

## Instructions for creating an Account on MyActiveCenter

The Aurora Seniors Association uses a software service called MySeniorCenter to manage your sign-in at the Centre and manage the many activities run in and through the Aurora Seniors Centre (ASC). This software gives the desk staff the ability to update your profile and manage any payments you make at the ASC.

While you have not had the ability to manage paying for things like your membership without coming into the Centre, that is about to change. Renewals will not open until December 1<sup>st</sup>, but you can be ready by creating a MyActiveCenter account now!

### Creating an account on MyActiveCenter

Your access to online payments is through a sister site to the MySeniorCenter call MyActiveCenter. The first thing you will need to do is create an account on MyActiveCenter (MAC). You can find MAC by clicking [here](#).

The screenshot shows the MyActiveCenter website interface. At the top left is the 'myactivecenter' logo. In the top right corner, there are navigation links for 'Centers', 'New Users' (highlighted in a green button), and 'Sign In'. Below the logo, the text 'Aurora Seniors Association' is displayed. To the right of this text are links for 'Activities', 'Groups', and 'About'. On the left side, there is a search bar with the placeholder text 'Search for activities' and a 'Filters' dropdown menu. Below the search bar, it says 'Showing 0 activities between Oct 27th and Jan 25th in All categories'. On the right side, there is a card for 'Aurora Seniors Association' with a home icon, a location pin icon, and the address '90 John West Way, Box 1000, Aurora, ON L4G 6J1'. Below the card is a map showing the location of the association in Aurora, Ontario, with various landmarks like 'The Home Depot', 'Wendy's', and 'ServiceOntario' visible.

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In the upper right-hand corner of the MAC site there is a button for **New Users** or **Sign in**. If this is the first time visiting the site, click **New Users**. You will be asked if you have a **key tag**.

### Sign Up for MyActiveCenter x



Do you already have a center issued Keytag?

They are referring to the small tag you received when you joined the ASA. It is the tag you use to sign-in at the Centre. Using the number on the back of the tag will link this account to your profile on the MySeniorCentre. Click **“yes I have a tag”** and have it with you for the sign-up process.

You will be presented with this page.

### Activate Account

If you have been issued a **MySeniorCenter Key Tag** by **Aurora Seniors Association**, enter it here so that the account is linked. This is necessary to enroll in activities and groups at this center. Your contact information on file with the center will be retrieved automatically.

Senior Center **Aurora Seniors Association**

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

Home or Cell Phone Number   
Your phone number is only used to verify your identity. You should use the same number that is on file with the senior center that issued the key tag.

E-mail Address

Password

Confirm Password

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

The check box at the bottom should be checked if you and your spouse share an email but will each have an account at the ASC. You will each have a **key tag**.

Completing this form will create an account on the system. The email address and password will need to be entered first when you want to renew your membership at the Centre. Remember the ability to pay online will open December 1<sup>st</sup>. Look for reminders on auroraseniors.ca.