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# Mid-County Senior Center Training

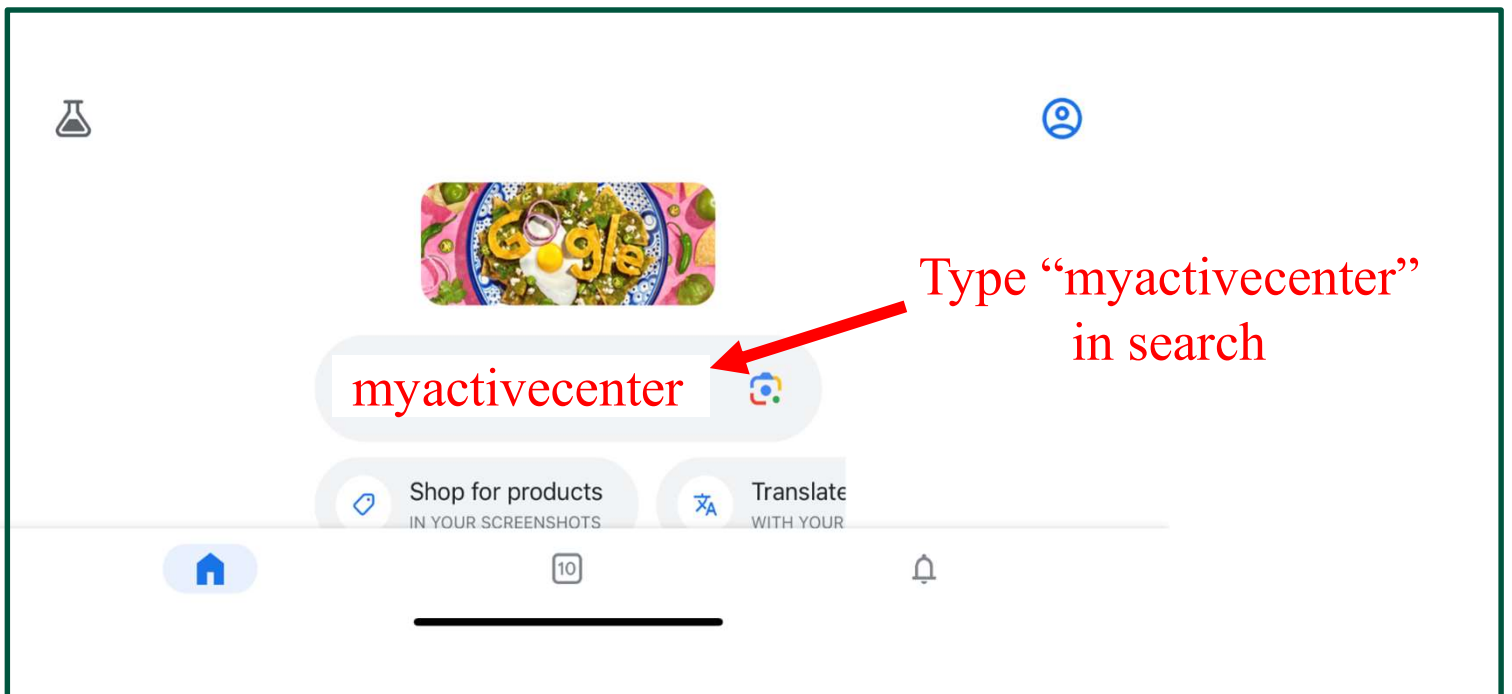
MyActiveCenter




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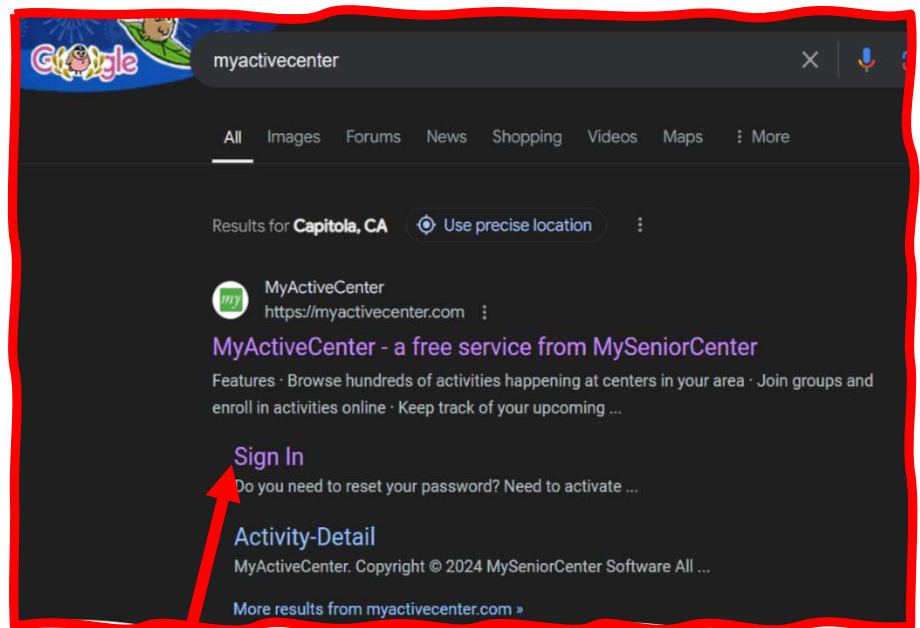
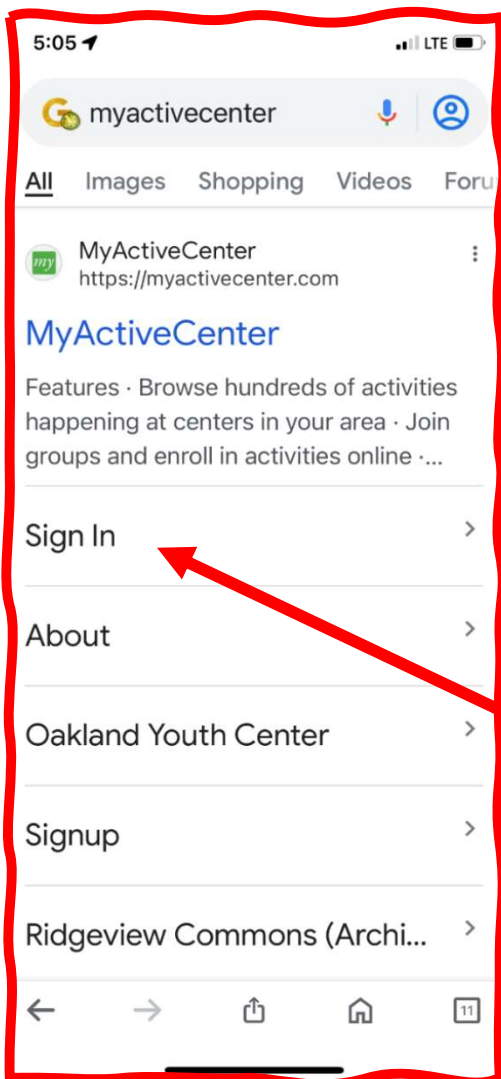
# GETTING STARTED

- On your computer, laptop, or ipad: Open a browser to access the internet.
- Type in “myactivecenter” in search field
- When My Active Center appears:
  - Click on “Sign In”.



# SIGNING IN

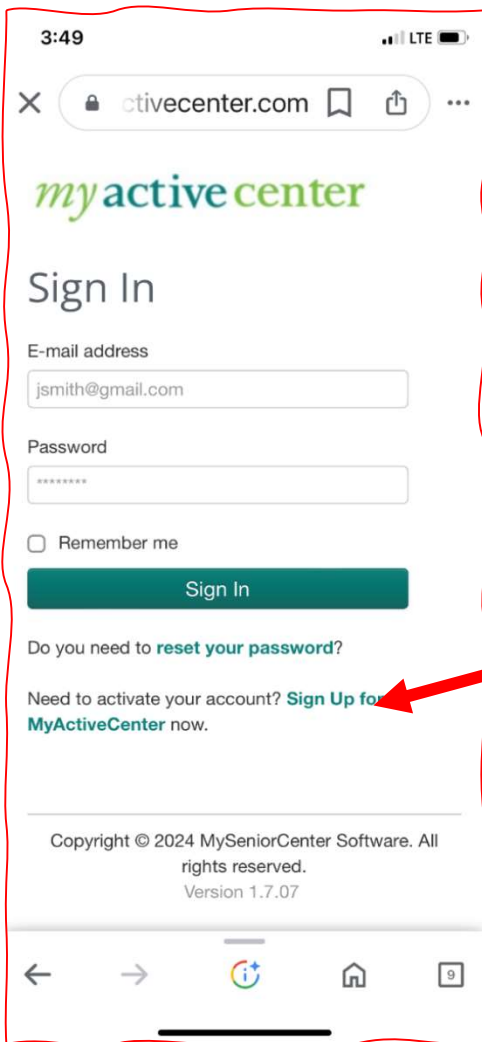
Once you hit enter on the search screen, you should get back something like one of these two in the results. Each computer is slightly different. You're looking for the myactivecenter logo  with the "sign in" option.



Select: Sign in

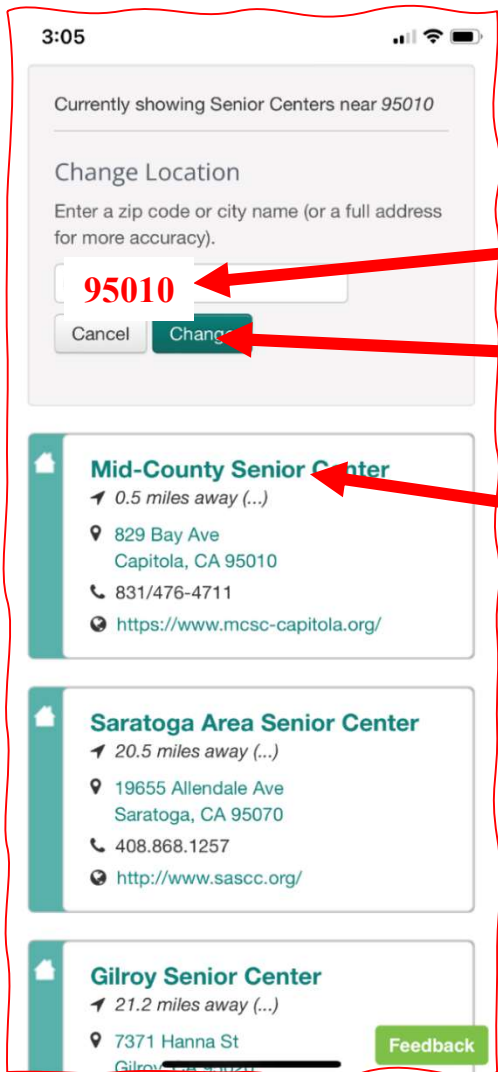
# Registration

Next you will be asked to sign in. **ONLY** on the first time, you need to register. Otherwise go ahead and put in your email and password.



Select:  
Sign up for MyactiveCenter.

# Choose the Correct Center



Enter in Zip Code "95010"

Select Change

Select MCSC

# Activate Account

3:51 LTE

## Activate Account

If you have been issued a **MySeniorCenter Key Tag** by **Mid-County 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  
**Mid-County Senior Center**

Key Tag Number

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

Home or Cell 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.

Enter your Key Tag Number

Enter your Phone Number

Scroll Down



**Note:** if you get an error message after this step try entering your phone number with – between the Numbers. Example: 831-476-4711. If that is how you did it originally, try it without the dashes. The System needs it to be exactly how it is on our end. We are trying to update all numbers to have dashes.

# Create your password

3:52 LTE

E-mail Address  
jsmith@gmail.com

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

My spouse and I share an e-mail address  
I would like to add him or her to this account

Continue

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Version 1.7.07

Enter Your Email Address

Enter your Password

Reenter your Password

Press "Continue"

# Selecting Activities

The screenshot shows the website interface for the Mid-County Senior Center. At the top, there is a navigation bar with the logo, 'Mid-County Senior Center', and menu items for 'ACTIVITIES', 'GROUPS', and 'ABOUT'. A user profile 'Hi Cindy!' is visible in the top right. On the left side, there is a 'Filters' section with a search bar (containing 'Search activities...') and checkboxes for 'Price' (Paid, Free), 'EVENT TYPE' (Virtual, In Person), and 'CATEGORIES' (Arts, Health & Wellness, Learning, Recreation, Other/Unsorted). The main content area is titled 'Upcoming Activities For Mid-County Senior Center' and shows a list of 31 activities. The first three activities are: 'American Mah Jongg' (12:00 PM - 3:45 PM, Some Fri, Caroline (Kelly) Gibson, Recreation), 'Balboa Swing' (6:00 PM - 8:30 PM, Some Tue, Jeff Clark, Health), and 'Basic Spanish' (11:30 AM - 12:30 PM, Some Fri, Tony Alonzo, Learning). A fourth activity, 'Bridge for Fun', is partially visible. A red circle with the number '1' highlights the search bar and the first activity card.

1 You can scroll down the list of activities to find the one you want, or search by name or partial name. Ex: typing Bridge, will show only activities with Bridge in the title.

Select the one you want to work with



# Selecting Activities

Just select “Add to Cart” those activities you want to pre-register for

**Mid-County Senior Center** | ACTIVITIES | GROUPS | ABOUT

← Back

### Duplicate Bridge Monday

A friendly game, no master points. You need to have a partner and bring a lunch. Be here by 10:45 am at the latest. Enjoy some great bridge with some great people!

🕒 11:00 AM - 3:00 PM | 📅 Monday's | 👤 Sherry Gilbreath | 🎮 Recreation

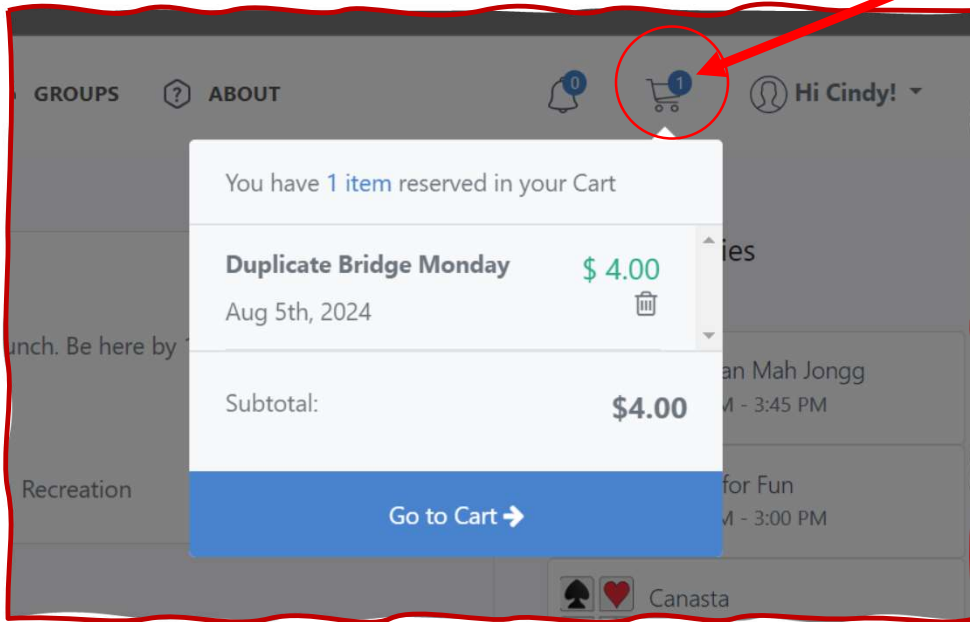
#### Upcoming Events

22 events | 1 Filter applied | Show events for the next 365 days ▾

<b>Aug 5th</b> • Monday • 11:00 AM - 3:00 PM Duplicate Bridge Monday <a href="#">Details</a> ▾	<b>\$ 4.00</b> <small>\$6</small> Price	<b>80</b> Available	<a href="#">Add to Cart</a>
<b>Aug 12th</b> • Monday • 11:00 AM - 3:00 PM Duplicate Bridge Monday <a href="#">Details</a> ▾	<b>\$ 4.00</b> <small>\$6</small> Price	<b>80</b> Available	<a href="#">Add to Cart</a>
<b>Aug 19th</b> • Monday • 11:00 AM - 3:00 PM Duplicate Bridge Monday <a href="#">Details</a> ▾	<b>\$ 4.00</b> <small>\$6</small> Price	<b>80</b> Available	<a href="#">Add to Cart</a>

# Add to Cart

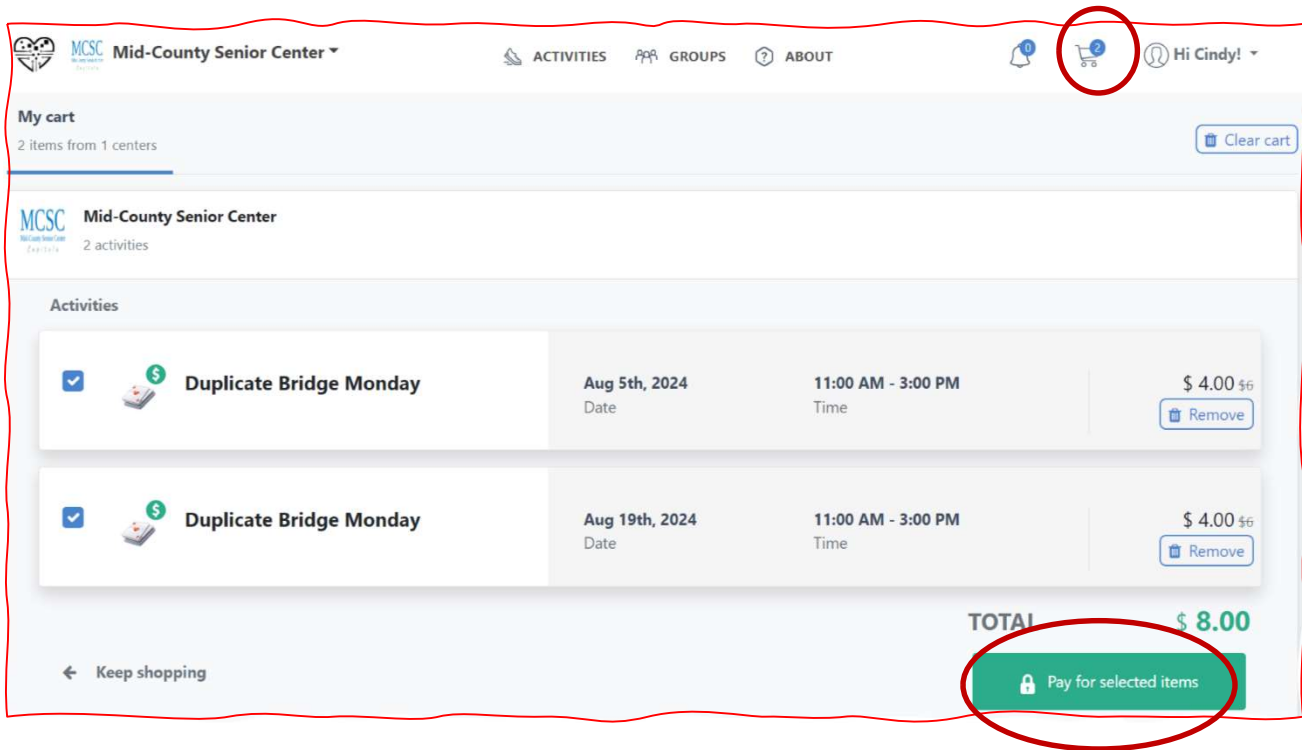
Shopping Cart



You can move forward to cart or select outside the box and it will go back to your activity screen automatically.

You can always select the small shopping cart in the upper right of your screen to get back to your cart.

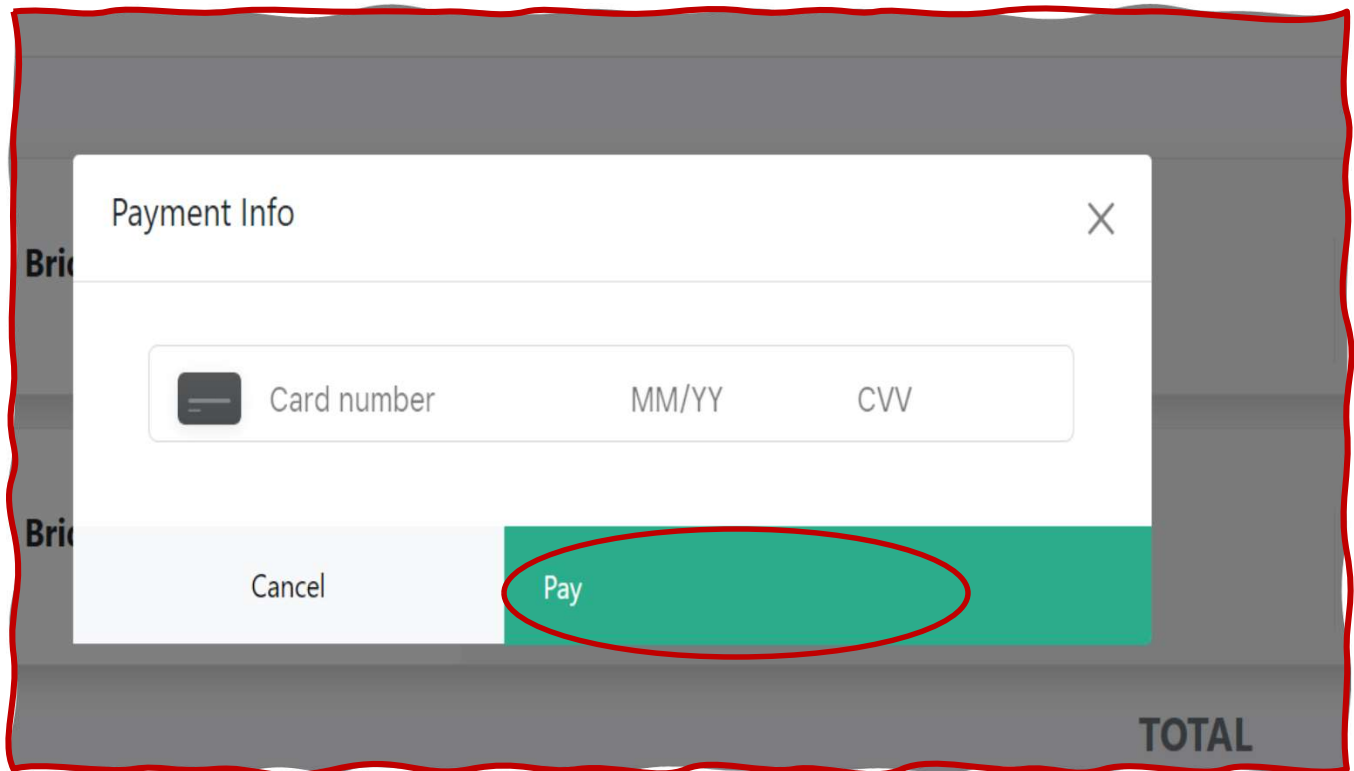
# Your Cart



When your cart is ready, select “Pay for Selected items” or hit the small cart in the upper right to get to your shopping cart. You have the opportunity to remove any you added by before going to pay. When your ready, hit the Green Pay for select items button.

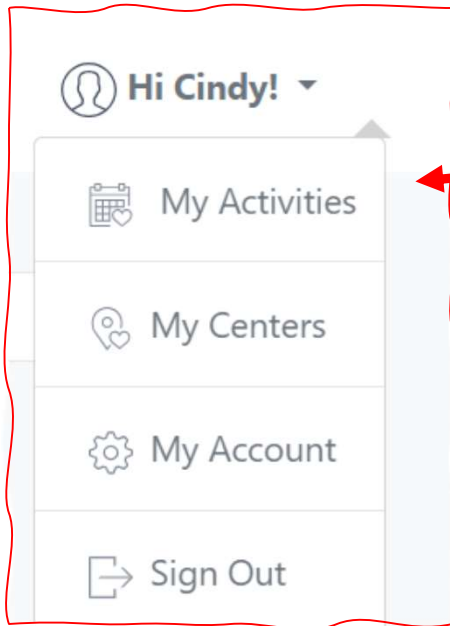
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# Enter your credit card information



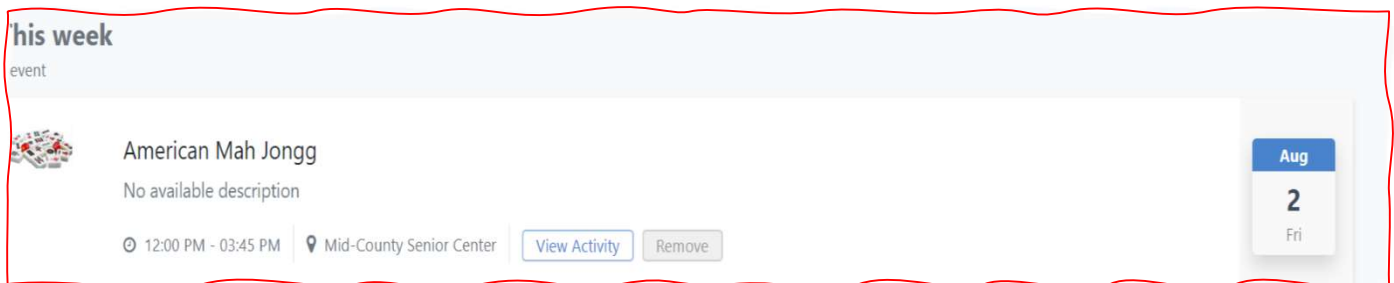
Please note that the credit card data is not stored in this system. It is using the “Square” to process payment. There are no additional service fees charged when using this method! Once you have entered your data, hit the Green Pay button on the bottom left.

# Finding Your List of Paid Activities



Select My Activities on the drop Down menu by your profile name

Your List Should Appear.



*THIS BOTH PAYS FOR AND SIGNS YOU IN TO THE ACTIVITY.*

**NO REASON TO STOP AND SCAN YOUR CARD!!**

**Note:** For **cancellations, or refunds**, please either call Ana, the receptionist, or send a note to **MCSC4U@ATT.NET**