

How to make payment for Rockwood, Seaside and Mission online





Public Website - <https://app.booking.ca/seheltpub/index.asp>

1. Select My Account

Welcome to the District of Sechelt

Public Access Website

We are dedicated to promoting a warm, welcoming and safe environment where everyone can participate in a large range of recreational activities regardless of age, ability, background and economic status.

MY ACCOUNT	NEXT STEPS
 Logon to Account <ul style="list-style-type: none">Edit Contact InfoManage FamiliesView AccountView Your History	 Request Booking Now <ul style="list-style-type: none">Booked with us before? Click here to Log onAfter logon view our Facility Calendar
 Create Account <ul style="list-style-type: none">New Users OnlyDO NOT create a new account if you have rented a facility in the past.	 View Facility Calendars <ul style="list-style-type: none">View Schedules of EventsView your personal Schedule

2. Enter in your Username and Password

Account Logon

Logon To My Account Username: <input type="text" value="lclark"/> Password: <input type="password" value="....."/> <input type="checkbox"/> Remember Me <input type="button" value="Logon"/>	I Don't Have An Account Click here to create a New Account
	I Forgot My Password Click here to retrieve your Account Information

3. You will be directed to My Account Dashboard

4. Select Go to My Account





Home Facilities Calendars My Account

My Account Dashboard

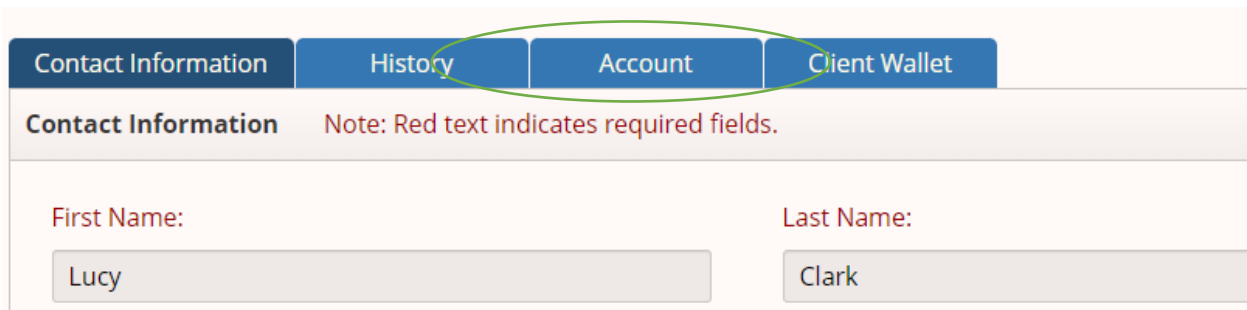
Logon Successful!

Welcome Lucy Clark

Choose what you would like to do from the links below:

-  [Home Page](#)
-  [Go to My Account](#)
-  [View Facility Information](#)
-  [View Our Calendars](#)

5. Select the Account tab



The screenshot shows a navigation bar with four tabs: "Contact Information", "History", "Account", and "Client Wallet". The "Account" tab is highlighted with a green oval. Below the navigation bar, the "Contact Information" section is active, displaying a note: "Note: Red text indicates required fields." Below the note, there are two input fields: "First Name:" with the value "Lucy" and "Last Name:" with the value "Clark".

6. The client account will populate, with your outstanding invoices.

7. Click on the gear icon in the function column, to view, print or pay invoice.



\$ Client Account

This screen is used to view outstanding invoices and receipts. To view or print these invoices, click the appropriate radio button then click on the gear icon in the Function column followed by "View" to view an invoice or "Print" to print a copy of the invoice. If there is an outstanding balance on an invoice, and online payments are enabled, select "Pay" to complete the payment.



The screenshot shows the "Client Account" page with the "Account" tab selected. Below the navigation bar, there is a radio button for "Facility Bookings". Below that is a table with the following data:

Event Name	Creation Date	Invoice #	Balance Due	Function
Oktoberfest	Aug 23, 2021	77	\$0.00	
Cleaning	Aug 20, 2021	74	\$0.00	
Public Booking	Jul 6, 2021	27	\$0.00	

The gear icon in the "Function" column for the first row is circled in green.