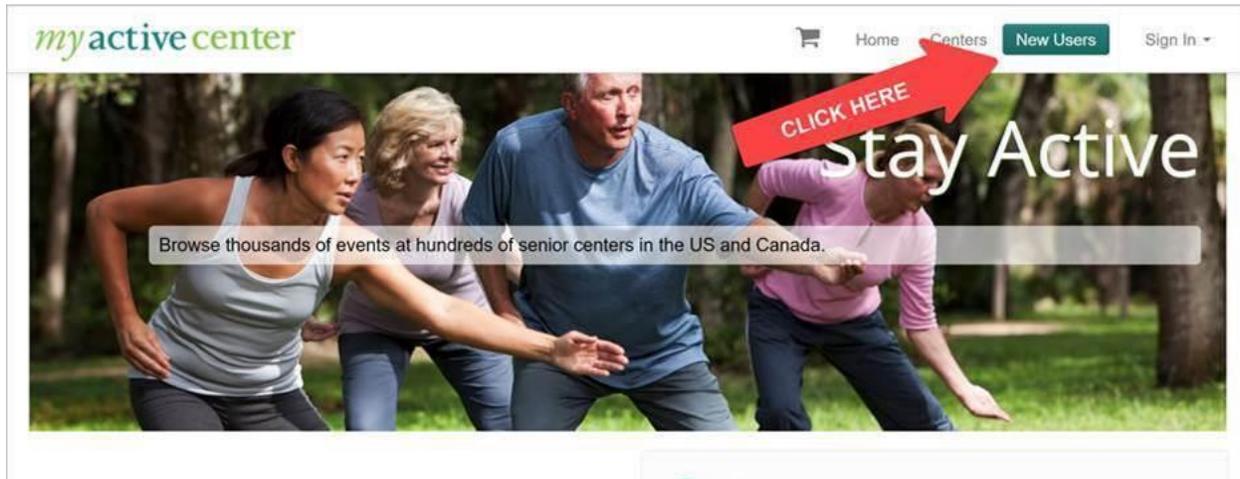


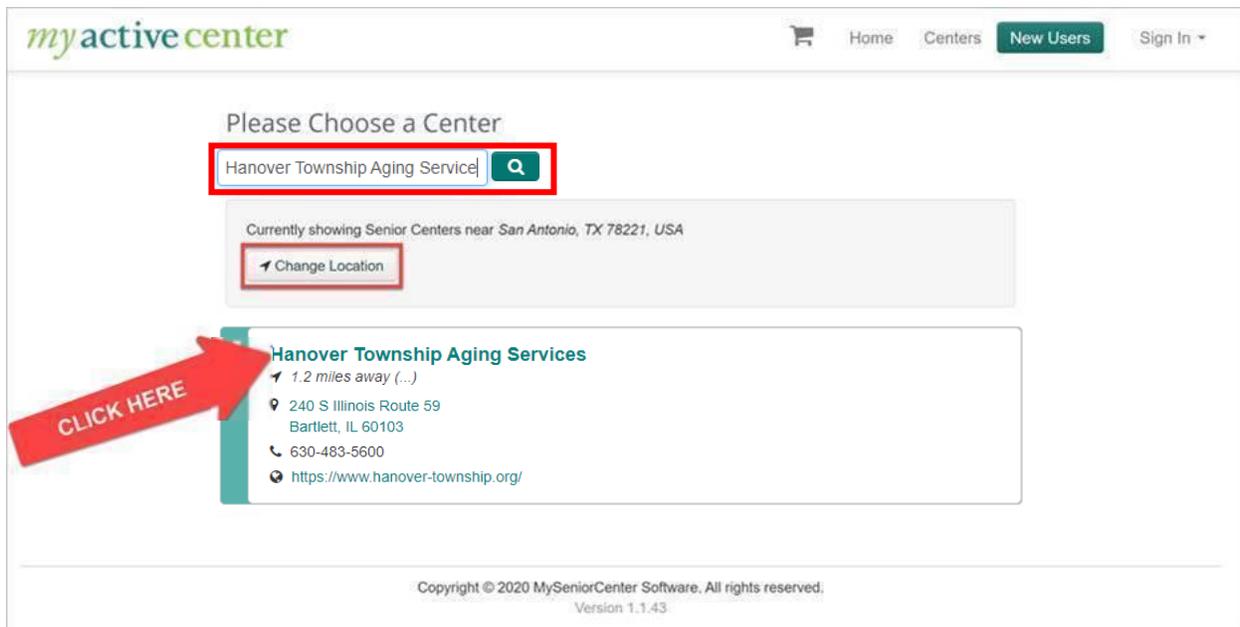
How to Register/Sign Up for MyActiveCenter

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 Hanover Township Senior Center.



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 a user profile 'Hi Mandy'. Below the navigation, the page title is 'Training Senior Center'. The main content area is titled 'Activities' and features 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: FREE. 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 is a sidebar with a 'Training S' center card showing address (123 Main St, Boston, MA), phone (555-555-5555), and a 'Sign Out' button. Below the center 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.

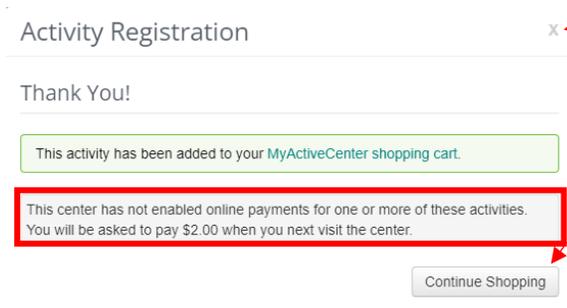
Another window will appear asking you to confirm registration. Just click Register one more time.

The screenshot shows the 'myactivecenter' website interface. At the top, there is a navigation bar with 'Home', 'Centers', and 'Hi Mandy'. Below this, the page title is 'Training Senior Center' and the sub-page is 'Ceramics Classes'. A green 'FREE' badge is visible. The class details include '11:00 am - 12:30 pm 1 hour 30 minutes' and 'Learning & Social'. A date selector shows 'Mon 6/8', 'Wed 6/10', and 'Fri 6/12' selected. A 'Register' button is present. A red arrow points to the 'Register' button with the text 'CLICK HERE'. Another red arrow points to the 'Fri 6/12' date on the calendar. Below the date selector, a 'PAYMENT' notice states 'Online payments have been disabled for this center'. The calendar for June 2020 shows the following class schedule:

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

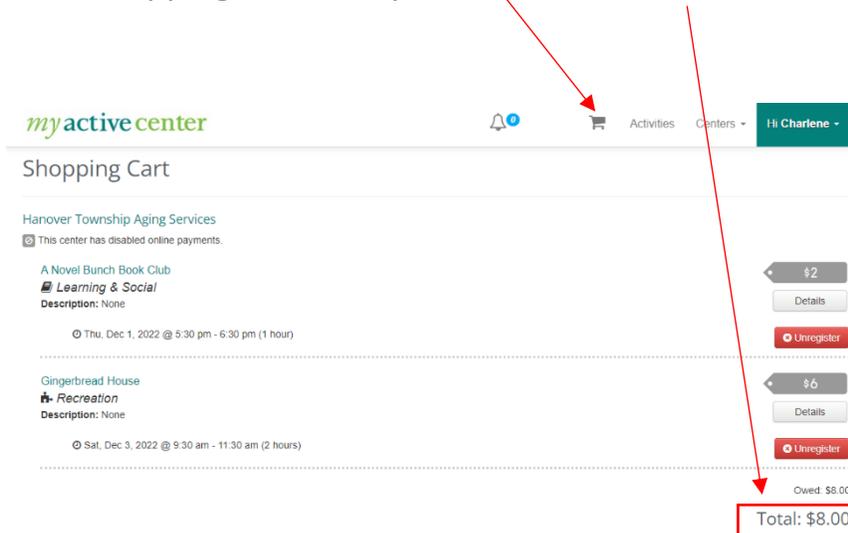
At this point, if you signed up for a class that is Free, you're all set.

If you signed up for a class that has a cost/fee, call the front desk @ 630-483-5600 to pay by credit card over the phone or stop in to pay. This box below will now appear after you register for each program. Click "Continue Shopping" to register for additional programs. If finished shopping, click on the "X" in upper right corner of pop-up box.



Next click on "Shopping Cart"

The Shopping Cart will open and will show total amount for registered programs.



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**.

*Paid programs will only appear in calendar after payment is processed. Free programs will appear immediately in calendar after registering.



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 5pm - 6pm Dinner (Bryan)	25
28 5pm - 6pm Dinner (Bryan)	29	30	31	1

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)

✕

ALL programs whether registered at the Senior Center or using myactivecenter will appear on calendar when they are all paid.