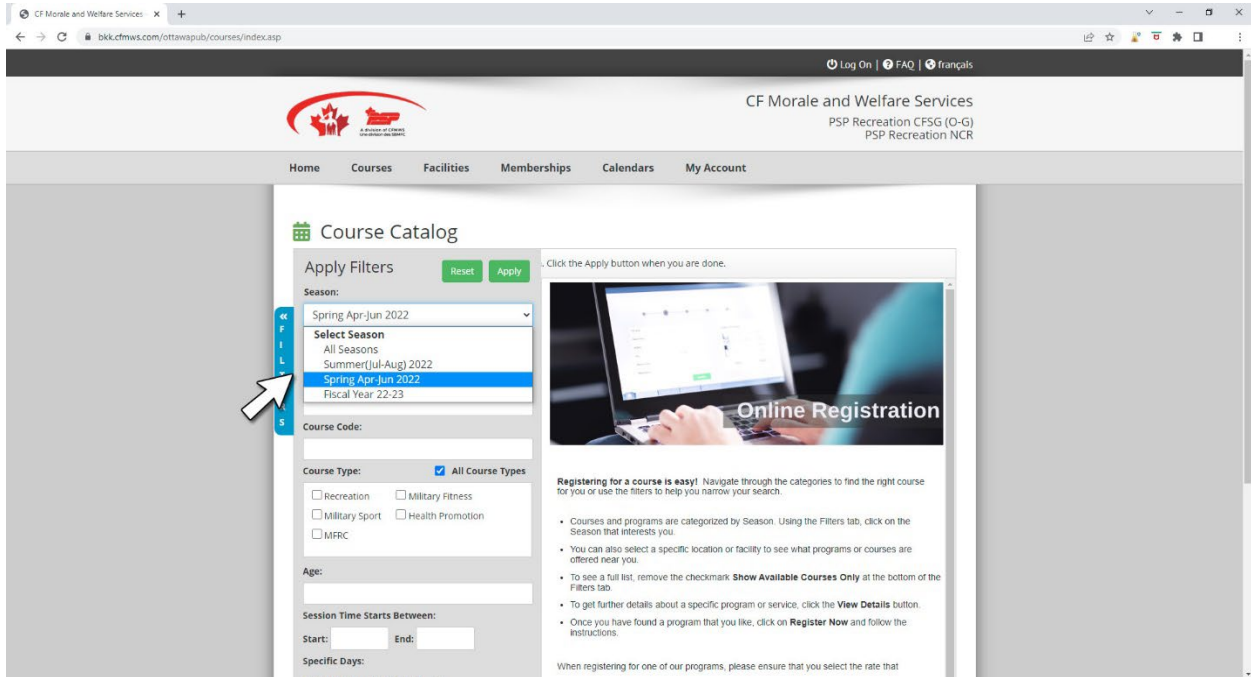
Step 2: Click on the “courses” button.



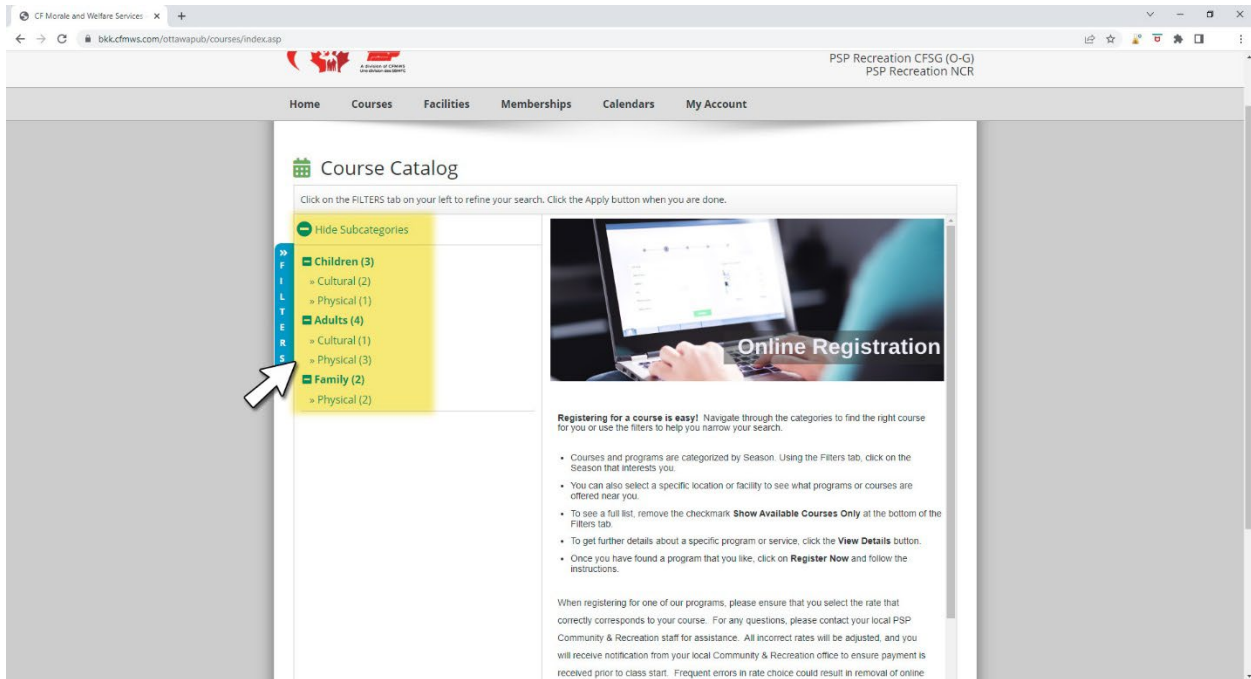
Step 3: Click on “filters”.



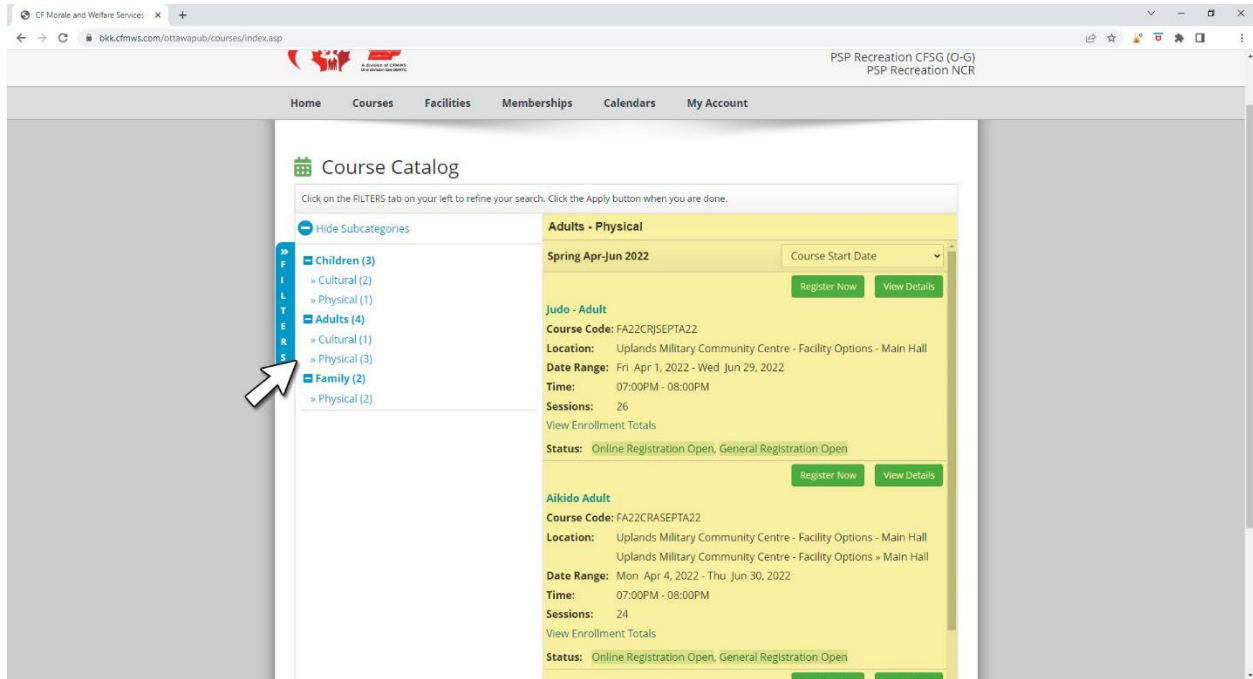
Step 4: Make sure to choose the proper season for the programming you are looking for and click on “apply”.



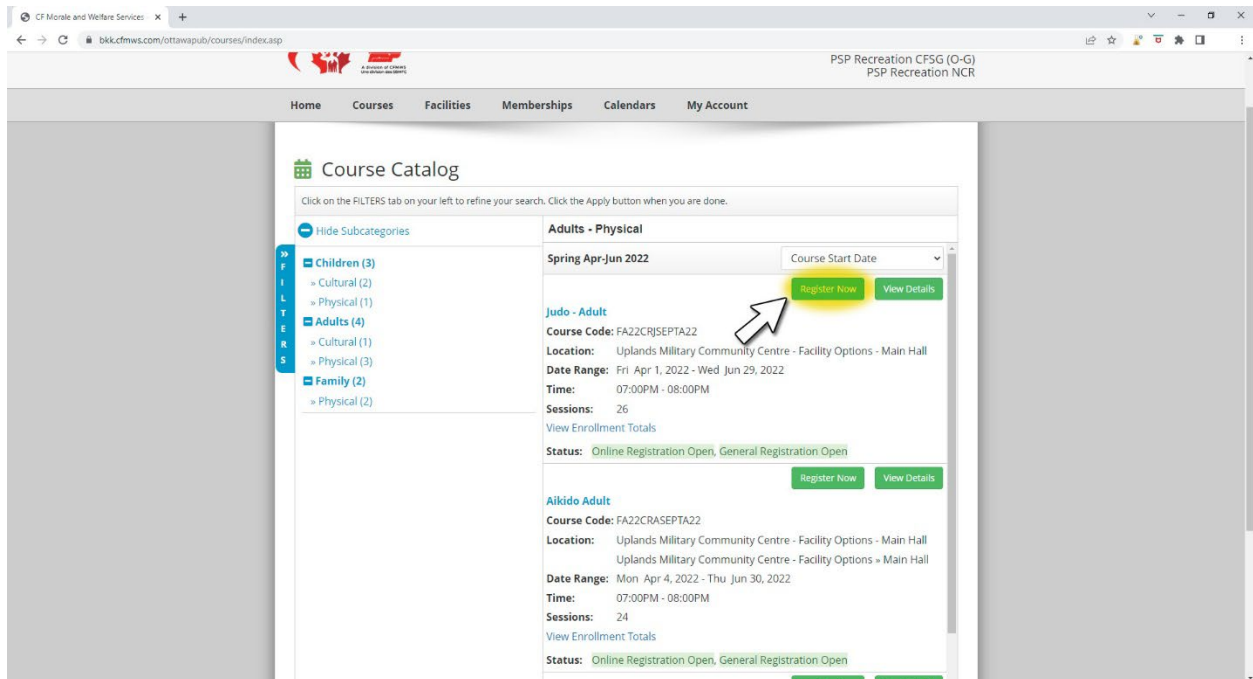
Step 5: Select the desired option on the subcategories menu to see the available programs.



Step 6: Once you select a category, all the available programs will be displayed on the right side of the screen.



Step 7: Find the program of choice, click on “register now”.



You will be asked to sign in if you are not already. Next, you will proceed to the payment page to complete payment by credit card only. An invoice will be sent to your email as confirmation.



## **Pricing**

### Regular Member

Regular and Reserve Forces personnel currently serving and their families;

Members of Foreign Military currently serving with the CAF and their families;

Veterans (former members of the CAF who have successfully completed Basic Military training and have been honorably discharged) and their families.

### Ordinary Member

Current DND Public Servants, Staff of NPF, MFRC's, Staff of DRDC and DCC and their families;

Serving RCMP and their families;

Currently serving Honorary Colonels/Captains (N) and Honorary Lieutenant-Colonels/Commanders and their families;

Former staff of NPF receiving a pension and their families; and

Former RCMP in receipt of an annuity and their families.

### Associate Member

All others who pay or are invited to become members.