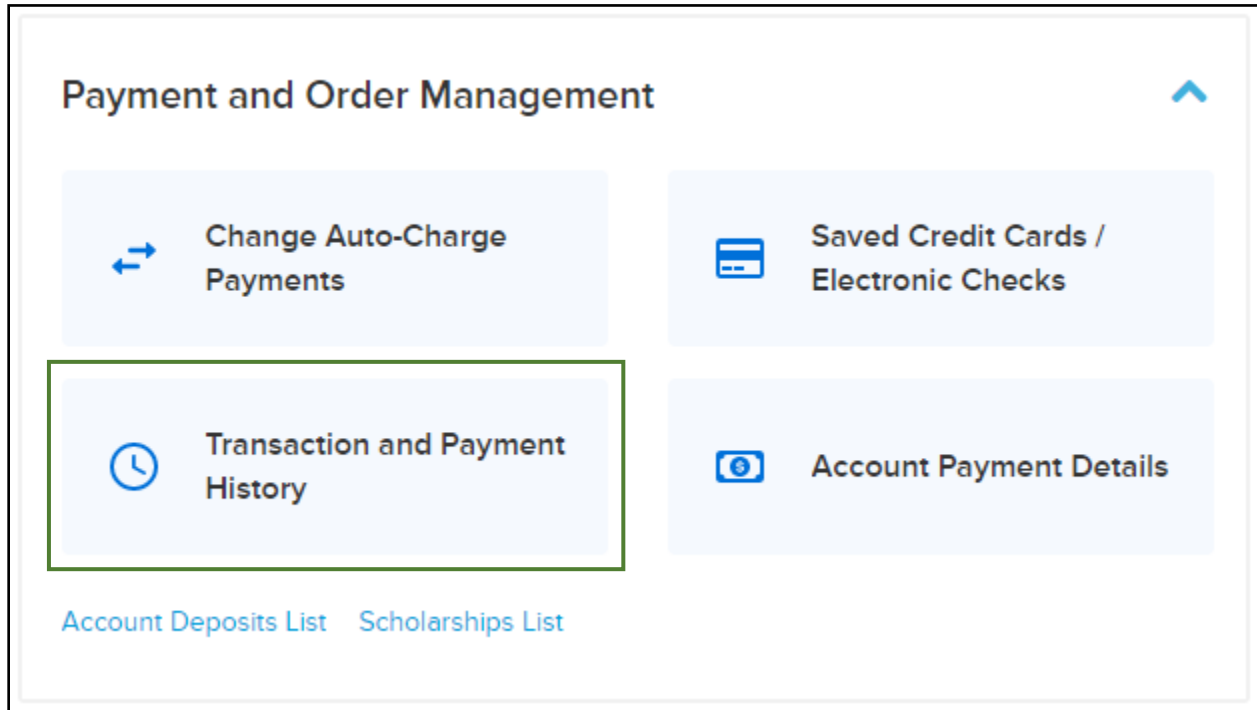
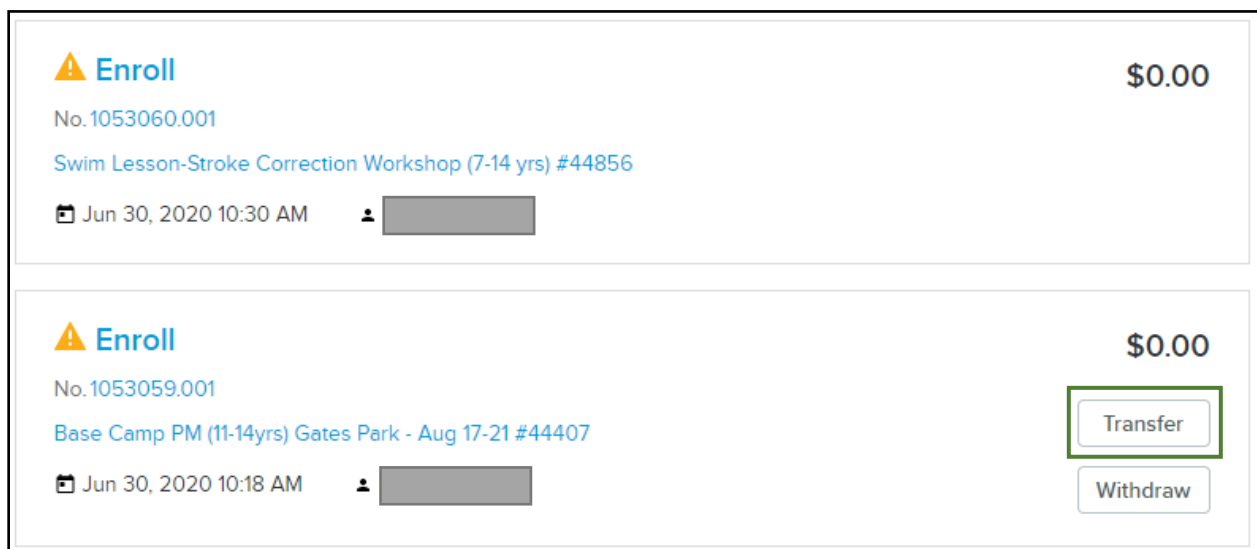


Port Coquitlam Recreation – Transfer From/To a Program Online

Step 1: Login to <https://www.portcoquitlam.ca/register> and go to “My Account”, where you will see two main sections – *Payment and Order Management* and *Other Service*. Under *Payment and Order Management*, select *Transaction and Payment History*.



Step 2: You will see your complete history of transactions, including receipts. If a program is eligible to complete an online transfer, you may select the *Transfer* button next to that transaction.



Port Coquitlam Recreation – Transfer From/To a Program Online

Step 3: The system will now take you to the general activity listing. Choose your activity as you normally would and select the *Transfer* button which will take you through a standard enrollment.

Base Camp PM (11-14yrs) Gates Park - Aug 24-28 ⓘ

N.44408 / Age At least 11 but less than 15

📍 Gates Park Inner Court Yard by Concession

📅 Start from Aug 24 to 28, 2020 from 1:30 to 5pm Drop off and pick up at Gates Park co...

\$100.00

Transfer

♡

Step 4: Review the transaction you have requested and if everything looks correct, select the *Finish* button to complete this transfer. Note – depending on the price difference between the two activities, there may be a zero-payment required, an additional charge, or a partial refund.

CM

1 item, \$0.00 in total.

Base Camp PM (11-14yrs) Gates Park - Aug 24-28 - 44408 **\$0.00** ^

⌵

Base Camp PM (11-14yrs) Gates Park - Aug 17-21 - 44407

Transfer out from Base Camp PM (11-14yrs) Gates Park - Aug 24-28 - 44408		
ORIGINAL PAYER	REFUND TO	AMOUNT
	Account	-\$100.00
	Subtotal	-\$100.00
	Your Refund	\$100.00
	Final Refund to You	\$100.00

Transfer to Base Camp PM (11-14yrs) Gates Park - Aug 17-21 - 44407			
DESCRIPTION	QTY	UNIT FEE	AMOUNT
Activity Fee	1.00	\$100.00	\$100.00
	Subtotal		\$100.00

ACTIVITY TRANSFER

Order Summary

Subtotal **\$0.00**

Due Now **\$0.00**

Enter coupon code

Finish