

Registration guide for new users

Step 1

Head over to <https://alzheimer.ca/simcoecounty/en> and find the "Online Program Registration Platform" banner on the main page below the "We are here to help" statement.

Step 2

From here, click the "Register Now" button to access the self registration platform.

Step 3

This should take you to the RecDesk Alzheimer Society of Simcoe County log in page. Please click "Create Account".

Step 4

Please fill in the create an account form requirements and click "Continue" once complete.

Step 5

Fill in the information required and then create a username and password for your account. Click "Submit" and your account should be complete!

Step 6

Once complete, your account information should pop up, and you will be ready to start registering for programs on RecDesk.



Questions that are followed by a **red asterisk (*)** require responses.

If you have any questions, please reach out to the main office for further assistance.



705-722-1066



simcoecounty@alzheimersociety.ca

Registration once logged into RecDesk

Step 1

On the tabs bar please select "Programs" and the drop-down bar should allow you to select the type of program you'd like.

Step 2

Select the program you would like to register for, select yourself as the member and the fee of 0\$ and then click "Save".

Step 3

This program should now be in your "Shopping Cart".

Click "Go To Checkout".

Step 4

RecDesk will then ask you to read and acknowledge the Alzheimer Society of Simcoe County program participation waiver. Please read and then click "I Accept Waiver".

Step 5

Then you will be asked to complete the required forms. Please read through, answer all questions and submit the form by clicking "I Have Completed All Forms".

Step 6

Once complete, you will be sent to checkout. All programs at The Alzheimer Society of Simcoe County are free, so no need to get your wallet just click "Continue" and you are set!



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