

Instructions for paying for your resident or non-resident membership online

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. The first thing to know is that this is only for renewals. **If you are a new member, you still need to go to the Centre as there is paperwork to be completed.**

Creating an account on MyActiveCenter

(If you have already created an account skip ahead to “Using your new MAC account to renew your membership”)

Your access to online payments is through a sister site to the MySeniorCenter called 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 for the Aurora Seniors Association. At the top, there is a navigation bar with the logo, "Centers", "New Users", and "Sign In". Below this, the page title "Aurora Seniors Association" is displayed, along with tabs for "Activities", "Groups", and "About".

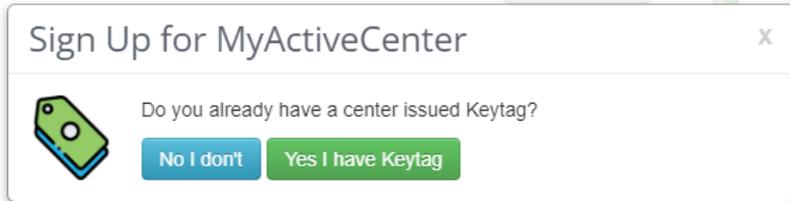
The main content area is titled "Activities" and features a search bar with the placeholder "Search for activities" and a "Filters" dropdown menu. Below the search bar, it indicates "Showing 61 activities between Oct 19th and Jan 17th in All categories".

Four activities are listed:

- A VISIT & SOCIALIZING**: 8:30 am - 5:00 pm (8 hours 30 minutes), Learning & Social, Description: None. Price: FREE.
- Art Drop In**: 9:00 am - 11:30 am (2 hours 30 minutes), Unsorted, Description: None. Price: \$1.
- Badminton-Monday**: 9:00 am - 12:00 pm (3 hours), Unsorted, Description: None. Price: \$1.
- Badminton-Tuesday**: 4:00 pm - 5:55 pm (1 hour 55 minutes), Unsorted, Description: None. Price: \$1.

Each activity has a "Details" button. To the right of the activity list is a map showing the location of the Aurora Seniors Association. The map includes a location card for "Aurora Seniors Association" with the address "90 John West Way, Box 1000, Aurora, ON L4G 6J1" and a distance of "0.8 miles away (...)". The map also shows nearby landmarks like "The Home Depot", "Longo's Aurora", and "Wendy's".

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**.



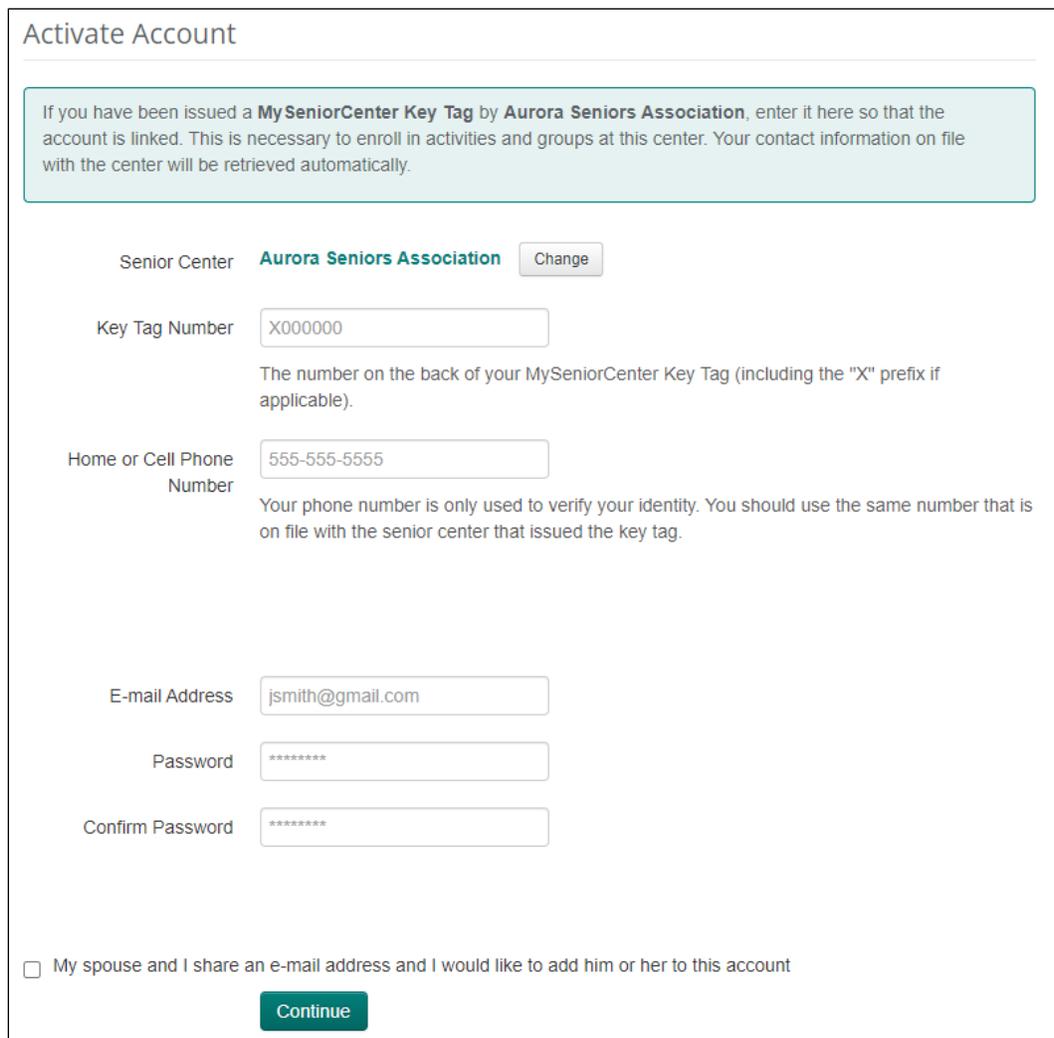
Sign Up for MyActiveCenter

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 unique **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.

Using your new MAC account to renew your membership

After you are signed in you will see a button in the upper right labeled "Groups" under your name. Click Groups and you will see two options.

If you click on Groups before creating an account, you can click "Sign Up for MyActiveCenter" and create your account.

A screenshot of a web form titled "Group Registration" with a close button (X) in the top right. The form is titled "Please Sign In" and contains the following fields: "E-mail address" with the value "jsmith@gmail.com", and "Password" with a masked input "*****". There is a checkbox for "Remember me" which is unchecked. A green "Sign In" button is located below the password field. At the bottom of the form, there are two links: "Do you need to [reset your password?](#)" and "Need to activate your account? [Sign Up for MyActiveCenter](#) now."

A screenshot of a website navigation bar. On the left is a shopping cart icon. In the center are the links "Activities" and "Centers" with a dropdown arrow. On the right is a dark green button with the text "Hi Doug" and a dropdown arrow. Below the navigation bar, the "Activities" link is highlighted with a green underline. A red arrow points from the text "Sign Up for MyActiveCenter" in the previous block to the "Activities" link.

We have created Resident and Nonresident Groups for 2023. Click the image that reflects your situation.

You will then be asked to confirm the purchase. If you are ok with the selection presented select "**Add to Cart**".

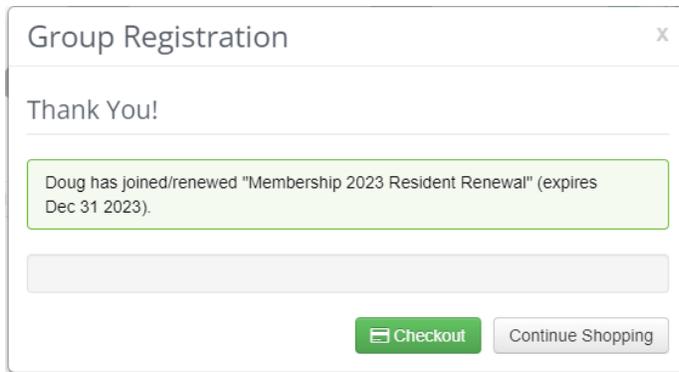
A screenshot of a website page titled "Groups". It displays two options for membership renewal, each with a green border and a plus sign icon over a group of people icon. The first option is "2023 Resident Membership Renewal" and the second is "2023 Non-Resident Membership Renewal". Below each option is a "Manage Membership" button.

A screenshot of a web form titled "Group Registration" with a close button (X) in the top right. The form is titled "Checkout" and contains a table with the following data:

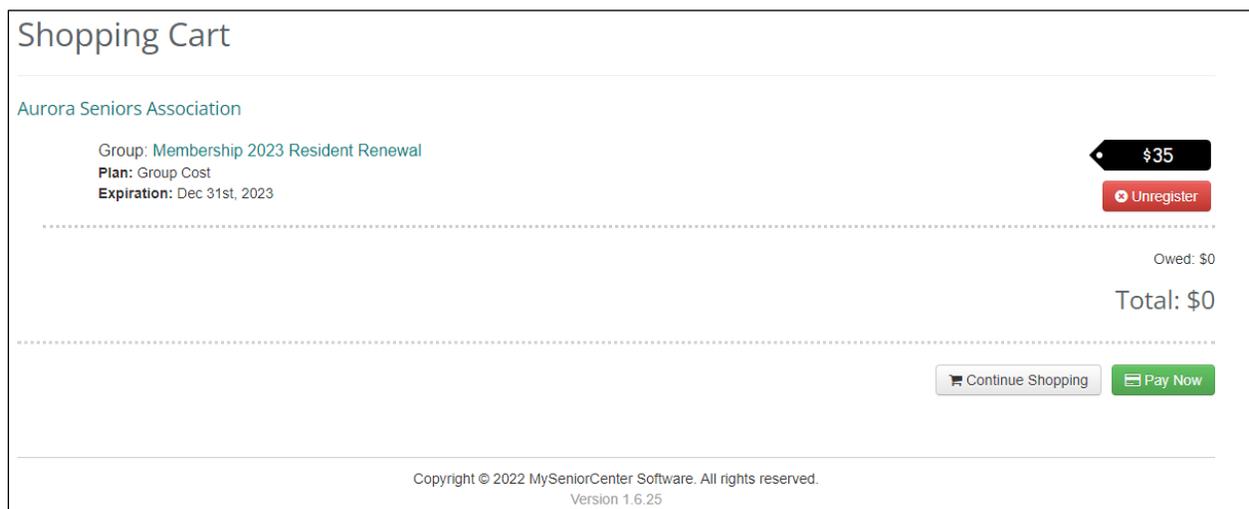
Name	Price
Membership 2023 Resident Renewal	\$35.00

Below the table, the total price is shown as "Total \$35.00". At the bottom of the form are two buttons: "Cancel" and "Add to Cart".

Next you will see a thank you from the ASA for joining a 2023 membership group. This is not a payment acknowledgement.



At this point you should click **Checkout**. You will see a summary of your purchase and if all seems right to you click **Pay Now**.



When you click to **Pay Now** you are sent to Moneris to enter your name credentials and credit or debit card information for purchase. I have broken the screen up into two (2) pictures, but this will be one screen.

From this point on you are talking with Moneris. Your credit card details are not stored by the ASA or Moneris. Moneris verifies the amount of the purchase and the validity of the card with the card issuer and when they have finished that process you will see the Moneris thank you.

Contact information

First Name

Last Name

Email

Phone Number

Shipping Information

Address Line 1

Address Line 2 (optional)

City

Country

Province

Postal Code



Cardholder Name

Card Number

MMYY

CW ?

Billing Address

Same as shipping address

Order Summary

Total **\$35.00**

Checkout

When you click **Checkout** Moneris will process your payment and when complete display for you a summary of the payment made. You can print this out for your records; however, you will be sent an email confirmation to the email address you provided.

Order Details

Checkout Complete

Transaction ID	1666126824IDqphQpbt5uzUcKcn90sR27sCTjt1T
Date	Tue, Oct 18, 2022 5:04:16 pm
Center	Aurora Seniors Association
Line Items	\$35.00 <i>Enroll Doug in "Membership 2023 Resident Renewal"</i>
Subtotal	\$35.00
Tax	\$0.00
Total	\$35.00

Thanks for using MyActiveCenter!

[Print Receipt](#) [Continue](#)

Example email:

AURORA SENIORS ASSOCIATIO



Transaction Approved

Receipt 2022-10-18 17:04:16

Order ID
 1666126824IDqphQpbt5uzUcK

Payment

 Amount: \$35.00
Cardholder Name: Doug Cooper
**** * 9818 
Authorization Code: 02509I
Reference #: 665969250010010010
Response Code: 027

Contact

That is all there is to it. Enjoy your new membership and please let us know how this process worked for you.