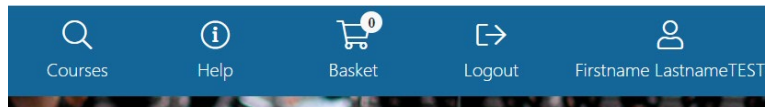


## WSPR-Intelli Help

### *Registering for Reservable Drop-in Programs*

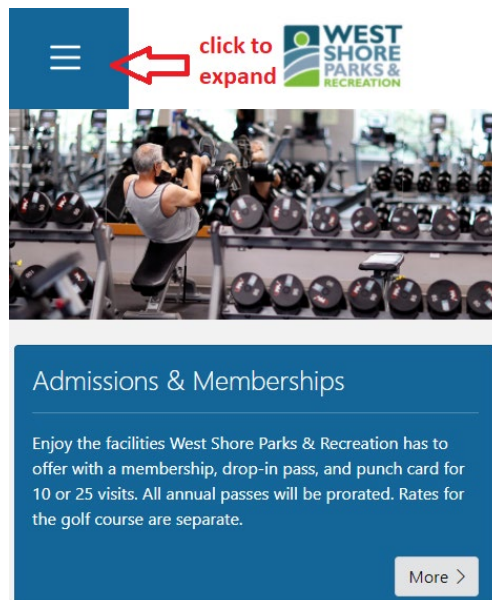
Instructions shown are for clients using a mobile device. On a laptop/PC, the client menu is accessed from the top right banner. Remaining steps in the process are the same.

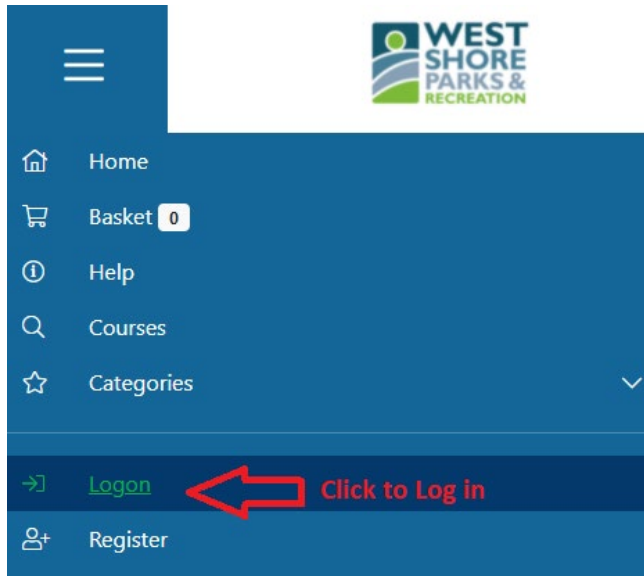


### **INSTRUCTIONS:**

#### **For tips and tricks on how to reserve a drop-in program online**

1. Go to the WSPR Intelligenz website: [explore.wspr.ca](http://explore.wspr.ca)
2. Click “Logon” to log into your account.

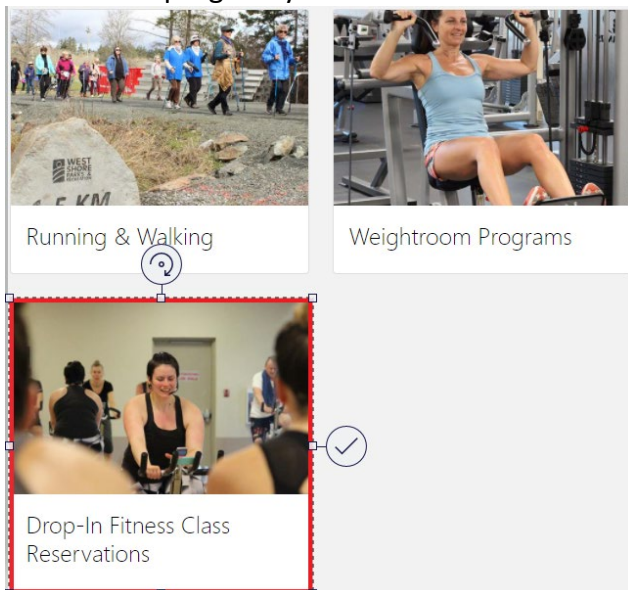




3. Click on the activity icon for the program you would like to book



4. Click on the program you would like to reserve



- Click 'Book' on the class or session time and date you would like reserve within the calendar

Calendar view for Thursday, 27-Jan-22. A 'Previous Week' button is visible. The calendar shows two sessions:

Time	Thursday	Friday	Saturday
06:15 AM		Indoor Cycling Spaces: 8 <a href="#">Book Now</a>	
09:15 AM	Indoor Cycling Spaces: 12 <a href="#">Book Now</a>		

- From here, you can also choose to book other family members. **On a mobile device you may need to scroll up to see the participant drop-down menu.**

Calendar view for Thursday, 27-Jan-22. A 'Participant' dropdown menu is shown with 'Sally Smith (Smith Family)' selected. A red arrow points to the dropdown arrow. Below the calendar is a table of sessions:

Time	Class	Instructors	Location	Venue	Spaces	Availability
9:15 AM - 10:00 AM (45 mins)	Indoor Cycling	West Shore Parks & Rec, Staff	Fitness Studio	Juan de Fuca Rec Centre	11	<a href="#">Book Now</a>
5:00 PM - 5:45 PM (45 mins)	Indoor Cycling	West Shore Parks & Rec, Staff	Fitness Studio	Juan de Fuca Rec Centre	12	<a href="#">Book Now</a>

- Confirm the date and time of the session you have selected and click 'Book Now'

Time	Class	Instructors	Location	Venue	Spaces	Availability
9:15 AM - 10:00 AM (45 mins)	Indoor Cycling	West Shore Parks & Rec, Staff	Fitness Studio	Juan de Fuca Rec Centre	12	<a href="#">Book Now</a>

- The session/class will be added to your basket. From the basket you can

- Review purchases including the class/session family member registered, and total price
- Click “continue shopping” to keep booking into additional classes/sessions
- Click “cancel basket” to cancel your purchase
- Click “checkout” when you are ready to make payment

9. If paying a single admission (non-pass holder) enter in your credit card information and click “process transaction”.

## WEST SHORE PARKS AND RECR

Mandatory fields marked by \*

### Payment Details

**Transaction Amount:** \$ 0.06 (CAD)

**Order ID:** fc48a115-b957-ec11-a665-005056bf6b79

Please complete the following details exactly as they appear on your card.  
*Do not put spaces or hyphens in the card number.*

**Cardholder Name\*:**

**Card Number\*:**

**Expiry Date (MMYY)\*:**

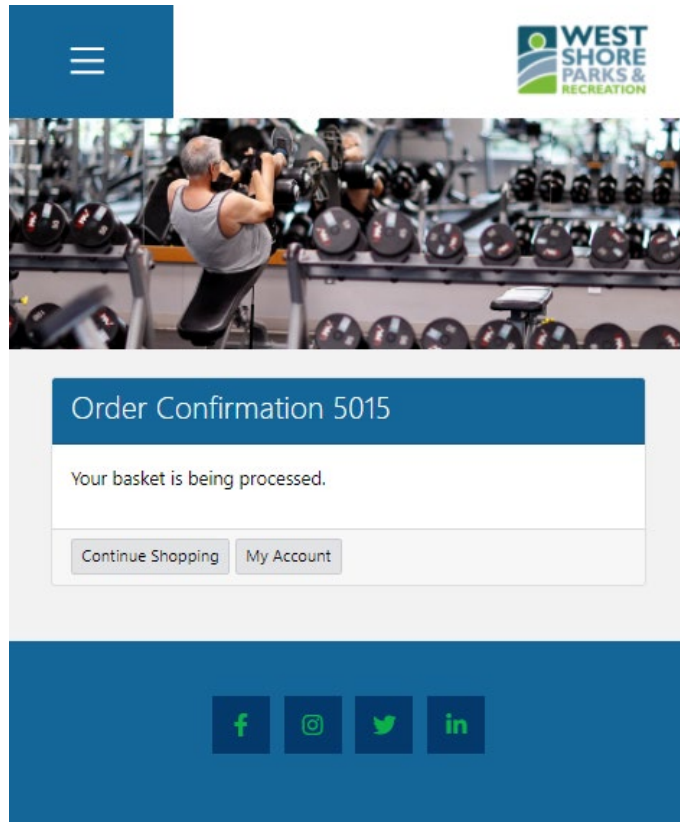
Click 'Process Transaction' to charge your card. Only click the button once.  
'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction'  
transaction from being processed and may result in a double charge.

**Click to Process**

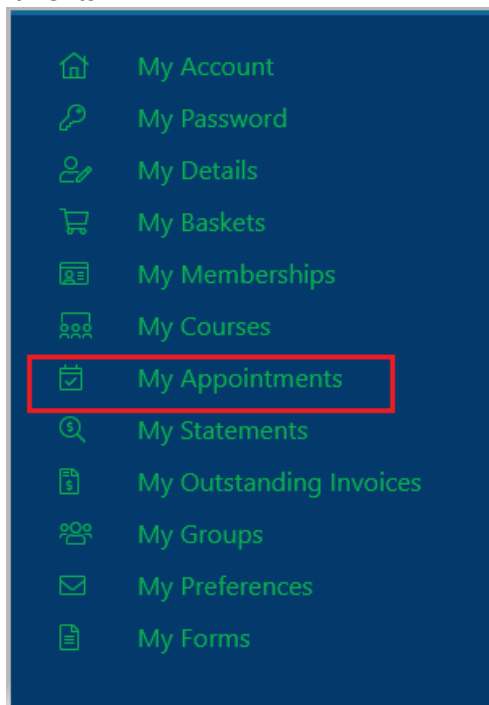
**Process Transaction**

**Cancel**

10. When your purchase is finalized, you will see the following screen:



11. If you want to view the session you have reserved, expand the menu beside your name and click on “My Appointments”

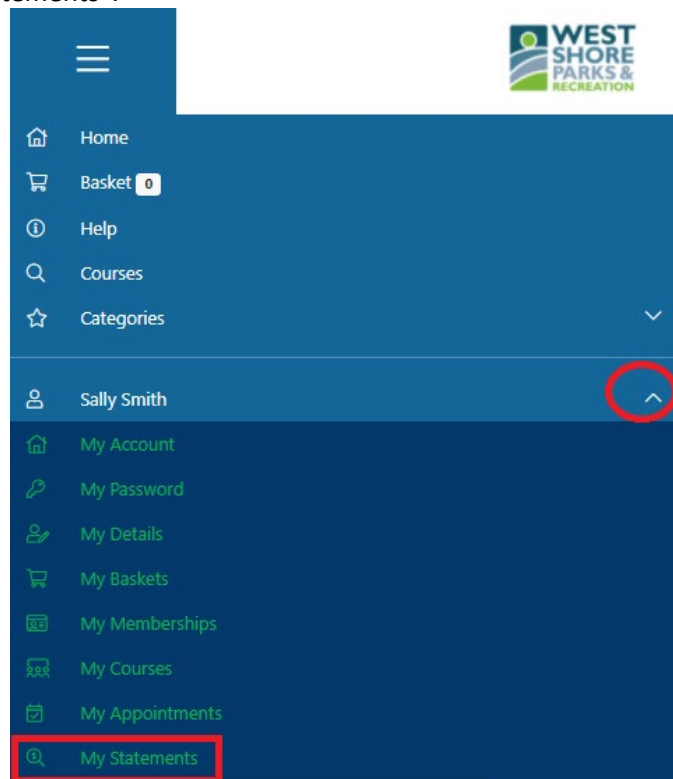


12. You can view your upcoming bookings, book again or reschedule. Cancellations can be made up to 1 hour prior to the session start time.

Period Thu, 20-Jan-22 - Sat, 19-Feb-22

Date	Time	Booking ID	Bookings	Participant	Staff	Location	Book Again	Reschedule	Cancel
Sat <b>22</b> Jan	12:00 PM - 1:45 PM	13682	Weight Room Reserved Drop-in Class (1 x Membership)	██████ ██████	Not specified	Weight Room			

13. If you want to view a copy of the transaction, expand the menu beside your name and click on "My Statements".



14. Find the receipt for the transaction you just completed, and click the information icon.


Period Mon, 08-Nov-21 - Wed, 08-Dec-21


Opening Balance: **\$0.00**

Details	Debit	Credit	Money Owing	Options
<b>Date:</b> Tue, 07-Dec-21 <b>Type:</b> Receipt <b>ID:</b> 7085 <b>Payment Method:</b> Visa (8885)		\$0.06	<input type="button" value="ⓘ"/>	<b>click to review a detailed copy of the transaction</b>
<b>Date:</b> Tue, 07-Dec-21 <b>Type:</b> Invoice <b>ID:</b> 7085	\$0.06		<input type="button" value="ⓘ"/> <input type="button" value="✉"/>	
<b>Date:</b> Tue, 07-Dec-21 <b>Type:</b> Invoice <b>ID:</b> 7084			<input type="button" value="ⓘ"/> <input type="button" value="✉"/>	
<b>Date:</b> Tue, 07-Dec-21 <b>Type:</b> Receipt <b>ID:</b> 7076 <b>Payment Method:</b> Visa (8882)		\$0.03	<input type="button" value="ⓘ"/>	
<b>Date:</b> Tue, 07-Dec-21 <b>Type:</b> Invoice <b>ID:</b> 7076	\$0.03		<input type="button" value="ⓘ"/> <input type="button" value="✉"/>	
<b>Date:</b> Thu, 02-Dec-21 <b>Type:</b> Invoice			<input type="button" value="ⓘ"/>	

15. You will see a detailed summary of the transaction, or click “email invoice” to email yourself another copy.

## Invoice Details: 7085

 Date: Tue, 07-Dec-21

 Balance: \$0.00

Item	Quantity	Value	Discount	Net
Health & Fitness Courses	1	\$0.03	\$0.00	\$0.03
⌕ Web Demo Course Registration Fitness: Group Fitness 60 Minutes ⌚ Mon, 13-Dec-21 10:15 AM				
⌕ Web Demo Course Registration Fitness: Group Fitness 60 Minutes ⌚ Mon, 20-Dec-21 10:15 AM				
⌕ Web Demo Course Registration Fitness: Group Fitness 60 Minutes ⌚ Mon, 27-Dec-21 10:15 AM				
Community Rec Children's Programs	1	\$0.03	\$0.00	\$0.03
⌕ Web Demo Course Registration CR: Children's Dance - 30 ⌚ Fri, 10-Dec-21 9:35 AM				
⌕ Web Demo Course Registration CR: Children's Dance - 30 ⌚ Fri, 17-Dec-21 9:35 AM				
⌕ Web Demo Course Registration CR: Children's Dance - 30 ⌚ Fri, 24-Dec-21 9:35 AM				
Total Incl Tax				\$0.06
Payments				\$0.06
Balance				\$0.00

 [Email Invoice](#)