WELCOME TO MY ACTIVE CENTER
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Introduction

Stay Active

Browse thousands of events at hundreds of senior centers in the US and Canada.
Introduction (1 of 3)

- Online registration using MyActiveCenter (MAC) will enable you to register and pay for OPC Fitness & Aquatics passes and many Fitness & Aquatics and Enrichment & Art activities online. Activities are listed alphabetically and many titles are followed by a suffix (MTWThF for day of the week or AM/PM for day/evening activities).

- Members who are using online registration for the 1st time will need to follow the instructions in this document for “New Users (Activating your Account)” prior to the instructions for “Purchasing an Access Pass” or “Registering for an Activity”.

Once you have created/activated your account, subsequent logins should follow the instructions “Sign in (Established Users)” prior to the instructions for “Purchasing an Access Pass” or “Registering for an Activity”.

Both new and established users should remember to follow “Logging Out” when his/her purchase is completed.
Your OPC Key Tag number and phone number are required to create an account for online registration. **NOTE:** If your phone number does not match the one the OPC has on file you will not be able to create an account. If the OPC does not have your current phone number, please call 248-656-1403 to update it.

MyActiveCenter allows only 1 account per E-mail so if you share an E-mail address with your spouse, follow the instructions in the “Adding a Spouse” section to share an account.
NOTE: MyActiveCenter works best with Chrome or Firefox. Using Internet Explorer (IE) or a mobile device may produce irregular results.

Drop-in activities are designated with a “Check w/Staff” price tag. Drop-in fees apply to these activities and are paid to the instructor or at the OPC Fitness or Aquatics Desks. Registration IS NOT REQUIRED for drop-in activities.

The OPC accepts VISA, Mastercard, or Discover.
New Users (Activating your Account)

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Instructions: Go to the OPC website at [https://www.opcseniorcenter.org](https://www.opcseniorcenter.org) and scroll down the home page to the online registration section

1. Click the “New Users” box and read the instructions for online registration
2. Click “Online Registration” to take you to MyActiveCenter (MAC) where you will register for passes and activities
New Users (Activating your Account)

Instructions: 3. Click the “New Users” box
New Users (Activating your Account)

Instructions: 4. Click “Change Location”

NOTE: If the Older Persons’ Commission is already listed, proceed to Step #7
New Users (Activating your Account)

Instructions:
5. Enter the OPC’s zip code – 48307
6. Click “Change”
Instructions: 7. Click the “Older Persons’ Commission” box to choose the OPC as your Center (MyActiveCenter is used by many Centers, so you have to designate the OPC as your Center)
New Users (Activating your Account)

Instructions:

8. Complete the form
- Key Tag Number (# on your OPC Key Tag)
- Home Phone Number
- E-mail Address
- Password (Enter a password to be used when logging into MyActiveCenter, you can type right over the *****)
- Confirm Password

9. Click “Continue” and your account will be activated
Following account activation, you will be taken to the OPC’s Activities page where you can enter an activity name in the search bar to find an event or click “Groups” to purchase a pass.
New Users (Activating your Account)

Following account activation, you will also receive a Welcome email from myactivecenter at your email address.
Sign in (Established Users)

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Go to the OPC website at [https://www.opcseniorcenter.org](https://www.opcseniorcenter.org) and scroll down the home page to the online registration section

1. Click “Online Registration” to take you to MyActiveCenter (MAC) where you will register for passes and activities

**NOTE:** You must have already created an online registration account, as documented in the “New Users (Activating your Account)” section of this document, to complete online registration.
2. Click the “Sign In” dropdown
3. Enter your E-mail address
4. Enter your password
5. Click “Sign In”
You will be taken to the OPC’s Activities page where you can enter an activity name in the search bar to find an event or click “Groups” to purchase a pass.
Purchasing an Access Pass

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Browse thousands of events at hundreds of senior centers in the US and Canada.
Instructions: Sign into myactivecenter.com
1. Click “Groups”
Instructions: 2. Click “Manage Membership” or the icon for the type of access pass you wish to purchase
Instructions: 3. Click “Add to Cart”
Purchasing an Access Pass

Instructions: 4. Click “Checkout” which takes you to your Shopping Cart or “Continue Shopping” which takes you back to the Group page to do more shopping

**NOTE:** Your registration is NOT CONFIRMED until you complete checkout
Purchasing an Access Pass

Instructions:  5. Click “Pay Now” to be directed to the payment page or “Unregister” to remove the item from your shopping cart or “Continue Shopping” to continue shopping

NOTE: If you have multiple items in your cart and uncheck the box by an item, it will not appear on the payment screen but will remain in your shopping cart
Instructions:
6. Choose your payment method
   - PayPal (if you have an existing PayPal account)
   - Pay directly with a Debit or Credit Card

Note: Your screen may appear slightly different based on whether you have previously logged into PayPal.
If PayPal is chosen for the payment method, entering your PayPal registered Email and password will take you to your PayPal account where you will complete the payment. Click “Continue” when shipping and payment information has been completed.
Instructions: If choosing to pay directly with a credit or debit card, complete the checkout form and click “Continue” at the bottom of the form.

**NOTE:** The OPC accepts Master Card, VISA, or Discover.
A receipt is issued by PayPal for both payment methods and you will also receive a receipt via email. Click “Print Receipt” for a copy or click “Continue” which will take you back to MyActiveCenter. Check the “My Activities” page to verify your registrations.
Registering for an Activity
Registering for an Activity

Sign into MyActiveCenter.com where an alphabetical list of activities will be displayed.

**NOTE:** Click the Activities link in the top navigation area at any time to return to the activity page.
Registering for an Activity

Instructions:
1. Scroll through the list to find the desired activity or use the search box to narrow your choices.
2. Click “Details” for the desired activity to open its registration page.

(Step #3 documents Series and Step #4 Individual Activity registrations)
Registering for an Activity (SERIES)

Instructions: 
3a. If the activity is a **series**, all dates in the series will be displayed on the calendar. Individual series are color coded so you know when one series ends and another one starts.

Click a date within the series to choose the activity you want to attend.
Instructions: 3b. A window will be displayed with the date of the series selected, click “Continue”
Instructions:  
3c. Click “Register”  
The series dates will be displayed in the registration box as well as highlighted on the calendar.

(Go to Step #5 to continue with Series Registration)
For activities with individual dates, the time and price of the class will be displayed on the calendar.

4a. Click on the date of the activity to display the date in the header.
4b. Click “Register” to register for the activity.

NOTE: You complete registering for free events when you click “Register” the event will not be added to your cart.
5. The date(s) for the selected activity and the price will be displayed. Click “Add to Cart”

Instructions: 5. The date(s) for the selected activity and the price will be displayed. Click “Add to Cart”

**NOTE:** Free events are not added to your cart. You are registered after clicking “Register”
Registering for an Activity

Instructions: 6. Click “Checkout” to go to your shopping cart or “Continue Shopping” to add more items to your cart

NOTE: Registration is not confirmed until checkout is completed
Instructions: Review your shopping cart to ensure the correct activities are listed.

7. Click “Pay Now” to be directed to the payment page or “Unregister” to remove the item from your shopping cart or “Continue Shopping” to continue shopping

NOTE: If you have multiple items in your cart and uncheck the box by the item date, it will not appear on the payment screen but will remain in your shopping cart
Instructions: 8. Choose your payment method
- PayPal (if you have an existing PayPal account)
- Pay directly with a Debit or Credit Card

**Note:** Your screen may appear slightly different based on whether you have previously logged into PayPal.
Instructions: If PayPal is chosen for the payment method, entering your PayPal registered email and password will take you to your PayPal account where you will complete the payment. Click “Continue” when shipping and payment information has been completed.
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Verifying & Deleting Registrations

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(Checking your activities)
1. Click “My Activities” from the “Hi <your name>” drop down
View your activity schedule, as well as your Order History.

Instructions: Scheduled activities can be viewed on the calendar or “Upcoming” list. Also view your on-line Order History.
Please unregister for **FREE** activities when you are not able to attend. Space is limited and it will allow another member to use your event time. Once deleted, the event will not appear on your Activity Calendar. (Events with a fee should be cancelled through the cashier.)

Instructions:

Click the Red ‘X’ to unregister, then click the “Unregister” box in the Unregister from activity message box.
Adding a Spouse
Adding a Spouse

MyActiveCenter allows only 1 account per e-mail.

If an e-mail account is shared between spouses, the second spouse may be added at any time by accessing the “My Account” page.
Adding a Spouse

Instructions: 1. Click “My Account” from the “Hi <your name>” drop down
Adding a Spouse

Instructions:  2. Click “Add Spouse”
3. Enter YOUR SPOUSE’S Key Tag number
- Enter your spouse’s Home Phone Number (Home Phone # is the phone the OPC has on record, it may be his/her cell phone #)

4. Click “Continue”

THE TWO KEY TAG NUMBERS ARE NOW LINKED TO THIS ACCOUNT
Instructions: 1. Click “Sign Out” from the “Hi <your name>” drop down
Get Help

Stay Active

Browse thousands of events at hundreds of senior centers in the US and Canada.
If you have a question or need help, please contact Michele Burns, mburns@opcseniorcenter.org for assistance.