

# MyActiveCenter Member-Manual



Everything about the MyActiveCenter (MAC) platform, from creating your first account, to tips and tricks to navigate like an expert.

**i** Note! This guide is quite long, but only because it covers nearly everything there is to know about MyActiveCenter. Most people need only read the first 15 to 22 steps to be a certified MAC ninja.

Please feel free to use the navigation on the left to jump to specific sections.

## MyActiveCenter Account Creation

1

Welcome to [MyActiveCenter!](#) If you're new and don't yet have an account, click the **Sign Up** button to begin creating your account.  
*For those who already have an account, please login and [skip to step 5](#)*

The screenshot shows the MyActiveCenter website interface. At the top right, there are two buttons: 'Centers' and 'Sign Up'. The main content area is split into two sections. On the left, under the heading 'Keep young. Stay active.', there is a sub-heading 'Browse thousands of events at hundreds of locations in the US and Canada'. Below this, a card for 'Aurora Senior Center' displays four event tiles: 'Pokeno' (Scheduled on Jul 30th), 'Oak St. Health-' (Scheduled on Aug 14th), 'Movie Matinee' (Scheduled on Jul 25th), and 'Meet the Staff' (Scheduled on Jul 26th). A 'View all nearby centers' button is at the bottom of this section. On the right, the 'Already a member?' section prompts users to 'Log in to view the latest activities at your centers'. It includes an email input field with 'example@email.com', a password input field, a 'Remember me' checkbox, a 'Forgot password?' link, and a 'LOGIN' button.

2

Your center may appear on the following screen, but otherwise use the search bar to search by name or city and then **click your center**, followed by **Continue** to proceed to step 2.

The screenshot shows the 'Select your Center' screen. At the top, there are navigation links for 'Centers', 'Login', and 'Sign Up'. Below these is a progress bar with two steps: 'SELECT CENTER' (1) and 'PERSONAL INFO' (2). The main heading is 'Select your Center', followed by a sub-heading: 'Please select the center that issued your MySeniorCenter Key Tag to continue. Your contact information on file with the center will be retrieved automatically.' A search bar contains the text 'benmanda'. Below the search bar, a search result for 'Benmanda Center' is shown. The result includes a profile picture, a verified checkmark, and the address '1600 Pennsylvania Ave, Washington, DC, 20006'. A 'Continue' button is located at the bottom right of the screen.

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For step 2, fill in your Key Tag Number the center issued you (this is the little plastic keytag with the barcode on the back), as well as your phone number.

Centers Login **Sign Up**

SELECT CENTER 1 PERSONAL INFO 2

Tell us a bit more about yourself.  
Please fill in the form below with the required information.

**Benmanda Center**  
Please fill your center information

**Fill Your Information**

I have a keytag

Key tag Number  
X8584751  
The number on the back of your MySeniorCenter Key Tag

Phone Number  
(111)-222-3333  
Only to verify your identity. You should use the same number as on file with the center "Benmanda Center"

4

Scroll down to fill in an email address you'd like to use as well as a password. Confirm the password, and then click **Signup**.

Centers Login **Sign Up**

I'd like to share this center with my spouse. [What's this?](#)

**Account credentials**  
Used to login into our system

Email Address  
Benjyman@xavus.com  
"Benjyman@xavus.com" ✓

Password  
Must contain at least 6 characters

Confirm Password  
Confirmation password should match

← Previous Step **Signup** →



Success! We'll bring you to your center's activities so that you may begin browsing. Please note that for the purposes of MyActiveCenter, you'll never need your keytag/phone number again (nor will you ever need to create another account). Simply use the email/password combination you've just created to login with from now on.

The screenshot shows the MyActiveCenter website interface for Benmanda Center. The navigation bar at the top includes the center name, 'ACTIVITIES', 'GROUPS', 'ABOUT', a notification bell, a shopping cart, and a user profile 'Hi Benjamin!'. The main content area is divided into a left sidebar for filters and a right section for 'Upcoming Activities For Benmanda Center'. The filters sidebar includes a search bar, a 'Price' section with 'Paid' and 'Free' options, an 'EVENT TYPE' section with 'Virtual' and 'In Person' options, and a 'CATEGORIES' section with 'Arts' and 'Health & Wellness' options. The activities list shows three items: 'Billiards' (8:00 AM - 4:00 PM, Some Mon, Tue, Wed, Thu, Fri), 'Card Games' (12:00 PM - 3:00 PM, Some Thu), and 'Cards' (8:00 AM - 4:00 PM, Mon, Tue, Wed, Thu, Fri). Each activity card includes a description and a 'Show events for the next 365 days' link.

## Registering and Paying for Activities



5

Scroll through your center's Activity list and select one you're interested in by clicking anywhere on the tile of the activity.

**Benmanda Center** ACTIVITIES GROUPS ABOUT Hi Benjamin!

**Filters**  
Enhance your search  
Reset Filters

Search activities...

**Price**

- Paid
- Free

**EVENT TYPE**

- Virtual
- In Person

**CATEGORIES**

- Arts
- Health & Wellness

**Upcoming Activities For Benmanda Center** Show events for the next 365 days

17 Activities

**Billiards**  
Play on one of our 4 pool tables. Show off your skills or shark your mates!  
8:00 AM - 4:00 PM | Some Mon, Tue, Wed, Thu, Fri | Unsorted

**Card Games**  
No available description  
12:00 PM - 3:00 PM | Some Thu | Unsorted

**Cards**  
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!  
8:00 AM - 4:00 PM | Mon, Tue, Wed, Thu, Fri | Unsorted

6

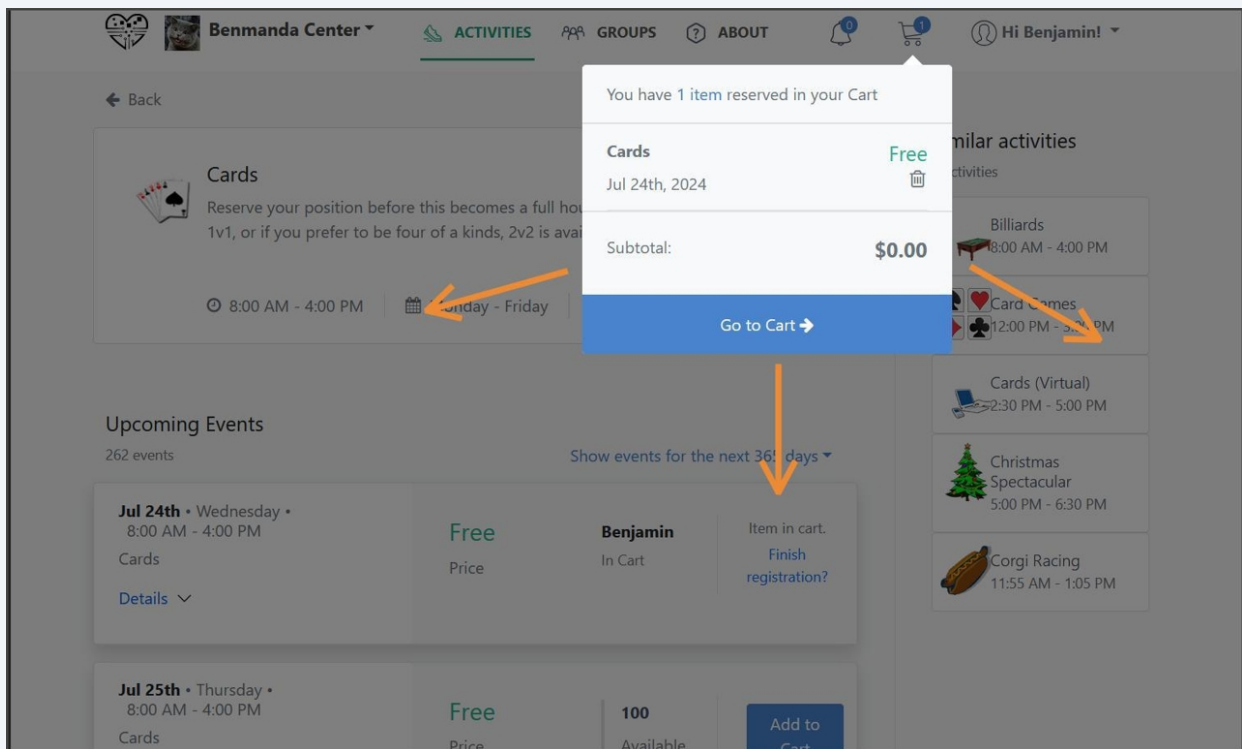
This will bring you to that activity's schedule. The dates the activity will take place are found on the left, and the price, details, and available seats remaining can all be seen as well.

Select the **Add to Cart** button to add the date(s) of your choosing to your shopping cart.

The screenshot shows a user interface for a Benmunda Center website. At the top, there is a navigation bar with the center's name, a menu with 'ACTIVITIES', 'GROUPS', and 'ABOUT', and user account information 'Hi Benjamin!'. Below the navigation, a 'Cards' activity is featured 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!'. The activity is scheduled for 8:00 AM - 4:00 PM, Monday - Friday, and is currently 'Unsorted'. To the right, a 'Similar activities' section lists five other activities: Billiards (8:00 AM - 4:00 PM), Card Games (12:00 PM - 3:00 PM), Cards (Virtual) (2:30 PM - 5:00 PM), Christmas Spectacular (5:00 PM - 6:30 PM), and Corgi Racing (11:55 AM - 1:05 PM). Below the main activity, an 'Upcoming Events' section shows 262 events, with a filter for 'Show events for the next 365 days'. Two specific events are listed: 'Jul 24th • Wednesday • 8:00 AM - 4:00 PM' and 'Jul 25th • Thursday • 8:00 AM - 4:00 PM'. Both events are free and have 99 and 100 seats available, respectively. Each event entry includes a 'Details' link and an 'Add to Cart' button.

7

This will open the cart-preview window where you can view what you've added along with anything else that you've previously added to your cart. Clicking anywhere outside of this cart preview will minimize the window so that you may continue shopping.



Anything in your cart will be reserved for you for a couple hours. Shop leisurely :)

8

Click the **Back** button to go back to your center's Activity list.  
(Alternatively, you may click the **Activities** button at the top of the page for the same effect.)

Benmanda Center

ACTIVITIES

GROUPS

ABOUT

Hi Benjamin!

← Back

### Cards

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!

8:00 AM - 4:00 PM | Monday - Friday | Unsorted

### Upcoming Events

262 events

Show events for the next 365 days

<b>Jul 24th</b> • Wednesday • 8:00 AM - 4:00 PM Cards <a href="#">Details</a>	<b>Free</b> Price	<b>Benjamin</b> In Cart	Item in cart. <a href="#">Finish registration?</a>
<b>Jul 25th</b> • Thursday • 8:00 AM - 4:00 PM Cards	<b>Free</b> Price	<b>100</b> Available	<a href="#">Add to Cart</a>

### Similar activities

5 activities

- Billiards  
8:00 AM - 4:00 PM
- Card Games  
12:00 PM - 3:00 PM
- Cards (Virtual)  
2:30 PM - 5:00 PM
- Christmas Spectacular  
5:00 PM - 6:30 PM
- Corgi Racing  
11:55 AM - 1:05 PM

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Find and select any other activities you're interested in to see their schedule.

### Hot Yoga

Instructed by our very own yoga expert, come loosen up with Fred the "flying dog" Please bring your own mats.

2:00 PM - 3:00 PM | Some Tue, Thu | Health

### Hotter Yoga

You'll no longer be finding your Zen because we've cranked the heat up to 10.

2:00 PM - 3:00 PM | Some Tue, Wed, Thu | Health

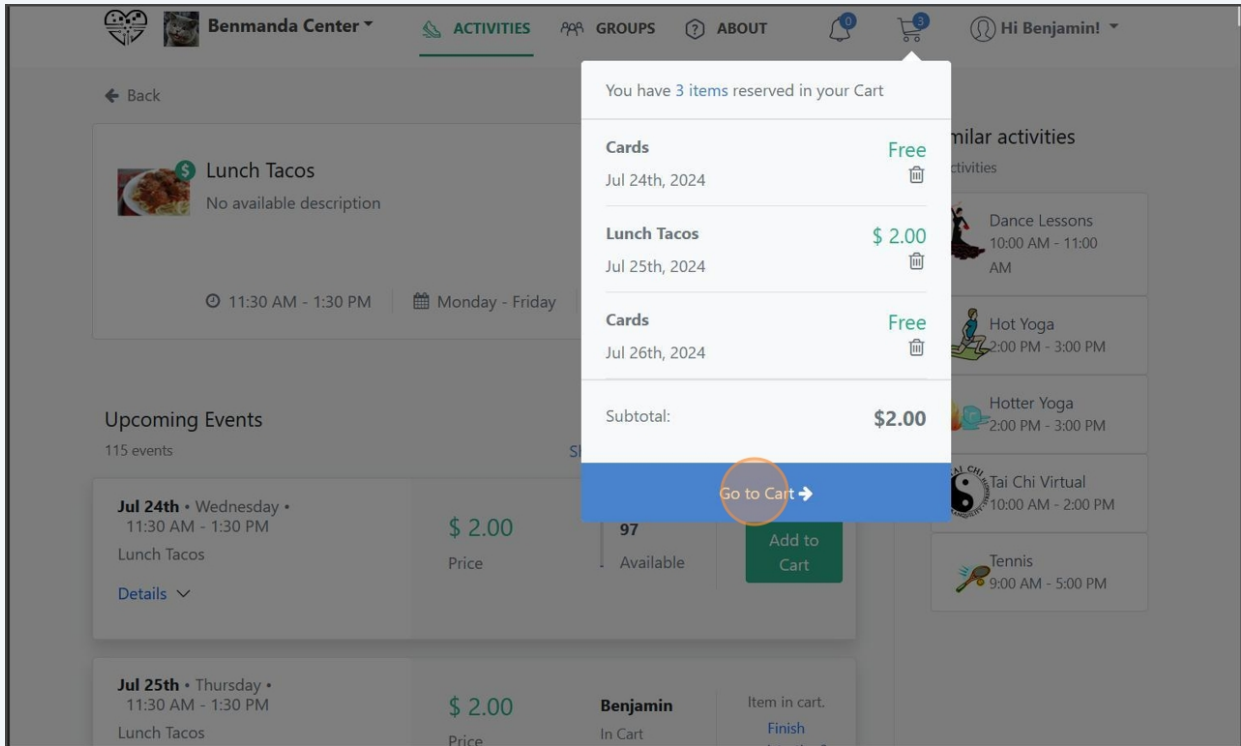
### Lunch Tacos

No available description

11:30 AM - 1:30 PM | Some Mon, Tue, Wed, Thu, Fri | Health

10

Continue adding activities to your cart until you're ready to checkout. Choose the **Go to Cart** button.





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 the little **Cart** icon in the upper right.

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In your cart you'll see everything you've recently added.

Item	Date	Time	Price	Action
Cards	Jul 24th, 2024	8:00 AM - 4:00 PM	Free	Remove
Cards	Jul 26th, 2024	8:00 AM - 4:00 PM	Free	Remove
Lunch Tacos	Jul 25th, 2024	11:30 AM - 1:30 PM	\$ 2.00	Remove

13

Since I have several items in my cart, I'll need to scroll down to find and select the **Pay for selected items** button.

The screenshot shows a mobile application interface for a center named "Benmanda Center". At the top left, there is a profile picture of a cat and the text "Benmanda Center" with "3 activities" below it. At the top right, there is a blue button labeled "Add a Donation?". Below this is a section titled "Activities" containing a list of three items:

Activity	Date	Time	Cost
<input checked="" type="checkbox"/> Cards	Jul 24th, 2024	8:00 AM - 4:00 PM	Free
<input checked="" type="checkbox"/> Cards	Jul 26th, 2024	8:00 AM - 4:00 PM	Free
<input checked="" type="checkbox"/> Lunch Tacos	Jul 26th, 2024	11:30 AM - 1:30 PM	\$ 2.00

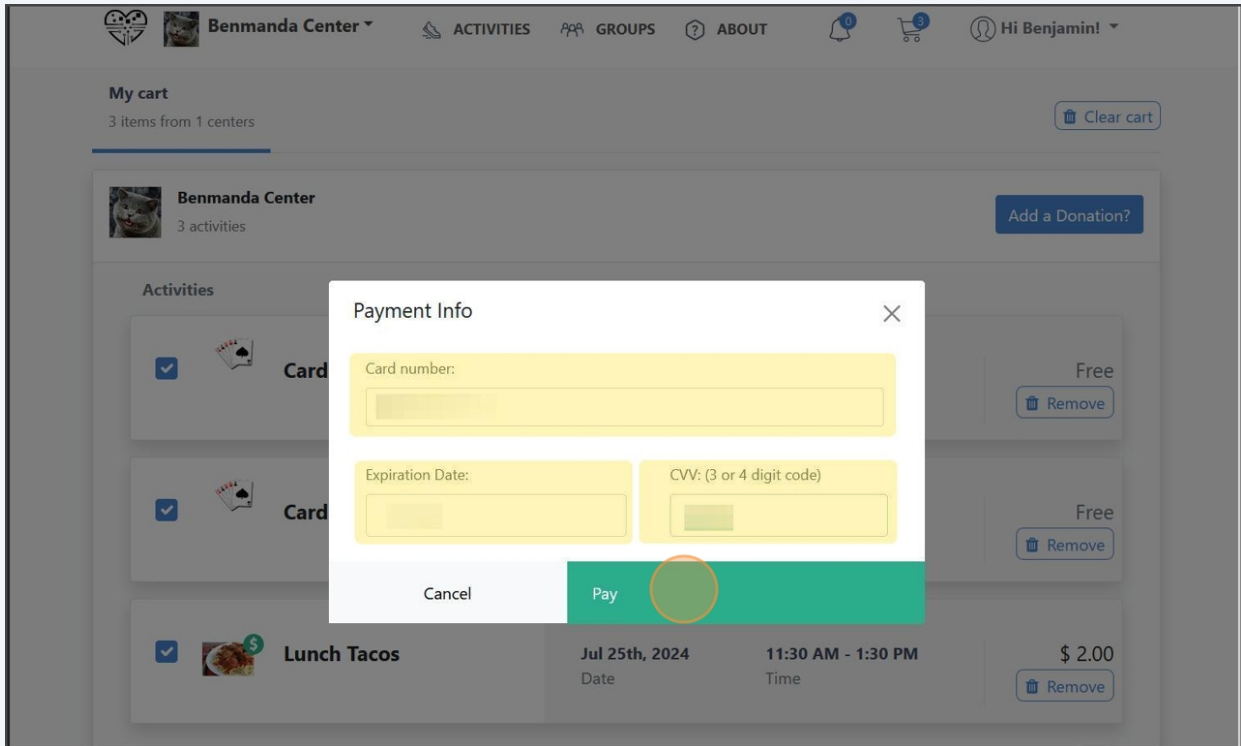
Below the activities list, there is a checkbox for "Add funds? Apply Benjamin's wallet? \$0.00". To the right of this is a "TOTAL" of "\$ 2.00". At the bottom left, there is a link "Keep shopping" with a left-pointing arrow. At the bottom right, there are two buttons: a blue button "Pay at center" and a green button "Pay for selected items". The green button is circled in orange.



Note: If none of your activities have a cost, the pay button will instead read as "Register for selected activities". Choosing it will immediately register you!



14 Fill in your credit card information and then choose **Pay**.



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Success! This is your Receipt page. You are now registered to everything in your cart. You can click **View Schedule** to see everything upcoming that you've signed up for, or **Continue Browsing** to go back to your center's activities. We'll select View Schedule.

Thank you for using MyActiveCenter

**Thank you for your payment!** Jul 24th, 2024 at 3:46 PM  
to: Benmanda Center

ITEM	AMOUNT
Cards Jul 24th, 2024 at 8:00 AM	Free
Cards Jul 26th, 2024 at 8:00 AM	Free
Lunch Tacos Jul 26th, 2024 at 11:30 AM	\$ 2

SUBTOTAL \$2.00  
TAX \$0  
TOTAL PAID \$2.00

[← Continue browsing](#) [Print Receipt](#) [View schedule →](#)

**16** This will bring you to a list-style-view of all your upcoming activities.

**Benmanda Center** ACTIVITIES GROUPS ABOUT Hi Benjamin!

Filters Print Week Month **List**

**Today**  
1 event

**Cards**  
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!  
08:00 AM - 04:00 PM Benmanda Center Remove

**This week**  
2 events

**Lunch Tacos**  
No available description  
11:30 AM - 01:30 PM Benmanda Center View Activity Remove

**i** You may view your upcoming activities in other formats, such as a monthly calendar view.

**Benmanda Center** ACTIVITIES GROUPS ABOUT Hi Benjamin!

Filters Print Week **Month** List

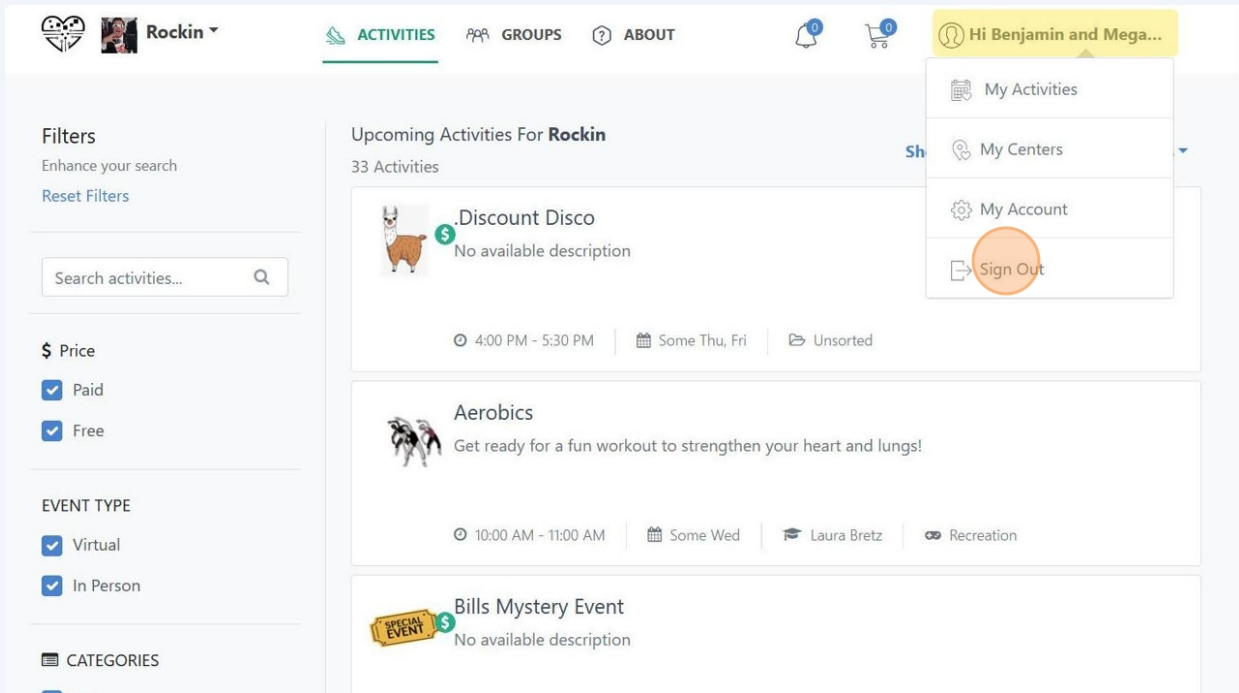
**Jul 2024** Today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24 Cards	25 Lunch Tacos	26 Cards	27	28
29	30	31	1	2	3	4

# Signing Out and In

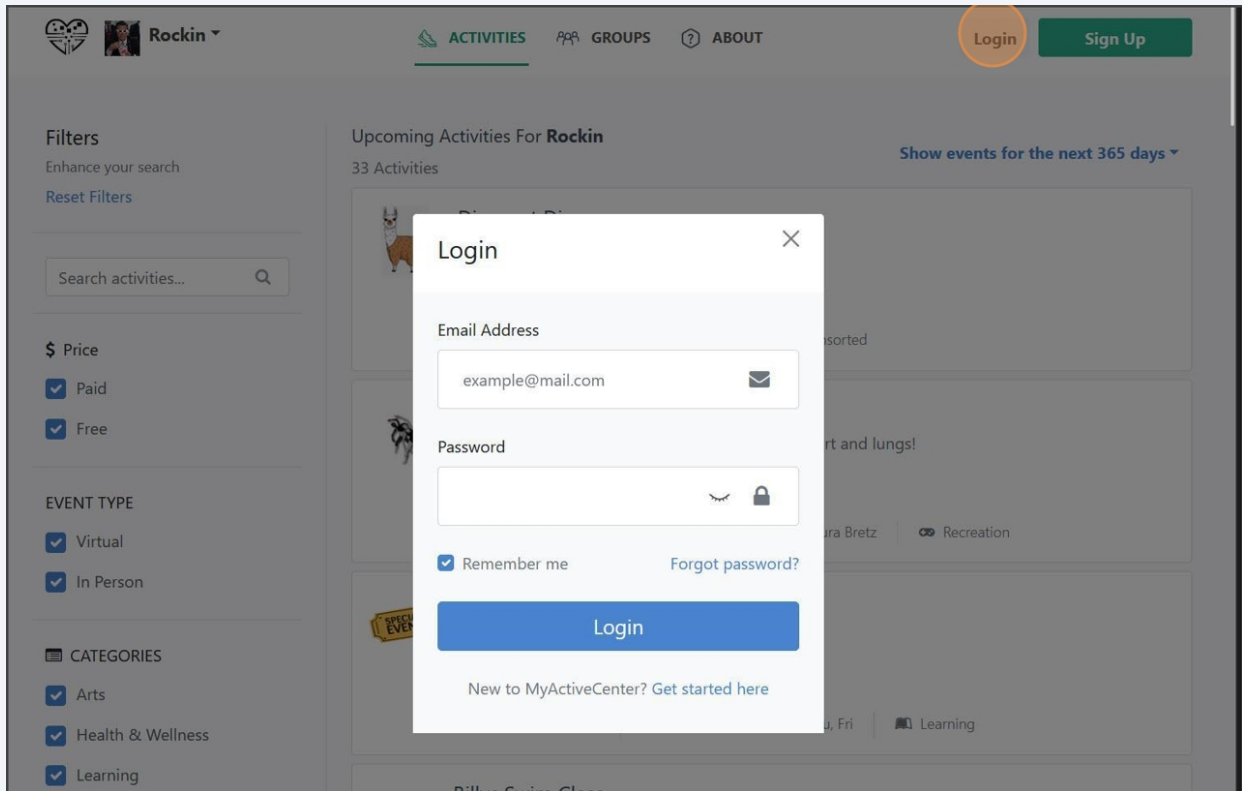
18

Signing Out: Normally you don't need to bother to sign out. The only times you may want to do this is if you're on a public device (such as those at the library or at your center). If you do need to signout, you may do so by clicking your **Hi (name)** in the upper right and choosing **Sign Out**.



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Logging in: If you need to login, you may do so from the **Login** button in the top right. Clicking Login will open a new window where you can enter in your email and password.





Note: If you're on the homepage, the login fields will be on the right hand side.

Centers Sign Up

Keep young. Stay active.  
Browse thousands of events at hundreds of locations in the US and Canada

Center Aurora Senior Center

Pokeno Scheduled on Jul 30th	Oak St. Health- Scheduled on Aug 14th
Movie Matinee Scheduled on Jul 25th	Meet the Staff Scheduled on Jul 26th

View all nearby centers

Already a member?  
Log in to view the latest activities at your centers

Benjyman@xavus.com

.....

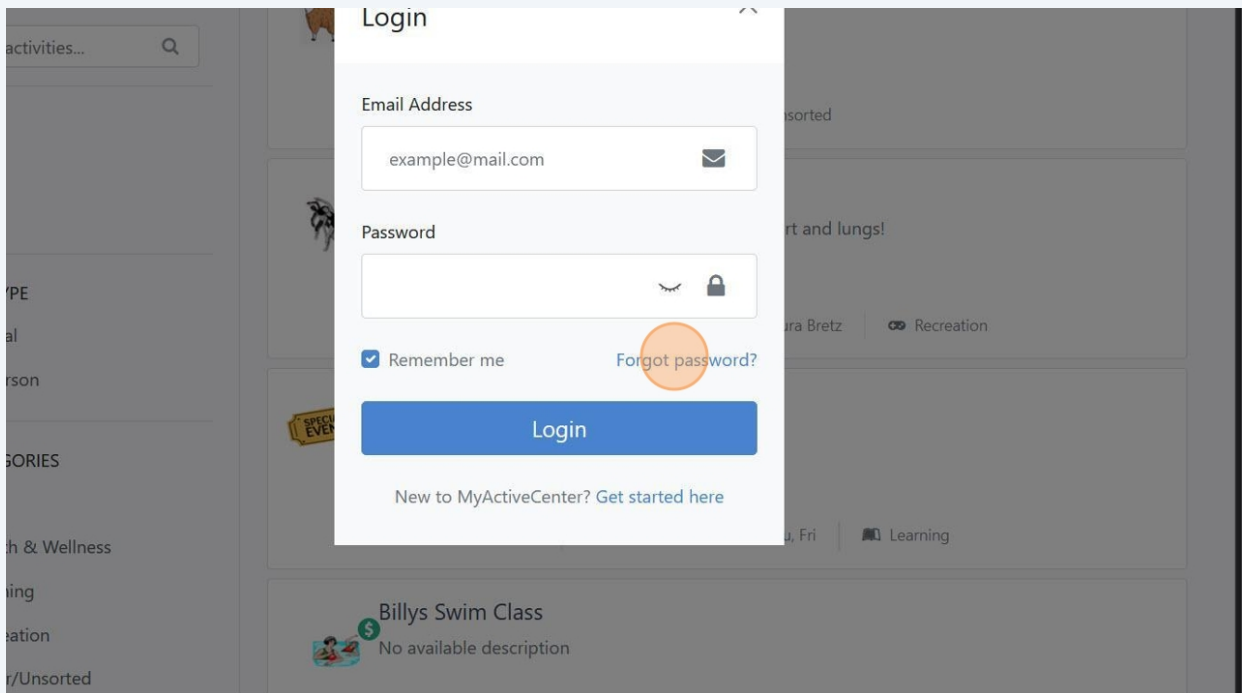
Remember me  
[Forgot password?](#)

LOGIN

## Password Reset

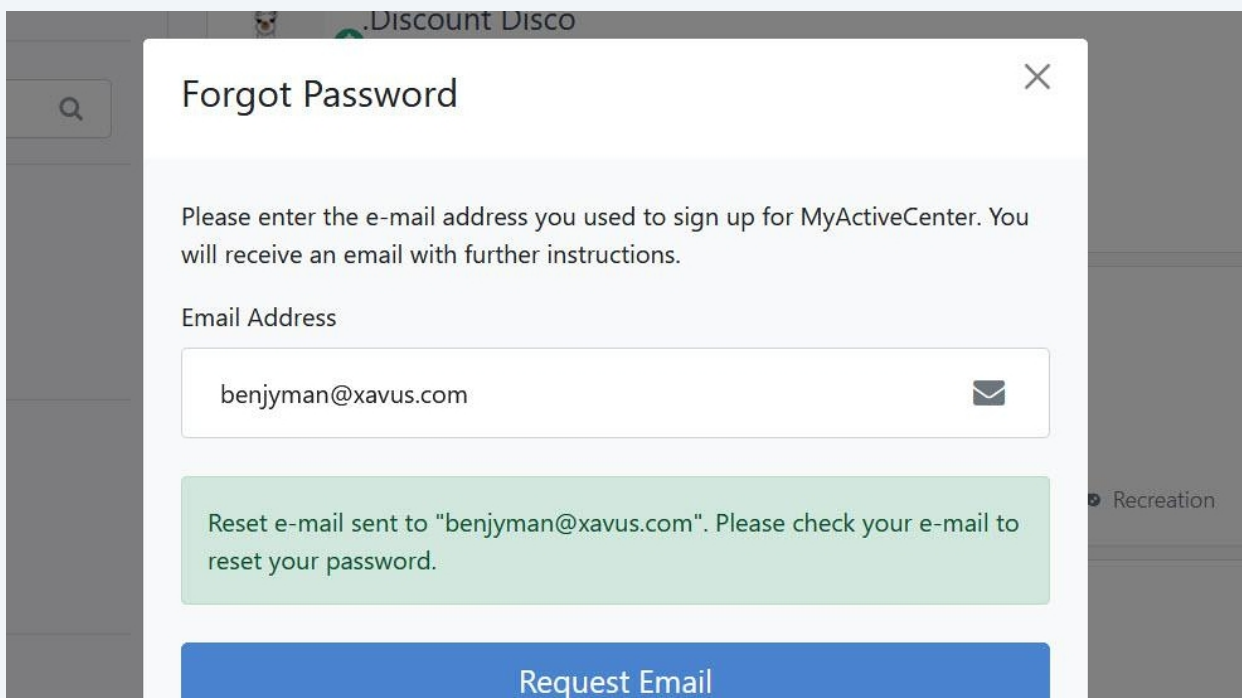
20

Password Reset: If you've forgotten your password or it's otherwise not working to log you in, you may reset your password using the **Forgot Password** button. This is found by the Login fields as discussed above.



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Once you've clicked the Forgot Password, you'll be able to enter in the email address for your account. As long as we find an account, we'll send that email address an email containing instructions for resetting your password. Remember to give it a few minutes and check your Spam/Junk!





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Login to your email account and look for the email from MyActiveCenter. Within it, you can click the **Reset Password** button to continue.



**Please select the below button to  
choose your new password for your  
MyActiveCenter account!**



If you no longer need to reset your password,  
you may ignore this email.

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Clicking that Reset Password option will bring you back to MyActiveCenter where you may enter in your new desired password, and then enter it again within the Confirm New Password field. Your password must be 6 characters or longer, and you may click the little eyelash icon to reveal what you've typed.

Enter your new password and then choose **Reset Password**

Reset Password

New Password

.....

Must contain at least 6 characters

Confirm New Password

.....

Confirmation password should match

Reset Password

24

Success! You may now click **Login** to login with your new password.

Reset Password

New Password

.....

Must contain at least 6 characters

Confirm New Password

.....

Confirmation password should match

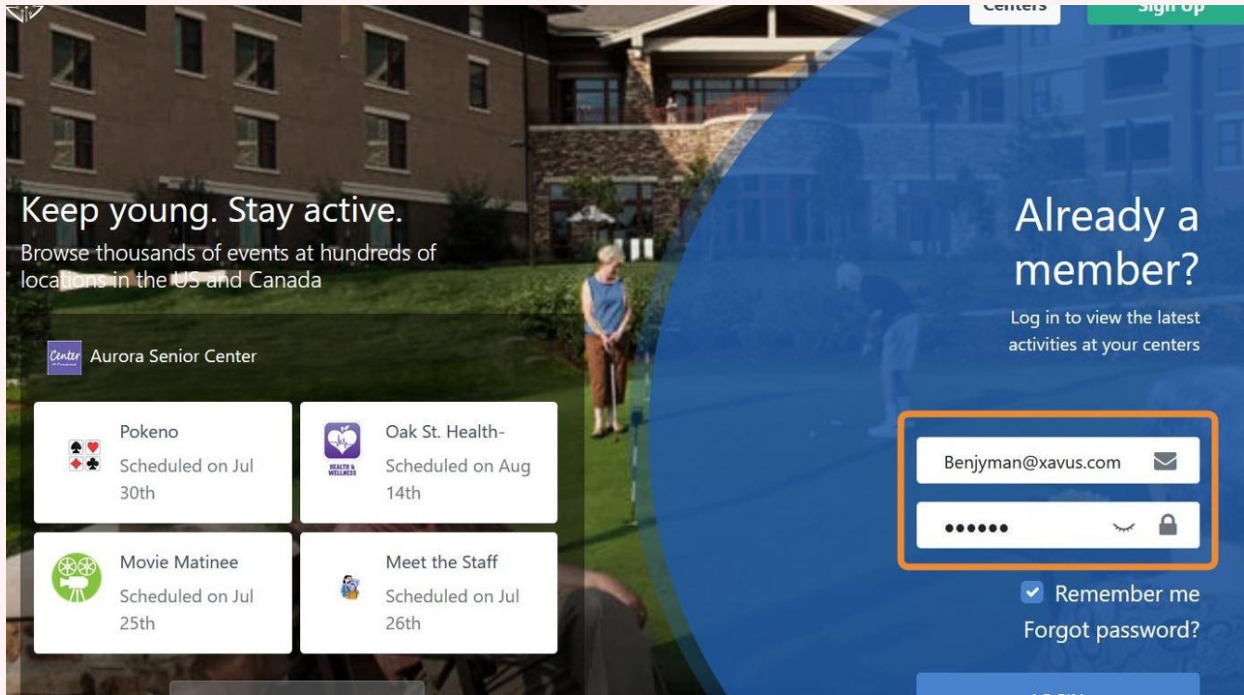
Your password reset successfully. Would you like to [Login](#)

Reset Password



Congratulations! You now know the basics of MyActiveCenter!

*Remember, for future logins, use your email and password on the homepage to sign in. If you're not at the homepage, a **Login** button will also be available in the top right.*



Next we'll talk about additional tools you can use to become a pro at navigating the site, as well as additional features your center *may* be using to manage registrations, offer discounts, allow alternate methods of payment, etc. There's almost no center out there who will use all of these tools simultaneously, so if you don't see a particular option when browsing your center, don't sweat it :)

## Activity Navigation Tools

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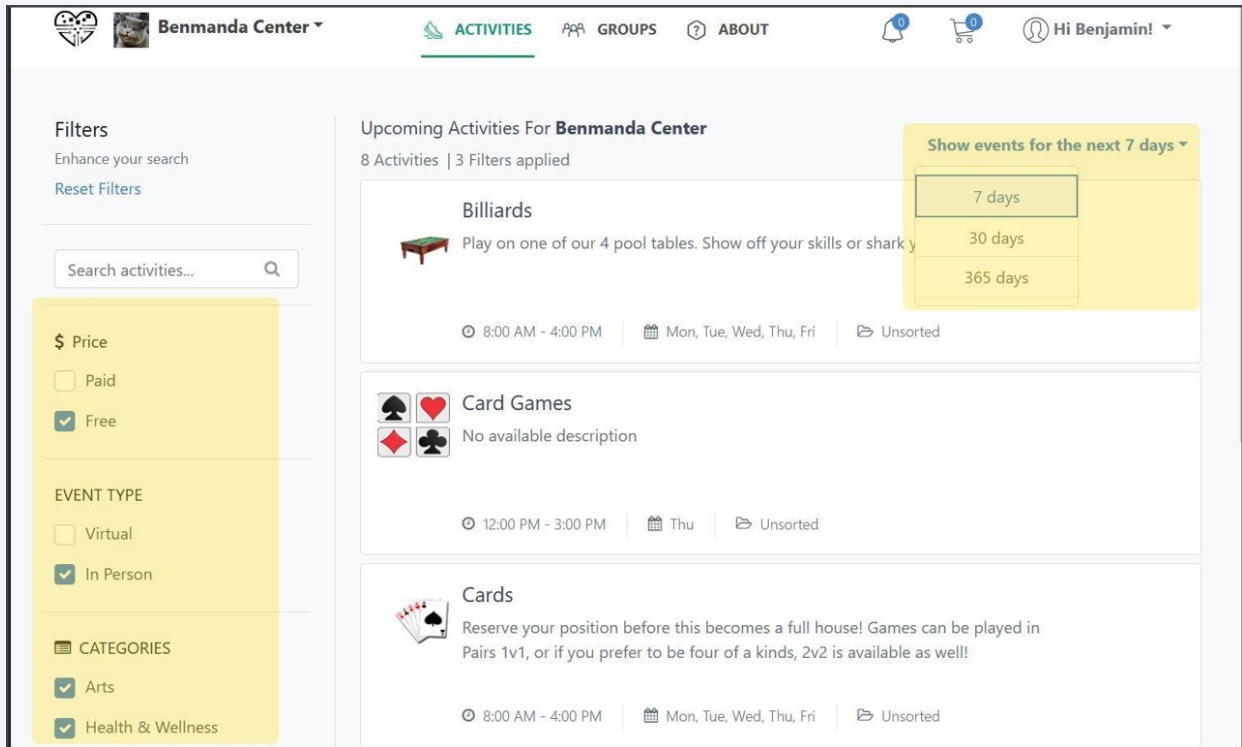
Searching: You may use the Searchbar on the activities page to quickly find items you're looking for. Results will search as you type!

The screenshot shows the Benmanda Center website interface. At the top, there is a navigation bar with the Benmanda Center logo, the name 'Benmanda Center', and menu items for 'ACTIVITIES', 'GROUPS', and 'ABOUT'. There are also icons for a notification bell, a shopping cart, and a user profile labeled 'Hi Benjamin!'. On the left side, there is a 'Filters' section with the text 'Enhance your search' and a 'Reset Filters' link. Below this is a search bar containing the text 'pond'. Under the search bar, there are filter sections for 'Price' (with 'Paid' and 'Free' checked), 'EVENT TYPE' (with 'Virtual' and 'In Person' checked), and 'CATEGORIES' (with 'Arts' and 'Health & Wellness' checked). The main content area is titled 'Upcoming Activities For Benmanda Center' and shows '1 Activities | 1 Filter applied'. A link 'Show events for the next 365 days' is visible. The activity listed is 'Pints By The Pond', which includes a beer icon, a description: 'Tickets will grant you 3 drinks and a free taxi-home service. Go wild and have fun! Discounts provided to those with Memberships', and details: '5:00 PM - 9:00 PM', 'Some Fri', and 'Unsorted'.

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Filtering: There are Filters on the left side which can be used to narrow down the activities which are displayed. Perhaps you're not interested in anything with a cost, nor anything that's occurring virtually online. Unchecking those boxes will show you all free and in-person activities!

You may also use the "Show events for the next X days" option to look at near-future activities, instead of those which may be occurring months down the line.



## My Activities

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You may view all of your upcoming activities by clicking your **Name** in the upper right and choosing **My Activities**.

The screenshot shows the Benmanda Center website interface. At the top, there is a navigation bar with 'Benmanda Center' on the left, 'ACTIVITIES', 'GROUPS', and 'ABOUT' in the center, and a user profile 'Hi Benjamin!' on the right. A dropdown menu is open under the user profile, with 'My Activities' highlighted in yellow. Other options in the menu include 'My Centers', 'My Account', and 'Sign Out'. Below the navigation bar, the main content area is titled 'Upcoming Activities For Benmanda Center' and shows a list of 17 activities. The first activity is 'Billiards', described as 'Play on one of our 4 pool tables. Show off your skills or shark your mates!', with a time of 8:00 AM - 4:00 PM and a schedule of 'Some Mon, Tue, Wed, Thu, Fri'. The second activity is 'Card Games', described as 'No available description', with a time of 12:00 PM - 3:00 PM and a schedule of 'Some Thu'. The third activity is 'Cards', described as 'Reserve your position before this becomes a full house! Games can be played in...'. On the left side of the page, there is a search bar and a filter section.

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Your My Activities page can also allow you to unregister to any activity which doesn't have a cost. Simply click the **Remove** button remove yourself from the roster and free-up your position for someone else.

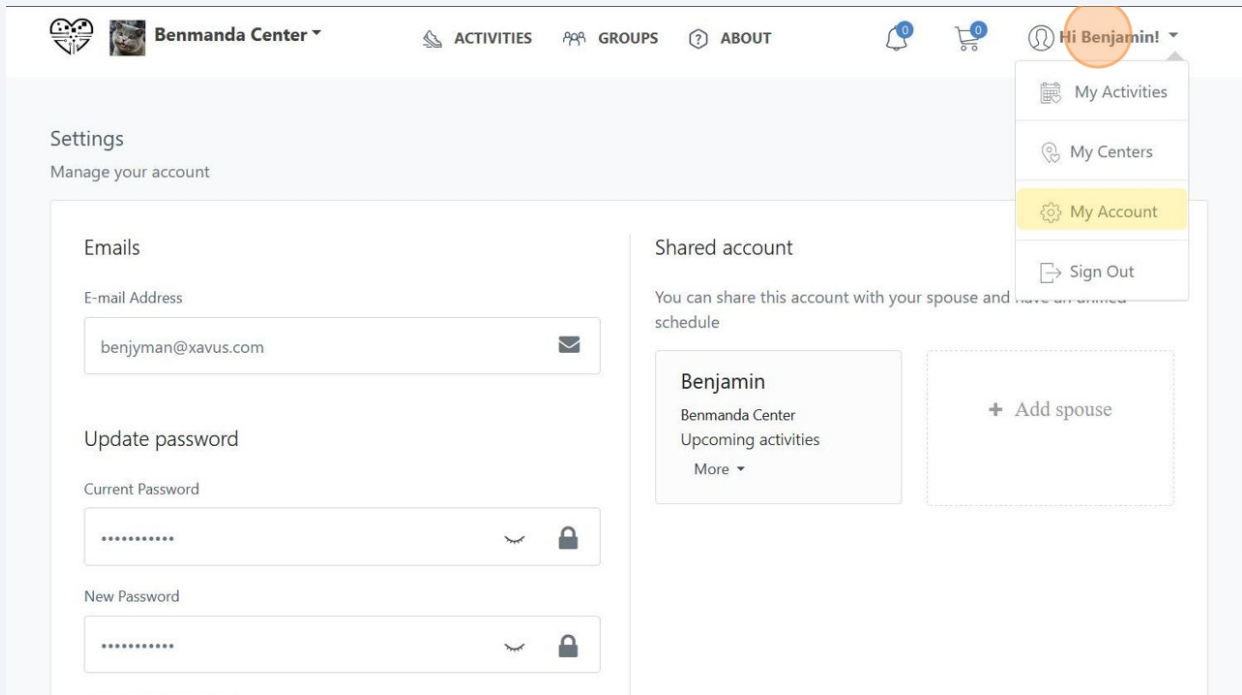
*If there's an activity you wish to remove yourself from which you paid for, please contact your center directly to see about their refund policy.*

The screenshot shows the Benmanda Center website interface for the 'My Activities' page. At the top, there is a navigation bar with 'Benmanda Center' on the left, 'ACTIVITIES', 'GROUPS', and 'ABOUT' in the center, and a user profile 'Hi Benjamin!' on the right. Below the navigation bar, there are buttons for 'Filters' and 'Print', and a view selector with 'Week', 'Month', and 'List' options. The main content area is titled 'This week' and shows 2 events. The first event is 'Cards', described as '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!', with a time of 08:00 AM - 04:00 PM and a location of 'Benmanda Center'. It has a 'View Activity' button and a 'Remove' button highlighted with an orange circle. The second event is 'Lunch Tacos', described as 'No available description', with a time of 11:30 AM - 01:30 PM and a location of 'Benmanda Center'. It also has a 'View Activity' button and a 'Remove' button. On the right side of the page, there is a calendar showing the date 'Jul 26 Fri'.

# My Account: Account Information & Receipts

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Navigating to your **My Account** page will let you set and change details about your account. Here you can adjust the email address you use to login with, update your password, or even add a spouse to your account.








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Further down the page will be all of your receipts for any purchases you've made on MyActiveCenter. You may **View** them if desired.


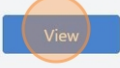




Confirm New password

.....  

 Update settings

Payment History

3 transactions This week ▾

 Lunch Tacos Jul 24th, 2024	<b>\$2.00</b> Price	PAYID-206846460415 Transaction ID	
 Donation Jul 24th, 2024	<b>\$5.00</b> Price	PAYID-206859360396 Transaction ID	
 Lunch Tacos Jul 24th, 2024	<b>\$2.00</b> Price	PAYID-206801459382 Transaction ID	

## Group Memberships

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Your center may have group memberships, passes, waivers, or other similar items to sign up for under the Groups tab. Acquiring membership to these may be something that's outright required in order to register, may provide access to certain premium activities, may offer discounts to certain activities, or other benefits (this varies greatly depending on your center operates).

Benmanda Center

ACTIVITIES **GROUPS** ABOUT

Hi Benjamin!

### Groups

2 groups

#### Membership

2 Plans

**\$10 - \$2**

Purchase a membership today to save money on select activities, access premium activities, and support your favorite center!...

[View Group](#)

#### Waiver of Liability

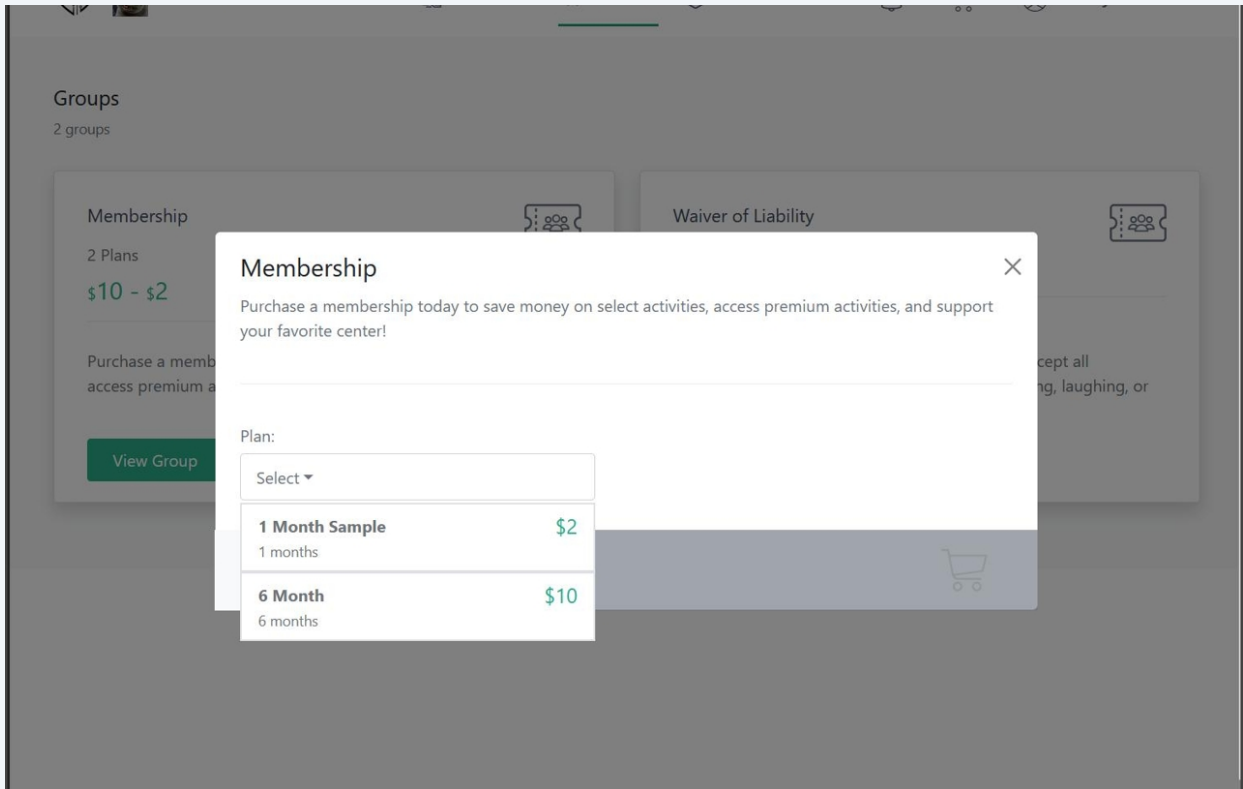
**Free**

By registering to this group, you agree that you accept all responsibility for any injuries occurred while dancing, laughing, or generally having a good time at the center....

[View Group](#)

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If there are Groups available, clicking **View Group** will let you see additional details as well as any plans and costs associated with it. You may add it to your cart and check out the same as you do with activities.



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Activities will inform you if there are potential discounts you could receive by having a membership to a group(s). Clicking the **Details & Discounts** option will expand the activity to show more information. Then click the **Show Discounts** option to see every group that could offer a discount, and what the price of that activity would be if you had membership to that group. You may select the **Acquire Group** button to navigate to the groups page and purchase membership.

The screenshot shows a mobile application interface for 'Rockin'. The top navigation bar includes 'ACTIVITIES', 'GROUPS', and 'ABOUT'. The user is logged in as 'Hi Ben james man!'. The main content area is titled 'Upcoming Events' and shows a list of events. The first event is 'Jul 30th • Tuesday • 3:05 AM - 6:35 PM' for 'MAC - Group Discount' with a price of '\$ 3.00' and 25 available spots. A 'Details & Discounts' link is highlighted with an orange circle. Below the event details, there is a note: 'This is a two dolla event but is only one dolla for those in the Mac - Renewal Group. Gotta pay to play, son.' and a 'Show discounts' button. A table shows the discount details:

DISCOUNT GROUP	EVENT PRICE	MEMBER
Regular price	\$3	-
MAC - Renewal	\$2.00	<a href="#">Acquire group</a>

The second event is 'Aug 1st • Thursday • 3:05 AM - 6:35 PM' for 'MAC - Group Discount' with a price of '\$ 3.00' and 25 available spots. A right-hand sidebar shows a calendar view with events like 'Lunch: Hot' and 'MAC - Cost Series'.

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If you already have membership to the group or sign up to the membership and then come back to the activity, you'll see your new reduced price, and the Show Discounts section will inform you that you already have membership to the group.

Upcoming Events  
45 events | 1 Filter applied

Show events for the next 365 days

**Jul 30th** • Tuesday • 3:05 AM - 6:35 PM  
MAC - Group Discount  
Price: **\$ 2.00** ~~\$3~~ | 25 Available | [Add to Cart](#)

[Details & Discounts](#)

This is a two dolla event but is only one dolla for those in the Mac - Renewal Group. Gotta pay to play, son.

Compare prices, select and acquire any group to benefit from the discounts it offers.

[Show discounts](#)

DISCOUNT GROUP	EVENT PRICE	MEMBER
Regular price	\$3	-
MAC - Renewal	<b>\$2.00</b>	Ben james man <a href="#">Already Acquired</a>

**Aug 1st** • Thursday • 3:05 AM - 6:35 PM  
MAC - Group Discount  
Price: **\$ 2.00** ~~\$3~~ | 25 Available | [Add to Cart](#)

[Details & Discounts](#)

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Discounts will always apply automatically if you have an up-to-date and valid membership to the group that provided the discount.

items from 1 centers [Clear car](#)

**Rockin**  
1 activity [Add a Donation?](#)

**Activities**

<input checked="" type="checkbox"/>	<b>MAC - Group Discount</b>	Jul 30th, 2024 Date	3:05 AM - 6:35 PM Time	<b>\$ 2.00</b> <del>\$3</del> <a href="#">Remove</a>
-------------------------------------	-----------------------------	------------------------	---------------------------	---

Add funds? Apply **Ben james man's** wallet? \$1.00

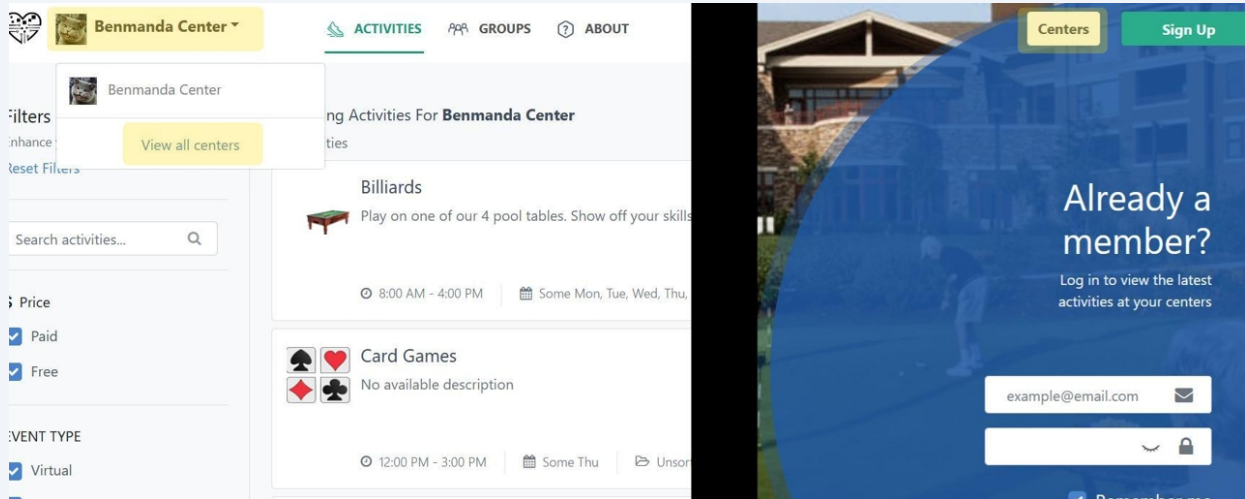
**TOTAL \$ 2.00**

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

## Viewing Additional Centers

36

You can view any center listed on MyActiveCenter at anytime. If you're logged in or already viewing a center, simply click the center's name in the upper left and then click **View all centers**. If logged out, the homepage will have a **Centers** button.



37

The Centers page will list centers based on your rough proximity, but you may use the search to look for specific centers. Clicking **View Center** will bring you to that center's Activity page. If you wish to join a center, you may click the **Join Center** button to add it to your account (normally you must already have an account with a keytag to join a center, but some may offer the ability to join from scratch!).

The screenshot shows a web interface for finding centers. At the top, there are navigation links for 'Centers', 'Login', and 'Sign Up'. The main heading is 'Currently showing centers near Geneva, Illinois, United States'. Below this is a search bar with the placeholder text 'Search by center, zip, or city name' and a magnifying glass icon, followed by the text 'or' and a button labeled 'Use my current location' with a location pin icon. The search results are displayed in three columns, each representing a center. Each center listing includes a logo, a distance indicator (e.g., '6.02 miles away'), the center's name, an address, and two buttons: 'View Center' and 'Join Center'.

Center Name	Distance	Address
Aurora Senior Center	6.02 miles away	20111 Plum Street, Aurora, IL, 60506
Hanover Township Aging Service	10.95 miles away	240 S Illinois Route 59, Bartlett, IL, 60103
Greater Elgin Senior Center	12.84 miles away	101 S. Grove Avenue, Elgin, IL, 60120

## Joining Additional Centers




38

Let's add another center to our account. First I'll use the search field to lookup my center. Then, I'll choose **Join Center**.

Currently showing centers for  
"rockin"

rockin  or

---



880.82 miles away

Rockin

125 Fake Street, Boston, MA, 10010

39

If you've been to the center before, use the regular "I have a key tag" option to fill in your details. Some centers offer the ability for brand new people to join. I've never been to this center before and as such, I do not have a keytag, so I'll select the **I don't have a key tag** option.

The screenshot shows a modal window titled "Link account to Rockin" with a close button (X) in the top right. Below the title is the instruction "Please fill in the form below with the required information." The form header includes a profile picture of a person with glasses and the name "Rockin" with the text "Please fill your center information". The section "Fill Your Information" contains a dropdown menu with three options: "I have a key tag" (highlighted in yellow), "I have a key tag" (highlighted in blue with a checkmark), and "I don't have a key tag" (highlighted in orange with a red circle). To the right of the dropdown is a "Phone Number" field with a placeholder "(xxx)-xxx-xxxx" and a note: "Only to verify your identity. You should use the same number as on file with the center 'Rockin'". At the bottom right of the modal is a "Signup" button with a right-pointing arrow.

40

The "I don't have a key tag" option will open some fields so that you may to tell the center about yourself.

This screenshot shows the same "Link account to Rockin" modal window, but with the "I don't have a key tag" option selected in the dropdown menu. The form now displays several additional input fields: "First name" and "Last name" (two separate text boxes), "Gender" (a dropdown menu with "Select" as the current value), "Date of birth" (a text box with "click to select date" as a placeholder), "Mobile phone number" and "Home Phone Number" (two separate text boxes with "(xxx)-xxx-xxxx" as placeholders), and "Address1" and "Address2 (optional)" (two separate text boxes with "Address" as a placeholder for Address1).

41

Fill in the fields with appropriate information and then choose **Signup** at the bottom.

The registration form contains the following fields and values:

- First name: Benjamin
- Last name: Dingles
- Gender: Male
- Date of birth: 02/16/1955
- Mobile phone number: (111)-222-3333
- Home Phone Number: (xxx)-xxx-xxxx
- Address1: 123 Fake st
- Address2 (optional):
- Country: United States
- State / Province: Illinois
- City: Chicago
- Zip / Postal Code: 60174

A green "Signup" button with a right-pointing arrow is located at the bottom right of the form.

42

Success! You're now connected to another center. You may switch between them at any time by clicking your current center in the top left to reveal a drop-down menu containing all the others.

The screenshot shows the Rockin' app interface. At the top left, the "Rockin'" logo is highlighted with an orange circle, and a dropdown menu is open, showing "Benmanda Center" and "Rockin" as options. The main content area displays a list of activities for the "Rockin" center:

- Discount Disco**: No available description. Time: 4:00 PM - 5:30 PM. Frequency: Some Thu, Fri. Status: Unsorted.
- Aerobics**: Get ready for a fun workout to strengthen your heart and lungs!. Time: 10:00 AM - 11:00 AM. Frequency: Some Wed. Instructor: Laura Bretz. Category: Recreation.
- Bills Mystery Event**: No available description. Marked as a "SPECIAL EVENT".

On the left side, there are filter sections for "Price" (Paid and Free) and "EVENT TYPE" (Virtual and In Person).

## My Centers

43

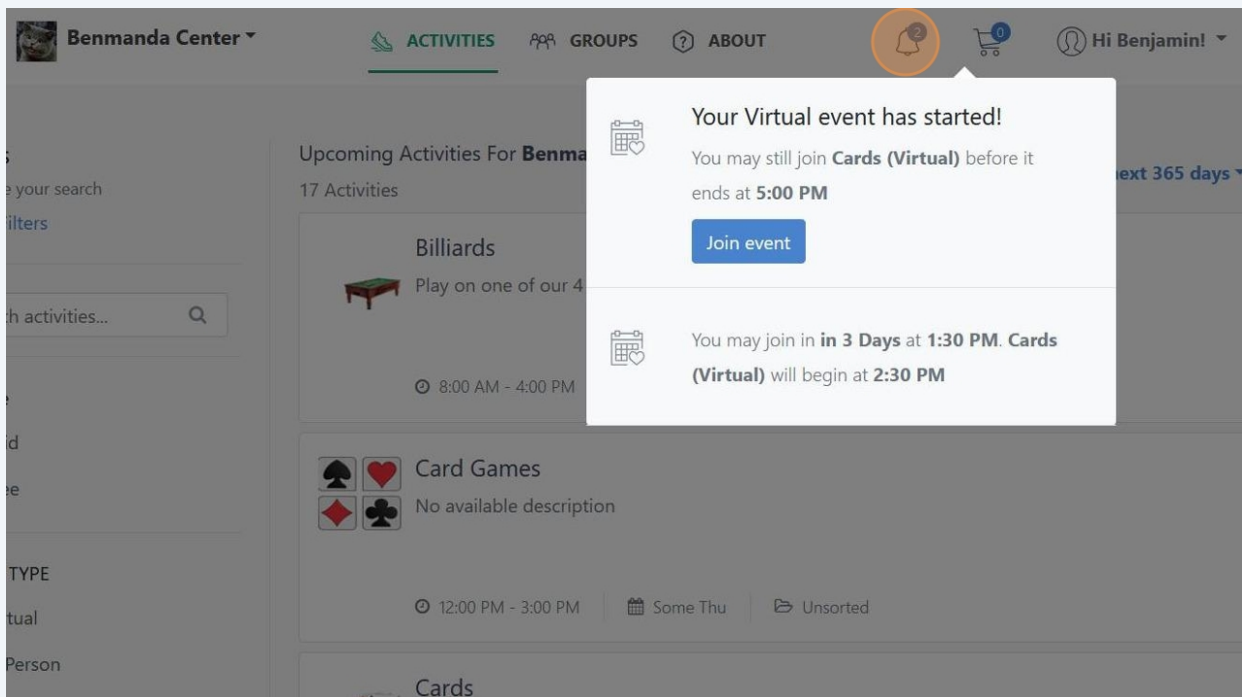
You may also view your centers in your My Centers page. Simply select your **Name** in the top right and then choose **My Centers**. Here you'll see their details, can view their activities by clicking **View Center**, Or remove them from your account with the **Remove** button (great for if you've moved away or otherwise don't plan on going to that location any longer).

The screenshot displays the 'My Centers' page. At the top, there's a navigation bar with a profile picture and the name 'Rockin', followed by menu items: 'ACTIVITIES', 'GROUPS', and 'ABOUT'. On the right side of the navigation bar, there are icons for notifications and a shopping cart, and a user profile section labeled 'Hi Benjamin!' with a dropdown arrow. Below the navigation bar, two center cards are visible. The first card is for 'enmanda Center' with a cat profile picture, located 4.42 miles away. It lists the address '1600 Pennsylvania Ave, Washington, DC', a phone number '000-000-0000', and the website 'www.likeaturtle.com'. The second card is for 'Rockin Benjamin Dingles' with a person's profile picture, also 4.42 miles away. It lists the address '125 Fake Street, Boston, MA', a phone number '419-959-5661', and the website 'http://myactivecenter.com'. Each card has a green 'View Center' button and a white 'Remove' button with a trash icon. On the right side, a dropdown menu is open from the 'Hi Benjamin!' profile, showing options: 'My Activities', 'My Centers' (highlighted with an orange circle), 'My Account', and 'Sign Out'.

## Virtual Activities

44

If there are online/virtual activities that you have registered to, you can find your most upcoming under the **Bell** icon at the top of the page. Clicking this will reveal your most-upcoming virtual activities, and provide the option to join if an activity has started or will be starting soon.



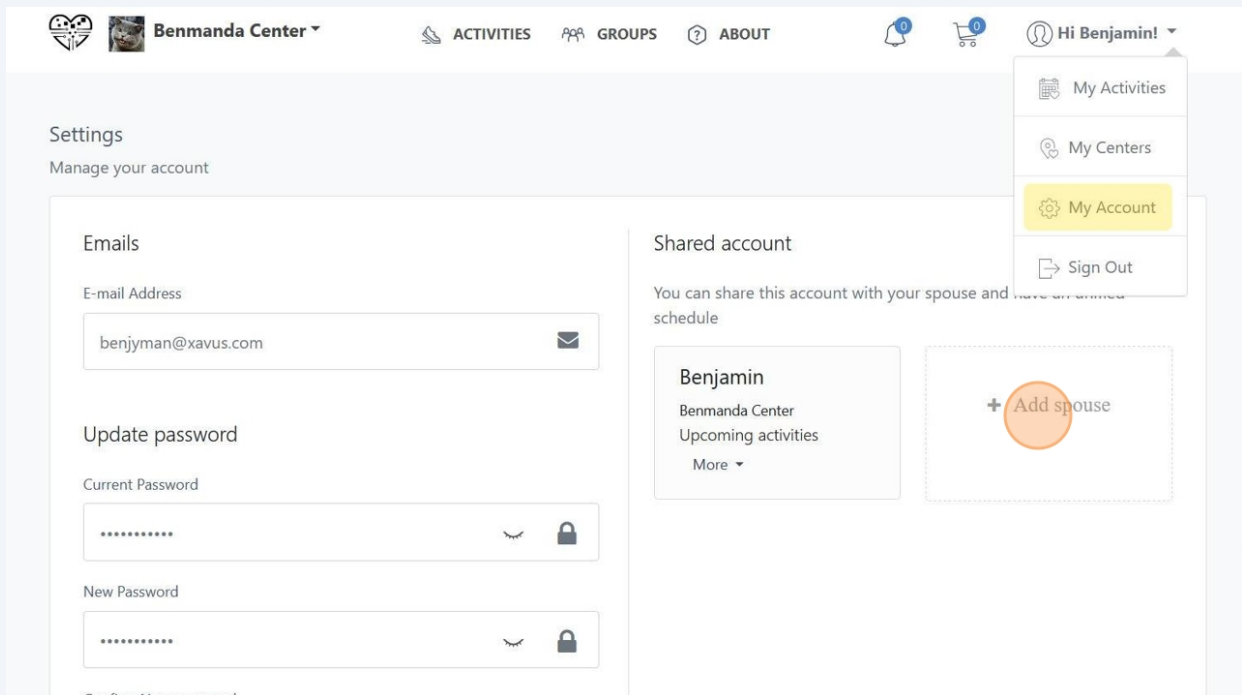
Note: Only your next couple weeks' worth of virtual activities will show here, so don't fret if you don't see *everything* you've signed up for (the My Activities page is for that).

## Spouse Accounts

45

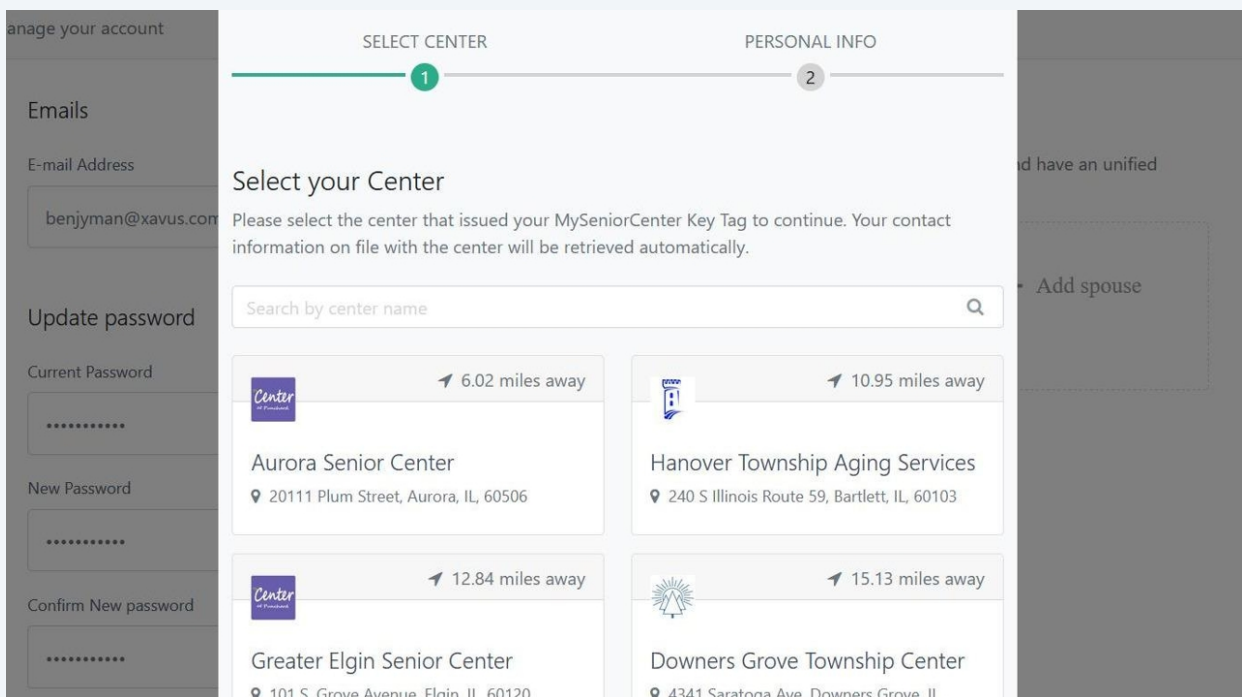
You may add a spouse to your account at any time so that you may share a single MyActiveCenter login to manage both of your registrations as well as checkout in a single transaction.

Over in your My Account page, select the **Add Spouse** button.



46

The process at this point is the same as when you initially created your account. First, search and select your center, then **Continue** to step 2.



47

The screenshot shows a registration interface with a sidebar on the left containing 'E-mail Address' (benjyman@xavus.com), 'Update password' (Current and New Password fields), and 'Update settings'. The main content area is titled 'Select your Center' and includes a search bar with 'benmanda' entered. A search result for 'Benmanda Center' is displayed, showing a location pin, a checkmark, and the address '1600 Pennsylvania Ave, Washington, DC, 20006'. A 'Continue' button is at the bottom right. A progress bar at the top shows step 1 as active and step 2 as the next step.

48 On Step 2, fill in the keytag/phone number for your spouse, followed by **Signup**.

The screenshot shows the 'Personal Info' step of the registration process. The sidebar on the left is identical to the previous step. The main content area is titled 'Tell us a bit more about yourself' and includes a dropdown menu set to 'I have a keytag'. Below this are two input fields: 'Key Tag Number' with the value 'x4164489' and 'Phone Number' with the value '(333)-444-5555'. A 'Signup' button is at the bottom right. A progress bar at the top shows step 1 as completed and step 2 as the current step.

49 Success! You now have two people connected to a single MyActiveCenter login.



Settings

Manage your account

**Emails**

E-mail Address

benjyman@xavus.com

**Update password**

Current Password

New Password

**Shared account**

You can share this account with your spouse and have an unified schedule

**Benjamin**  
Benmanda Center  
Upcoming activities  
More

**Megan**  
Benmanda Center  
Upcoming activity  
More

50 Now when attempting to add something to your cart, you'll be asked who's registering. You may choose just one person, the other, or both!

**Corgi Racing**  
Place your bets! 12 Corgis will face off on our quarter mile track. Winner gets a trophy while the losers get taken out back... for petting!

Who would you like to book the attendance for?  
Please select who would like to attend **Corgi Racing** on Aug 1st.

Benjamin TheFirstOfHisName \$ 2.5

Megan Chonks \$ 2.5

Cancel Add to cart

2 Available

Aug 1st • Thursday • 11:55 AM - 1:05 PM  
Corgi Racing  
Price \$ 2.50 2 Available Add to Cart



51

Over in your My Activities area where your upcoming registrations are shown, you can see whose registration is whose.

The screenshot displays a 'My Activities' section with three event cards. Each card includes an icon, title, description, time, location, organizer, and a date badge.

- Cards (Virtual)**: Icon of a laptop and cards. Description: 'Come play cards from the comfort of your home, library, starbucks, or parked out side your neighbor's house stealing their WiFi. We don't judge!'. Time: 02:30 PM - 05:00 PM. Location: Benmanda Center. Organizer: Benjamin. Date badge: Jul 25 Thu.
- This week**: 1 event.
  - Lunch Tacos**: Icon of a taco. Description: 'No available description'. Time: 11:30 AM - 01:30 PM. Location: Benmanda Center. Organizer: Benjamin. Date badge: Jul 26 Fri.
- Next week**: 1 event.
  - Corgi Racing**: Icon of a hot dog. Description: 'Place your bets! 12 Corgis will face off on our quarter mile track. Winner gets a trophy while the losers get taken out back... for petting!'. Time: 11:55 AM - 01:05 PM. Location: Benmanda Center. Organizer: Megan. Date badge: Aug 1 Thu.

## Restrictions on Activities

52

Registrations may have restrictions setup. Sometimes you simply need to wait until the appropriate day, at which point registration will become available.

The screenshot shows a registration card for 'Hotter Yoga' with the following details:

- Oct 1st • Tuesday • 2:00 PM - 3:00 PM**
- Hotter Yoga**
- Free** Price
- 50** Available
- Registration starts on **09/23/2024 9:00 AM**
- [Details](#) with a dropdown arrow.

53

In other instances, you may need to meet a specific requirement. Depending on the center and the requirement, it may or may not be something you can accomplish online.

Below is an example of a Group Requirement. Since the name of the group is in blue, you may click on it to navigate over to the groups page to register to the group (and satisfy the requirement, granting you access to the activity).

<b>Jul 3rd - Jul 31st</b> • 5 activities Dance Lessons With Special Guest Bobby <a href="#">Schedule</a> ▾	<b>\$ 3.00</b> Price	<b>99</b> Available	Group Required Waiver of Liability
--	-------------------------	------------------------	---------------------------------------

54

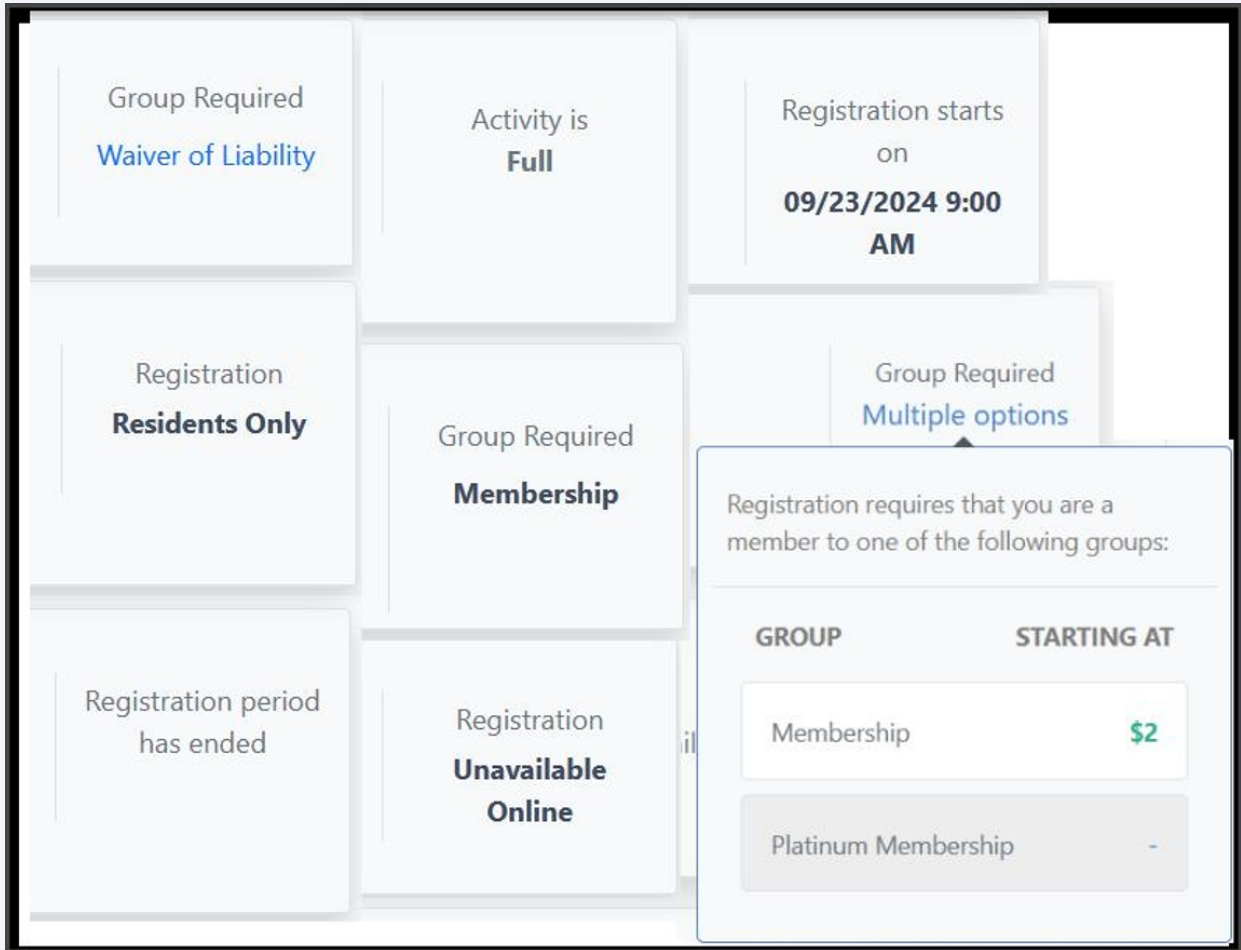
In some cases there's nothing you can do online, and may need to contact the center for more information.

In this example there is a group requirement, but unlike the previous example, you are not allowed to satisfy this requirement online.

<b>Jul 31st</b> • Wednesday • 8:00 AM - 4:00 PM Billiards <a href="#">Details</a> ▾	<b>Donations Optional</b> Price	<b>99</b> Available	Group Required <b>Membership</b>
--	--	------------------------	-------------------------------------

55

There may be any number of reasons why an activity is not yet available to be registered to, is no longer is available to be registered to, or has some sort of requirement before registration becomes available. The site will replace the usual "Add to Cart" button with a message indicating why registration is unavailable and what you may do about it.



## Advanced Cart Options (Donations, Wallets, and Paying Later)

56

There are additional tools your center may be using to allow purchases to be made with a Wallet (equivalent to a gift card), allow you to make Donations directly to the center, or even checkout without paying online so that you may pay later at the center.


Most centers won't use all (or maybe even any) of these options, so don't worry if you don't see these available within your cart page.

My cart

items from 1 centers Clear cart

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

Activities

<input checked="" type="checkbox"/>  <b>Lunch Tacos</b> Person: Megan Chonks	<b>Jul 29th, 2024</b> Date	<b>11:30 AM - 1:30 PM</b> Time	<b>\$ 2.00</b> <span>Remove</span>
--	-------------------------------	-----------------------------------	---------------------------------------

Add funds? Apply Benjamin's wallet? \$12.00   
Add funds? Apply Megan's wallet? \$0.00

**TOTAL \$ 2.00**

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


57

**Wallets:** Wallets are like a gift card or voucher that the center has on file for you. If your center uses this feature and you have any wallet funds available, you'll see them in your cart


You may use your wallet funds by checking the box next to the **Apply (your name's) wallet**. Doing so will reduce the Total of your cart appropriately, and you may pay using your wallet funds. If your wallet only covers part of the cost, we'll use what you have and you'll put the remaining amount on your credit card.

items from 1 centers Clear cart

---

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

**Activities**

<input checked="" type="checkbox"/>  <b>Lunch Tacos</b> Person: Megan Chonks	<b>Jul 29th, 2024</b> Date	<b>11:30 AM - 1:30 PM</b> Time	<b>\$ 2.00</b> <span>Remove</span>
--	-------------------------------	-----------------------------------	---------------------------------------

Add funds? Apply **Benjamin's** wallet? \$12.00   
Add funds? Apply **Megan's** wallet? \$0.00

**TOTAL** **\$ 0.00**

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



For Spouse accounts, spouses may use their wallets for each other's items, or both wallets simultaneously to help cover the entire cost.

58

After checking out, your receipt will indicate the amount of wallet funds that were used.

**Thank you for your payment!** Jul 26th, 2024 at 11:15 AM  
to: Benmanda Center

ITEM	AMOUNT
Lunch Tacos Jul 29th, 2024 at 11:30 AM	\$ 2
SUBTOTAL \$2.00	
TAX \$0	
WALLET USED \$2.00	
TOTAL PAID \$2.00	

[← Continue browsing](#) [Print Receipt](#) [View schedule →](#)

59

Some centers may even offer the ability to add funds into your wallet (sort of like buying a gift card). If available, clicking the **Add Funds** button will open a field which you can type any denomination into.

items from 1 centers [Clear cart](#)

**Benmanda Center**  
1 activity [Add a Donation?](#)

**Activities**

<input checked="" type="checkbox"/> <b>Lunch Tacos</b> Person: Megan Chonks	Jul 29th, 2024 Date	11:30 AM - 1:30 PM Time	\$ 2.00 <a href="#">Remove</a>
--	------------------------	----------------------------	-----------------------------------

20 [Add Funds](#) Apply Benjamin's wallet? \$12.00   
Add funds? Apply Megan's wallet? \$0.00

**TOTAL \$ 2.00**

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

60


Once you enter your number and then choose **Add Funds**, a new charge will appear in your cart. Once you checkout, these additional funds will be added to your wallet, at which point they will become immediately available for use in future purchases.

The screenshot shows a mobile application interface for a shopping cart. At the top, it says "My cart" with "1 items from 1 centers" and a "Clear cart" button. Below this is a section for "Benmanda Center" with "1 activity" and an "Add a Donation?" button. The "Activities" section contains one item: "Lunch Tacos" for \$2.00, dated Jul 29th, 2024, from 11:30 AM to 1:30 PM, with a "Remove" button. The "Wallets" section contains one entry: "Wallet Funds" for \$20, dated Jul 26th, 2024, with a "Remove" button. Below the wallets, there are two checkboxes: "Add funds? Apply Benjamin's wallet? \$12.00" and "Add funds? Apply Megan's wallet? \$0.00". The total amount is displayed as "TOTAL \$ 22.00". At the bottom, there are three buttons: "Keep shopping", "Pay at center", and "Pay for selected items".

**My cart**  
1 items from 1 centers Clear cart

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

**Activities**

<input checked="" type="checkbox"/>  <b>Lunch Tacos</b> Person: Megan Chonks	<b>Jul 29th, 2024</b> Date	<b>11:30 AM - 1:30 PM</b> Time	<b>\$ 2.00</b> <span>Remove</span>
--	-------------------------------	-----------------------------------	---------------------------------------

**Wallets**

<input checked="" type="checkbox"/> <b>Wallet Funds</b> Person: Benjamin TheFirstOfHisName	<b>Jul 26th, 2024</b> Date	<b>\$20</b> <span>Remove</span>
---	-------------------------------	------------------------------------

Add funds? Apply **Benjamin's** wallet? \$12.00   
Add funds? Apply **Megan's** wallet? \$0.00

**TOTAL \$ 22.00**

Keep shopping Pay at center Pay for selected items

61

**Donations:** If you're feeling generous, you can give a donation to your center by clicking the **Add a Donation** button. This will open a field where you may input any denomination for dollars and cents. Once you have your amount set, click **Add Donation** to create a charge in your cart.

The screenshot shows a mobile application interface. At the top, there is a navigation bar with icons for 'ACTIVITIES', 'GROUPS', and 'ABOUT', along with a notification bell and a shopping cart icon. The user's name 'Hi Benjamin and Mega...' is displayed on the right. Below the navigation bar, there is a 'Clear cart' button. The main content area features a donation form with a yellow input field containing '5.00' and a blue 'Add Donation' button. Below the form, a cart item is displayed: 'Tacos' by 'Megan Chonks' for 'Jul 29th, 2024' at '11:30 AM - 1:30 PM' for '\$ 2.00'. A 'Remove' button is next to the item. At the bottom, there are two checkboxes: 'Add funds? Apply Benjamin's wallet? \$12.00' and 'Add funds? Apply Megan's wallet? \$0.00'.

62

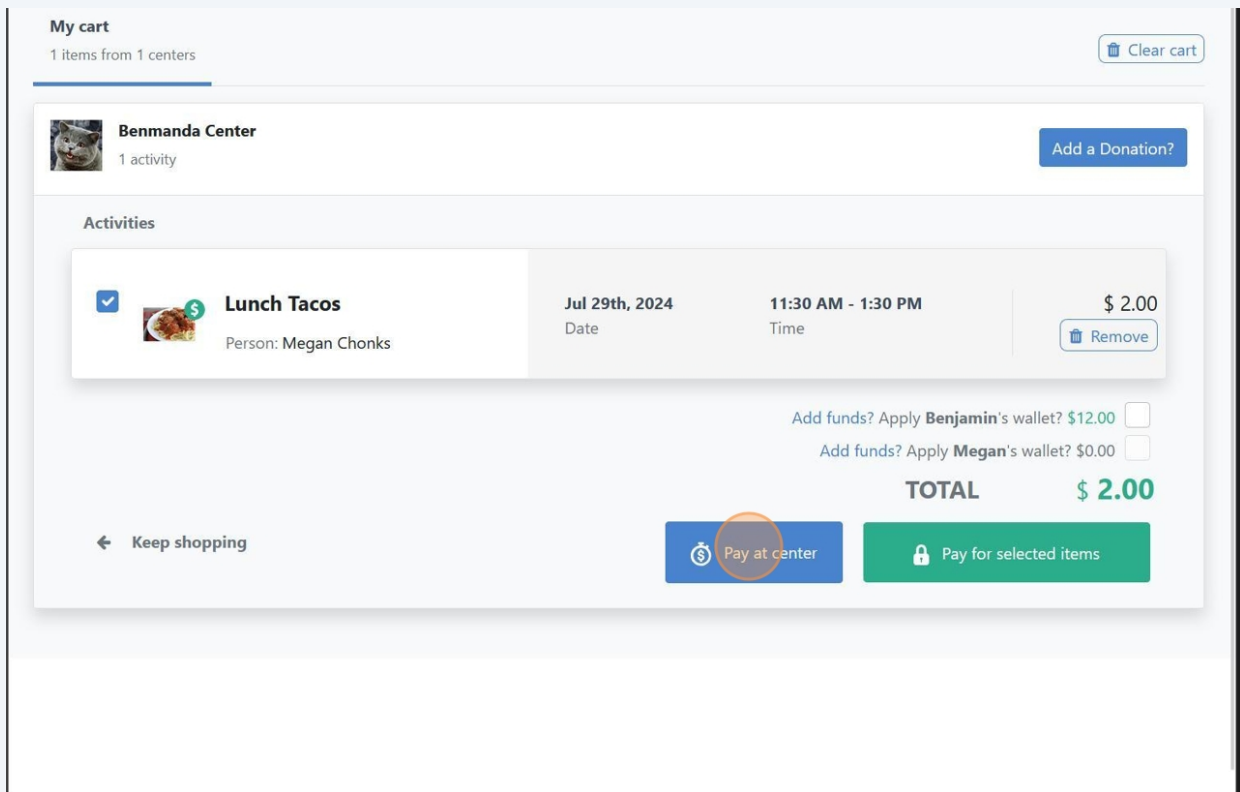
With your charge now created, you may checkout as you normally would! If you change your mind, you may remove the donation using the **Remove** button.

The screenshot shows the 'my cart' section of the mobile application. It displays '1 items from 1 centers' and a 'Clear cart' button. The center 'Benmanda Center' is listed with '1 activity'. Under 'Activities', there is a 'Lunch Tacos' item for 'Jul 29th, 2024' at '11:30 AM - 1:30 PM' for '\$ 2.00'. Under 'Donations', there is a 'Donation' item for 'Jul 26th, 2024' for '\$3.5'. At the bottom, there are two checkboxes: 'Add funds? Apply Benjamin's wallet? \$12.00' and 'Add funds? Apply Megan's wallet? \$0.00'.



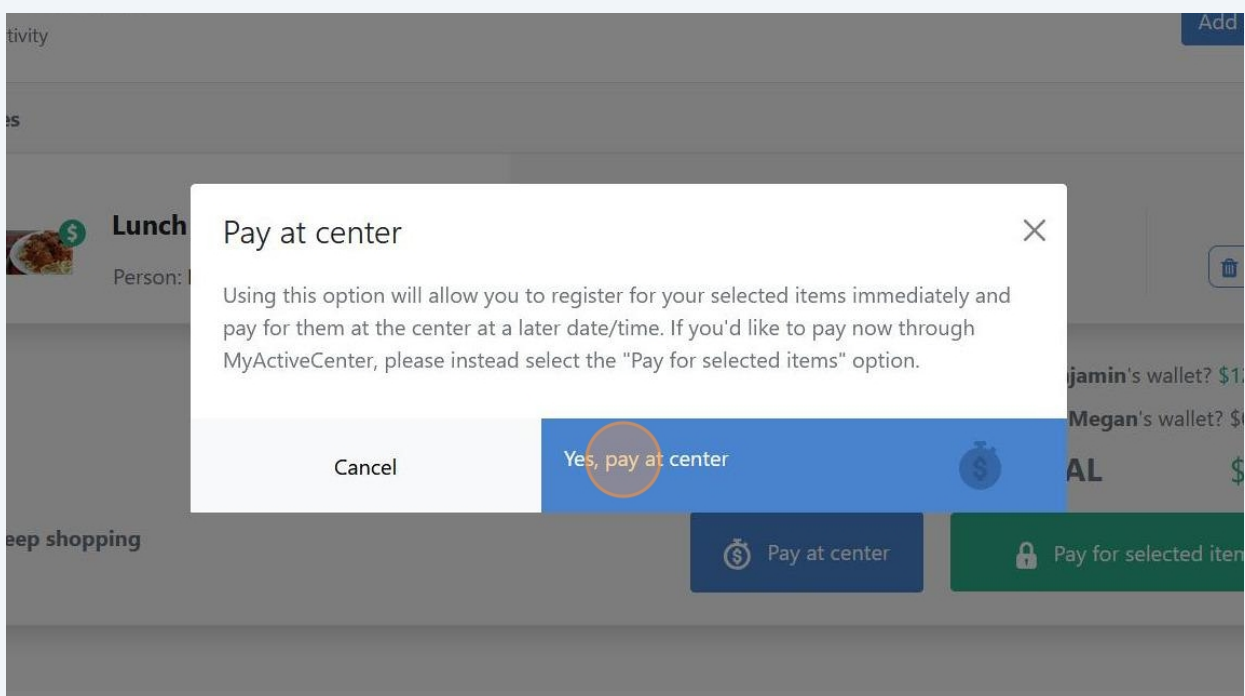
63

**Pay at Center:** Some centers may allow you to register to items online without paying at the time of checkout. If your center allows this, you'll see a blue "Pay at Center" button. *(It's also possible this will be the only option available to pay with due to online payment with credit cards not being available at your center).*



64

After selecting to **Pay at Center**, you'll receive a window explaining that you'll need to pay once you next visit the center. Choose **Yes, pay at center**.



65

You'll be provided with your receipt and the total amount you'll need to pay the center upon next visit.

The screenshot shows a receipt from MyActiveCenter. At the top, it says "Thank you for using MyActiveCenter" next to a small profile picture. Below that, a reminder says "Please remember to pay at the center!" dated "Jul 26th, 2024 at 10:17 AM" and addressed "to: Benmanda Center". The main receipt table has two columns: "ITEM" and "AMOUNT". It lists "Lunch Tacos" for "\$ 2" with a timestamp of "Jul 29th, 2024 at 11:30 AM". At the bottom right, the summary shows "SUBTOTAL \$2.00", "TAX \$0", and "TOTAL OWED \$2.00" (highlighted in yellow). Navigation buttons at the bottom include "Continue browsing" (left arrow), "Print Receipt" (printer icon), and "View schedule" (right arrow).

ITEM	AMOUNT
Lunch Tacos Jul 29th, 2024 at 11:30 AM	\$ 2
SUBTOTAL	\$2.00
TAX	\$0
<b>TOTAL OWED</b>	<b>\$2.00</b>



Whew, you made it! You now know MyActiveCenter better than the developers who programmed it!

If you do have questions or are running into any issues, **please contact your center directly**. Most of the time staff will be able to assist, but they'll also have the MyActiveCenter dev-team available to them if backup is needed :)