ON LINE registration

at the Clarence Senior Center



Sign up at www.MyActiveCenter.com





Log on anywhere: your computer, iPad or cell phone.

Register for classes, events & meals on line!

Scan your key tag to sign in.



What is MySeniorCenter?

MySeniorCenter is an easy-to-use, cloud-based registration software program designed for senior centers. It allows members to register for classes, programs, and meals online and provides staff with a more efficient way to manage activities and track participation.

MyActiveCenter.com:

 A component of MySeniorCenter, myactivecenter.com is the website members will use to register online for events, meals, and activities anytime, anywhere.

Why Did CSC Choose MySeniorCenter?

- MySeniorCenter is specifically designed to meet our needs with easy, customizable, and secure cloud-based access.
- eliminates manual sign-ins, streamlines operations, and enhances data tracking
- key features include key tag-based member check-ins, access from any device, improved reporting for
 activity planning and funding, and convenient online registration with self-serve kiosks and upcoming online
 payment options.



Benefits for Members:

- Register for activities and meals and track your participation and schedule from anywhere.
- Eliminate paper sign-ins with a key tag.
- View your schedule and upcoming events anytime.

Benefits for the CSC:

- Simplifies scheduling for activities, trips, meals, and van rides.
- Accurate registration process and participation data for activity and funding reporting.
- Enhanced security with encrypted, cloud-based data storage.

How It Works:

- All members will receive a key tag with a unique ID number.
- After creating an account on myactivecenter.com, members will use the key tag to sign in at the Center's touchscreen kiosk.
- Members can register for activities online at myactivecenter.com or at the kiosk scanner.







You can sign up for activities, events and meals on myactivecenter.com. Shuttle rides, frozen meals and trips require in person registration in the Main Office.

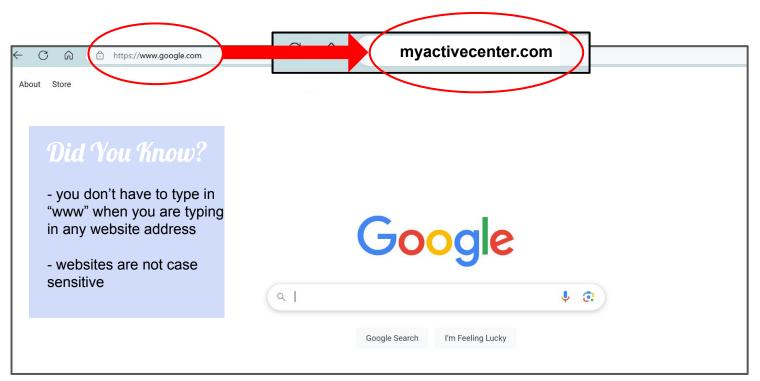


How to Create a MyActiveCenter Account

You will need your key tag (available in Main Office) and a current, paid CSC membership

Go to the internet on your computer, iPad or cell phone.

Type in **myactivecenter.com** in the search bar at the top of the page



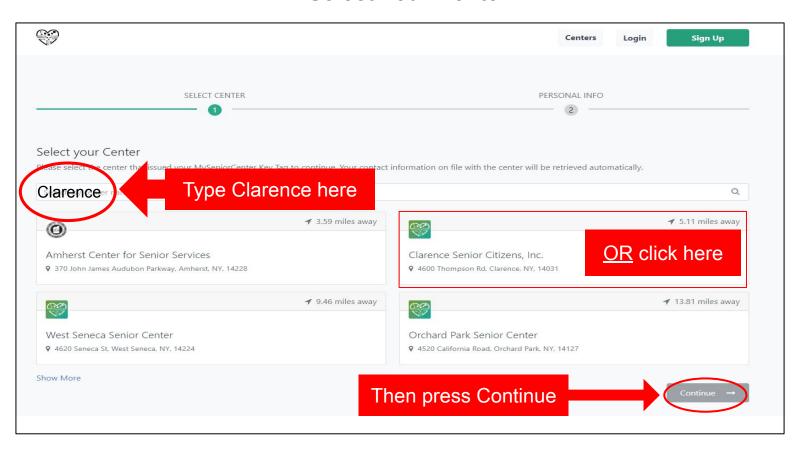
Click on

Sign Up

in top right corner



Select Your Center



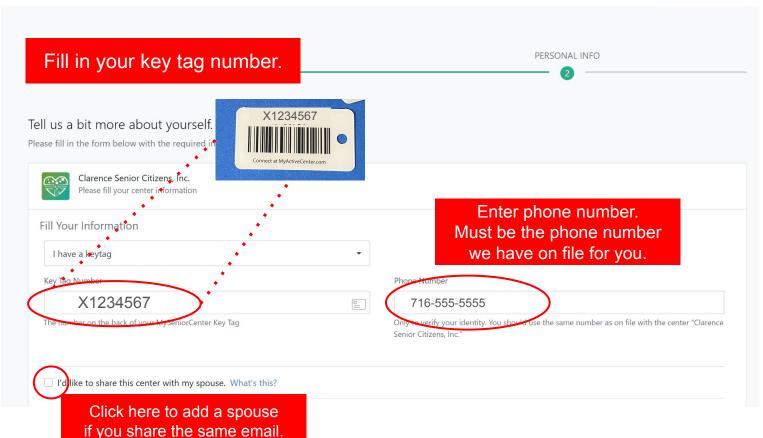
Add in your key tag and phone number



Centers

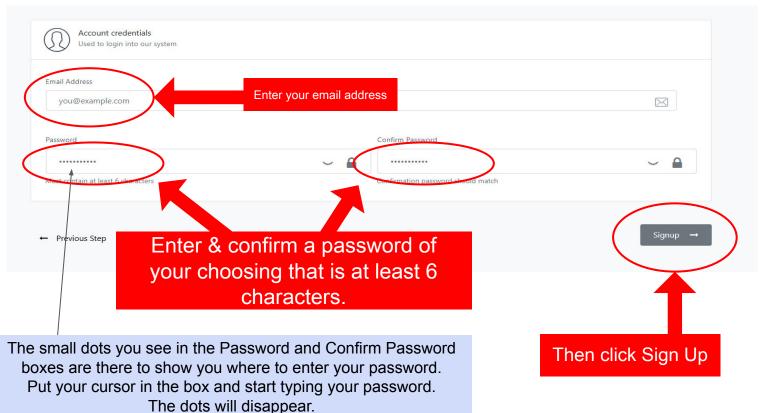
Login

Sign Up



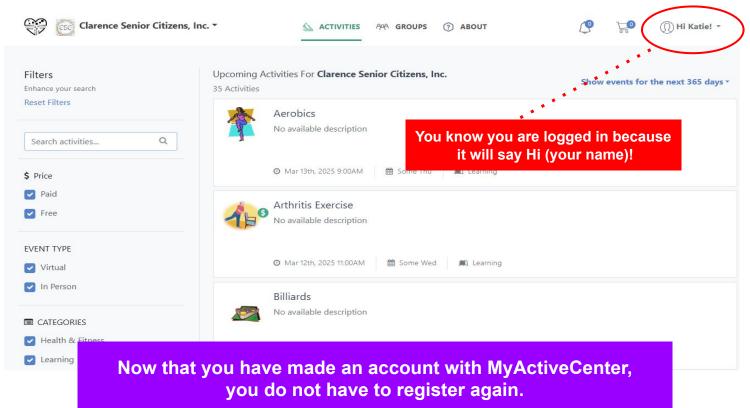
Enter account credentials

Scroll down to enter your account credentials for login purposes.



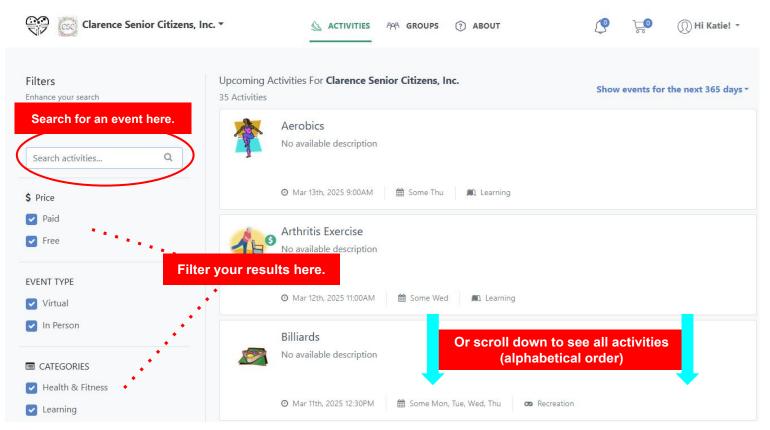
You are done! You now have an account on myactivecenter.com.

Now you can see and sign up for CSC activities and programs on myactivecenter.com.



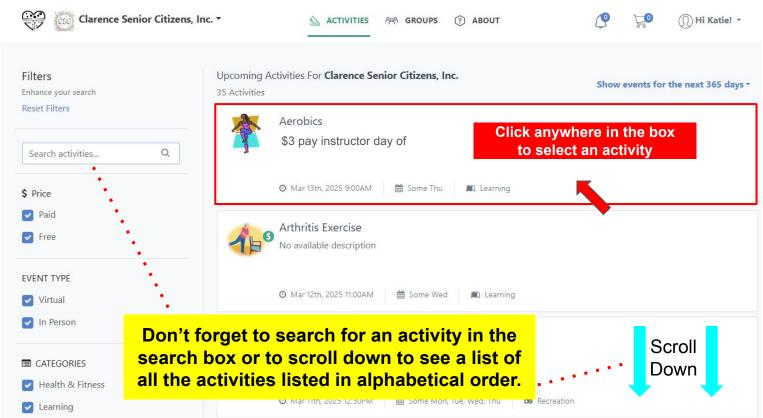
Using MyActiveCenter.com

Searching & Filters: Use the search option to quickly find an activity, filter your results or scroll down.



Select an activity

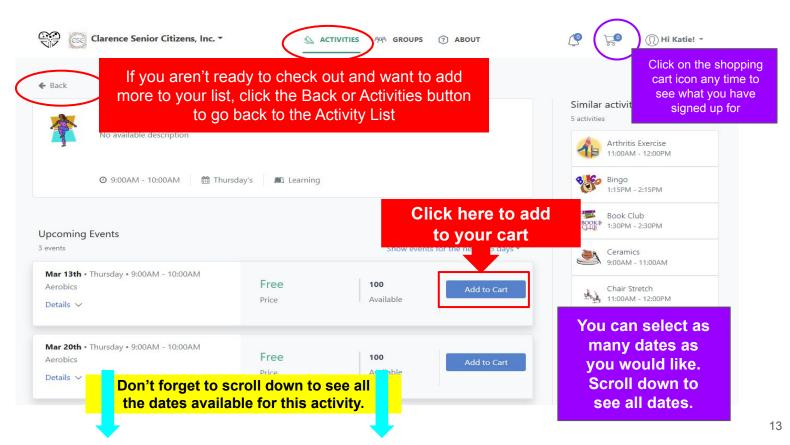
Once your find the activity you want, click anywhere in the box to select.



Schedule Page

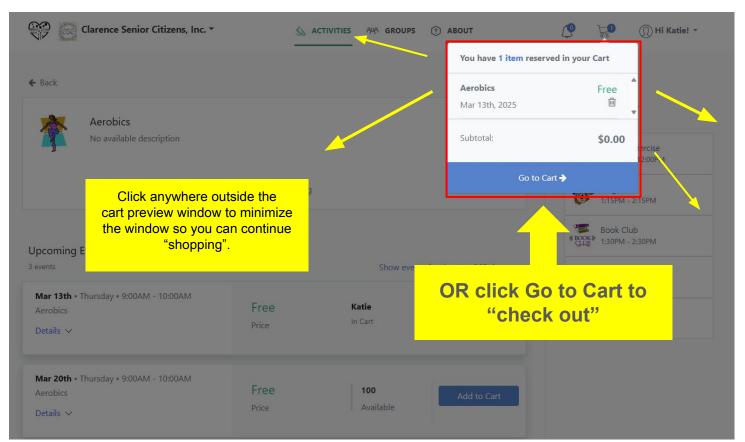
This will bring you to the activity's schedule page showing the date, details and available seats.

Click Add to Cart for the date/dates you would like to attend the activity.



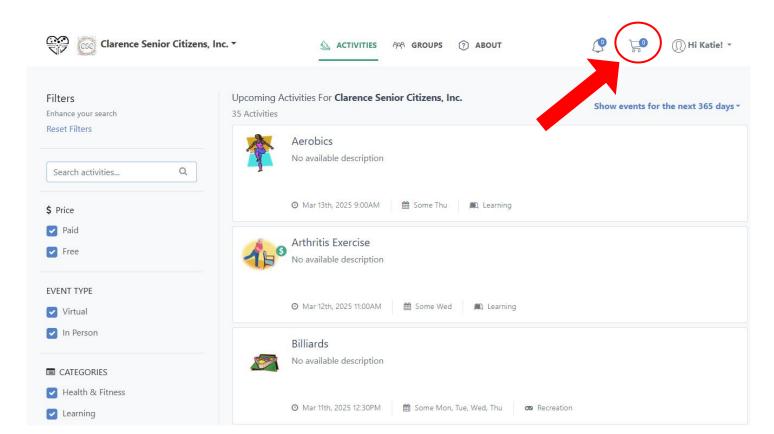
Cart Preview Window

When you click Add to Cart, this will open the cart preview window where you can view what you've chosen, along with anything else that you've previously added to your cart.



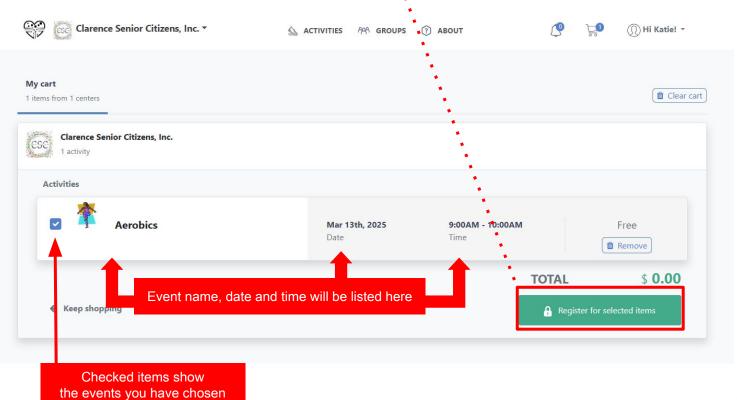
Viewing your Cart

If the cart preview isn't already open and you wish to navigate to your cart, you may open the cart preview at any time by clicking on the Cart icon in upper right.

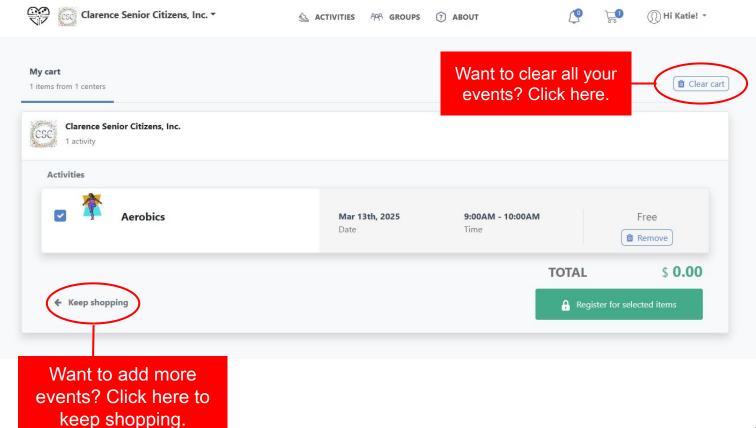


Register for your choices

When you click "Go to Cart" you will go to this page, listing all the activities you have added to your cart. Click on "Register for Selected items" to continue.

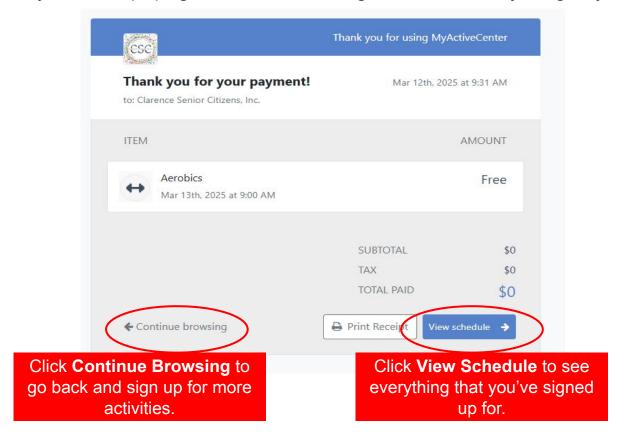


Want to keep adding events or clear your cart?



Success!

Clicking Register for Selected Items will bring you to this page. This is your receipt page. You are now registered for everything in your cart.



Payment for Activities

At this time, we are not taking on line payments, but we will be in the future.

For now, please continue to pay for events in person to the instructor or in the main office.

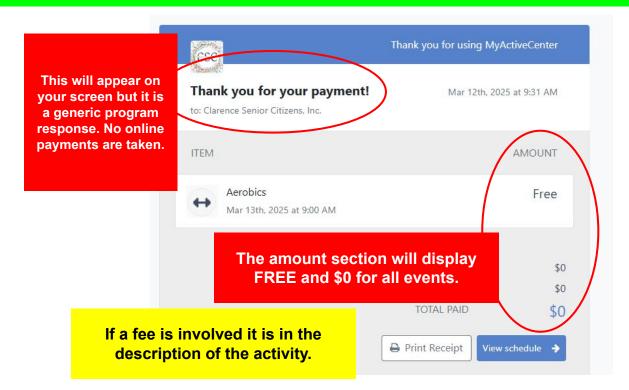
Most activities are free to register for, but if an activity does require a payment, instructions on the amount and who to pay (instructor or in the office) will be in the description under the event title.



Confirmation of your Activities

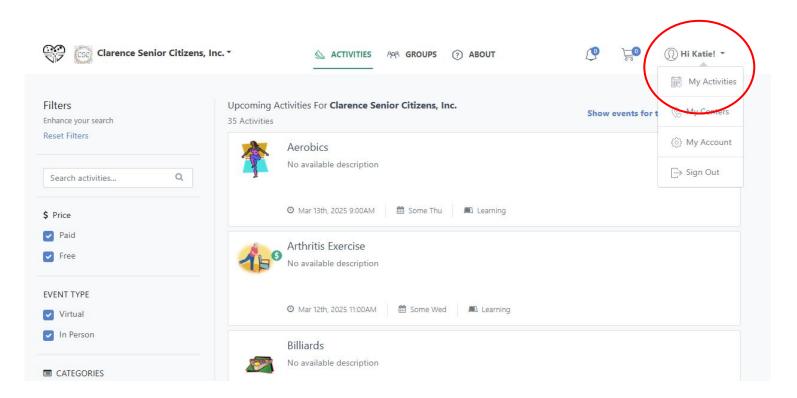
Confirmation will be in the form of a receipt.

No payments are taken on line at this time.

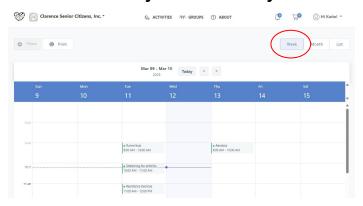


View Your Calendar

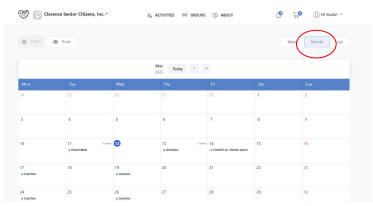
To view the calendar of activities you are registered for, click on **YOUR NAME** (top right) and then **MY ACTIVITIES** in the drop down menu.



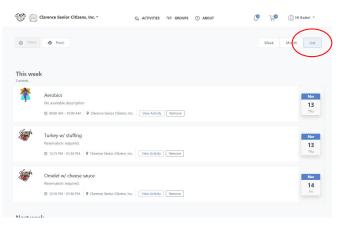
You can view your activities by Week



Month



Or List





We will take the time to get members familiar with their key tags and using MyActiveCenter.com

Once everyone is comfortable with the program, we will set up the kiosk at the main entrance and you can start swiping your key tag to sign in.

In the meantime, feel free to look through the MyActiveCenter website and practice signing up for activities.

We will let you know when it's time to use the website for signing up and to start signing in at the kiosk.

Signing up for activities while you "practice" is encouraged, however please continue to sign up for activities on the phone or in person in the office until notice of going fully LIVE with the program.

PRACTICE USING MyActiveCenter.com



Questions

- Do I have to sign up for events through myactivecenter.com? No. You can sign up in person or over the phone if you prefer.
- > Does this program replace in person interactions with staff? No. We are still here for any help you need.
- How do I pay for events? Currently, please pay your instructor or in the office Payment instructions will be in the activity description. On line payments will be available soon.
- How do I cancel an event I've registered for? To cancel an event you have registered for click on "Hi (Your Name)" in top right corner and select "My Activities" in the drop down menu.
 Upcoming events will be listed and you can click "Remove"
- What if I forget my password? There is a Forgot Password link on the Sign In box. To receive the email link to reset your password, you must have a working email address.



Questions

- ➤ How do I sign up for van rides, frozen meals or trips?

 Stop in the office or call us at 716-633-5138. We can help! These items are reserved in person or via phone only.
- Can I use my key tag from other Senior Centers here? Yes, if the other keytag was issued by MySeniorCenter. Please see Katie in the office for more information.

Need Help? Contact us anytime

★ In person

★ Phone: 716-633-5138

★ Email: csci@thecsci.org