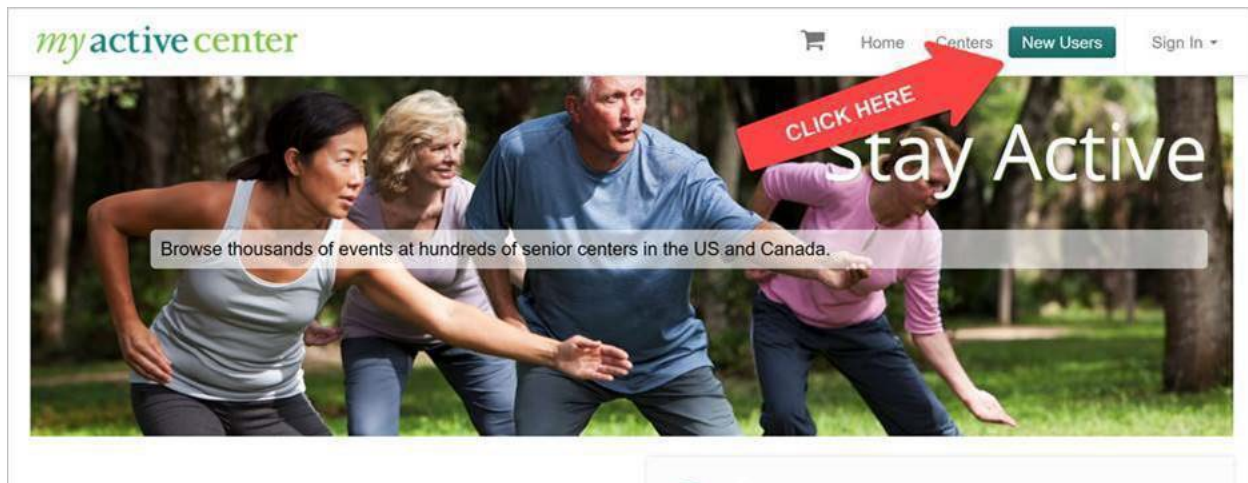


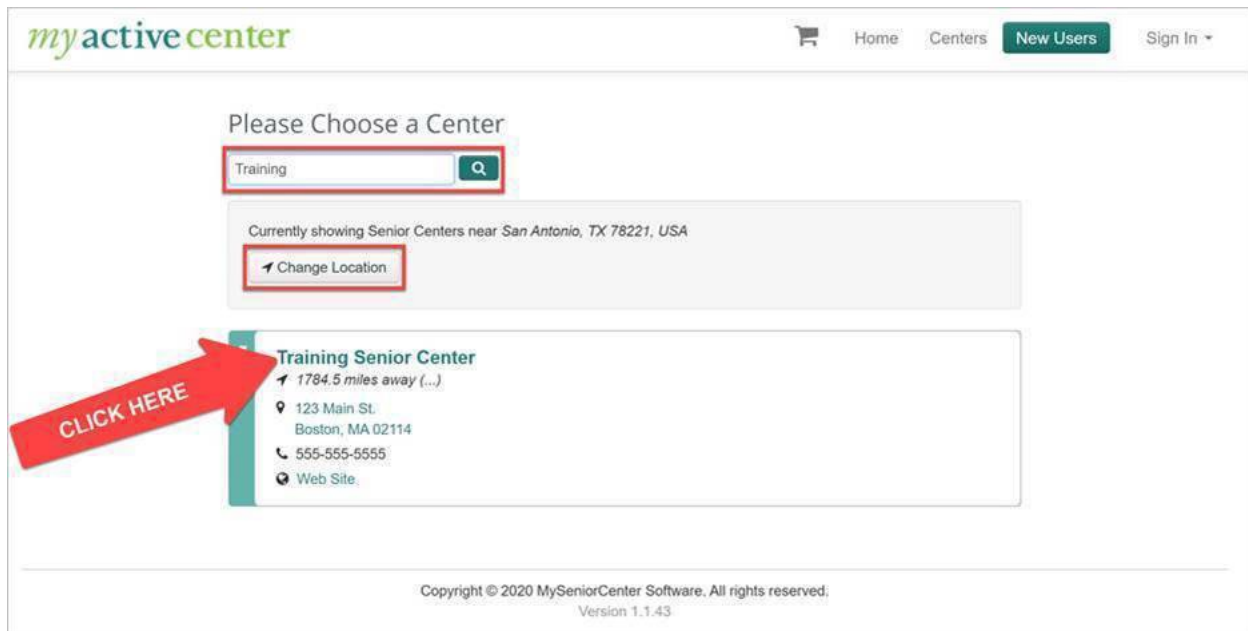
How to Register/Sign Up for MyActiveCenter

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**.

myactivecenter Home Centers **New Users** Sign In ▾

Activate Account

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.

Senior Center **Training Senior Center**

THESE FIELDS MUST MATCH EXACTLY WHAT THE SENIOR CENTER HAS IN YOUR RECORD

Key Tag Number
The number on the back of your MySeniorCenter Key Tag (including the "X" prefix if applicable).

Home Phone Number
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.

E-mail Address

Password

Confirm Password

My spouse and I share an e-mail address and I would like to add him or her to this account **→ CHECK HERE TO ADD A SPOUSE TO THE SAME ACCOUNT**

CLICK HERE

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 is a navigation bar with 'Home', 'Centers', and 'Hi Mandy'. Below this, the page title is 'Training Senior Center'. The main content area is titled 'Activities' and features a search box 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 (Ceramics Classes)' activity. On the right side, there is a sidebar with a 'Training S' card showing location (1784.5 mile, 123 Main S, Boston, MA) and contact info (555-555-5555, Web Site), and a 'Sign Out' button. Below the card is a map of the area around Bunker Hill Monument in Charlestown, Boston.

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 is a navigation bar with 'Home', 'Centers', and 'Hi Mandy'. The main heading is 'Training Senior Center'. Below this, there is a breadcrumb trail: 'Activities > Ceramics Classes'. The section is titled 'Ceramics Classes' and includes a 'FREE' badge. The class details are: '11:00 am - 12:30 pm 1 hour 30 minutes' and 'Learning & Social'. A date selection bar shows 'Mon 6/8', 'Wed 6/10', and 'Fri 6/12' selected. Below this is a 'PAYMENT' section with a note: 'Online payments have been disabled for this center.' A calendar for June 2020 is displayed, showing the class schedule for '11am - 12:30pm Beginner Ceramics' on Mondays, Wednesdays, and Fridays. A red arrow points to the 'Fri 6/12' date in the calendar, and another red arrow points to the 'Register' button. A red arrow labeled 'CLICK HERE' points to the 'Register' button.

| Mon | Tue | Wed | Thu | Fri |
|-----|-----|-----|-----|-----|
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 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 a class that has a cost/fee please continue to pay your instructor directly for the time being. Our next phase will include enabling payment directly from My Active Center.

The screenshot shows the 'myactivecenter' website's shopping cart interface. At the top, there is a navigation bar with a shopping cart icon containing a red notification bubble, and links for 'Home', 'Centers', and a user profile 'Hi Amanda'. The main heading is 'Shopping Cart' with a sub-heading 'Senior Center'. The cart contains one item: 'Low Impact via Zoom HCYMCA', which is marked as 'Unsorted'. The item description includes a consent form: 'Description: Join us for Low Impact lead by Hampshire County YMCA Instructor Leslie SFNH RESERVES RECREATIONAL ACTIVITIES RELEASE FORM. By registering for this online fitness class I do hereby, consent to ...'. The item is scheduled for 'Fri, Jul 31, 2020 @ 10:00 am - 11:00 am (1 hour)'. A price tag shows '\$3'. There are 'Details' and 'Unregister' buttons. A red-bordered box highlights a payment form with fields for 'Card number', 'Expiration Date' (MMYY), and 'CVV' (3 digit code). Below the form are 'Continue Shopping' and 'Pay Now' buttons. A large red text overlay reads 'This feature is not yet enabled!'.

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