Registering for Classes Online

WWW.MYACTIVESENIOR.COM

The Lou Walker Senior Center offers a variety of classes for its members. To take a class, you must first sign up. The My Active Center website is an easy and convenient way for you to sign up for the classes you are interested in. This guide will walk you through the process of getting registered and signing up for class.

Before you register on My Active Center, you need three things:

1 – A current email address. Please have your current email address ready, or create an email before attempting registration. If you have never created an email address before, a family member or friend may be able to assist you, or you can contact the Lou Walker Center for help.

2—Your ID number. This is a seven digit number that starts with the letter X. The number is issued by Lou Walker Senior Center when you become a member.

3—The phone number that is on file with the Lou Walker Center.

Now that you have all of your information handy, the first step is to register in the system so that you can log on and use it anytime.

GETTING REGISTERED

1. Go to the website www.myactivecenter.com
   Click the "**New User**" button at the top right side of the screen.
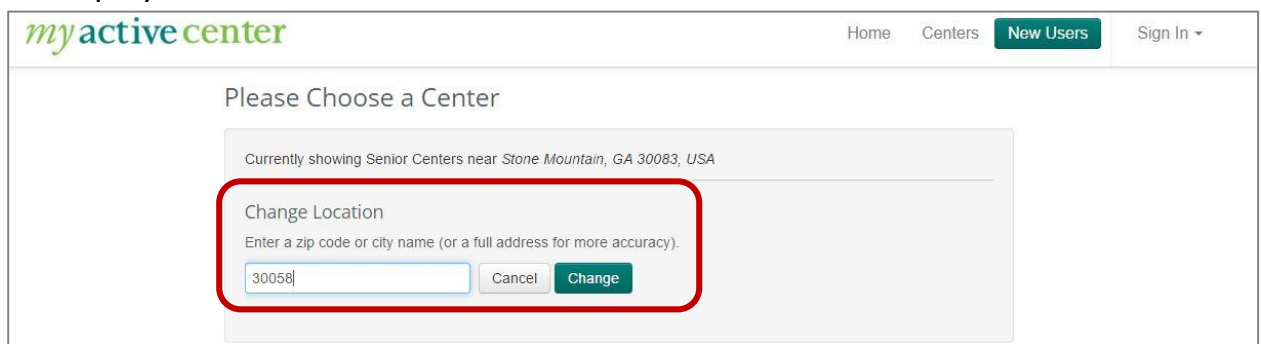

2. When you click on "**New User**", a new screen will appear with a list of senior centers near you (your internet service detects your zip code and lists the centers in your area).

   NOTE: If you do not see Lou Walker Senior Center listed, you can easily find it by following steps 3 and 4. If Lou Walker Senior Center was already listed, skip to Step 5 to complete registration.
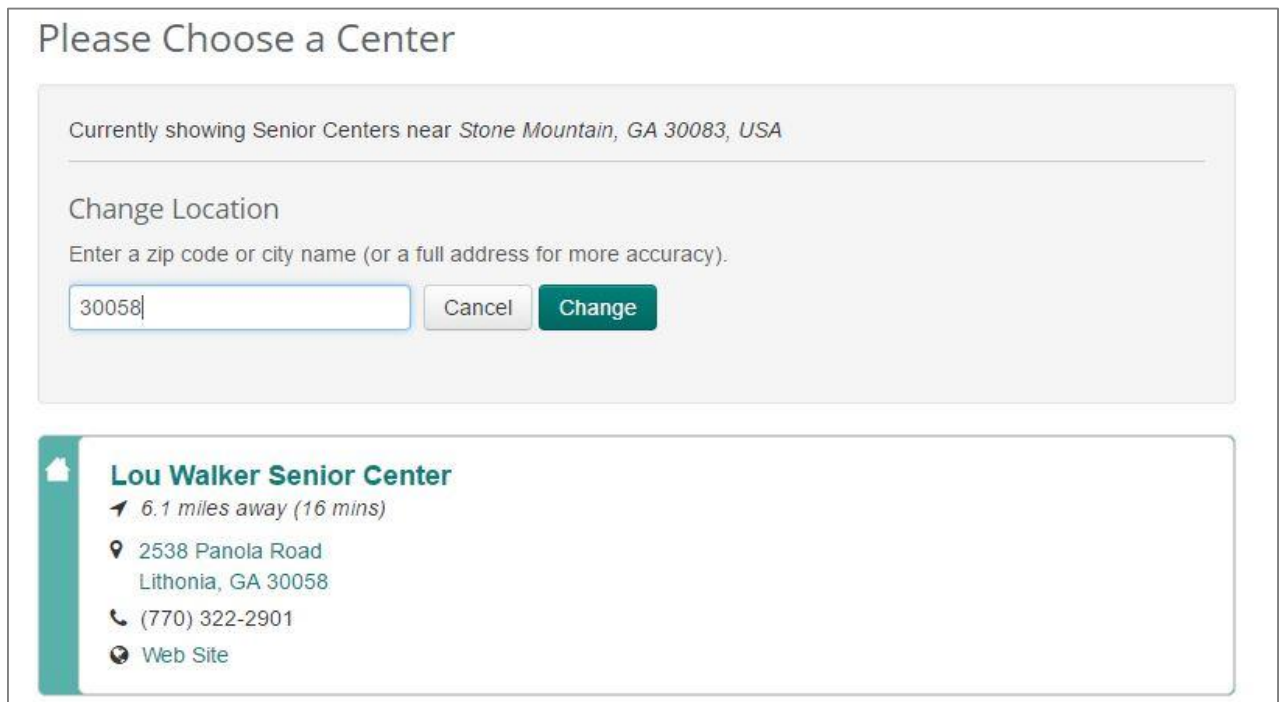
3. To find Lou Walker Senior Center, click "**Change Location**"

4. After you click "**Change Location**", a window will open. Type the Lou Walker Senior Center zip code "30058" in the window and click "**Change**". After you enter the zip code and click "**Change**", a list of senior centers will be displayed.

5. The Lou Walker Center will usually be listed first. If it is not listed first, scroll down until you locate it. Click on the name "**Lou Walker Senior Center**".

6. After you click "**Lou Walker Senior Center**", the **Activate Account** screen will open (shown below). The page displays a form that you must complete.

7. Fill in each of the blank spaces as shown below and click "**Continue**".
After you click "Continue", you have successfully completed registration!
The next screen will display the activities and classes available at Lou
Walker Senior Center, and you are ready to sign up for classes.

Activate Account

If you have been issued a MySeniorCenter Key Tag by Lou Walker 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.

1. Enter the seven digit ID you were given by Lou Walker, that begins with an X.

Senior Center   Lou Walker Senior Center   [Change]

Key Tag Number   X000000

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

2. Enter the phone number you used to register as a member at the Lou Walker Center.

Home Phone Number   555-555-5555

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.

3. Enter your email address.

E-mail Address   jsmith@gmail.com

4. Create a new password. This should be a series of numbers and letters that you can remember.

Password   ********

Confirm Password   ********

**5. Enter your new password again.**

[Continue]

6. CLICK CONTINUE

The next section will walk you through the process of signing up for a class.
NOTE: you will need your email and password to register for classes and each
time you log in to use the system.

CLASS REGISTRATION

Now that you have registered in the Lou Walker Senior Center online system, you can now use My Active Center to register for classes. Below are the steps for getting signed up.

1. On the www.myactivecenter.com website, click "**Sign In**" located at the upper right corner of the screen.
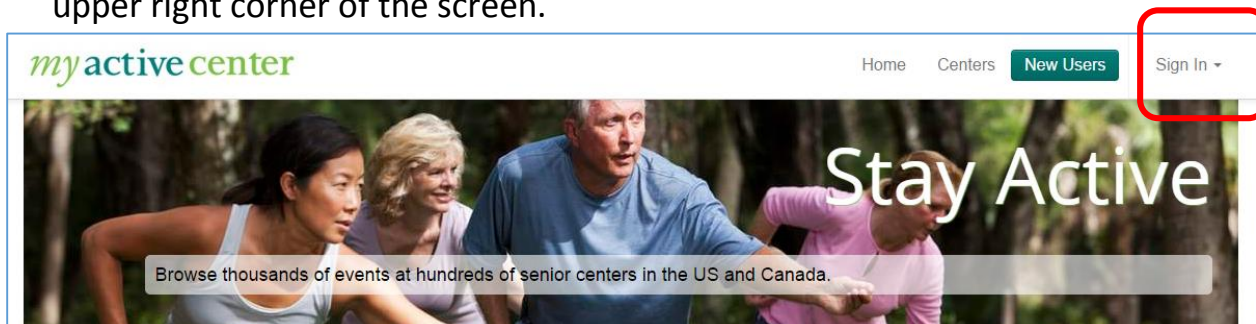
2. When you click "Sign In", a window will open. Enter your email address and the password you created when you registered. Click "**Sign In**".
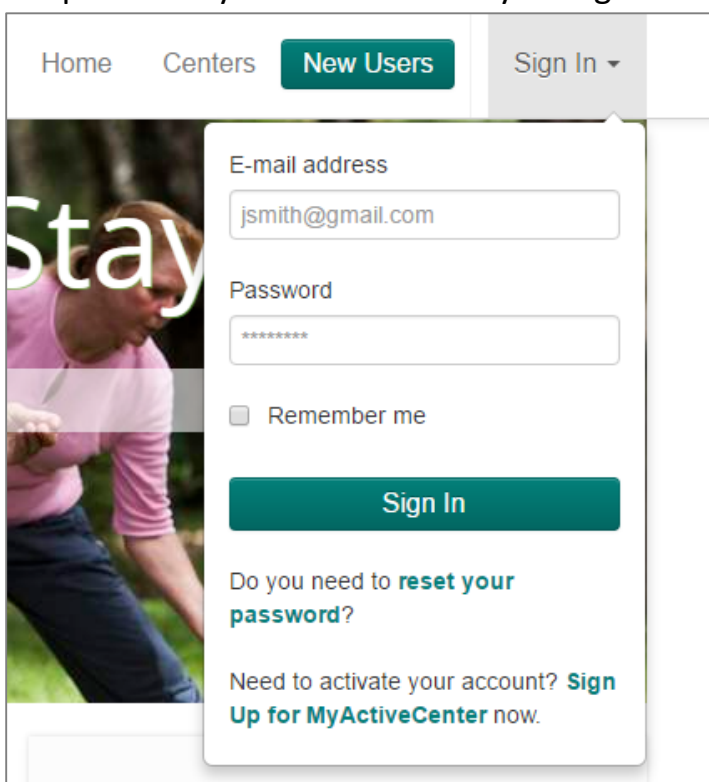
3. After you click "Sign In", the next window will display your name in the upper right corner. The right side of the screen will display Lou Walker Senior Center as your selected senior center. On the left of the screen, available classes and activities will be listed.

4. Classes are listed in alphabetical order. You can find the class you are looking for by either scrolling down the list, or typing the name of the class in the search window at the top of the list.

5. Click on the class name. A calendar will open that displays the class details (class name, time, and dates). The calendar will display the days and times the class will occur. Since the class schedule will be the same week to week, you can click on any of the times.

6. When you click on the class time, a "Register" button will appear at the top of the calendar. Click "**Register**".
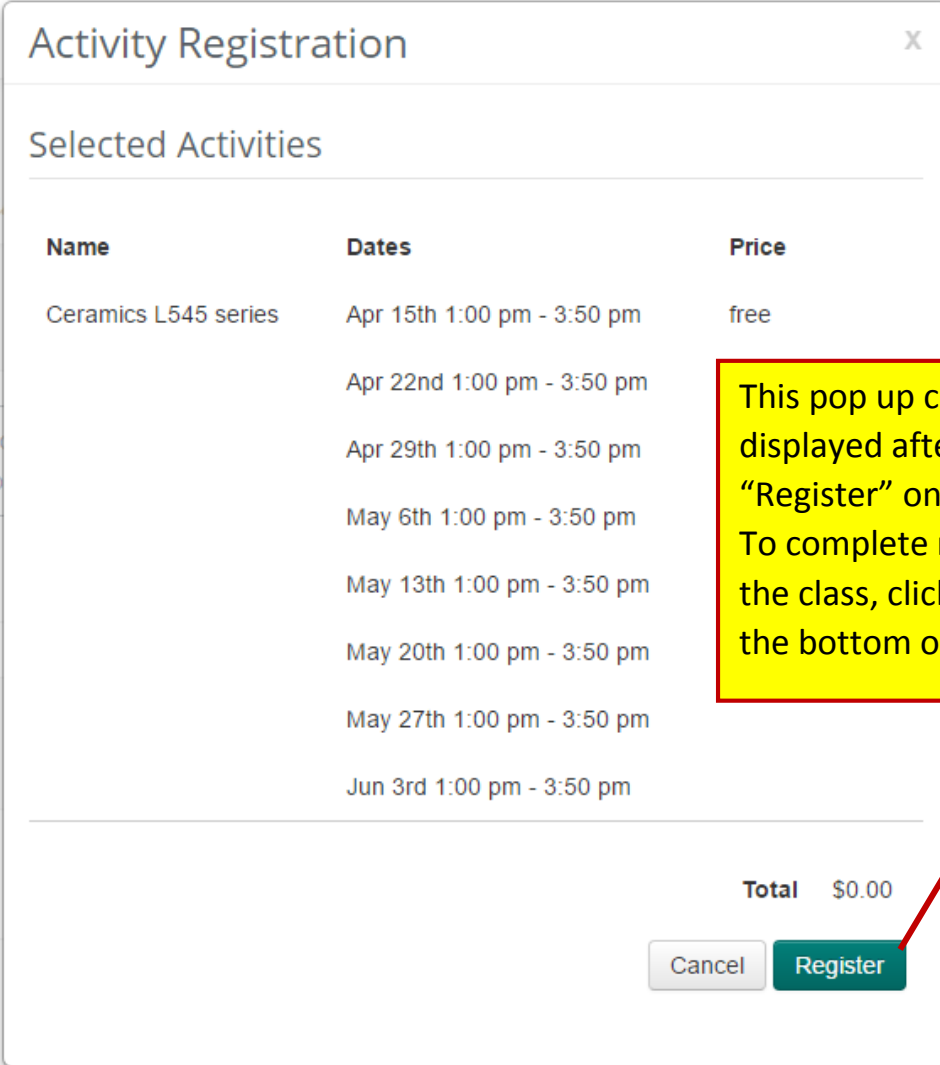
7. When you click "Register", a window will open that displays the schedule for the class you have selected (shown on next page).

8. Click "**Register**" at the bottom of the schedule.

Activity Registration   X

Selected Activities

Name	Dates	Price
Ceramics L545 series	Apr 15th 1:00 pm - 3:50 pm	free
	Apr 22nd 1:00 pm - 3:50 pm	
	Apr 29th 1:00 pm - 3:50 pm	
	May 6th 1:00 pm - 3:50 pm	
	May 13th 1:00 pm - 3:50 pm	
	May 20th 1:00 pm - 3:50 pm	
	May 27th 1:00 pm - 3:50 pm	
	Jun 3rd 1:00 pm - 3:50 pm	

Total $0.00

Cancel   **Register**

> This pop up calendar is displayed after you click "Register" on the calendar. To complete registration for the class, click "Register" at the bottom of the window.

9. The Activity Registration window will pop up, confirming that the class you selected has been added to your MyActiveCenter calendar.

Activity Registration

Thank You!

This activity has been added to your MyActiveCenter calendar.

Close

> This window pops open after you click "Register". You are now registered for the course. You can click "Close" to return to the course calendar.

10. You have now successfully registered for a class at Lou Walker Senior Center! Click "**Close**" at the bottom of the pop up window.

11. After you click "Close", you will be returned to the class calendar. To register for additional classes, click "**Activities**" at the top right of the screen, and repeat the steps 4 through 10.
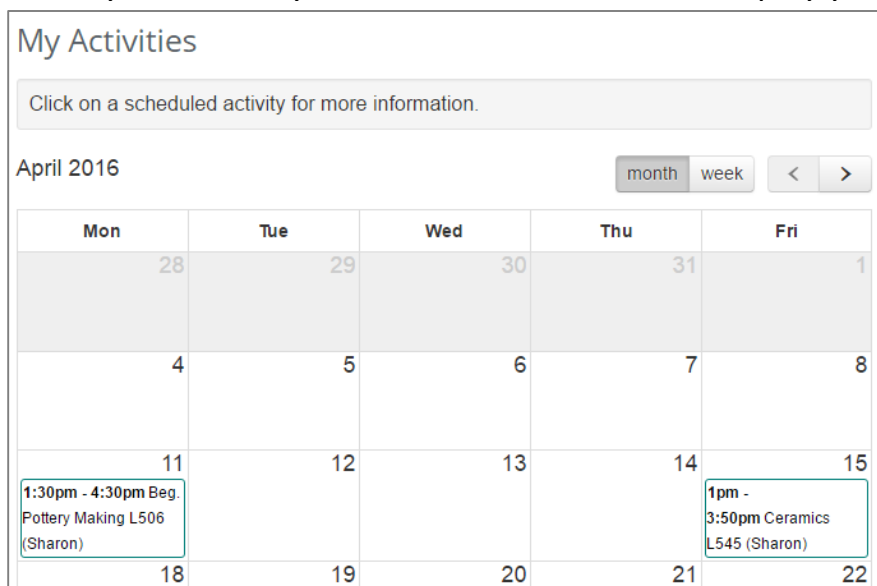
SUCCESS!

You have now successfully sign up for a class in My Active Center!

In order to view all of the classes you have registered for, click on your name in the upper right corner of the screen. A drop down window will open. Click "My Activities".
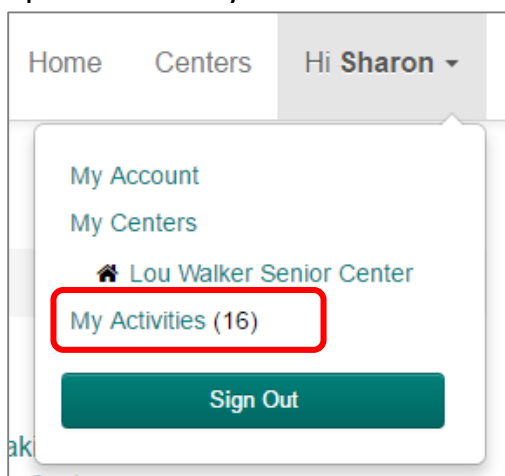
When you click "My Activities", a calendar will display your class schedule.

Things to Remember

Here are some hints for using the system in the future:

- Remember your password. You will need your email address and password to log into www.myactivecenter.com . If you forget your password, click "**Do you need to reset your password**?" under the sign in button. Enter your email address, and check your email for instructions for resetting your password.

- Never use your Browser's Back button to navigate the screens. If you need to start over, click "Activities" on the upper right side of the screen, to return to the main page.

- Please note that the system will sometimes not load the full list of courses once you have registered for a class. In this case, please close your browser window, open the website in a new browser window, and sign in again.

- For assistance with using www.myactivecenter.com, contact the Lou Walker Senior Center.