Hello! We’ve provided you with this document to assist you with completing necessary steps in the Mini U registration process. Registration begins with creating an account; this applies to anyone who wishes to register online.

**Step 1: Sign Into Your Account**

If you have done business with us or registered for any of our programs/courses in the past two years, then you have an existing account. If you don’t know which email address is attached to your account, please call us at 204-474-6100.

If you know which email address you used for your account, go to sportandrec.umanitoba.ca.

If you have an existing account, please click “Login”.

**If you are a new client and do not have an existing account**, please scroll to **Step 2**.

If you have an account but don’t know your password, please click “Click Here”. You will then receive an email; please follow the instructions in that email to reset your password.

Once you have logged into your account, you can click on your name to manage your account settings and look up account information. (Information on paying an outstanding account balance will be found at the end of this document.)

At this time, you should check if your family account is set up correctly. To check this, click “Group” in the drop-down under your name in the top menu bar. If it is not correct, proceed to **Step 3**.
Step 2: Creating A New Account

IF YOU ALREADY HAVE AN ACCOUNT, PLEASE SCROLL TO STEP 3.

If you are a new customer and do not have an account, please look for the button that says “Create an Account”. Click that button.

That will take you to a screen to enter your personal information, under a section titled “Customer Details”.

Once you have completed entering your account information and all required fields, please click Register.
Step 3: Setting Up A Family Group (This step is only for new accounts.)

Now that you have access to your account, in order to register your children for Mini U programming you will need to create a family group within your account. To do that, you will need to phone our Customer Service team at 204-474-6100. You may also stop by the Customer Service desk in the Active Living Centre on the Fort Garry campus to have us set up your family group.

You will not be able to register your children for programming without completing steps 3 & 4!

Once your family group is established by one of our Customer Service agents, you will need to add your children into your new family group in your account.

Step 4: Adding Members To Your Group

In order to register a person for programming, they must be added as part of your group. To do that, first, you must go into your account. To go into your account, find your name at the top right corner and open the drop-down menu. You’ll see “Groups”, please click that button.

Once you are on the Groups page, you will need to click “Add” to add family members to your group. You can add as many people as you wish.
Step 5: Enter Your Emergency Contact Information

It’s very important for us to have an emergency contact information on file, ideally someone who is not already in your family group. We will contact this person in case of an accident, a medical emergency, or any other urgent situation regarding your child if we are unable to reach you or another designated parental contact.

To enter your emergency contact details, go to your name at the top right corner. Click your name to bring up the drop-down menu, then click Edit Profile.

Once you are on your profile page, you can add emergency contact details.
Step 6: View Your Outstanding Account Balance

You can view your outstanding account balance online. Click your name on the top navigation bar, then on the drop-down menu, click “Outstanding Invoices.”

To pay your outstanding balance online, click Pay Now. You will be redirected to our secure payment processor site where you can complete your payment by VISA or MasterCard.

Congratulations! You are ready to register for our programs! If you should have any problems, please call our Customer Service team at 204-474-6100.