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 1st, 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.

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?

No I don't   Yes I have 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**   Change

Key Tag Number   X000000

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

Home or Cell 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.

E-mail Address   jsmith@gmail.com

Password   ********

Confirm Password   ********

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

Continue

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 1st. Look for reminders on auroraseniors.ca.