REGISTRATION
INFORMATION
& FORMS

register online

HOW TO REGISTER ONLINE

1) Open **www.myactivecenter.com** in your web browser.

2) Login to your MyActiveCenter account.

   a. **New User** - At the very top, select the green button **"New Users"** to create and activate a new account.

      Search for "North Edmonton" in the search bar.

      Select **"North Edmonton Seniors Association"** from the search results.

   Fill in your information:

   - **Key Tag Number:** is found on the back of your key tag.
   - **Home Phone Number:** is the number you used to register for your membership.
   - **Email Address:** Use your primary email address.
   - **Password:** Set your own password. Don't forget to remember it for next time!
   - Click continue.

   b. **Existing User** – At the very top, select **"Sign In"** and log in with the same email and password you used last time. If you have forgotten your password, select reset your password and follow instructions (For tablet or smartphone users you will need to go *to www.myactivecenter.com/#reset-password*).

3) Once you have successfully created an account or logged in, all available classes will be listed in alphabetical order. **Select the class you wish to register for by clicking the name of the program.**

4) Scroll down to the calendar. Select one of the days listed. If it is a series, confirm you wish to enroll in all classes by hitting "continue" (this step will not appear if it is a onetime class).

5) Scroll above the calendar to a grey box to review and confirm the dates you have selected, hit the green **"Register"** button.

6) One final pop-up will appear to confirm your registration dates, click **"Register"**.

7) You can now either continue shopping, or check out and pay.

   a. To continue shopping, click **"Activities"** at the top and follow the same steps.

   b. To check out, select the **Cart** icon at the top of the page.

8) Complete purchase: click the green **"Pay Now"** button

   a. Login to PayPal only if you have a PayPal account. OR

   b. Bypass PayPal to pay with **Debit or Credit/Check Out as Guest**

   Fill in your email and billing information:

   - Complete all the required fields
   - Select "No, Thank you" to creating a PayPal Account from the information you provided to continue as a Guest
   - **NOTE** You must Agree to PayPal's Privacy Statement for them to securely process your payment, even as a Guest

PRE-REGISTRATION: MYACTIVECENTER TUTORIAL

Still feeling unsure about how online registration works? Sign up for a free tutorial in the Computer Lab for full guided instructions on how to create your account, register and pay for upcoming programs online using MyActiveCenter.com. Secure your spot today by signing up at the front desk! Please note, you must have a valid email address, current Membership and a Credit or Visa Debit Card to successfully register online.

A Mon, Oct 19 / 2 - 3:30 PM / Max 4		**B** Tue, Oct 20 / 10 - 11:30 AM / Max 4
C Thur, Oct 22 / 2 - 3:30 PM / Max 4		**D** Fri, Oct 23 / 10 - 11:30 AM / Max 4