




ESTABLISH USER ACCOUNT

INSTRUCTIONS to create a **MyActiveCenter** User account:

1. Enter website: <https://myactivecenter.com> into your internet browser to reach to home page.
2. To create an account, click on the green  box at the top right corner of the page.

You will need your **MySeniorCenter keytag code** (located on the back of your card), the **phone number** connected to this account, and an **Email address**. At the end, you'll create a password for this account –





(If you do not yet have a key tag, please fill out paperwork available at the Senior Center.)

3. Under Fill Your Information — In the Key Tag Number box:
 - Please enter your 7 or 8 digit number from the back of your key tag. It usually starts with "X".
 - In the Phone Number box, please enter your Phone Number, as well.
4. You will then be prompted to:
 - Enter your email address (that will be used for your MyActiveCenter account)
 - Enter a new password, then re-enter password to confirm.
5. Click 
6. When you are registered and logged in, you will see "Hi [Your Name]" in the upper right corner.
7. You will also receive a *Welcome Email* from MyActiveCenter confirming the creation of your account.



ONLINE PROGRAM REGISTRATION

You will need to have already established a **MyActiveCenter Account** online.

INSTRUCTIONS to sign up for programs and activities:

1. Enter website: <https://myactivecenter.com> into your internet browser to reach to home page.
2. Sign in by clicking "Sign In" in the upper right corner, entering your Email address and Password, then click the green Sign In box.
3. Activities will all be listed alphabetically. Find the activity to which you intend to register.
 - Click on the ACTIVITY TITLE area to select.
 - Select your date and time. (You will be notified if the class is full.)
 - Click the blue  button, upper right.
 - Confirm your selection on the  page and click the  button once more. 

NOTES:

- To unregister from an activity or class, you can find the activities in which you are registered by clicking your "Hi [Your Name]" in the upper right corner and selecting "My Activities" in the drop down menu. Upcoming activities will be listed to the right. By clicking the  to the right of the activity, you will immediately be "unregistered", or removed.
- Currently, activities with a fee must still be registered by calling the Senior Center (508-539-1440), and fees will typically be collected by the activity leader at the time of activity.
- At any time, you can verify the activities in which you are registered by clicking  "Hi [Your Name]" in the upper right corner and selecting "My Activities" in the drop down menu.