

HOW TO REGISTER ONLINE FOR A WOODCRAFTERS SESSION

You must have an active Woodcrafters membership in order to book into Woodcrafters sessions.

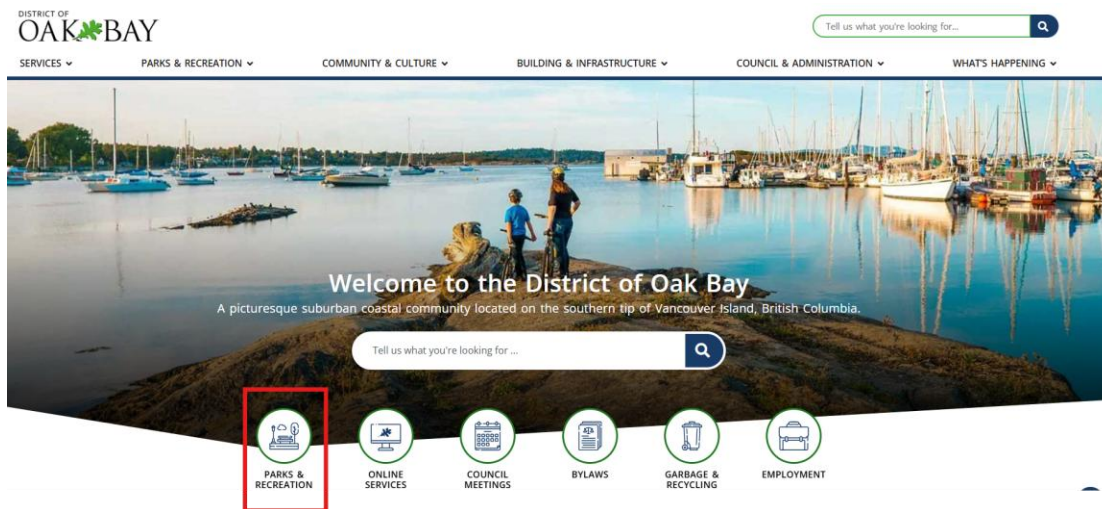
If your Woodcrafters membership has expired contact Monterey Reception to renew your membership 250-370-7300, you cannot renew your membership online.

You are able to book into as many sessions as you like for the remainder of the year. If you do not see a session available this means, there is no session open i.e. the Woodcrafters room is closed.

Step 1

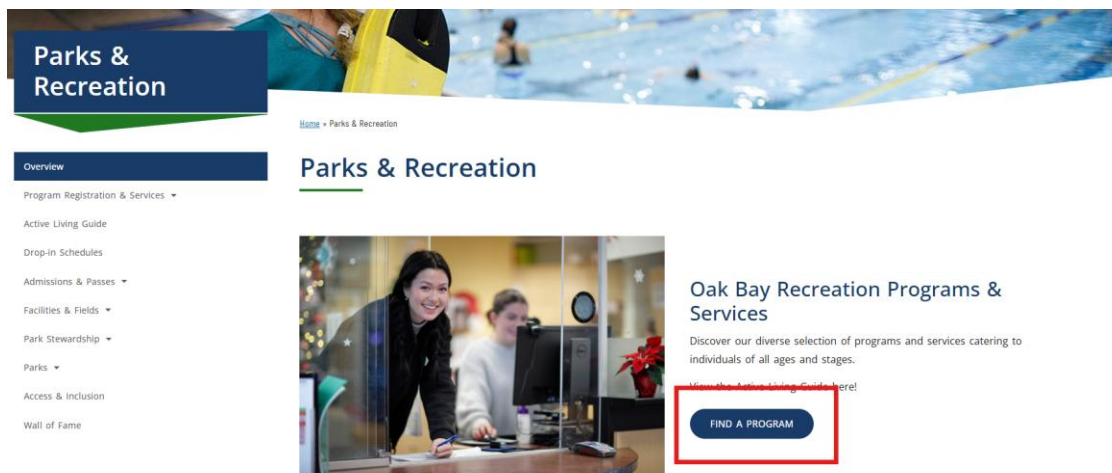
Go to the District of Oak Bay's website home page. <https://www.oakbay.ca/>

Once on the home page click on the **Parks & Recreation Icon**.



Step 2

You are now on the Parks & Recreation page of the Oak Bay website. Click on **FIND A PROGRAM**

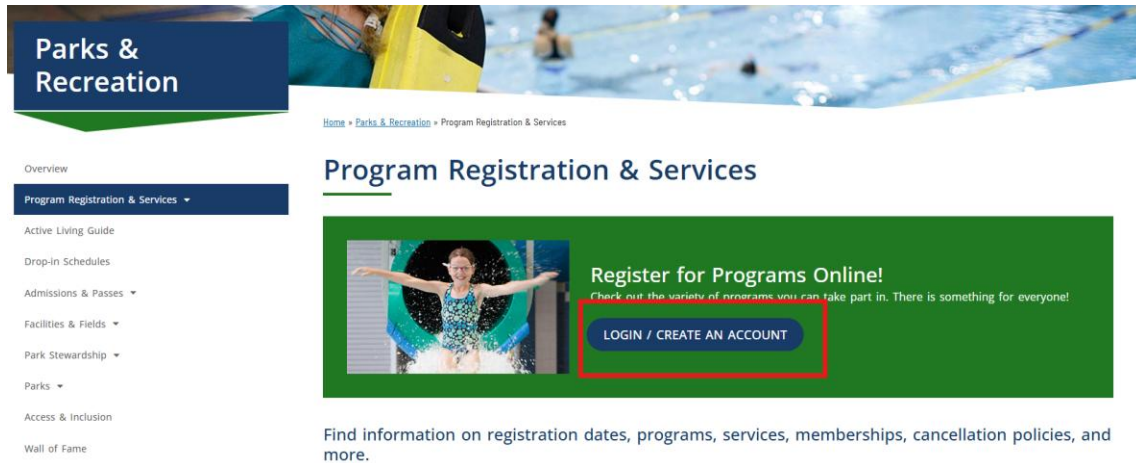


Step 3

You are now on the Program Registration & Services page. Click on **LOGIN/CREATE AN ACCOUNT**

Note: If you have not logged in online before you will need to have a Receptionist, send your login credentials.

Call 250-370-7300.



Step 4

You are now on the Oak Bay Recreation Patron Login Page. **Enter your email address** associated with your Oak Bay Recreation account. **Enter your password.** Click **LOGIN.**

Do not create a new account as this will not be linked to your Woodcrafters profile

If you have forgotten your password, select **Forgot password?** and you will receive an email with a link to reset your password.

The image shows a login page for 'OAK BAY PARKS, RECREATION & CULTURE'. At the top, there is a logo and a link that says 'Don't have a login? Signup'. Below this is a white box with a red border containing the title 'Login to your account'. Inside this box are two input fields: 'Email' and 'Password'. A red arrow points to the 'Email' field, and another red arrow points to the 'Password' field. To the right of the 'Password' field is a link that says 'Forgot password?'. Below the password field is a blue button with the text 'Login'. At the bottom of the white box is a link that says 'Continue with Facebook'.

Step 5

You are now on your personal profile page within Oak Bay Recreations member software program. To view and book into a Woodcrafters Club Session click on **Schedule**.

Note: You must have an active Woodcrafters Membership in order to book into Woodcrafters Club Sessions. If you're membership has expired, you will need to see a Receptionist. You cannot renew or purchase a membership online.

My Profile Schedule Launch Website

Family Member Detail

Edit Manage Login Add Family Member Buy Membership Print Tax Receipt

JESSICA FORNELLI
FORNELLI Family

Mar 18, 2026 Ends

Monterey - Woodcrafters Club Session
MONTEREY MEMBERSHIP
Aug 18, 2026 Ends

Step 6

You are now on the Select Activity page of the Oak Bay website. Click on **MONTEREY CLUB SESSIONS**

Select an Activity

Filters [Reset](#)

Date Range [Reset](#)
dd-MMM-yyyy - dd-MMM-yyyy

Days of week [Reset](#)
Mon Tue Wed Thu Fri Sat Sun

Keyword [Reset](#)
Search

Location [Reset](#)
Location

Service [Reset](#)
Service

Age [Reset](#)
0 yr mos - 99+ yr mos

Adult Programs

- [ART](#)
- [BRIDGE](#)
- [CUISINE & LIBATIONS](#)
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- [FELDENKRAIS METHOD](#)
- [HEALTH & WELLNESS](#)
- [LANGUAGE & TRAVEL](#)
- [MEDITATION AND MINDFULNESS](#)
- [MONTEREY CLUB SESSIONS](#)**
- [MUSIC](#)
- [OUTDOORS & EDUCATION](#)
- [REC SPORTS](#)
- [SOFTBALL LEAGUE](#)
- [SPECIAL INTEREST](#)

Aquatics

- [ADULT AQUATICS](#)
- [ADVANCED AQUATICS](#)
- [KAYAKING & SAILING](#)
- [PRESCHOOL SWIM LESSONS](#)
- [PRIVATE SWIM LESSONS](#)
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- [YOUTH AQUATICS](#)

Children's Programs

- [CHILDREN](#)
- [KINDERGYM DROP-IN](#)
- [PRESCHOOL](#)

Arts and Culture

- [ARTS AND CULTURE](#)

Birthday Parties

- [HENDERSON BIRTHDAY PARTIES](#)
- [OAK BAY BIRTHDAY PARTIES](#)

Camps

- [BEFORE/AFTER CAMP CARE](#)
- [DAILY CAMPS](#)
- [FULL DAY CAMPS](#)
- [HALF DAY CAMPS](#)
- [PRO-D CAMPS](#)

Step 7

You are now on the Monterey Club Session page. You see the soonest available sessions to book, and you can also set your search parameters to look for future bookable sessions (see red arrows). Each day is then separated into the available sessions that day.

You can only register for 1 session from this page. Further steps will show how to register for additional sessions in 1 transaction.

Click on **REGISTER** to book a specific session.

The screenshot shows the 'MONTEREY CLUB SESSIONS' page. On the left, there are filters for Keyword, Location, Date Range (02-Sep-2025 to 30-Oct-2025), Days of week (Mon-Sun), and Age (0-99+). Red arrows point to the Date Range and Days of week filters. The main content area shows sessions for Tue, Sep 2nd, 2025, Wed, Sep 3rd, 2025, and Thu, Sep 4th, 2025. Each session listing includes the session name, time, location, fee, and a 'REGISTER' button. The 'REGISTER' button for the 1:00 pm - 4:00 pm session on Wed, Sep 3rd, 2025 is highlighted with a red box.

Day	Session Name	Time	Location	Fee	Spots Left	Register
Tue, Sep 2nd, 2025	WOODCRAFTERS CLUB SESSION #236695	9:00 am - 12:00 pm	Monterey Recreation Centre - Mahogany Room	No fee	10 spot(s) left	REGISTER
	WOODCRAFTERS CLUB SESSION #236697	1:00 pm - 4:00 pm	Monterey Recreation Centre - Mahogany Room	No fee	9 spot(s) left	REGISTER
Wed, Sep 3rd, 2025	WOODCRAFTERS *CARVERS ONLY* SESSION #237424	9:00 am - 12:00 pm	Monterey Recreation Centre - Mahogany Room	No fee	10 spot(s) left	REGISTER
	WOODCRAFTERS CLUB SESSION #236700	1:00 pm - 4:00 pm	Monterey Recreation Centre - Mahogany Room	No fee	10 spot(s) left	REGISTER
Thu, Sep 4th, 2025	WOODCRAFTERS CLUB SESSION #236695	9:00 am - 12:00 pm	Monterey Recreation Centre - Mahogany Room	No fee	10 spot(s) left	REGISTER
	WOODCRAFTERS CLUB SESSION #236697	1:00 pm - 4:00 pm	Monterey Recreation Centre - Mahogany Room	No fee	10 spot(s) left	REGISTER

Step 8

You are now on the session confirmation page. Review the date and time of the session. If correct click on **REGISTER** to proceed.

Note: the system will show you similar events to this session, but you will not be automatically booked into these similar event's

The screenshot shows the session confirmation page for 'WOODCRAFTERS CLUB SESSION'. At the top, there are links for 'My Profile', 'Schedule', and 'Launch Website'. The session details are displayed: 08-Sep-2025, 1:00 pm - 4:00 pm, 10 spot(s) left. A red box highlights the 'REGISTER' button. Below the session details, there is a section for 'Fees' showing 'Woodcrafters Member' and 'Free'. A section for 'Similar Events' lists 62 sessions from Mon 08-Sep-2025 to Tue 16-Sep-2025, all at 1:00 PM - 4:00 PM in the Mahogany Room. At the bottom, there is a section for 'About this Class' showing the location 'Monterey Recreation Centre' and Class ID '00236697'. A 'Show Map' link is also present.

Day	Date	Time	Location
Mon	08-Sep-2025	1:00 PM - 4:00 PM	Mahogany Room
Tue	09-Sep-2025	1:00 PM - 4:00 PM	Mahogany Room
Thu	11-Sep-2025	1:00 PM - 4:00 PM	Mahogany Room
Fri	12-Sep-2025	1:00 PM - 4:00 PM	Mahogany Room
Mon	15-Sep-2025	1:00 PM - 4:00 PM	Mahogany Room
Tue	16-Sep-2025	1:00 PM - 4:00 PM	Mahogany Room

Step 9

You are now on the patron confirmation page. Ensure that the correct person is selected to be booked into this session. Click on **NEXT**

Note: Until completed this spot will be held for 5mins. If you share a profile with a spouse/family member who is also a Woodcrafters Member their profile would be show here too and you can select their name as well to book both of you into this session.

OAKBAY Parks, Recreation & Culture Recreation Oak Bay (250) 595-7946

My Profile Schedule Launch Website

JESSICA FORNELLI

WOODCRAFTERS CLUB SESSION

08-Sep-2025
1:00 pm - 4:00 pm
10 spot(s) left

Registration ends on 08-Sep-2025 at 1:00 PM

1 Attendees 2 Payment

Who would you like to book?

JESSICA FORNELLI (You)

Add Family Member

Next

Step 10

You are now on the Payment page. If you are only booking 1 session and all session details are correct proceed to complete booking/transaction by clicking **PLACE MY ORDER**.

If you want to book more than 1 session in this transaction, do not place order instead proceed to Step 10b.

Your booking is now complete. Continue to step 11 for instructions on how to on how to view your bookings from your profile.

My Profile Schedule Launch Website

Payment Method

Your available credit

Use your credit balance

Your credit cards

Add a new Card

Order Summary

Clear Cart

WOODCRAFTERS CLUB SESSION

JESSICA FORNELLI
00236697
08-Sep-2025, 1:00 PM - 4:00 PM

\$0.00 ×

Total \$0.00

Gift Card or Promo Code Apply

Place My Order Continue Shopping

Step 10 b

If you want to book more than 1 session in this same transaction, for example you'd like to book for 3 sessions in a week. Once the first session is in your cart then click on **SCHEDULE** again. **Proceed to follow steps 6-9 until you are ready to Place My Order.**

Reminder: Your spots will only be held for 5mins once in your cart.

The screenshot shows the checkout process. At the top, there are three buttons: "My Profile", "Schedule" (highlighted with a red arrow), and "Launch Website". The main content is divided into two columns. The left column, titled "Payment Method", includes a section for "Your available credit" with a checkbox and a masked credit card number, and a section for "Your credit cards" with a masked card and an "Add a new Card" button. At the bottom of this column are "Place My Order" and "Continue Shopping" buttons. The right column, titled "Order Summary", shows a "Clear Cart" button, the session name "WOODCRAFTERS CLUB SESSION", the user name "JESSICA FORNELLI", the session ID "00236697", and the date/time "08-Sep-2025, 1:00 PM - 4:00 PM" with a price of "\$0.00". Below this, the "Total" is "\$0.00". At the bottom of the right column is a "Gift Card or Promo Code" field with an "Apply" button.

Step 11

Yay! You have booked a Woodcrafters Session!

After your order is placed you can view your bookings by selecting **My Profile > My Info > Schedules**

The screenshot shows the confirmation page. At the top left is the "OAK BAY Parks, Recreation & Culture" logo and contact information. At the top right is a dropdown menu showing "JESSICA FORNELLI". In the center, there are three buttons: "My Profile" (highlighted with a red box), "Schedule", and "Launch Website". Below these buttons is a large blue banner with the text "Thank you!". Under the banner, there is a section for the booked session, "WOODCRAFTERS CLUB SESSION", with details "Every Mon, Tue, Thu, Fri, 02-Sep-2025 from 9:00 AM - 12:00 PM" and the user name "JESSICA FORNELLI". To the right of this section is an "Add to calendar" button (highlighted with a red arrow). At the bottom right, there are three buttons: "Print Registration Confirm...", "Print Receipt", and "Book Another Event" (highlighted with a red arrow).

Step 12

You are now back to your My Profile page. Scroll down the page until you see **SCHEDULES**. Click the drop-down arrow and you will see a calendar view of your Woodcrafters bookings.

Note: if you are registered in other Oak Bay Recreation programs you will see them on this calendar as well.

▼ Schedules

< September 2025 >

Switch to List View

Export to PDF ▼

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	01	02 9:00 AM-12:00 PM JESSICA FORNELLI WOODCRAFTERS CLUB SESSION / Mahogany Room Withdraw	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	01	02	03	04

Cancelling a session

To withdrawal from a session from the Schedules list on your profile. Go to the session you wish to withdrawal from and click on **WITHDRAWL**. Double check this is the correct session you want to withdrawal from. Click on **WITHDRAW**. This booking as now been cancelled for you and it will be removed from your calendar.

Frequently Asked Questions about the online booking system:

1. When is the latest I can book a time slot?
 - a. The cut off time is 3:30pm daily for the next day's timeslots. For example, if you want to book a time slot on Tuesday, you will need to sign up prior to 3:30pm on Monday.
2. What happens when only 1 person is booked in a timeslot?
 - a. After the registration cut off time Reception will review next day's registrations, if only 1 club member is registered in a timeslot, Reception will call that club member to notify that they will not be able to come in as that "timeslot" will not run, Reception will recommend another timeslot (if any) that have more than 1 club member registered.

3. Are we able to see the names of other people who have registered?
 - a. No, unfortunately, the registration software is designed to protect registrant's privacy. It is important to remember that these online woodcrafters' sessions are visible to the public though our website.
4. Can the woodcrafters have their own section under "Select an activity"
 - a. No, our registration systems Categories-Calendars-Services are laid out to match our programming and marketing structure.
5. Why is there a payment screen if I don't have to pay anything?
 - a. This is part of the software's design. The fee (\$0.00) is part of the set up that only allows qualified woodcrafters to register for these sessions.
6. What are the online password requirements?
 - a. Minimum of 8 characters
 - b. At least one uppercase letter
 - c. At least one lowercase letter
 - d. At least one number
 - e. Include a special character (e.g., ! @ #)
7. Is there a separate time for the woodcarvers?
 - a. Yes, the woodcarvers' timeslots are labeled as such. On Wednesday Mornings from 9:00a.m. – 1:00p.m.
8. If 2 woodcrafters show up without registering online, can we still get the key?
 - a. Yes! As long as both people are members they can show up and use the woodshop, Monday- Friday 9:00a.m. – 4:00p.m. (statutory holidays are excluded)
9. Can club members show up without having registered for a session?
 - a. Yes, Reception will add them into a timeslot if there are 2 club members present.
10. Am I able to call to book a slot?
 - a. Yes, you can call Monterey Reception at 250-370-7300 to book a time slot or stop by the reception desk in person.
11. I'm following the How-To steps, but it won't let me register online.
 - a. Your Woodcrafters membership may be expired. Contact Reception to have your Woodcrafters membership renewed for the year.