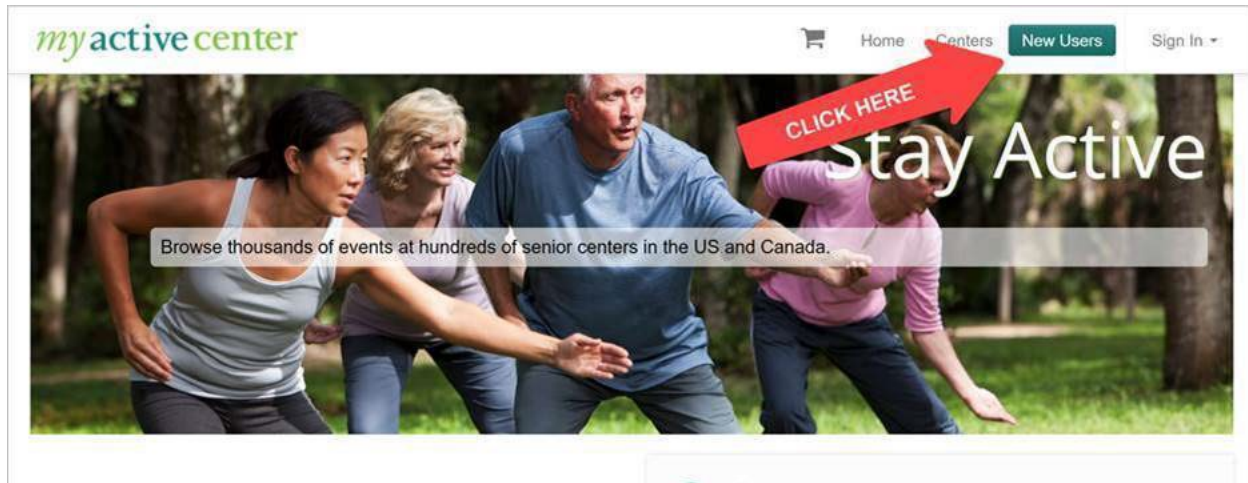


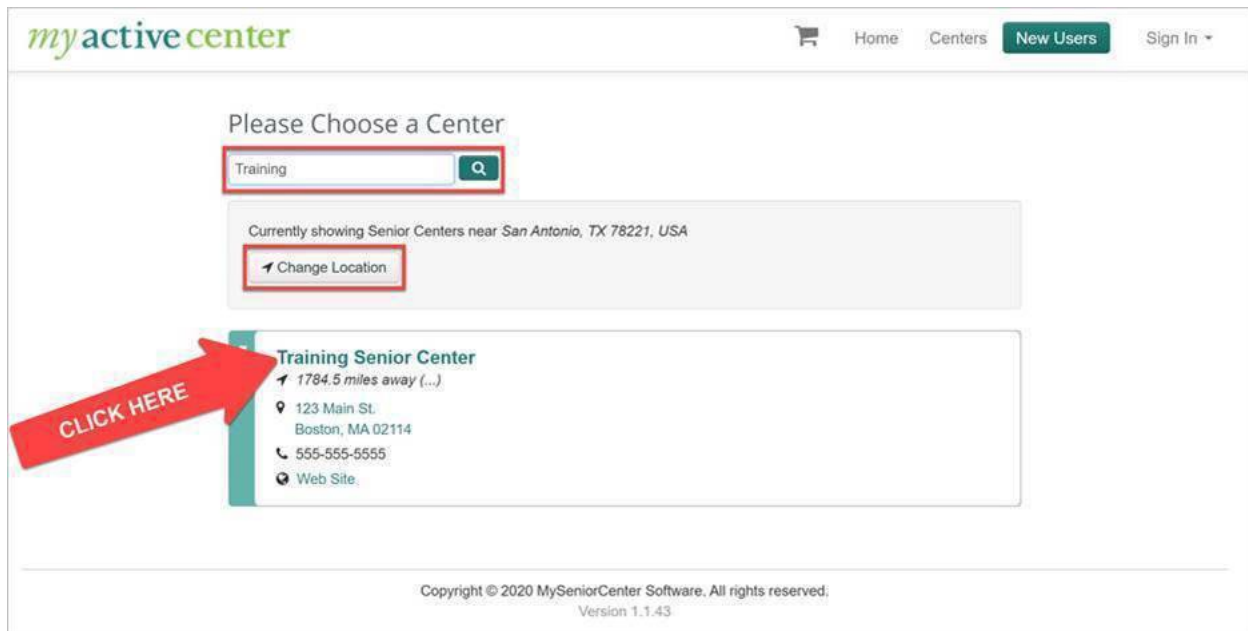
How to Register/Sign Up for MyActiveCenter

First, you will need to have your Key Tag ready.

Go to <https://myactivecenter.com/> and click the **NEW USERS** button.



Then search for and select the Senior Center you belong to.



Next, follow the steps below to type in your Key Tag number and Home Phone number. Then put in your own personal Email and Password. That will be how you sign in and out of MyActiveCenter in the future. Once finished, click **CONTINUE**.

The screenshot shows the 'my active center' website's 'Activate Account' page. At the top, there is a navigation bar with a shopping cart icon, 'Home', 'Centers', a 'New Users' button, and a 'Sign In' dropdown. The main heading is 'Activate Account'. Below it, a light blue box contains instructions: 'If you have been issued a MySeniorCenter Key Tag by Training Senior Center, enter it here so that the account is linked. This is necessary to enroll in activities and groups at this center. Your contact information on file with the center will be retrieved automatically.'

Below the instructions, there is a 'Senior Center' dropdown menu currently set to 'Training Senior Center' with a 'Change' button next to it. To the left of the input fields, red text reads: 'THESE FIELDS MUST MATCH EXACTLY WHAT THE SENIOR CENTER HAS IN YOUR RECORD'. The 'Key Tag Number' field contains 'x0830' and has a red box around it; below it is the text 'The number on the back of your MySeniorCenter Key Tag (including the "X" prefix if applicable)'. The 'Home Phone Number' field contains '866-739-9745' and also has a red box around it; below it is the text 'Your phone number is only used to verify your identity. You should use the same number that is on file with the senior center that issued the key tag.'

Further down are three input fields: 'E-mail Address' with 'amanda@myseniorcenter.com', 'Password' with six dots, and 'Confirm Password' with six dots. At the bottom, there is a checkbox labeled 'My spouse and I share an e-mail address and I would like to add him or her to this account'. A red arrow points from this checkbox to the right, where red text says 'CHECK HERE TO ADD A SPOUSE TO THE SAME ACCOUNT'. A large red arrow points from the left towards a 'Continue' button, with the text 'CLICK HERE' written inside the red arrow.

Once finished, you will now be signed up and logged in!

Now you can browse and read about what classes are available to sign up for. You can scroll through or type in the search box to look for classes. To register for them, click on the **DETAILS** button next to the activity.

The screenshot shows the 'myactivecenter' website interface. At the top, there's a navigation bar with 'Home', 'Centers', and a user profile 'Hi Mandy'. Below the navigation bar, the 'Training Senior Center' is highlighted. The main section is titled 'Activities' and shows a search bar and a 'Filters' dropdown. A message indicates 'Showing 5 activities after Jun 8th in All categories'. The activities listed are:

- Beginner Ceramics (Ceramics Classes)**
⌚ 11:00 am - 12:30 pm (1 hour 30 minutes)
📌 Learning & Social
Description: None
Price: FREE
Details button
- Ceramics Classes**
⌚ 11:00 am - 12:30 pm (1 hour 30 minutes)
📌 Learning & Social
Description: None
Price: DISCOUNTED
Details button
- Crafts**
⌚ 2:00 pm - 4:00 pm (2 hours)
📌 Learning & Social
Description: Crafts every Tuesday with JoAnne. All supplies will be provided.
Price: \$3 to \$10
Details button
- Lunch A- Hot**
⌚ 12:00 pm - 1:00 pm (1 hour)
📌 Health & Fitness
Description: None
Price: FREE
Details button
- Movie Day**
⌚ 12:00 pm - 2:00 pm (2 hours)
📌 Learning & Social
Description: None
Price: Check w/ Staff
Details button

A red arrow labeled 'CLICK HERE' points to the 'Details' button for the 'Beginner Ceramics' class. On the right side, there's a sidebar with a 'Training S' center card showing its location (123 Main St, Boston, MA) and a 'Sign Out' button. Below the center card is a map of the area around Bunker Hill Monument.

This will then show you a calendar of when the class is available to sign up. Simply click on whichever date(s) on the calendar you would like to sign up for! After clicking the dates, you will see them show at the top of the calendar, confirming which ones you chose. Then click the **REGISTER** button to confirm registration.

Another window will appear asking you to confirm registration. Just click Register one more time.

The screenshot shows the 'myactivecenter' website interface. At the top, there's a navigation bar with 'Home', 'Centers', and a user profile 'Hi Mandy'. Below this, the page is titled 'Training Senior Center' with a sub-header 'Activities > Ceramics Classes'. The main content area shows 'Ceramics Classes' with a 'FREE' tag and a time slot of '11:00 am - 12:30 pm 1 hour 30 minutes'. It also mentions 'Learning & Social'. Below this, there's a section for selecting dates, showing 'Mon 6/8', 'Wed 6/10', and 'Fri 6/12'. A red arrow points to 'Fri 6/12'. To the right of the date selection is a 'Clear' button and a 'Register' button. Below the date selection, there's a 'PAYMENT' section stating 'Online payments have been disabled for this center'. At the bottom, there's a calendar for June 2020. The calendar shows dates from 1 to 30. The class is scheduled for '11am - 12:30pm Beginner Ceramics' on Mondays, Wednesdays, and Fridays. A red arrow points to the '11am - 12:30pm Beginner Ceramics' slot on Wednesday, June 10th. Another red arrow points to the 'REGISTER' button.

myactivecenter

Home Centers Hi Mandy

Training Senior Center

Activities > Ceramics Classes

Ceramics Classes

11:00 am - 12:30 pm 1 hour 30 minutes

Learning & Social

Mon 6/8 Wed 6/10 Fri 6/12

Clear Register

PAYMENT Online payments have been disabled for this center.

June 2020

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
11am - 12:30pm Beginner Ceramics		11am - 12:30pm Beginner Ceramics		11am - 12:30pm Beginner Ceramics
15	16	17	18	19
11am - 12:30pm Beginner Ceramics		11am - 12:30pm Beginner Ceramics		11am - 12:30pm Beginner Ceramics
22	23	24	25	26
11am - 12:30pm Beginner Ceramics		11am - 12:30pm Beginner Ceramics		11am - 12:30pm Beginner Ceramics
29	30	1	2	3

At this point, if you signed up for a class that is Free, you're all set.

If you signed up for class that has a cost/fee and your center has allowed Credit Card processing on MyActiveCenter (check with your center), you will then have to go to your **SHOPPING CART (at top of page)** to check out and pay for your classes. This is the last step before officially being registered. Put in your credit card info and click **PAY NOW**.

myactivecenter

Home Centers Hi Amanda ▾

Shopping Cart

Senior Center

Low Impact via Zoom HCYMCA

● Unsorted

Description: Join us for Low Impact lead by Hampshire County YMCA Instructor Ashley! SENIOR SERVICES RECREATIONAL ACTIVITIES RELEASE FORM
By registering for this online fitness class I do hereby, consent to ...

☒ ☐ Fri, Jul 31, 2020 @ 10:00 am - 11:00 am (1 hour)

\$3

Details

Unregister

Card number:

Expiration Date: MMYY

CVV: 3 digit code

Continue Shopping Pay Now

After signing up and/or paying for your classes, you can view your own personalized calendar and list of classes you registered for! To see this, click on **YOUR NAME (top right)** and then **MY ACTIVITIES**.



Your Personalized Calendar and List:

You can even unregister for a class if you choose by clicking the Red "X". (You can only unregister yourself from free classes. Please call the center if you paid and have to cancel).

My Activities

Click on a scheduled activity for more information.

March 2022

month week < >

Mon	Tue	Wed	Thu	Fri
28	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	1

5pm - 6pm
Dinner (Bryan)

Upcoming

Thu Mar 24 th	Dinner Bryans Education Center ⌚ Thu, Mar 24, 2022 @ 5:00 pm - 6:00 pm (1 hour)	✕
Mon Mar 28 th	Dinner Bryans Education Center ⌚ Mon, Mar 28, 2022 @ 5:00 pm - 6:00 pm (1 hour)	✕
Mon Apr 4 th	Yarn Toss Bryans Education Center ⌚ Mon, Apr 4, 2022 @ 10:00 am - 11:00 am (1 hour)	✕
Thu Apr 7 th	Yarn Toss Bryans Education Center ⌚ Thu, Apr 7, 2022 @ 10:00 am - 11:00 am (1 hour)	✕
Mon Apr 11 th	Yarn Toss Bryans Education Center ⌚ Mon, Apr 11, 2022 @ 10:00 am - 11:00 am (1 hour)	✕
Thu Apr 14 th	Yarn Toss Bryans Education Center ⌚ Thu, Apr 14, 2022 @ 10:00 am - 11:00 am (1 hour)	✕