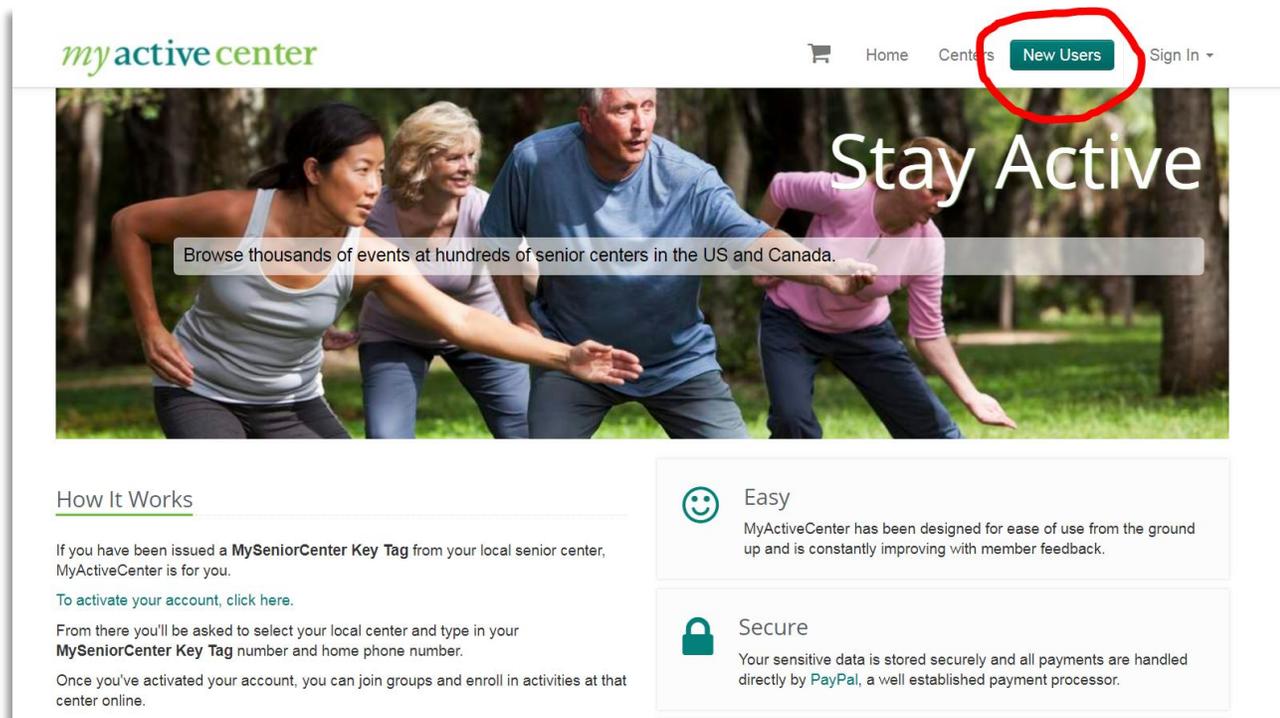


# How to Create a MyActiveCenter Account & Register for Wellesley Council on Aging Programs Online

## How to create a MyActiveCenter account

**Step 1:** Enter <https://myactivecenter.com> into your internet browser. This will bring you to the front page of My Active Center (see screenshot below).

**Step 2:** To create an account, click on the green NEW USERS button in the top right-hand corner (circled in red).



**myactivecenter** Home Centers **New Users** Sign In ▾

## Stay Active

Browse thousands of events at hundreds of senior centers in the US and Canada.

### How It Works

If you have been issued a **MySeniorCenter Key Tag** from your local senior center, MyActiveCenter is for you.

To activate your account, [click here](#).

From there you'll be asked to select your local center and type in your **MySeniorCenter Key Tag** number and home phone number.

Once you've activated your account, you can join groups and enroll in activities at that center online.

#### Easy

MyActiveCenter has been designed for ease of use from the ground up and is constantly improving with member feedback.

#### Secure

Your sensitive data is stored securely and all payments are handled directly by [PayPal](#), a well established payment processor.

**Step 3:** Click on **Tolles Parsons Center** from the list of nearby centers (circled in **red**). If TPC is not listed, click on the “change location” button (circled in **green**), enter 02481 or 02482, and click “Change” – TPC will now display in the list. Alternatively, you can type “Tolles” into the search field (circled in **blue** below), and Tolles Parsons Center should appear in the list

The screenshot shows the 'myactivecenter' website interface. At the top, there is a navigation bar with 'Home', 'Centers', 'New Users', and 'Sign In'. The main content area is titled 'Please Choose a Center'. Below this title is a search input field containing the text 'tolles', which is circled in blue. To the right of the input field is a magnifying glass icon. Below the search field, there is a message: 'Currently showing Senior Centers near null'. Below this message is a button labeled 'Change Location', which is circled in green. Below the 'Change Location' button is a list of search results. The first result is 'Tolles Parsons Center', which is circled in red. Below the center name, there is a location pin icon followed by the address '500 Washington Street, Wellesley, MA 02482'. Below the address is a phone icon followed by the phone number '(781) 235-3961'. Below the phone number is a globe icon followed by the text 'Web Site'. At the bottom of the page, there is a copyright notice: 'Copyright © 2018 MySeniorCenter Software. All rights reserved. Version 1.1.31'.

**Step 4:** Enter the number on the back of your assigned key tag where it says “Key Tag Number”. Include the X in front of the number. Then, enter your home phone number and email address. Choose a password and confirm it. Click “Continue” (circled in red).

The screenshot shows a web browser window with the URL <https://myactivecenter.com/#signup/USA,MA,Wellesley,Wellesley-COA>. The page features the 'my active center' logo and navigation links for Home, Centers, New Users, and Sign In. A light blue informational box at the top states: "If you have been issued a MySeniorCenter Key Tag by Tolles Parsons 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." Below this, the registration form includes: a dropdown menu for Senior Center (Tolles Parsons Center), a text input for Key Tag Number (X000000), a text input for Home Phone Number (555-555-5555), a text input for E-mail Address (jsmith@gmail.com), and two password input fields (Password and Confirm Password). The 'Continue' button at the bottom is circled in red. A vertical 'feedback' button is visible on the right side of the form.

**Note:** If you and your spouse **share an email address** and want to be on the same account, select the checkbox that appears above the “Continue” button (shown below). If you and your spouse have different email addresses and would like to have separate accounts, do not select this checkbox – you can link your accounts later.

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

Your account is created and you are logged in! In the top right corner you will see “Hi [your name]” in the green rectangle (circled in red). This is how you know you are logged in.

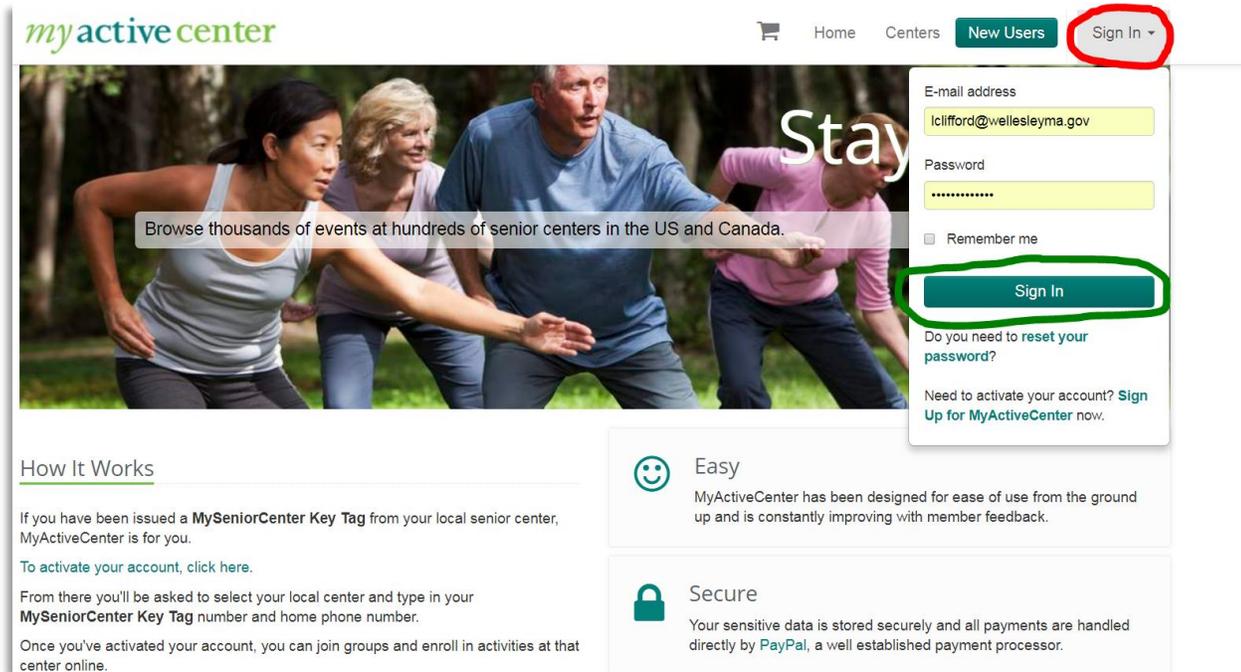
The screenshot shows the MyActiveCenter website interface. At the top left is the logo "myactivecenter". In the top right corner, there is a navigation menu with "Home", "Centers", and a green button labeled "Hi Linda" with a dropdown arrow, which is circled in red. Below the logo is the heading "Tolles Parsons Center". To the right of this heading are tabs for "Activities", "Groups", and "About". The main content area is divided into two columns. The left column is titled "Activities" and contains a search bar, a "Filters" dropdown, and a list of activities. The right column features a card for "Tolles Parsons Center" with its address and contact information, and a "Map Unavailable" placeholder. The activities listed are:

- A Matter of Balance (Lectures)**: 1:00 pm - 3:00 pm (2 hours), Learning & Social, Description: None. Price range: \$1.25 to \$10.
- Acrylic Painting**: 1:30 pm - 3:30 pm (2 hours), Learning & Social, Description: Acrylic Painting Instructor: Maris Platals Wednesdays, March 14 - April 25, 1:30p.m. - 3:30p.m. Cost: \$84.00 Min: 8 / Max: 14 Bring photo references or work from memory and field sketches. ... Price range: \$13.50 to \$84.
- Art for Fun**: 10:00 am - 12:30 pm (2 hours 30 minutes), Learning & Social, Description: Mastering Watercolor Techniques Instructor: Cecilia Sharma Mondays, March 5 - April 9, 10:00 a.m. - 12:30 p.m. Cost: \$110.00 Min: 8/ Max: 12 Learn to paint in watercolors with an emphasis on ... Price range: \$15.63 to \$110.

You will also receive a welcome email from MyActiveCenter confirming the creation of your account. You will need to create your account only once.

## How to register for COA programs and events

Enter <https://myactivecenter.com> into your internet browser and click “Sign In” in the top right-hand corner of the screen (circled in red). Then enter your email address and password and click the green “Sign In” button (circled in green).



myactivecenter

Home Centers **New Users** **Sign In**

Browse thousands of events at hundreds of senior centers in the US and Canada.

E-mail address  
icifford@wellesley.ma.gov

Password  
\*\*\*\*\*

Remember me

**Sign In**

Do you need to reset your password?

Need to activate your account? [Sign Up for MyActiveCenter](#) now.

### How It Works

If you have been issued a **MySeniorCenter Key Tag** from your local senior center, MyActiveCenter is for you.

To activate your account, [click here](#).

From there you'll be asked to select your local center and type in your **MySeniorCenter Key Tag** number and home phone number.

Once you've activated your account, you can join groups and enroll in activities at that center online.

### Easy

MyActiveCenter has been designed for ease of use from the ground up and is constantly improving with member feedback.

### Secure

Your sensitive data is stored securely and all payments are handled directly by [PayPal](#), a well established payment processor.

**Note:** Your browser may ask to save your username and password so that you will not need to type it in every time you wish to login. We do not recommend this feature on shared computers/devices.

Programs and events are listed in alphabetical order on the left side of the screen. You can scroll through the list or search for specific programs/events by using the search function (circled in red). The green “FREE” price tag to the right of the program name indicates free programs and the black price tag indicates fee-based programs.

**Note:** The black price tag may show a range of prices if it is a multi-week series. Wellesley COA policy states participants pay the full price for the entire multi-week series and we do not prorate. **Example: “A Matter of Balance” lecture series is showing a price range of “\$1.25 to \$10”.** The class session is \$10 for eight weeks (coming out to \$1.25 per class). All participants pay \$10 to join, even if they cannot attend all eight classes.

**myactivecenter** Home Centers Hi Linda ▾

## Tolles Parsons Center

Activities Groups About

Activities

Showing 61 activities after Mar 20th in All categories

**A Matter of Balance (Lectures)**  
⌚ 1:00 pm - 3:00 pm (2 hours)  
📖 Learning & Social  
Description: None

**Acrylic Painting**  
⌚ 1:30 pm - 3:30 pm (2 hours)  
📖 Learning & Social  
Description: Acrylic Painting Instructor: Maris Platais Wednesdays, March 14 - April 25, 1:30p.m. - 3:30p.m. Cost: \$84.00 Min: 8 / Max: 14 Bring photo references or work from memory and field sketches. ...

**Art for Fun**  
⌚ 10:00 am - 12:30 pm (2 hours 30 minutes)  
📖 Learning & Social  
Description: Mastering Watercolor Techniques Instructor: Cecilia Sharma Mondays, March 5 - April 9, 10:00 a.m. - 12:30 p.m. Cost: \$110.00 Min: 8/ Max: 12 Learn to paint in watercolors with an emphasis on ...

**Breakfast Club - Captain Mardens (Dining Club)**  
⌚ 12:00 pm - 2:00 pm (2 hours)

Filters ▾

• \$1.25 to \$10 Details

• \$13.50 to \$84 Details

• \$15.63 to \$110 Details

• FREE

**Tolles Parsons Center**  
📍 0.6 miles away (5 mins)  
📍 500 Washington Street  
Wellesley, MA 02482  
☎ (781) 235-3961  
🌐 Web Site

Map Satellite  
Isaac Sprague Memorial Clocktower  
eGoogle Map data ©2018 Google Terms of Use Report a map error

## HOW TO REGISTER FOR FREE PROGRAMS

In this example, the lecture “Home Energy Cost Savings” happens on April 5, 2018 from 10:00-11:30am. It is a **FREE** event. Here is how it appears in the list of activities.

Helen Sagan Opera Talk: Cendrillon by Jules Massenet (Opera)  
🕒 2:00 pm - 3:00 pm (1 hour)  
📁 Arts & Culture  
Description: None

**Home Energy Cost Savings**  
🕒 10:00 am - 11:00 am (1 hour)  
📁 Learning & Social  
Description: Home Energy Cost Savings Thursdays, March 8 OR April 5, 10:00 a.m. - 11:30 a.m. Are you worried about high heating cost? Do you want to cut you utility bills? Learn ways to reduce your energy ...

Interact Club of Wellesley Plays Pool (Intergenerational)  
🕒 12:30 pm - 3:30 pm (3 hours)  
📁 Unsorted  
Description: None

To sign up for this program, click either the name of the program or the “Details” button (both circled in **red** above) – they will take you to the same page. On this page, you will see a written description of the program – the blurb is copied from the newsletter. Take note of what is written below the description (circled in **red** below): **“To register, select one more upcoming times”**. To sign up for this program, click on the date appearing on the calendar (circled in **green**).

Home Energy Cost Savings **FREE**

🕒 10:00 am - 11:00 am *1 hour*

📁 Learning & Social

Home Energy Cost Savings Thursdays, March 8 OR April 5, 10:00 a.m. - 11:30 a.m. Are you worried about high heating cost? Do you want to cut you utility bills? Learn ways to reduce your energy usage and make your home more comfortable and efficient. This seminar will review available programs that help reduce energy usage. The 2018 Town Wide Energy Assessment Campaign sponsored by National Grid and the Wellesley Municipal Light Plant is offering free energy audits, free light bulbs and significant rebates and assistance on insulation, heating equipment and appliances. Also, MassSave and Energy Star programs will be discussed. Bring your oil, gas and electric bills to find your benchmark energy rating. This program is sponsored by the Wellesley Sustainable Energy Committee. Max: 20 for each date.

To register, select one or more upcoming times.

April 2018

Mon	Tue	Wed	Thu	Fri
2	3	4	5 10am - 11am	6
9	10	11	12	13
16	17	18	19	20

After clicking on the date on the calendar, the box is now shaded gray and the date of the program (in this case, "Thu 4/5") appears in the text box above the calendar (both circled in green below). To continue with the registration process, click the green "Register" button (circled in red below).

## Home Energy Cost Savings

🕒 10:00 am - 11:00 am *1 hour*

📖 Learning & Social

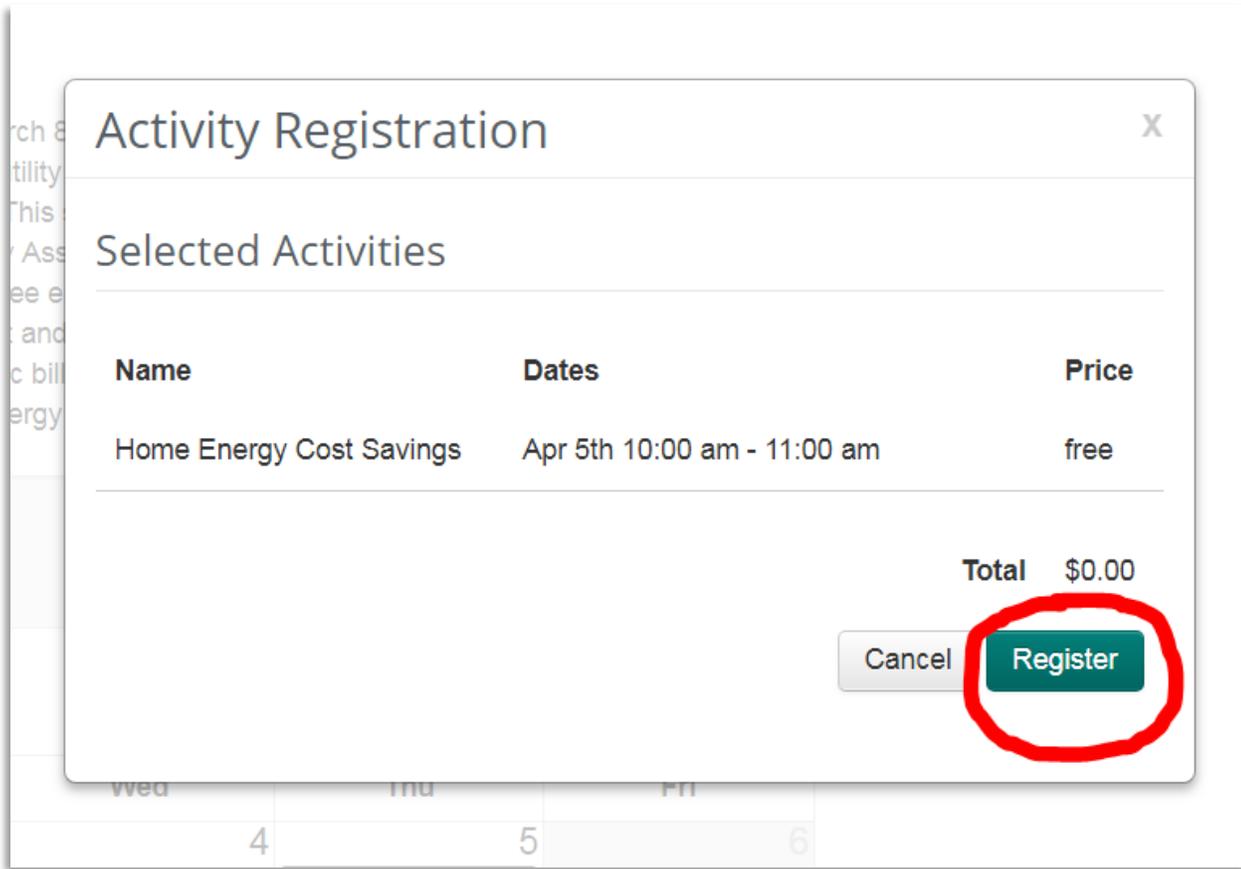
Home Energy Cost Savings Thursdays, March 8 OR April 5, 10:00 a.m. - 11:30 a.m. Are you worried about high heating cost? Do you want to cut you utility bills? Learn ways to reduce your energy usage and make your home more comfortable and efficient. This seminar will review available programs that help reduce energy usage. The 2018 Town Wide Energy Assessment Campaign sponsored by National Grid and the Wellesley Municipal Light Plant is offering free energy audits, free light bulbs and significant rebates and assistance on insulation, heating equipment and appliances. Also, MassSave and Energy Star programs will be discussed. Bring your oil, gas and electric bills to find your benchmark energy rating. This program is sponsored by the Wellesley Sustainable Energy Committee. Max: 20 for each date.

Thu 4/5

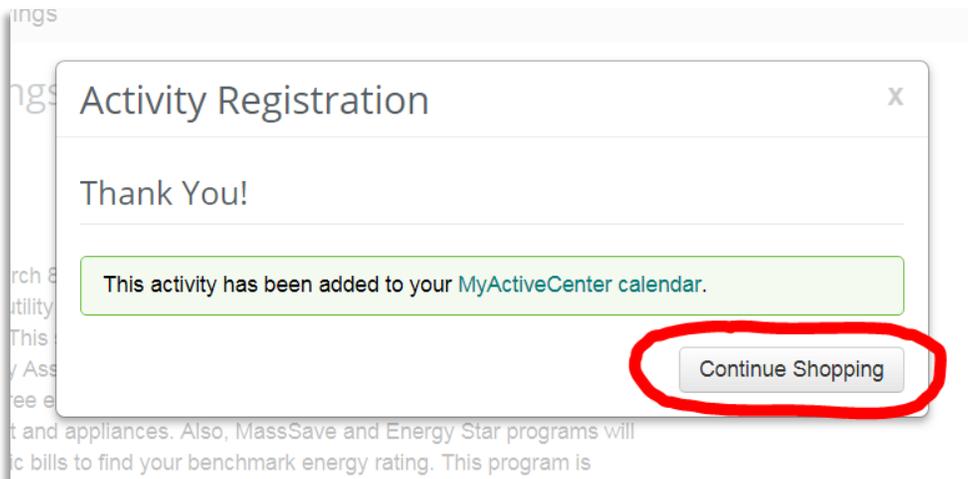
April 2018

Mon	Tue	Wed	Thu	Fri
2	3	4	5 10am - 11am	6
9	10	11	12	13

The window pictured below will pop-up. Click the green register button (circled in red) to confirm your registration.



The following confirmation window will pop-up. Click "Continue Shopping" to close the window (circled in red). Your registration is complete.



After closing the pop-up window, you will remain on the event page. To return to the page containing the alphabetical list of activities, click where it says “Activities” in the top of the screen (circled in red).

## Tolles Parsons Center

[Activities](#) Home Energy Cost Savings

### Home Energy Cost Savings

🕒 10:00 am - 11:00 am *1 hour*

📖 Learning & Social

FREE

Home Energy Cost Savings Thursdays, March 8 OR April 5, 10:00 a.m. - 11:30 a.m. Are you worried about high heating cost? Do you want to cut you utility bills? Learn ways to reduce your energy usage and make your home more comfortable and efficient. This seminar will review available programs that help reduce energy usage. The 2018 Town Wide Energy Assessment Campaign sponsored by National Grid and the Wellesley Municipal Light Plant is offering free energy audits, free light bulbs and significant rebates and assistance on insulation, heating equipment and appliances. Also, MassSave and Energy Star programs will be discussed. Bring your oil, gas and electric bills to find your benchmark energy rating. This program is sponsored by the Wellesley Sustainable Energy Committee. Max: 20 for each date.

Thu 4/5 <sup>2</sup>

Clear Register

April 2018

month week < >

Mon	Tue	Wed	Thu	Fri
2	3	4	5 10am - 11am	6

**Note:** If you try to register for a program you have already signed up for, the pop-up window will indicate that you have already registered.

## HOW TO REGISTER FOR FEE-BASED PROGRAMS

In this example, we will register for the 4 week “Mixed Levels Yoga 9:30” class running in April 2018. Price is \$40. Here is how it appears in the alphabetical list of programs. First step is to click the “Details” button (circled in red) to get to the program page.

Yoga Mixed Levels 9:30am  
⌚ 9:30 am - 11:00 am (1 hour 30 minutes)  
🏃 Health & Fitness

**Description:** Mixed Level Yoga Classes/ Instructor: Judy Scribner-Moore Tuesdays, April 3- 24, 9:30 a.m.-11:00 a.m. Min: 10/Max: 18. Cost: \$40.00 Judy combines 30 years of teaching experience, interpersonal ...

• \$10 to \$40

Details

On the program page, select the date of the program on the calendar (circled in red). Please note the text box circled in green to the right of the screen provides a summary of the class series: total cost, number of classes in the series and class dates/times. Clicking on it will expand the box to display each date of the series. This is for informational purposes only. **Clicking here will not continue the registration process.**

Yoga Mixed Levels 9:30am  
⌚ 9:30 am - 11:00 am 1 hour 30 minutes  
🏃 Health & Fitness

Mixed Level Yoga Classes/ Instructor: Judy Scribner-Moore Tuesdays, April 3- 24, 9:30 a.m.-11:00 a.m. Min: 10/Max: 18. Cost: \$40.00 Judy combines 30 years of teaching experience, interpersonal and mindfulness skills, and knowledge of anatomy and Physiology, to guide new and experienced students in yoga poses and relaxation exercises that support healthy aging. Students are encouraged to bring their own yoga mats and a firm blanket to each class. Both classes are open to beginning and continuing students. If needed, a make-up date is scheduled on Friday, April 27, 9:30 a.m. - 11:00 a.m. (first class) and 11:15 a.m. - 12:45 p.m. (second class) at the Wellesley Recreation Department.

Series

➤ Yoga Mixed Levels 9:30am series • \$40  
Apr 3rd, 2018 to Apr 24th, 2018 Total Activities: 4

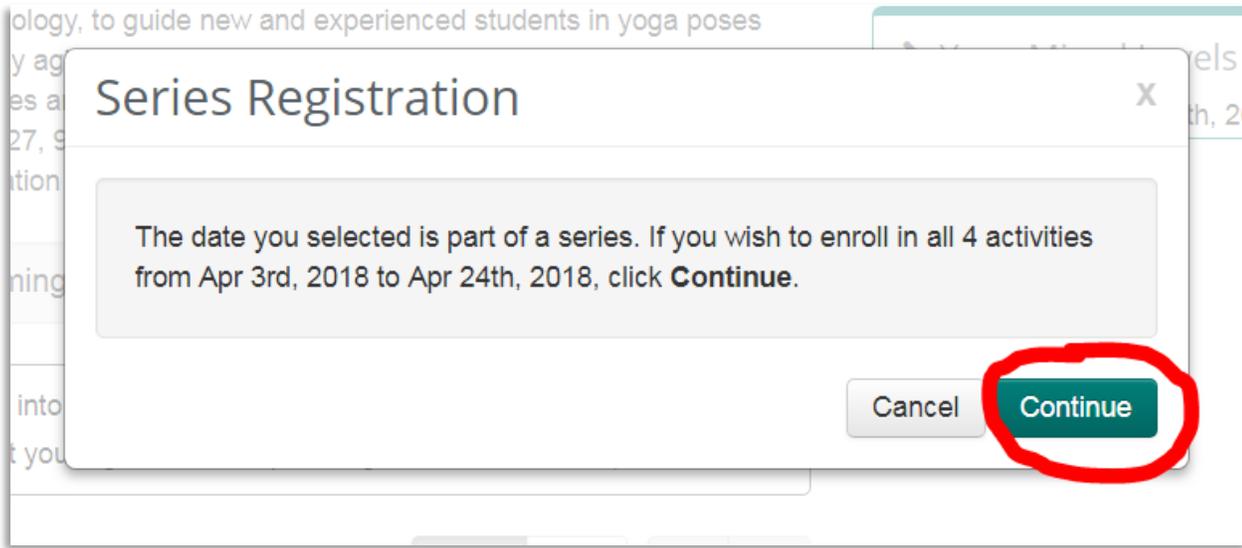
\* To register, select one or more upcoming times.

**SERIES** This activity has been grouped into series. Upcoming dates in the same series will be automatically selected (series require that you register for all upcoming dates in the series).

April 2018 month week < >

Mon	Tue	Wed	Thu	Fri	Sat
	2 9:30am - 11am \$40	3	4	5	6
	9 9:30am - 11am	10	11	12	13

After clicking on the calendar date, the following window will pop-up. To continue with registering, click the green “Continue” button (circled in red).



The pop-up window will disappear and the screen will change - the calendar dates are now shaded green and the dates of each class appear in the text box above the calendar (both circled in green). To continue the registration process, click the green “Register” button (circled in red).

Yoga Mixed Levels 9:30am \$40

🕒 9:30 am - 11:00 am *1 hour 30 minutes*

🏠 Health & Fitness

Mixed Level Yoga Classes/ Instructor: Judy Scribner-Moore Tuesdays, April 3- 24, 9:30 a.m.-11:00 a.m. Min: 10/Max: 18. Cost: \$40.00 Judy combines 30 years of teaching experience, interpersonal and mindfulness skills, and knowledge of anatomy and Physiology, to guide new and experienced students in yoga poses and relaxation exercises that support healthy aging. Students are encouraged to bring their own yoga mats and a firm blanket to each class. Both classes are open to beginning and continuing students. If needed, a make-up date is scheduled on Friday, April 27, 9:30 a.m. - 11:00 a.m. (first class) and 11:15 a.m. - 12:45 p.m. (second class) at the Wellesley Recreation Department.

Series

- Yoga Mixe  
Apr 3rd, 2018 to

Tue 4/3   Tue 4/10   Tue 4/17   Tue 4/24

Clear   Register

**SERIES** This activity has been grouped into series. Upcoming dates in the same series will be automatically selected (series require that you register for all upcoming dates in the series).

April 2018   month   week   <   >

Mon	Tue	Wed	Thu	Fri	
	2 9:30am - 11am \$40	3	4	5	6
	9	10 9:30am - 11am	11	12	13

After clicking “Register”, the following window will pop-up. Click “Add to Cart” (circled in red).

## Activity Registration

X

### Selected Activities

Name	Dates	Price
Yoga Mixed Levels 9:30am series	Apr 3rd 9:30 am - 11:00 am	\$40.00
	Apr 10th 9:30 am - 11:00 am	
	Apr 17th 9:30 am - 11:00 am	
	Apr 24th 9:30 am - 11:00 am	

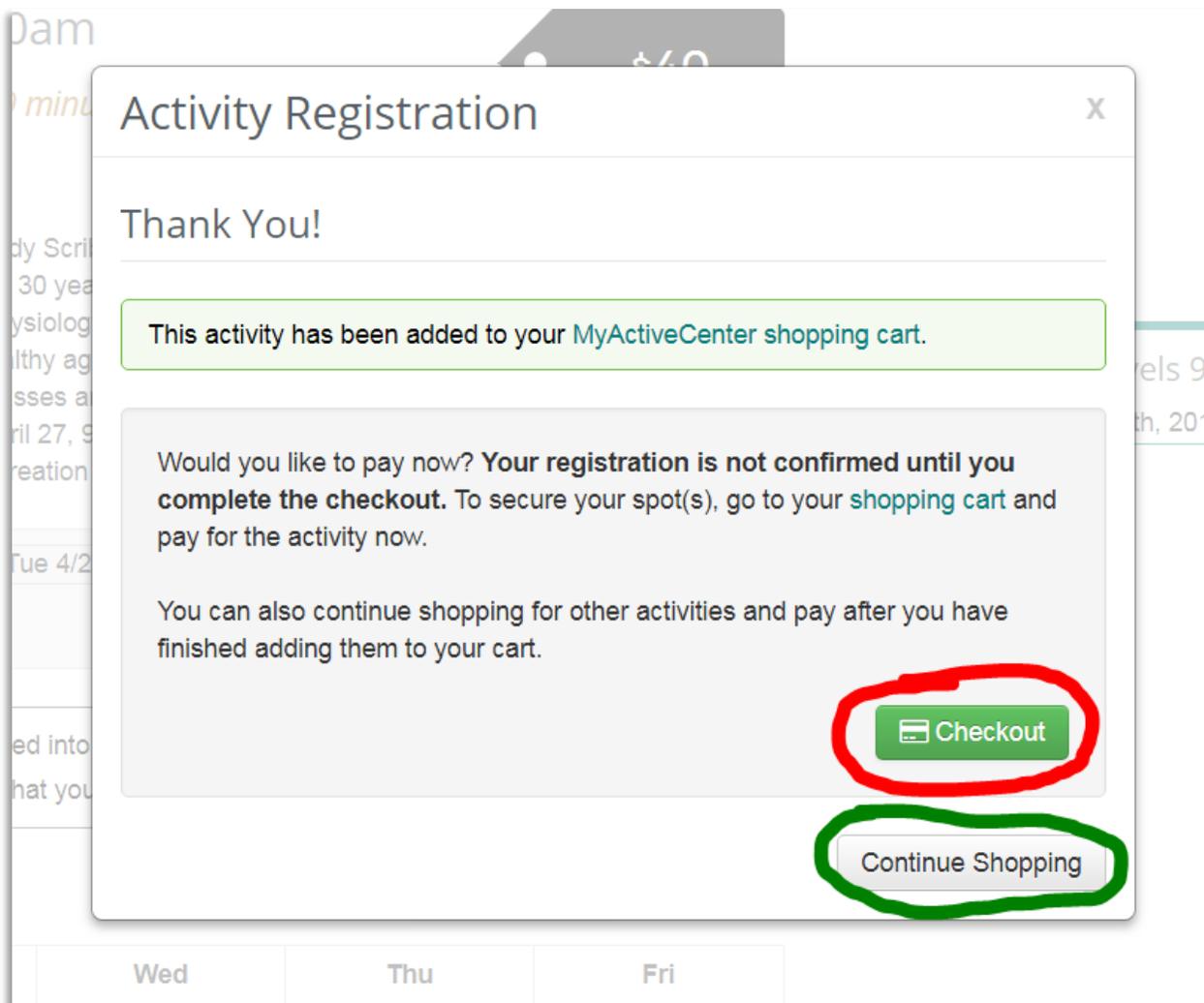
**Total** \$40.00

Cancel

Add to Cart

After clicking “Add to Cart”, the following pop-up window will display. You have two options at this point. Click the green “Checkout” button (circled in red) to pay for the class. Paying confirms your registration. If you would prefer to keep “shopping” and checkout later, click the “Continue Shopping” button (circled in green).

**Note: Your registration is not confirmed until you complete the checkout process. Simply having the item in your shopping cart does not mean you will get into the class, trip or activity. YOU MUST ENTER YOUR CREDIT/DEBIT CARD INFORMATION TO COMPLETE CHECKOUT AND CONFIRM YOUR ENROLLMENT!** If you are concerned the program will fill quickly, we suggest checking out as soon as possible, even if this means you end up with separate transactions for different fee-based programs.



Clicking “Checkout”, brings you to your shopping cart. Here you will see the fee-based programs for which you will need to pay for. Please note for a class series, each class counts as one item, so a 4-week class series will show a “4” in the red dot next to the shopping cart icon (circled in blue). The example below is a single class.

If for some reason you get this far and wish to remove the program from the shopping cart before paying, you may click the red “Unregister” button (circled in green). This will clear your cart and cancel your registration.

**Note: If you need to cancel a registration after completing the checkout process, you will need to call the COA and a refund will be processed in accordance with our refund policy. Our refund policy can be found in our newsletter and on our website.**

To complete the checkout, enter your credit card information in the box outlined in green and click the green “Pay Now” button (circled in red).

**myactivecenter** Home Centers Hi Linda ▾

## Shopping Cart

Tolles Parsons Center

**Qi Gong**  
Health & Fitness

Description: Qi Gong /Instructor: Bob Doherty Friday, June 28, 9:15 a.m. - 10:15 a.m. Cost: \$5.00 Min: 8/Max: 20. Qi Gong is a gentle and relaxing exercise proven to be a highly effective way to maintain your ...

Fri, Jun 28, 2019 @ 9:15 am - 10:15 am (1 hour)

\$5

Details

Unregister

Card number:

Expiration Date:  MMY

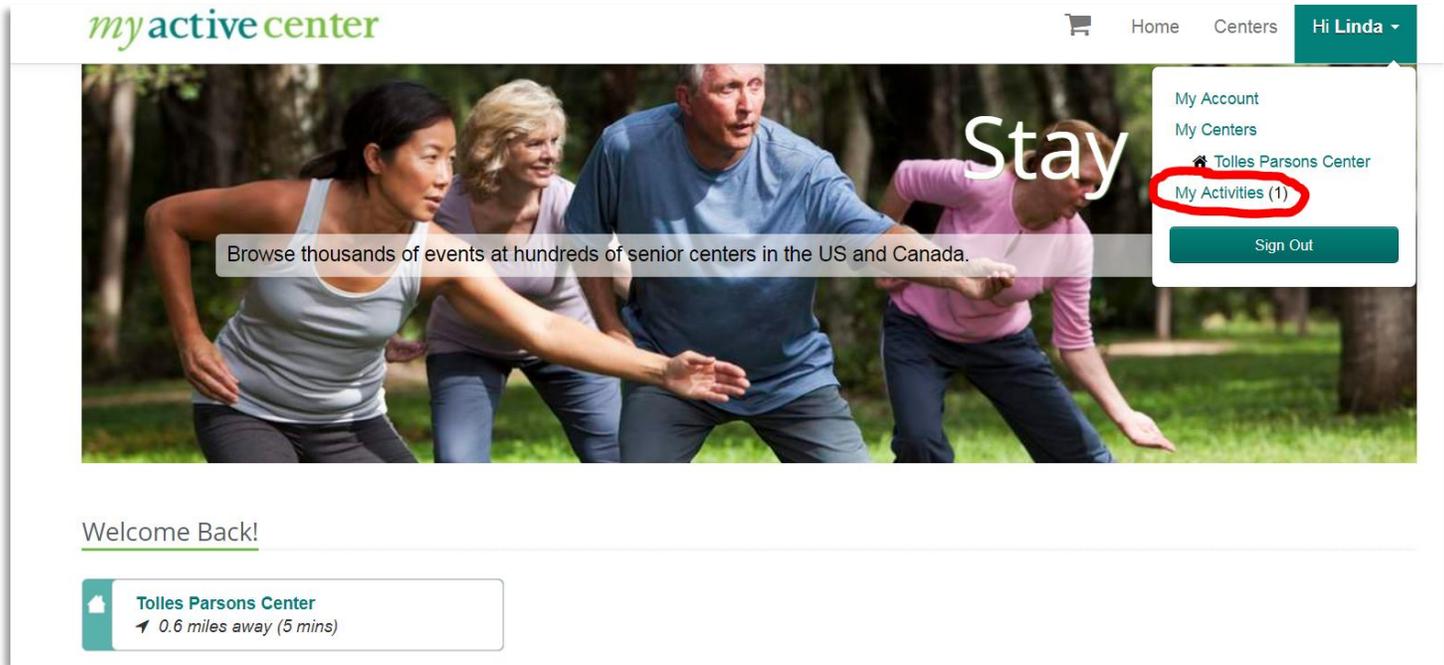
CVV:  3 digit code

Continue Shopping Pay Now

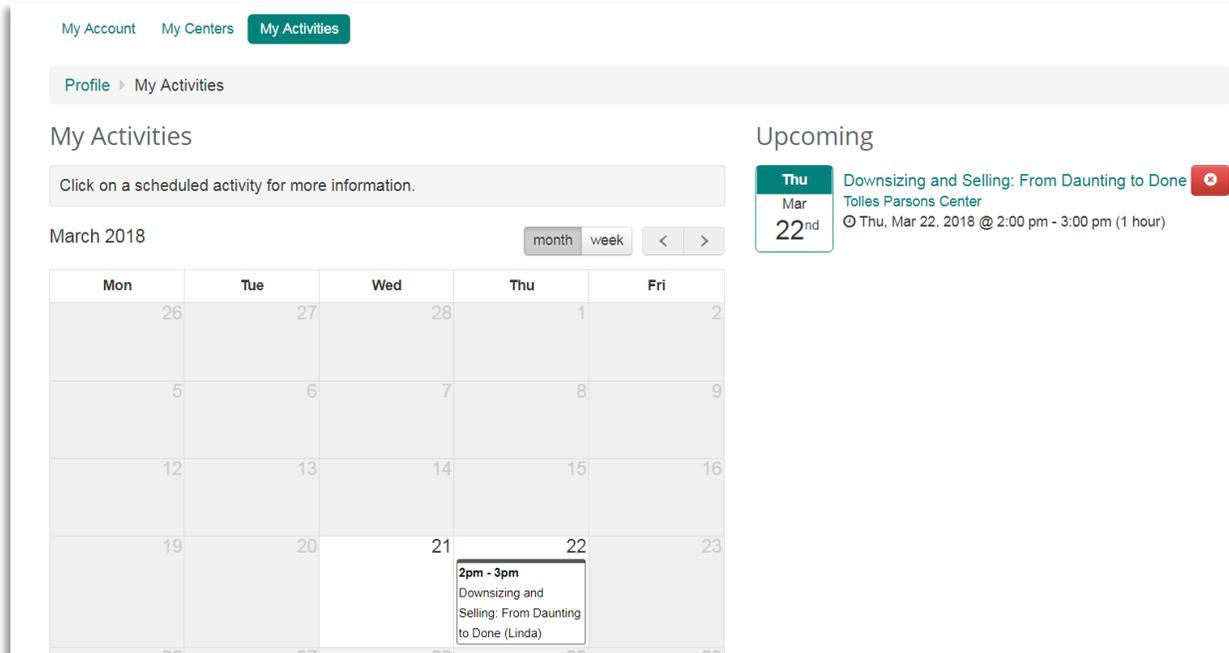
## Frequently Asked Questions

### How do I see a list of all of my activities?

You can see your personal calendar listing your activities by clicking on “Hi [your name]” in the top right-hand corner of the screen, then clicking “My Activities” (circled in red below).



An example personal calendar is below. Please note there is currently no option to print it.

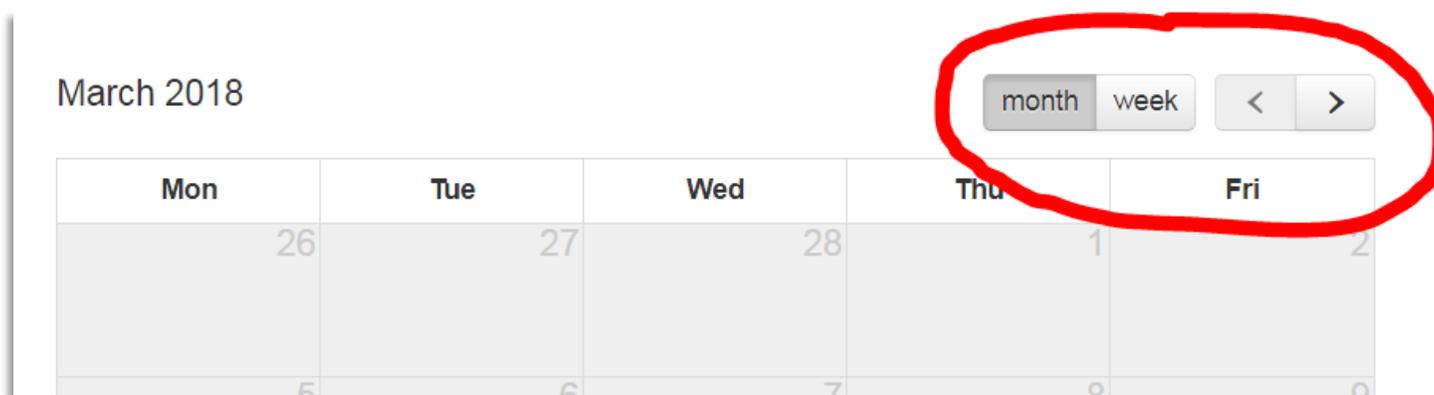


### **I registered online, can I cancel my registration online as well?**

We kindly request that if you need to cancel a registration (for both free and fee-based programs), that you either call the COA office at 781-235-3961 or stop by the reception desk at Tolles Parson Center to cancel in person. This is because many of our programs have limited capacity and we run waiting lists once programs fill. Notifying a staff member of your cancellation allows us to manage the waiting list, if there is one for that particular program.

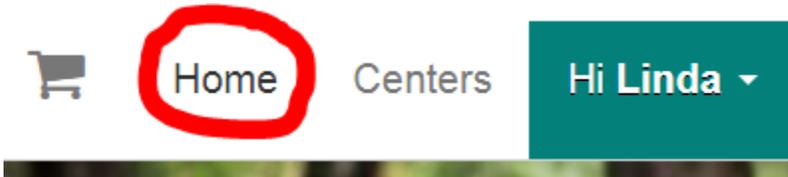
### **I'm looking at a calendar for the current month, but how do I see the next month?**

The arrow keys immediately about the calendar allow you to see the next month or previous month for the current two-month registration cycle. You can also switch the calendar view from monthly to weekly and back again (circled in **red**).



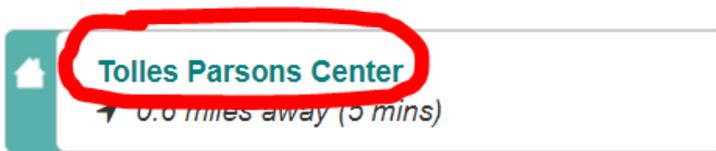
**Help! I got 'lost' on the site and I just want to get back to the page that shows the alphabetical list of activities.**

When in doubt, click "Home" in the top right corner of the screen:



Then click on "Tolles Parsons Center" in green text that appears on the left of the screen:

Welcome Back!



### How do I change my password or email address?

Click on the green box in the upper right corner of the screen where it says "Hi [your name]". Then click on "My Account" (circled in red).

myactivecenter

Home Centers Hi Linda ▾



Welcome Back!



Here you can update your email address and password or link a spouse to your account (we have separate instructions showing how to do that – ask us for a copy!)

## I forgot my password and can't sign in to my account. How do I reset my password?

Go to <https://myactivecenter.com> and click "Sign In". The click "reset your password" (circled in red below).

myactivecenter

Home Centers New Users Sign In

Browse thousands of events at hundreds of senior centers in the US and Canada.

Stay

E-mail address  
lclifford@wellesley.ma.gov

Password  
.....

Remember me

Sign In

Do you need to reset your password?

Need to activate your account? [Sign Up for MyActiveCenter](#) now.

How It Works

If you have been issued a **MySeniorCenter Key Tag** from your local senior center, MyActiveCenter is for you.

Easy  
MyActiveCenter has been designed for ease of use from the ground up and is constantly improving with member feedback.

Enter your email address that is associated with your account.

## Reset Password

Please enter the e-mail address you used to sign up for MyActiveCenter. You will receive an email with further instructions.

Step 1 of 2

E-mail Address

[Request Email](#)

After requesting the email from MyActiveCenter support, check your email inbox. You may not receive the email instantaneously, so please be patient and check your spam folder. The email will be from **"MyActiveCenter Alert"** with the subject lining pertaining to resetting your password. Follow the instructions in the email to reset your password. If you do not receive the email or if the instructions does not work, send an email to [support@myseniorcenter.com](mailto:support@myseniorcenter.com) . COA staff are not able to reset your password for you. We recommend you use Chrome or Firefox browsers, rather than Internet Explorer, to reset your password.

### **Does the site keep my credit/debit card information?**

For security reasons, MyActiveCenter.com does not save the credit/debit card information to your account after it is entered on the secure payment form. This means you will need enter the information each time you checkout. The same is true paying by credit/debit card in person at TPC or over the phone.

### **Registration opens at 9:00am for online, in-person and phone registrations. Can I load up my shopping cart with fee-based programs and submit my credit/debit card information at the stroke of 9:00?**

You cannot register or add items to the shopping cart prior to 9:00am on registration day. The system will stop you at the program page, after you click the “Register” button – a text box will appear in red that says “Registration for this activity opens on ‘X date’ at 9:00am”.

Wellesley residents have priority over non-Residents. The system doesn’t allow non-residents to register until the non-resident registration day.

### **I have this handout and I attended a “Learn MyActiveCenter” information session, but I still would like some additional assistance learning how to use the system. What can I do?**

The COA offers one-on-one Technology Assistance appointments with volunteer “Tech Gurus” who can help you. Call or stop by the reception desk to make an appointment!