

# MyActiveCenter Setup Guide



A complete walk through of everything you need to know about MyActiveCenter (MAC) and how to leverage its capabilities to the fullest extent.

## Getting Started

1

Initializing your center to show on MAC is something we do for you. Simply reach out to [Support@myseniorcenter.com](mailto:Support@myseniorcenter.com) and let us know you'd like your center to be listed online. It's very quick and easy for us to make this change.

That said, you'll likely want to get a few things in order before advertising to your members so that the correct activities are displaying online, and the details about them are correct and thorough.

2

At the bottom of each of your Event Template's are two settings related to MAC. Both of them do exactly as they suggest:

~**Display on MyActiveCenter** controls whether or not this template's upcoming scheduled activities will show on MAC

~**Allow payment on MyActiveCenter** only applies if the activity has a cost, and controls whether or not people are allowed to pay for this activity on MAC. This of course requires that you have payment processing or deferred payments setup and enabled, which we'll talk about more later.

The screenshot shows a web interface for configuring an event template. On the left is a teal sidebar with a list of settings. The main area contains input fields and buttons for each setting. At the bottom, the 'MyActiveCenter Settings' section is highlighted with an orange border. It contains two checked checkboxes: 'Display in MyActiveCenter' and 'Allow payment from MyActiveCenter'. Below this section is an 'UPDATE' button. To the right of the form is a black rectangular area with the word 'Next' and a right-pointing arrow.

Description	Play on one of our 4 pool tables. Show
Instructor	
Time Begin	08:00 AM
Time End	04:00 PM
Max Signups	100
Appointments	Appointments
Cost Per Event	-1
Event Sponsor	Account B-1
Account	-- Select Account --
Notes	None
Discount(s)	New Discount
Required Group	Senior must belong to one or more of the specified groups to signup for this event Add Group Membership delete
Hide from Calendar (?)	<input type="checkbox"/>
Export Event Settings	<input type="checkbox"/> Combined Excel Range
<b>MyActiveCenter Settings</b>	
MyActiveCenter	<input checked="" type="checkbox"/> Display in MyActiveCenter
MyActiveCenter	<input checked="" type="checkbox"/> Allow payment from MyActiveCenter

UPDATE

3

Many of the fields in your Events are going to reflect on MAC. The most important of which are:

~**Event Name**

~**Icon**

~**Description**

These 3 fields are key in helping to organize your activities in a meaningful way so that users can find what they're looking for, as well as understand what the activities will be about.

The screenshot displays the 'Benmanda Center' interface. The top navigation bar includes 'People', 'Personnel', 'Events', and 'Meals'. The main content area is divided into a left sidebar for event creation and a right sidebar for event details and listings. The left sidebar contains the following fields: Event Name (Billiards), Room (All-Purpose), Virtual Room (All-Purpose), Virtual Instructor (None), Category (Classes/Events), Icon (Billiards), Description (Play on one of our 4 pool tables. Show), Instructor (None), Time Begin (08:00 AM), Time End (04:00 PM), Max Signups (100), Appointments (Appointments), Cost Per Event (-1), Event Sponsor (Account B-1), Account (Select Account), Notes (None), Discount(s) (New Discount), and Required Group (Senior must belong to one or more of the specified groups to signup for this event). The right sidebar shows the event details for 'Billiards' with a description, time (8:00 AM - 4:00 PM), and location (Monday - Friday). Below this is a list of 'Upcoming Events' for 'Billiards' on Jul 30th, Jul 31st, and Aug 1st, each with a price of 100 (or 99) and an 'Add to Cart' button.

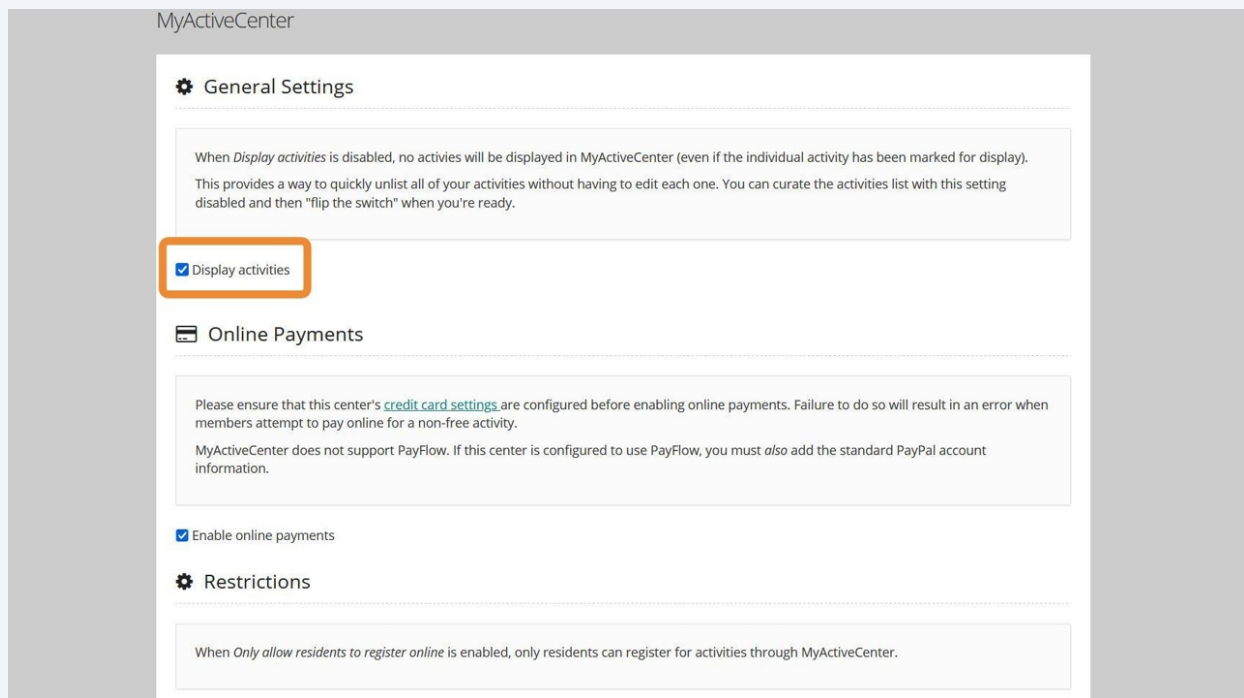


You'll want to make sure all fields are setup as necessary. Instructor, price, time start and end, and other fields are shown to those browsing your activities.

4

MyActiveCenter will only display activities which have something scheduled today or in the future, and that have the "Display in MyActiveCenter" checkbox checked in the template.

There are additional settings found by clicking your **Name** in the top right, choosing **Settings**, followed by **MyActiveCenter Settings**. Specifically the **Display Activities** setting must also be checked in order for anything to show on MAC. This can be used to quickly hide/show all your activities (which also have the Display on MyActiveCenter setting set in their templates). Normally you'll just always leave this setting enabled.

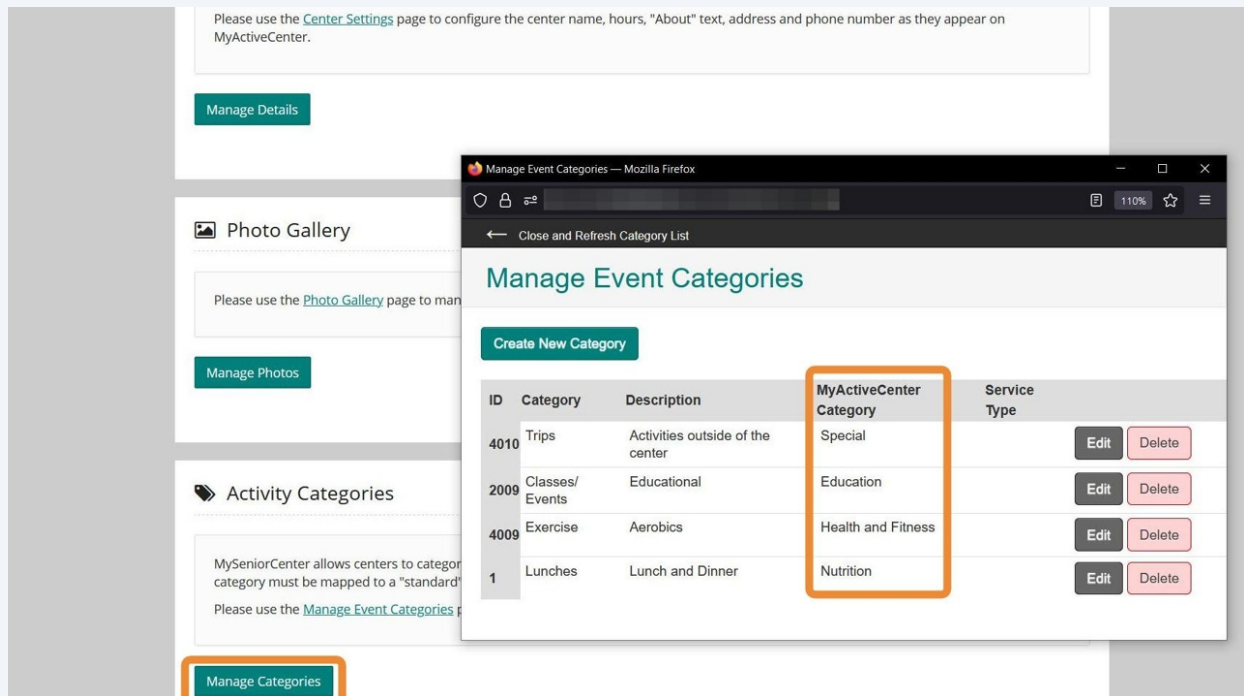


5

And while you're in there:

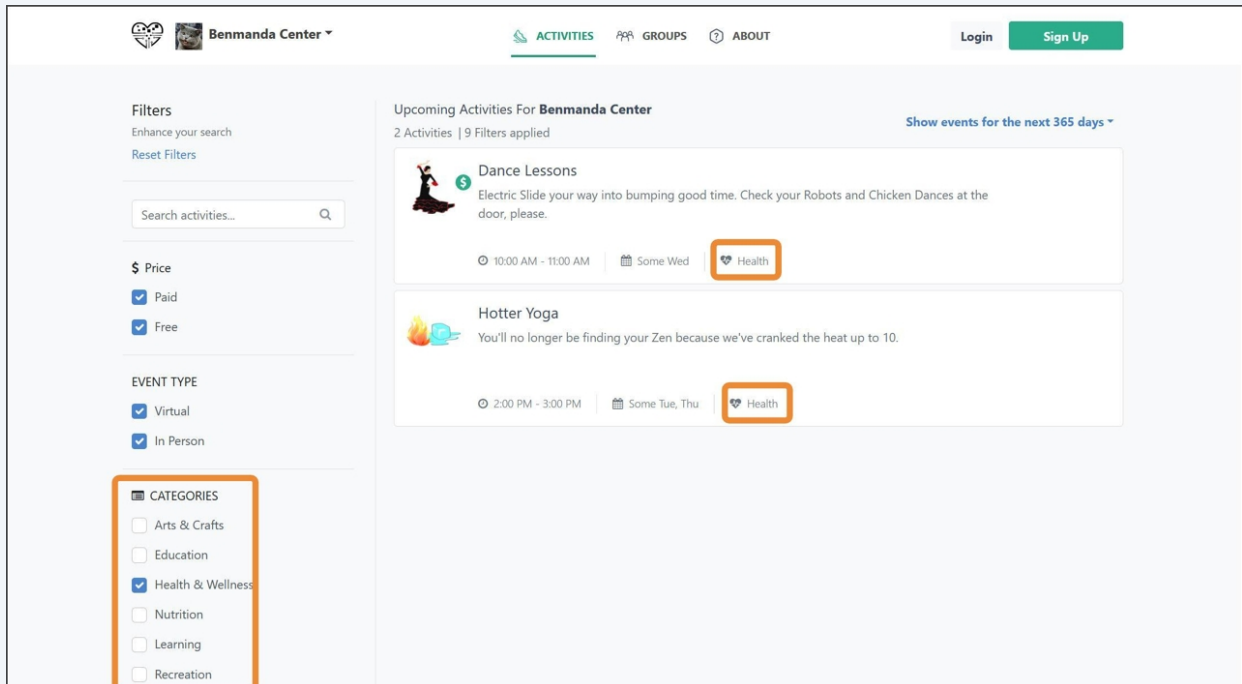
**Event Categories** - Center's event categories are converted into a standard selection which are used for all centers across all of MAC. This makes it easier for users to navigate multiple centers and have a familiar list of categories no matter which center they're browsing.

At the bottom of your MyActiveCenter Settings page is **Manage Categories**. Click this to open a new window, and **Edit** each category to utilize a "MyActiveCenter Category" of your choosing. You're essentially drawing a line between your Event Category, and what it should be listed as in MAC.

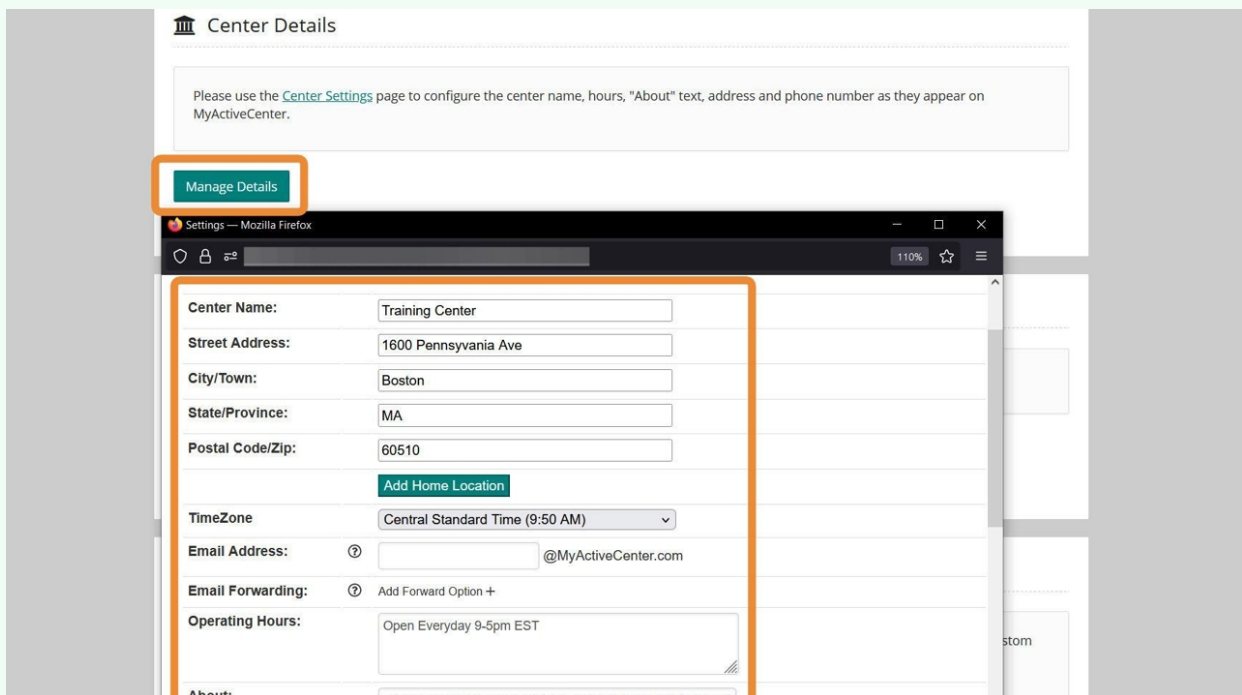


6

Back on MyActiveCenter, users will see these event categories under each activity, and can use the Filters as an additional method to narrow down the list of activities they're interested in.



Also while you're in your MyActiveCenter Settings page, you might as well make sure your Center Details are up to date. Click **Manage Details** and fill in as much as you can!



7

**Center Logo:** Does your center have its logo or something custom showing in the upper left of your site next to its name? If you're seeing the default heart logo, please email [Support@myseniorcenter.com](mailto:Support@myseniorcenter.com) with the logo you wish to use so we can apply it to your center. This should be a square logo that looks good at around the size of a postage stamp.

8

This will help your center stand out, as well as help your members recognize that they have the correct center when creating their accounts, and when browsing your activities.



At a base level, that's all you need to setup in order to start using MAC in some capacity. Turning the appropriate settings on, curating your activities intelligently, and directing your members to the MyActiveCenter website will allow you to let people register to all free activities, while being able to see-but-not-register for activities that have a cost associated with them..

But what if you want to let people pay...

## Accepting Payments

9

MyActiveCenter can allow people to Pay (or at least register) to activities with a cost in three different ways.



10

**Pay by Credit Card** - The default and most popular way to pay for items on MAC. It requires that you're using one of our payment provider partners which are, in order of robustness:

1. Card Connect
2. Square
3. Moneris (Canadian Centers only)
4. PayPal

If you're partnered with one of these services and the details for your account are connected in MSC, your members will be able to process payments online using their credit cards. Reach out to [Support@myseniorcenter.com](mailto:Support@myseniorcenter.com) if you need help getting setup or have any questions about this.

The screenshot shows a user interface for a shopping cart. At the top, there is a navigation bar with the center's name 'Benmanda Center' and menu items: 'ACTIVITIES', 'GROUPS', and 'ABOUT'. A user profile 'Hi Benjamin and Mega...' is visible on the right. Below the navigation, the cart is titled 'My cart' and shows '1 items from 1 centers'. A 'Clear cart' button is present. The main content area shows the selected activity: 'Tennis' for \$1.00 on 'Aug 1st, 2024' from '9:00 AM - 5:00 PM'. A 'Remove' button is next to the item. At the bottom right, the 'TOTAL' is '\$ 1.00'. A green button with a lock icon and the text 'Pay for selected items' is highlighted with an orange border. A 'Keep shopping' link is also visible.

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**Pay By Wallet** - We can enable a setting to allow users to use their [Wallets](#) to pay for items. This allows them to simply check a box in their Cart to use their funds on file to pay for the items. [Spouse accounts](#) are allowed to use wallets for each other, or even both of their wallets to help cover the entire cost of a transaction.

The wallet really shines in combination with having Credit Card payments setup. Not only does it provide the user payment options, but they can also have their wallet cover as much of a transaction as possible and then use their credit card for the remaining amount.

my cart  
1 items from 1 centers Clear cart

**Benmanda Center**  
1 activity Add a Donation?

Activities

<input checked="" type="checkbox"/> <b>Pints By The Pond</b> Person: Benjamin TheFirstOfHisName	<b>Aug 30th, 2024</b> Date	<b>5:00 PM - 9:00 PM</b> Time	<b>\$ 5.00</b> <span>Remove</span>
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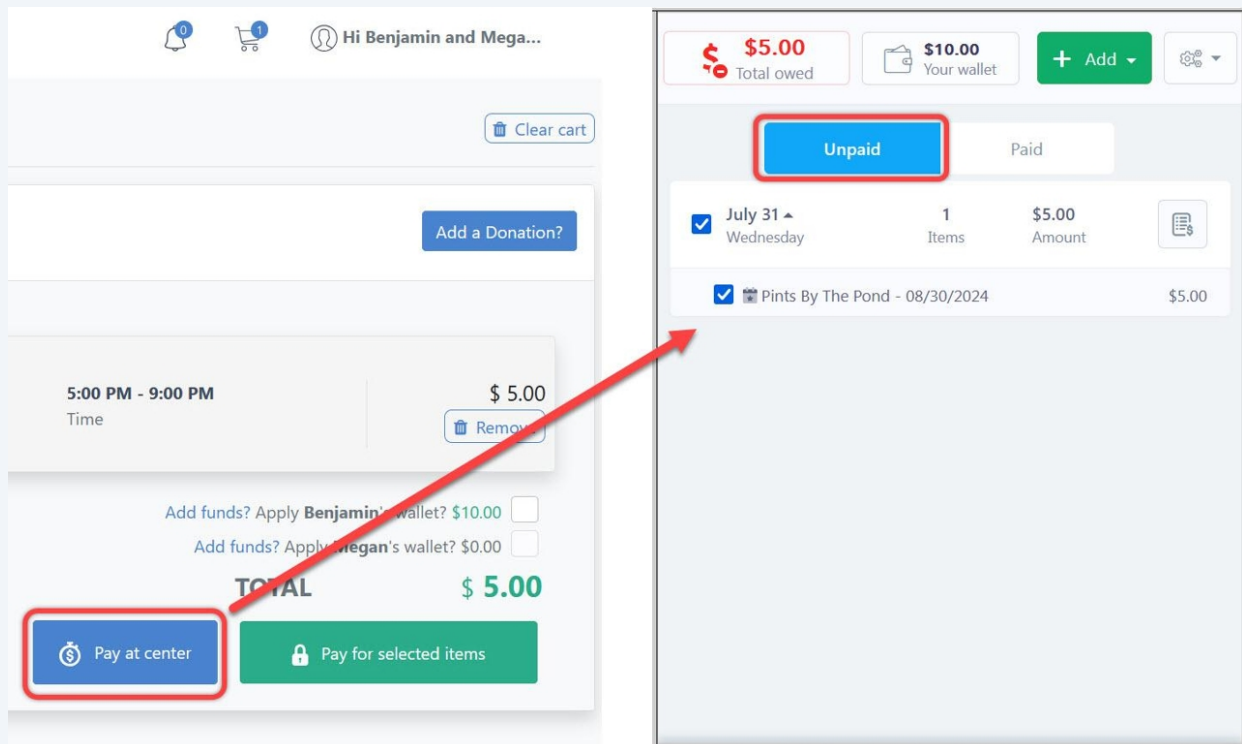
Add funds? Apply Benjamin's wallet? \$10.00  
 Add funds? Apply Megan's wallet? \$0.00

**TOTAL \$ 5.00**

[← Keep shopping](#) Pay at center Pay for selected items

12

**Deferred Payments** - With the Deferred Payments setting enabled, users will be able to check out using the "Pay At Center" button in their cart. This allows them to fully register to the items in their cart, while being able to pay later at the center. This will leave Unpaid payments in their account, and it will be up to the center to collect these amounts at their discretion.



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You can use any number of these payment settings, alone or in conjunction with each other. Each setting will affect all activities (that is to say, if you enable Wallet payments, people will be able to use their wallet on anything they have in their cart).



OK! We've setup our activities, activated payments if necessary, and now people can register for both free and paid items.

But what about if we want to limit who can register and when...

## Registration Restrictions and Requirements

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There are several tools you can use to customize your activities to limit who is allowed to sign up to them and/or when.

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**Group Requirements** - Within each Event's template, you can enable group requirements. This can be one or more groups in which the user must have an active (unexpired) membership to in order to register to the activity. If you have multiple groups setup here, it's a one-or-more sort of requirement.

The screenshot shows the 'Events' management interface in MyActiveCenter. The left sidebar contains various settings for an event, including 'Icon', 'Description', 'Instructor', 'Time Begin', 'Time End', 'Max Signups', 'Appointments', 'Cost Per Event', 'Event Sponsor', 'Account', 'Notes', 'Discount(s)', 'Required Group', 'Hide from Calendar', 'Export Event Settings', and 'MyActiveCenter Settings'. The 'Required Group' setting is highlighted with an orange box and contains the text: 'Senior must belong to one or more of the specified groups to signup for this event', 'Add Group', and 'Waiver of Liability delete'. The main content area on the right shows a preview of the event page with a 'Next' button and a 'Type the name of the event. Example: Ball Room Dancing' prompt.



Please note that unlike most of the settings being discussed which only affect MAC, Group Requirements will apply in other areas such as your touchscreen.

16

When an activity has a group requirement and the user does not satisfy it, they will be denied the ability to register until/unless they become a member. If the user has an active membership, they'll have access to the activity as usual. *You may allow users the ability to acquire this membership on MAC, more on that later.*

The screenshot shows a web application interface for Benmanda Center. The top navigation bar includes the center's name, a menu with 'ACTIVITIES', 'GROUPS', and 'ABOUT', and a user profile 'Hi Benjamin and Mega...'. The main content area features a 'Dance Lessons' activity card with a description, time (10:00 AM - 11:00 AM), and frequency (Wednesday's). Below this is an 'Upcoming Events' section with two event cards: 'Jul 3rd - Jul 31st' for \$3.00 and 'Aug 7th - Aug 28th' for \$1.00. Both events are marked as 'Group Required' and 'Waiver of Liability'. A 'Similar activities' sidebar on the right lists five other activities: Hot Yoga, Hotter Yoga, Lunch Tacos, Tai Chi Virtual, and Tennis.

17

Most of the time this will be used for a "Membership" style group, but it really varies center to center. Some centers require Membership in order to participate in any activities, so they would setup this group requirement on *all* of their activities. Others will have it only as a requirement for select premium activities. Use it as much or as little as needed!

18

**Registration Restrictions** - You may choose to have some or all of your activities open or close for registration at specific dates or intervals.

The screenshot shows a website interface for Benmarda Center. At the top, there is a navigation bar with the center's name, a menu with 'ACTIVITIES', 'GROUPS', and 'ABOUT', and a user profile 'Hi Benjamin and Mega...'. Below the navigation, there is a 'Cards' activity card with a description: 'Reserve your position before this becomes a full house! Games can be played in Pairs 1v1, or if you prefer to be four of a kinds, 2v2 is available as well!'. It also shows filters for '8:00 AM - 4:00 PM', 'Monday - Friday', and 'Unsorted'. To the right, there is a 'Similar activities' section listing 'Billiards', 'Cards (Virtual)', 'Christmas Spectacular', 'Corgi Racing', and 'Hanukkah'. Below this, there is an 'Upcoming Events' section with 262 events. Three events are visible: 'Jul 31st • Wednesday • 8:00 AM - 4:00 PM' (Cards, Free, 100 Available, Add to Cart), 'Aug 1st • Thursday • 8:00 AM - 4:00 PM' (Cards, Free, 100 Available, Registration starts on 08/01/2024 8:00 AM), and 'Aug 2nd • Friday • 8:00 AM - 4:00 PM' (Cards, Free, 100 Available, Registration starts on 08/02/2024 8:00 AM).

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One, some, or all of your activities can be setup to open for registration at a specific date/time, close at a specific date/time, open X days before the activity's set to occur, or close X days before it occurs. This can affect everyone in your database, or specific people based on their Group memberships, age, or residency.

20

These settings can be used if your center has registration sessions, such as seasonally (Spring, Summer, Fall, Winter) or monthly or by-monthly (July Session, August Session).

It can also be used for specific activities in which you don't want to accept registration too close to when the activity is set to occur. For example, this may be great for Lunches, as you may not want people signing up the same day as the lunch is to be served in order to give the cooks ample time to prepare the correct number of meals.

The screenshot displays a software interface for managing activities. At the top, a card for 'Lunch Tacos' shows a description: 'Today's lunch will be tacos. Tomorrows... will also be tacos. I'm sure you can extrapolate this out as needed,' along with a time slot of 11:30 AM - 1:30 PM, days Monday - Friday, and a Health category. Below this is a section for 'Upcoming Events' with 110 events and a filter for 'Show events for the next 365 days'. Three event cards are visible:

Date	Day	Time	Activity	Price	Availability	Registration Status
Jul 31st	Wednesday	11:30 AM - 1:30 PM	Lunch Tacos	\$ 2.00	99 Available	Registration period has ended
Aug 1st	Thursday	11:30 AM - 1:30 PM	Lunch Tacos	\$ 2.00	100 Available	Add to Cart
Aug 2nd	Friday	11:30 AM - 1:30 PM	Lunch Tacos	\$ 2.00	100 Available	Add to Cart

On the right side, a 'Similar activities' section lists five other activities: Dance Les (10:00 AM - ...), Hot Yoga (2:00 PM - ...), Hotter Yo (2:00 PM - ...), Tai Chi Vir (10:00 AM - ...), and Tennis (9:00 AM - ...).

21

The tool which allows you to set up these restrictions is robust and flexible, and you can find our tutorial on that [Here](#).



Great! Now our activities are setup, accepting payments, and have their necessary requirements activated so that the correct people are able to register at the correct times.

But is there more we can still do?

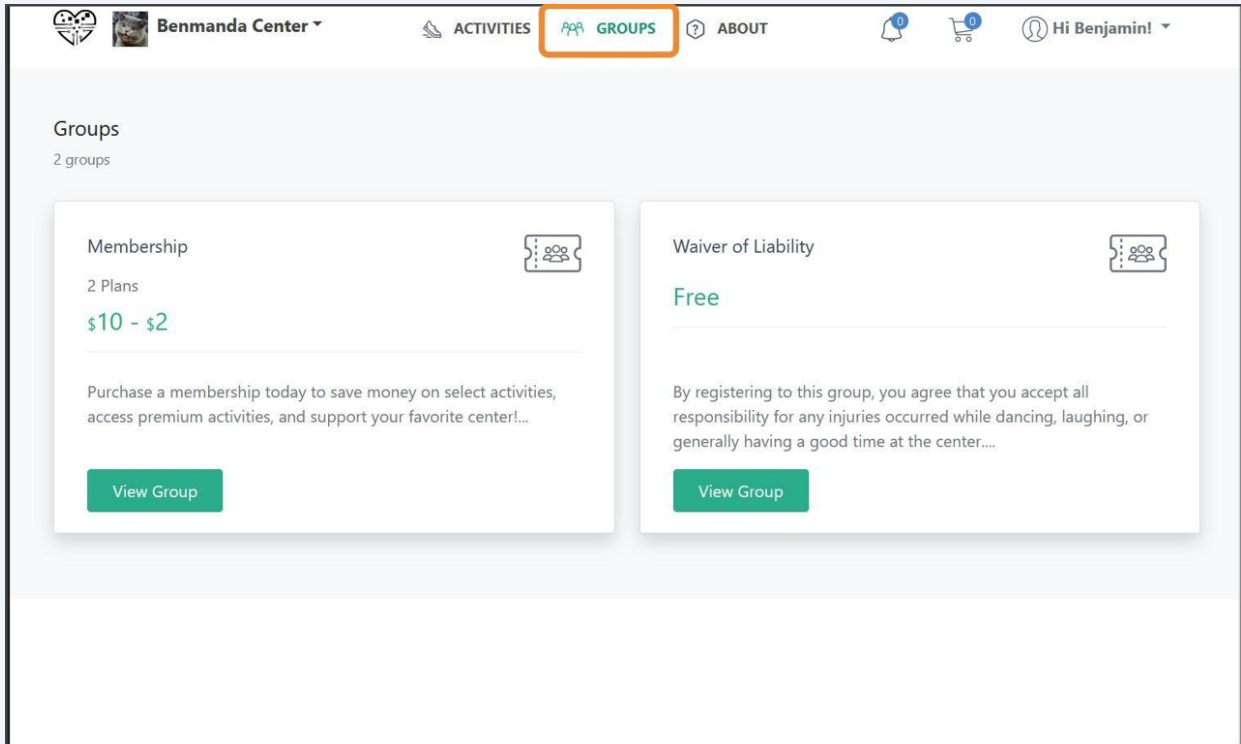
## Groups and Discounts

22

We've talked about how you can setup Group Requirements on activities so that a user must have an active membership to a group before being allowed to register. However, in the same way, you can allow memberships to a group to provide discounts, and these discounts will reflect on MAC. Additionally, you can allow users the option to acquire membership directly on MAC.

23

**Groups on MAC** - Just like with activities, you may allow users to acquire Group Memberships on MAC.





24

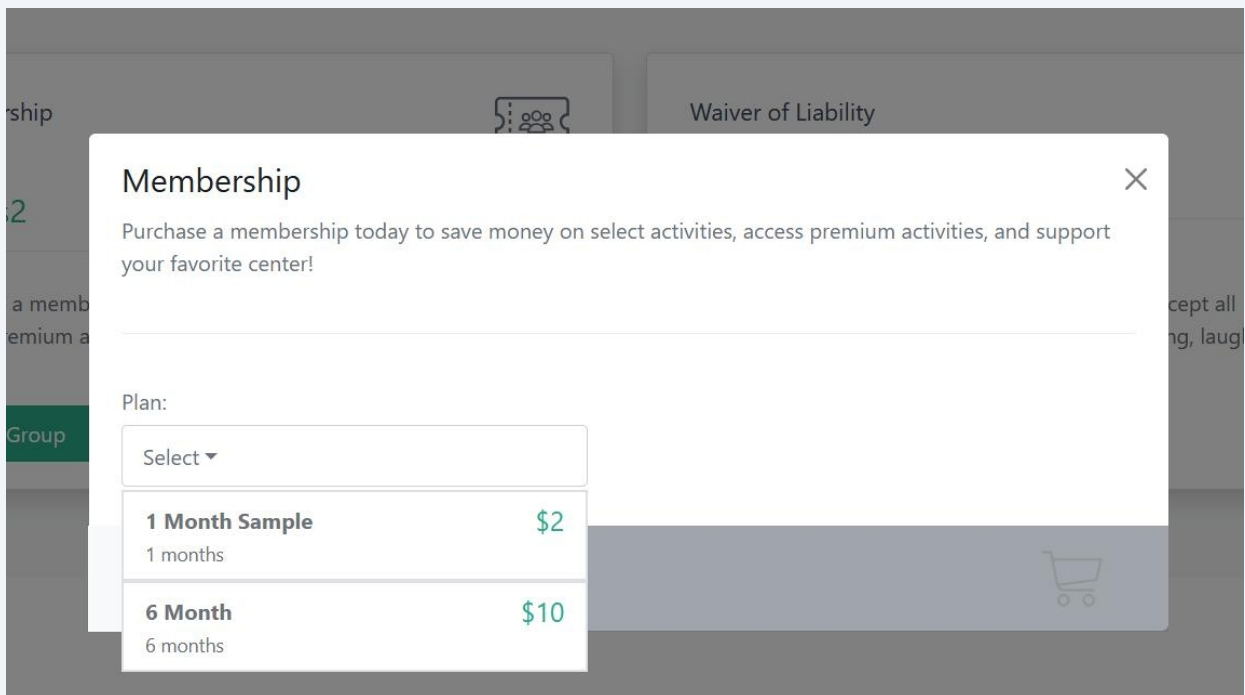
The settings to control whether or not groups can be seen and registered to on MAC can be found in your Groups page. Select the group you wish to adjust, then click **Actions**, followed by **Edit Group**. Here there are two relevant settings.

- ~**Display In MyActiveCenter** - Works just like Event's Display setting. It controls whether or not this group shows up in your groups page. If set to Yes and the group is free, people will be able to register to this group
- ~**Allow payment from MyActiveCenter** - Works just like Event's Allow Payment setting. If set to Yes and the group has a cost, people will be able purchase this group.

The screenshot displays the 'Edit Group - Membership' interface. On the left, a 'Groups' list includes 'Membership', 'Platinum Membership', 'Tennis Group', and 'Waiver of Liability'. The 'Membership' group is selected. The 'Actions' dropdown menu is open, showing options like 'Edit Group', 'Delete Group', and 'Invoicing'. The 'Edit Group' option is highlighted. The right panel shows the 'Edit Group - Membership' settings. The 'Group Name' is 'Membership'. The 'Notes' field contains text about purchasing a membership. The 'Sponsor' and 'Account' fields are empty. The 'Membership Group' is set to 'YES'. The 'Block Swipe' is set to 'YES'. The 'Required Group' is set to 'NO'. The 'Display In MyActiveCenter' is set to 'YES'. The 'Allow payment from MyActiveCenter' is set to 'YES'. The 'Group is Free' is set to 'NO'. The 'Lifetime' is set to 'NO'. The 'Expires on a cycle' is set to 'YES'. The 'Payment Plan' section shows two options: '\$10.00 - 6 Month (6 months)' and '\$2.00 - 1 Month Sample (1 month)'. The 'Save' button is at the bottom right.

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If a user views the group on MAC, they'll be shown the description and any registration options (plans, prices, expirations) for the group. If there are multiple plans, the user may choose from any of them. Once a plan is selected, they may add it to their cart and checkout the same as any other item.



26

As mentioned previously, Groups can be used as a requirement which is necessary for the user to have before they're able to register to certain activities, or it may provide discounts to activities which have costs associated with them.

27

**Group Discounts** - Within each of your Event Templates you'll find a option for "Discount(s)". Clicking the **New Discount** button will open a window allowing you to select one of your groups, and a field to put in the discount amount. This discounted amount can be up to 100% the cost of the activity, and anyone with a active discount to this group will receive the discount automatically.

The image shows a screenshot of an event template configuration interface. On the left is a form with various fields: Description (Tickets will grant you 3 drinks and a fr...), Instructor, Time Begin (05:00 PM), Time End (09:00 PM), Max Signups (100), Appointments (Appointments), Cost Per Event (5), Event Sponsor (Account B-1), Account (-- Select Account --), Notes (None), Discount(s) (New Discount), Required Group (Senior must belong to one or more of the specified groups to signup for this event), and Hide from Calendar (checkbox). On the right, a modal window titled "New Discount" is open, showing a dropdown for "Group" (Membership), radio buttons for "Valid" (Always valid selected, Valid during date range), and a "Discount" field (3). The modal has "Ok" and "Cancel" buttons at the bottom. A "Next" button with a right arrow is visible at the top of the modal area.



You may setup as many discounted groups as you'd like, and members will receive the highest discount amount that applies to them.

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Back on MAC, activities which have discounts assigned to them will inform users as such. If they click to Show Discounts, they'll see which group(s) offer discounts to that activity, what the discount is, and whether they already have this discounted rate. If you allow them to acquire this group on MAC, they'll also be provided a quick-access link to do so via the "Acquire Group" button.

The screenshot shows an 'Upcoming Events' section with two event cards. The first card is for 'Aug 30th • Friday • 5:00 PM - 9:00 PM' at 'Pints By The Pond' with a price of '\$ 5.00'. The second card is for 'Sep 26th • Thursday • 5:00 PM - 9:00 PM' at 'Pints By The Pond' with a price of '\$ 5.00' and '100 Available'. A 'Details' dropdown menu is open for the second event, showing a 'Discounts' option. Below the event cards, a 'Show discounts' modal is displayed, containing a table with columns 'DISCOUNT GROUP', 'EVENT PRICE', and 'MEMBER'. The table lists 'Regular price' at '\$5' and 'Membership' at '\$2.00'. An 'Acquire group' button is located at the bottom right of the modal.

DISCOUNT GROUP	EVENT PRICE	MEMBER
Regular price	\$5	-
Membership	\$2.00	

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If they select to **Acquire Group**, they'll be brought to the Groups page and may obtain the group for the plan of their choosing.

The screenshot shows a 'Membership' modal dialog with a close button (X) in the top right corner. The modal contains the following text: 'Purchase a membership today to save money on select activities, access premium activities, and support your favorite center!'. Below this, there is a 'Choose Member:' section with two radio button options: 'Benjamin TheFirstOffHisName' (which is selected) and 'Megan Chunks'. There are two 'Plan:' dropdown menus, one for each member. The first dropdown is open, showing two options: '1 Month Sample' for '\$2' and '6 Month' for '\$10'. A shopping cart icon is visible in the bottom right corner of the modal.

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For those who have a group membership providing a discount (or acquire one as shown above), they'll see their new discounted rates on any activities which have them! Discounts apply automatically so long as the user has an active (unexpired) membership to the group.

Upcoming Events  
6 events Show events for the next 365 days ▾

<b>Aug 30th</b> • Friday • 5:00 PM - 9:00 PM Pints By The Pond <a href="#">Details &amp; Discounts ▾</a>	<b>\$ 2.00</b> \$5 Price	<b>Benjamin</b> Already Registered	<a href="#">Add to Cart</a>
<b>Sep 26th</b> • Thursday • 5:00 PM - 9:00 PM Pints By The Pond <a href="#">Details &amp; Discounts ▾</a>	<b>\$ 2.00</b> \$5 Price	<b>100</b> Available	<a href="#">Add to Cart</a>
<b>Sep 27th</b> • Friday • 5:00 PM - 9:00 PM Pints By The Pond <a href="#">Details &amp; Discounts ▾</a>	<b>\$ 2.00</b> \$5 Price	<b>100</b> Available	<a href="#">Add to Cart</a>
<b>Oct 25th</b> • Friday • 5:00 PM - 9:00 PM Pints By The Pond <a href="#">Details &amp; Discounts ▾</a>	<b>\$ 2.00</b> \$5 Price	<b>100</b> Available	<a href="#">Add to Cart</a>



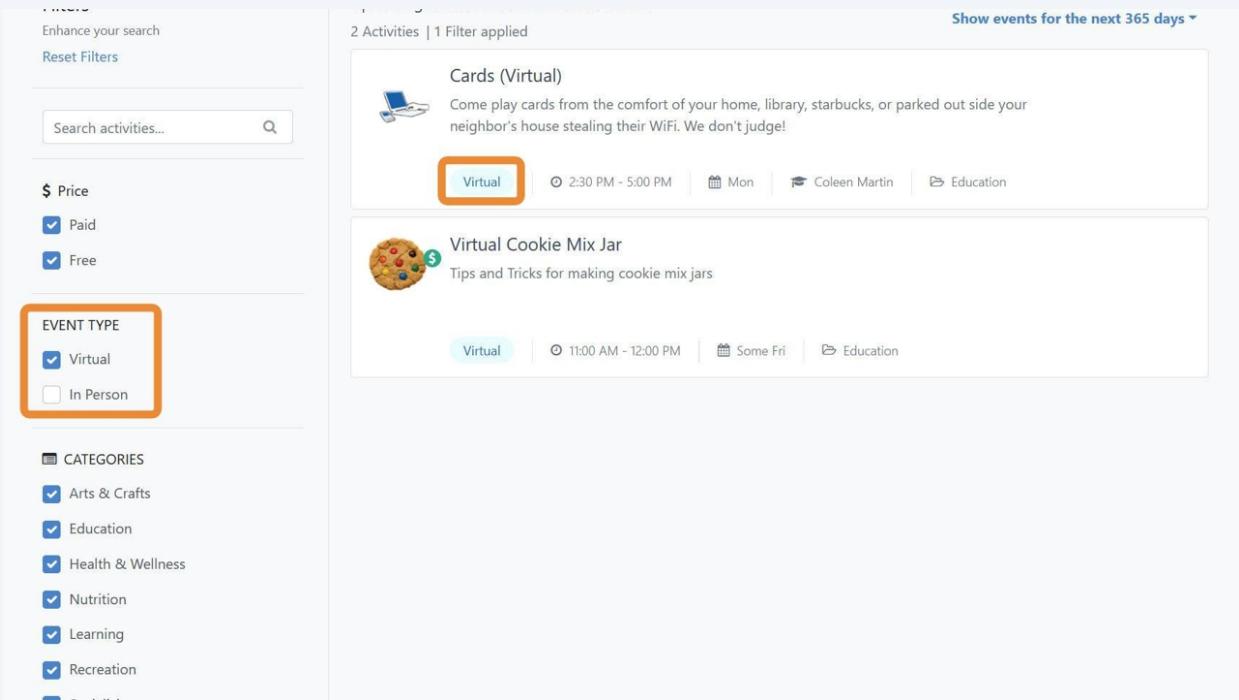
Whew! Our activities are setup and allowing registration when they should, accepting payments, applying discounts, and users are allowed to acquire group memberships.

Is there still more?!?

## Other Settings, Bits, and Bobs

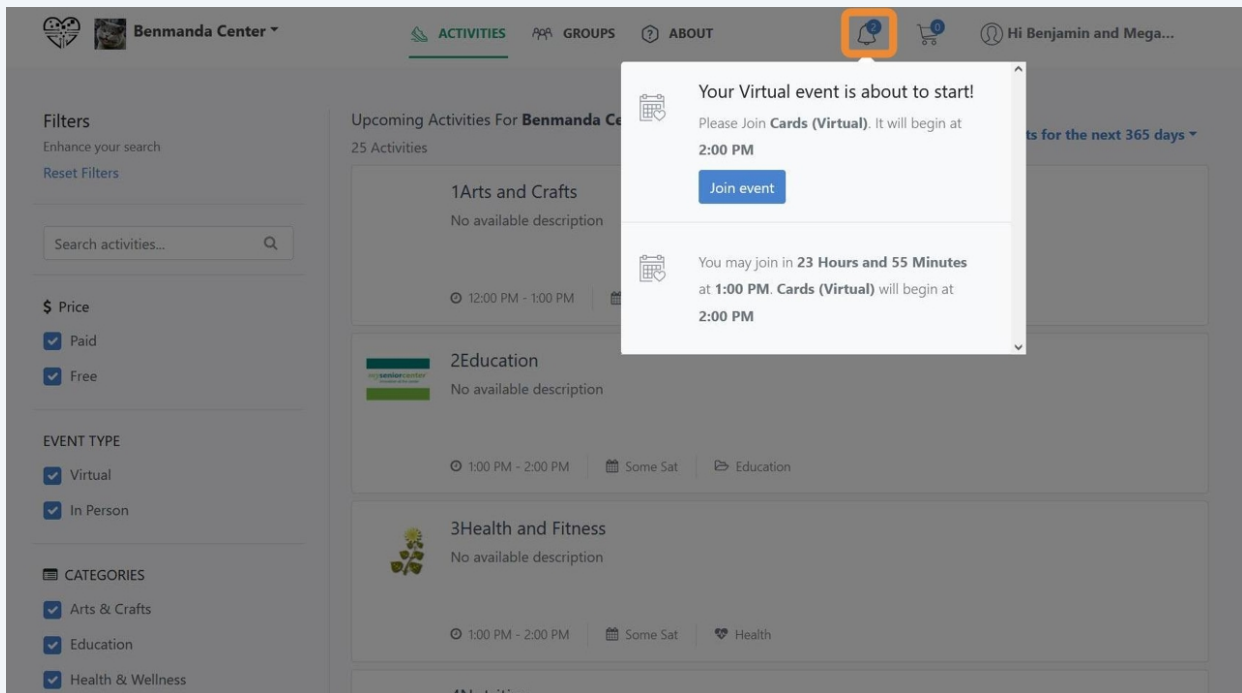
31

**Virtual Activities** - Virtual activities will display on MAC with a virtual notation. User's may also filter activities by whether they're Virtual or In Person.



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Once registered to them, user's can use the **Bell** button to see their soon-upcoming virtual activities and join them if any are starting soon or have started.



33

**Enable Self Signup** - You may allow people who are not currently in your database to add themselves to it while simultaneously creating their MAC account. Normally a person must be in your database already, and have a keytag and phone number on file in order to create their MAC accounts. However, with this setting enabled, you can allow anyone to join. This setting is found in your **MyActiveCenter Settings** page.

When *Only allow residents to register online* is enabled, only residents can register for activities through MyActiveCenter.

Only allow residents to register online

**Self Signup**

People can signup for MyActiveCenter without having a Keytag.

Enable Self Signup

**Add Wallet Funds**

People can add funds to their own wallet in MyActiveCenter

Allow Members to add Funds to their Wallet

Save Settings



Note, the Self Signup setting is used for brand new people not in your database *only*. It is not an alternative method of account creation for those who have previously been to your center.

34

Once enabled, the "I don't have a key tag" method will become available for use during account creation.

The screenshot shows a two-step account creation process. Step 1, 'SELECT CENTER', is active. The user is at the 'Benmanda Center' page. The 'Fill Your Information' section has a dropdown menu open, with 'I don't have a key tag' selected and highlighted in blue. Other options include 'I have a key tag' and 'I don't yet attend this center and would like to make an account with them'. The form includes fields for last name, date of birth, mobile phone number, and home phone number.

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This will prompt some additional fields for the individual to tell your center who they are. Once they fill them in, they'll be entered into your database (the same as if you had done so through your staff-site), and their MAC account will be created.

The screenshot shows the 'PERSONAL INFO' step of the account creation process. The user is still at the 'Benmanda Center' page. The 'Fill Your Information' section now includes additional fields: first name, last name, gender, date of birth, mobile phone number, home phone number, address1, address2 (optional), country, state/province, city, and zip/postal code. The 'Sign Up' button is visible in the top right corner.



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**Allowing Donations** - We can enable a setting for your center so that a Donation button will appear in your user's carts. Using this, they may enter in any denomination for the amount of donation they wish to make.

The screenshot shows the top navigation bar with the Benmanda Center logo, menu items (ACTIVITIES, GROUPS, ABOUT), and user information (Hi Benjamin and Mega...). Below the navigation is the 'My cart' section, which is currently empty. A message states 'Your cart is empty' and 'No items have been added to your cart yet.' A form is visible with the text 'Add Donation?' followed by a text input field containing '5.00' and a blue 'Add to cart' button. Below the form is a 'Continue shopping' button. On the right side, there is a shopping cart icon and a 'TOTAL \$ 0.00' display. A 'Clear cart' button is located in the top right corner of the cart area.

37

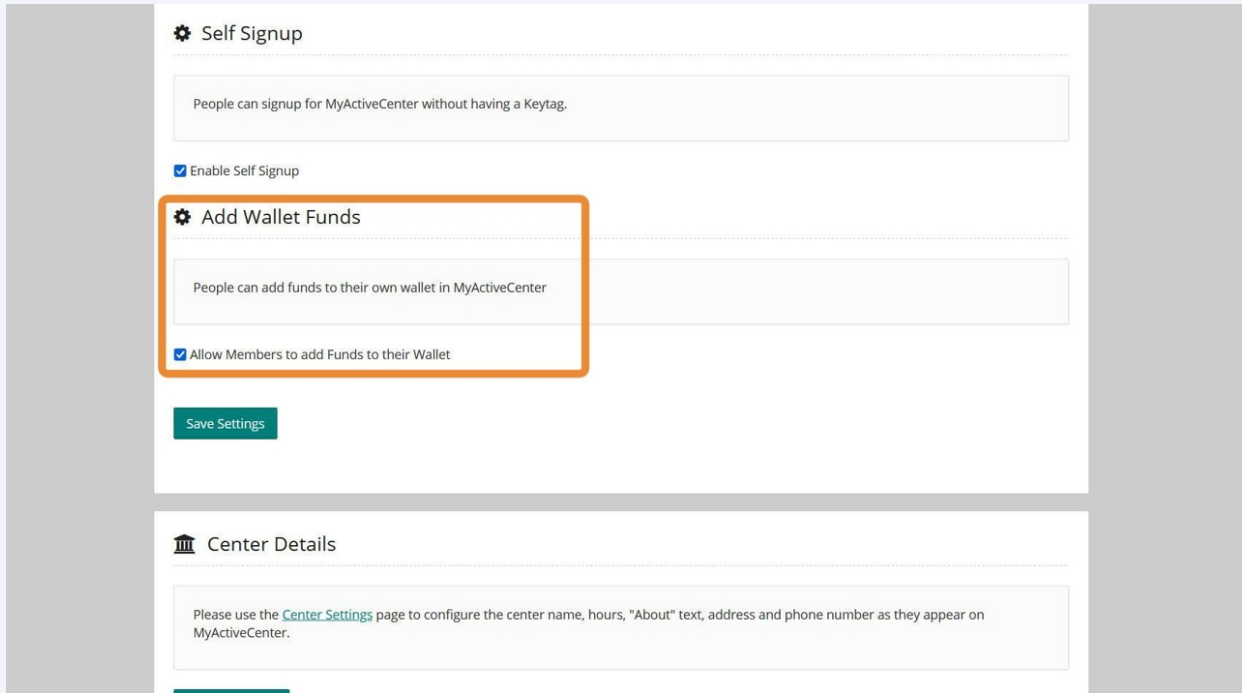
This will place the donation in their cart just as if it were any other item, and finishing checkout will complete the donation to your center!

The screenshot shows the 'My cart' section with one item. The item is a donation from 'Benmanda Center'. The item details include a checked checkbox, the word 'Donation', the person name 'Benjamin and Megan', the date 'Jul 31st, 2024', and the amount '\$5'. There is a 'Remove' button next to the amount. Below the item list, the 'TOTAL' is displayed as '\$ 5.00'. There is a 'Keep shopping' button with a left arrow and a green 'Pay for selected items' button with a lock icon. A 'Clear cart' button is visible in the top right corner.

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**Adding funds to wallet** - You may allow users to purchase their own wallet funds. This can be great for people who may not want to whip out the credit card each time they checkout, so instead they can preload their wallet with a larger amount to use for many transactions. Or, perhaps one spouse wants to buy the other a gift. They can add the funds right to the other's account. The center also potentially benefits by having less per-transaction credit card fees!

This setting is found in your **MyActiveCenter Settings** page.



39

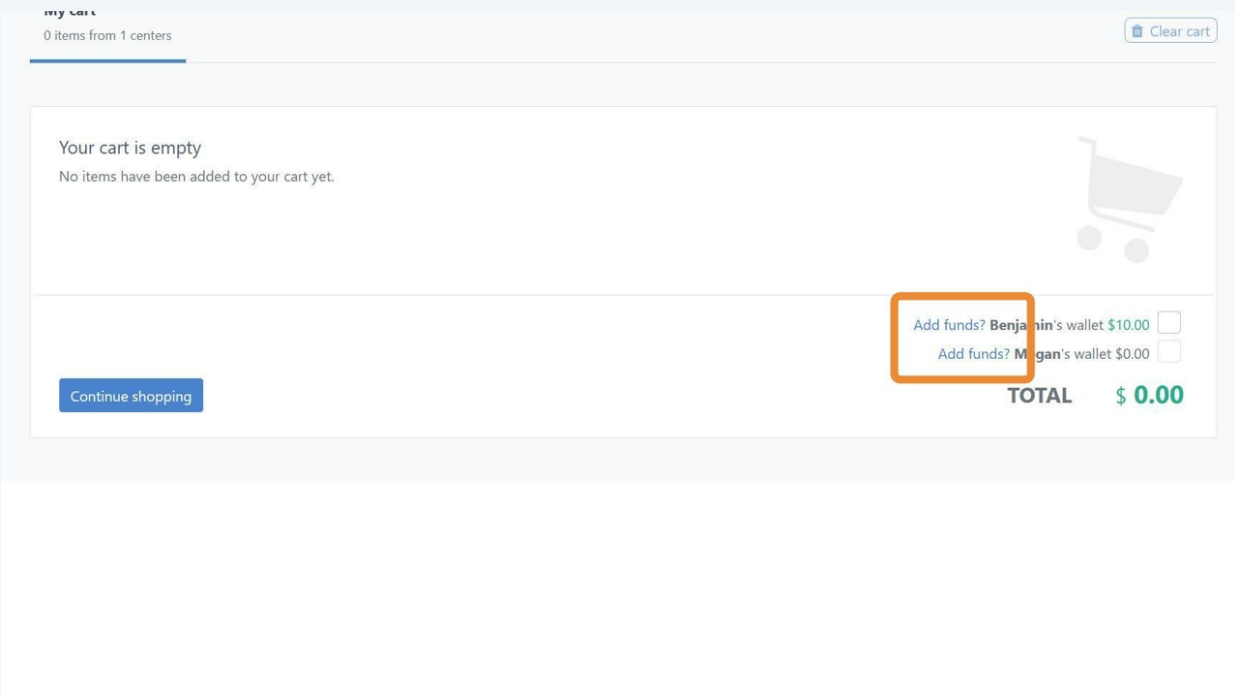
Once they've chosen their amount and clicked to Add Funds, a new charge will be placed in their cart. If they checkout, these funds will be added into their wallets which can be used immediately.

The screenshot shows a shopping cart interface for 'Benmanda Center'. At the top, it says 'my cart' and '0 items from 1 centers' with a 'Clear cart' button. Below this, the store name 'Benmanda Center' is displayed with a profile picture. The 'Wallets' section shows a single wallet named 'Wallet Funds' with a checkmark, belonging to 'Benjamin TheFirstOfHisName', with a balance of '\$50' and an expiration date of 'Aug 1st, 2024'. There is a 'Remove' button for this wallet. Below the wallet list, there are two options to 'Add funds?': 'Apply Benjamin's wallet? \$10.00' and 'Apply Megan's wallet? \$0.00', both with unchecked checkboxes. The 'TOTAL' is shown as '\$ 50.00'. At the bottom left is a 'Keep shopping' link, and at the bottom right is a green 'Pay for selected items' button with a lock icon.

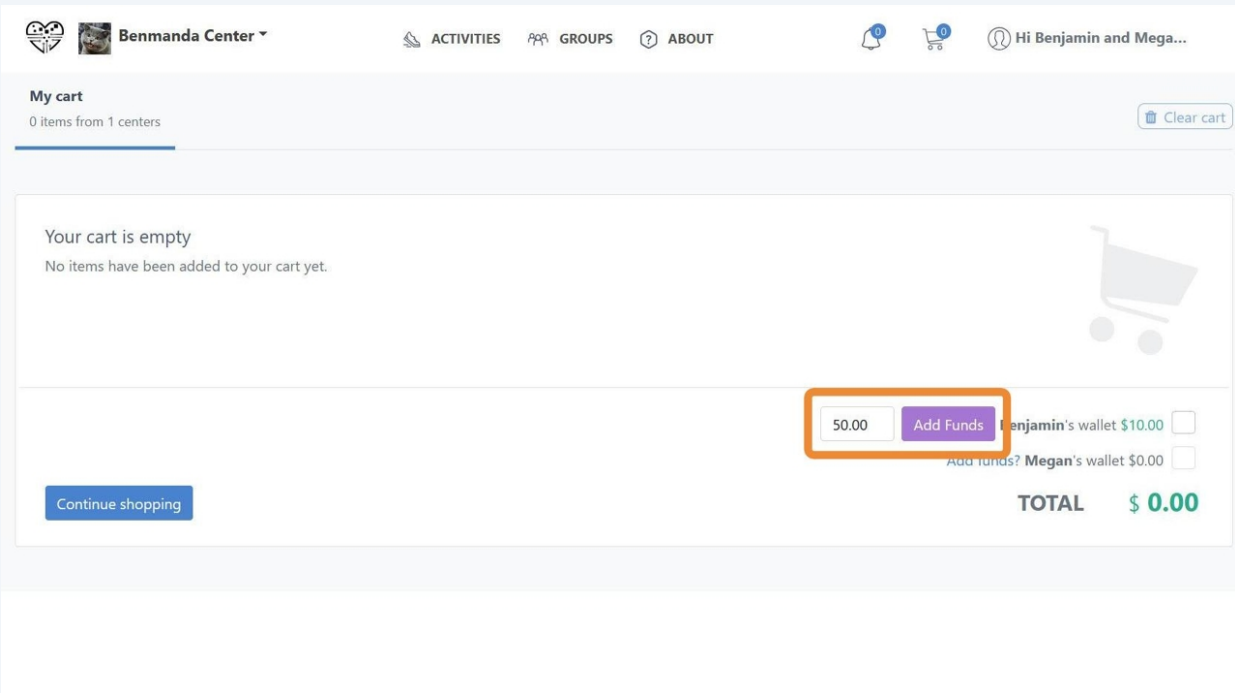


The Add Funds setting requires that the Pay By Wallet setting is also enabled.

40 This will create an **Add Funds** buttons next to your user's wallets in their carts.

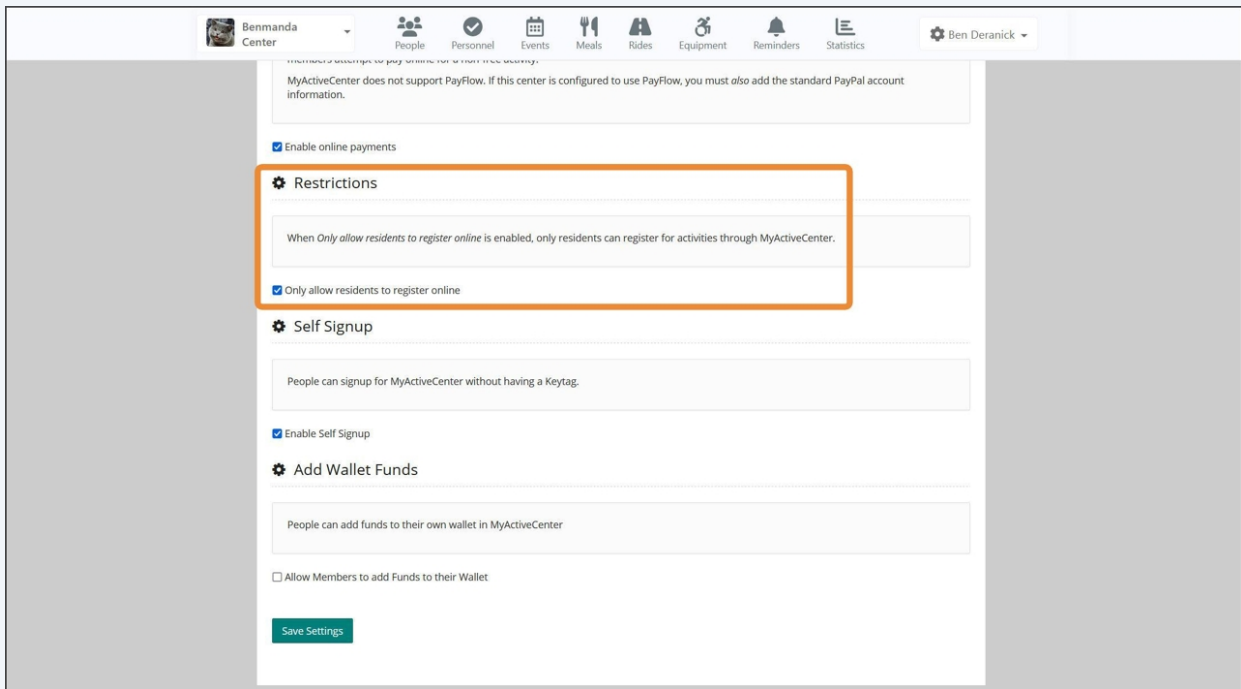


41 When selected, a text field will open where users can input any denomination. This will add the charge to their cart, and completing checkout will add these new funds to their Wallet which will be available for use immediately.



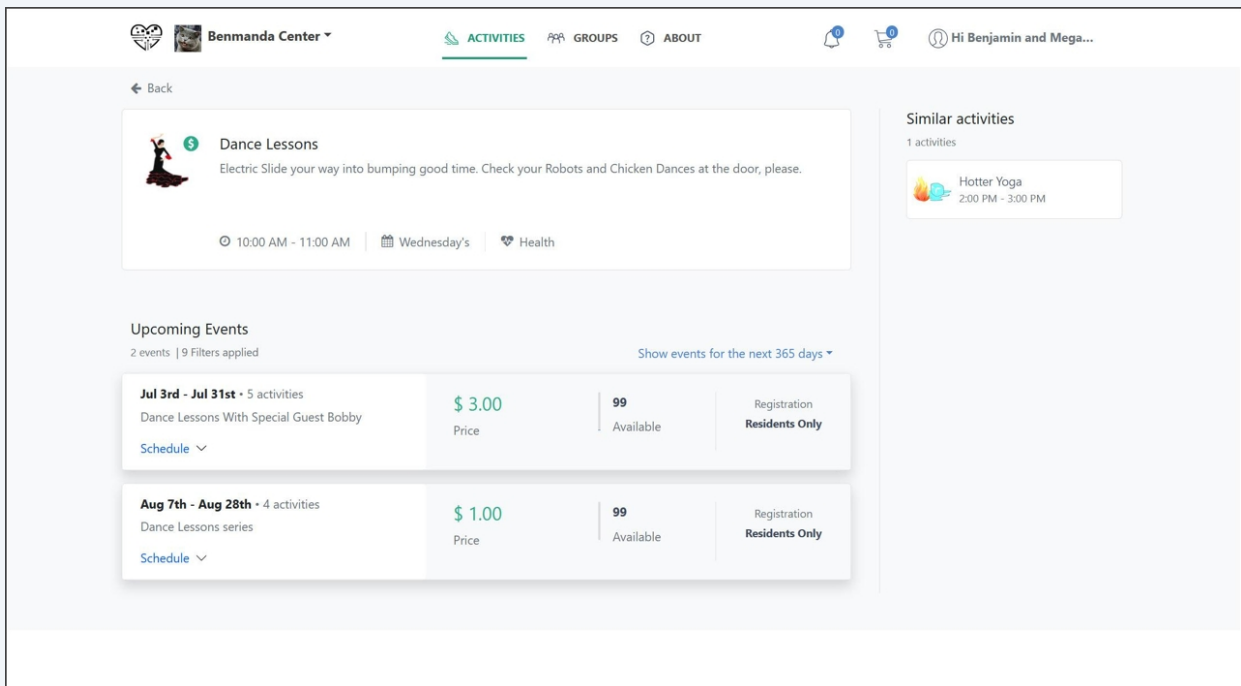
42

**Restrict registration to residents only** - If your center only wishes to allow residents (those living in the same city or cities as the center) to be able to register to activities, you may enable a setting to do this. This setting is found in your **MyActiveCenter Settings** page.



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If enabled, anyone who's not a resident wont be able to register to any of your activities, and will be informed as such.





That's all, folks!

## FAQ

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- **I'm not seeing my activity listed on MAC?**

*Check that the Template of the activity has the "Show on MAC" setting checked. Make sure the activity has upcoming dates scheduled, and make sure the activity is not Archived. If you aren't seeing any activities, make sure the global "show on MAC setting is checked" (found in your MAC Settings page)*

- **What happens when an activity is full?**

*Once an activity is full, MAC will cease accepting registrations to it and user's will be informed that it's full. There's no adding to waitlists yet, but that's something we're looking into for a future update.*

- **If a user has an activity in their cart, is a position in the activity reserved for them?**

*Yes! If the user has an item in their cart, their position in the class is reserved for them. If they leave the cart unattended, their items will be removed after 2 hours so that their position in the class is released to others who may want to register.*

- **Is it possible to let users view but not register to an event?**

*Not directly, but there are some workaround methods to do this. If the activity has a cost, you can set in the template to "Show on MAC" but not "Allow payment on MAC". Alternatively, you can use the Registration Restriction section to close registration to that activity by setting a [closure date](#) that's in the past.*

- **Can users cancel a registration and be refunded?**

*Users may cancel a registration (from their My Activities page) if it's something that was free. For paid activities, they must contact your center to see about your refund policy, and staff can act appropriately.*

- **Can I link users to MAC from our personal site?** *While we don't yet have any widgets for MAC, you can certainly copy the URL to direct people to your site. The default URL is <https://myactivecenter.com/> , but you may want to direct people to your center's page specifically.*

- **I have more questions and need help!**

*Reach out to [Support@myseniorcenter.com](mailto:Support@myseniorcenter.com)*