

MyActiveCenter Member-Manual



Everything about the MyActiveCenter (MAC) platform, from creating your first account, to tips and tricks to navigate like an expert.



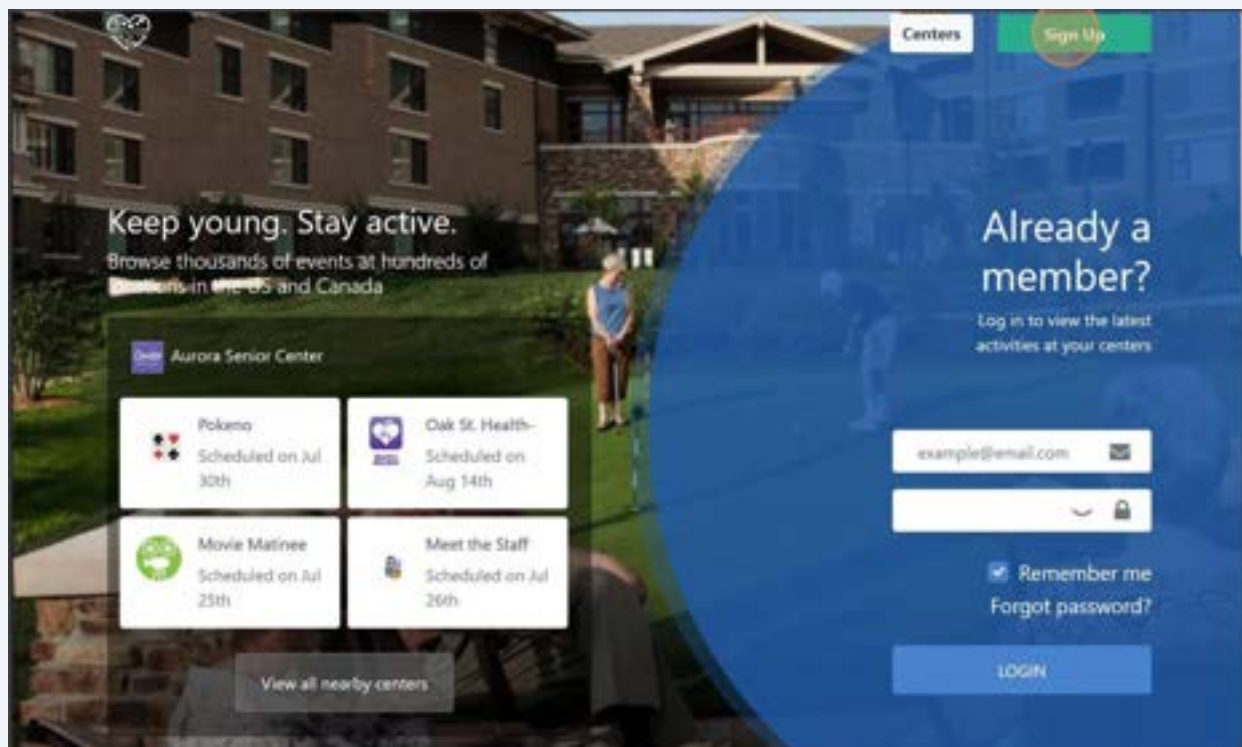
Note! This guide is quite long, but only because it covers nearly everything there is to know about MyActiveCenter. Most people need only read the first 15 to 22 steps to be a certified MAC ninja.

Please feel free to use the navigation on the left to jump to specific sections.

MyActiveCenter Account Creation

1

Welcome to [MyActiveCenter!](#) If you're new and don't yet have an account, click the **Sign Up** button to begin creating your account.
For those who already have an account, please login and [skip to step 5](#)



2

Your center may appear on the following screen, but otherwise use the search bar to search by name or city and then **click your center**, followed by **Continue** to proceed to step 2.

The screenshot shows the 'Select your Center' screen of the MySeniorCenter app. At the top, there is a heart icon, and navigation links for 'Centers', 'Login', and 'Sign Up'. A progress bar indicates two steps: 'SELECT CENTER' (Step 1, highlighted in green) and 'PERSONAL INFO' (Step 2). The main heading is 'Select your Center', followed by a subtext: 'Please select the center that issued your MySeniorCenter Key Tag to continue. Your contact information on file with the center will be retrieved automatically.' Below this is a search bar with the text 'benmarda' and a magnifying glass icon. A search result card for 'Benmarda Center' is displayed, showing a location pin icon, the center name with a verified checkmark, and the address '1600 Pennsylvania Ave, Washington, DC, 20006'. A blue banner at the top of the card indicates '883.36 miles away'. A green 'Continue' button with a right arrow is located at the bottom right of the screen.

3

For step 2, fill in your Key Tag Number the center issued you (this is the little plastic keytag with the barcode on the back), as well as your phone number.

Centers Login **Sign Up**

SELECT CENTER PERSONAL INFO

1 2

Tell us a bit more about yourself.
Please fill in the form below with the required information.

Bernanda Center
Please fill your center information

Fill Your Information

I have a logging

Key Tag Number
X8564751
The number on the back of your MySeniorCenter Key Tag

Phone Number
(111)-222-3333
Only to verify your identity. You should use the same number as on file with the center "Bernanda Center"

4

Scroll down to fill in an email address you'd like to use as well as a password. Confirm the password, and then click **Signup**.

Centers Login **Sign Up**

☐ I'd like to share this center with my spouse. [What's this?](#)

Account credentials
Used to login into our system

Email Address
Benjamin@xavus.com
"Benjamin@xavus.com" ✓

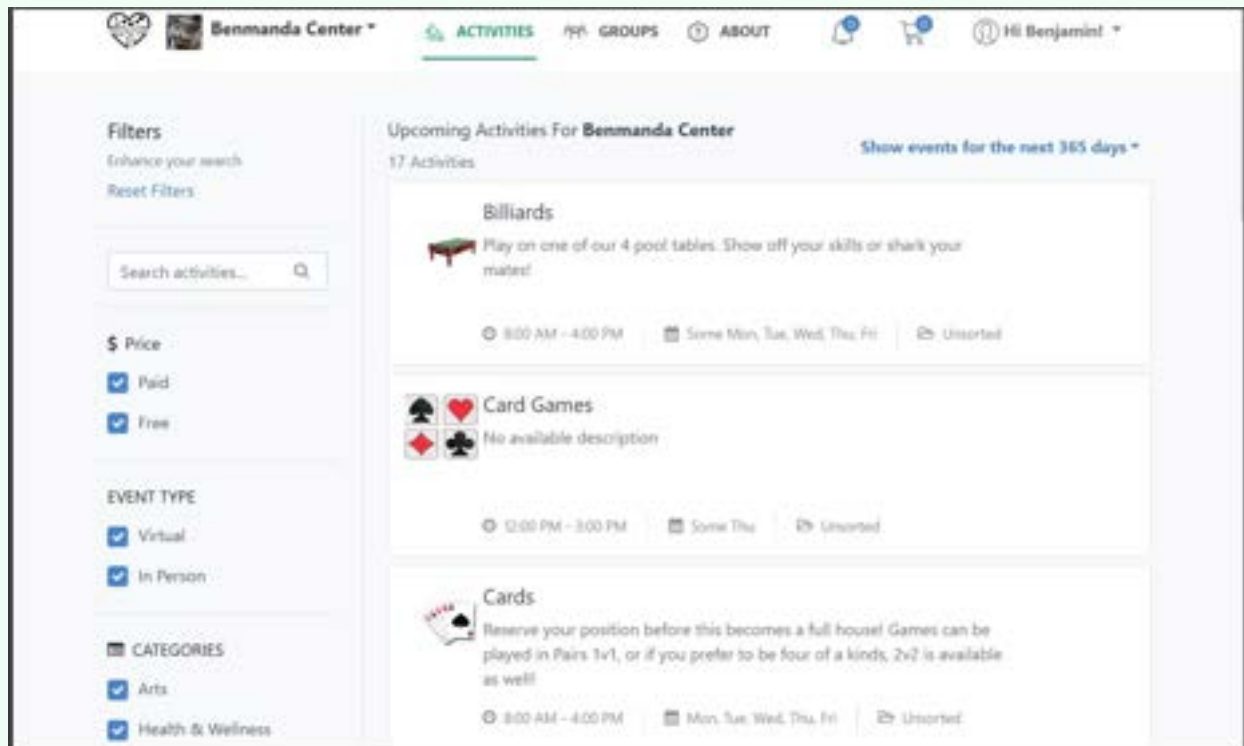
Password
Must contain at least 6 characters

Confirm Password
Confirmation password should match

← Previous Step **Signup** →



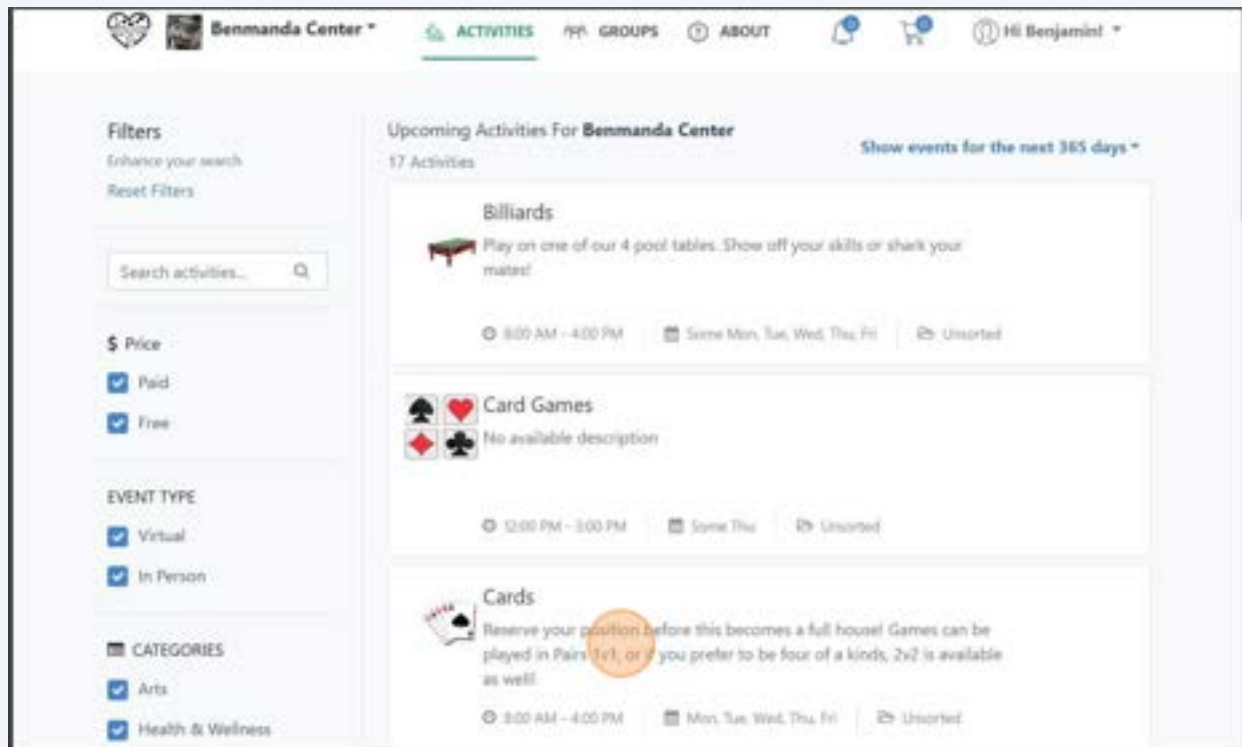
Success! We'll bring you to your center's activities so that you may begin browsing. Please note that for the purposes of MyActiveCenter, you'll never need your keytag/phone number again (nor will you ever need to create another account). Simply use the email/password combination you've just created to login with from now on.



Registering and Paying for Activities

5

Scroll through your center's Activity list and select one you're interested in by clicking anywhere on the tile of the activity.



6

This will bring you to that activity's schedule. The dates the activity will take place are found on the left, and the price, details, and available seats remaining can all be seen as well.

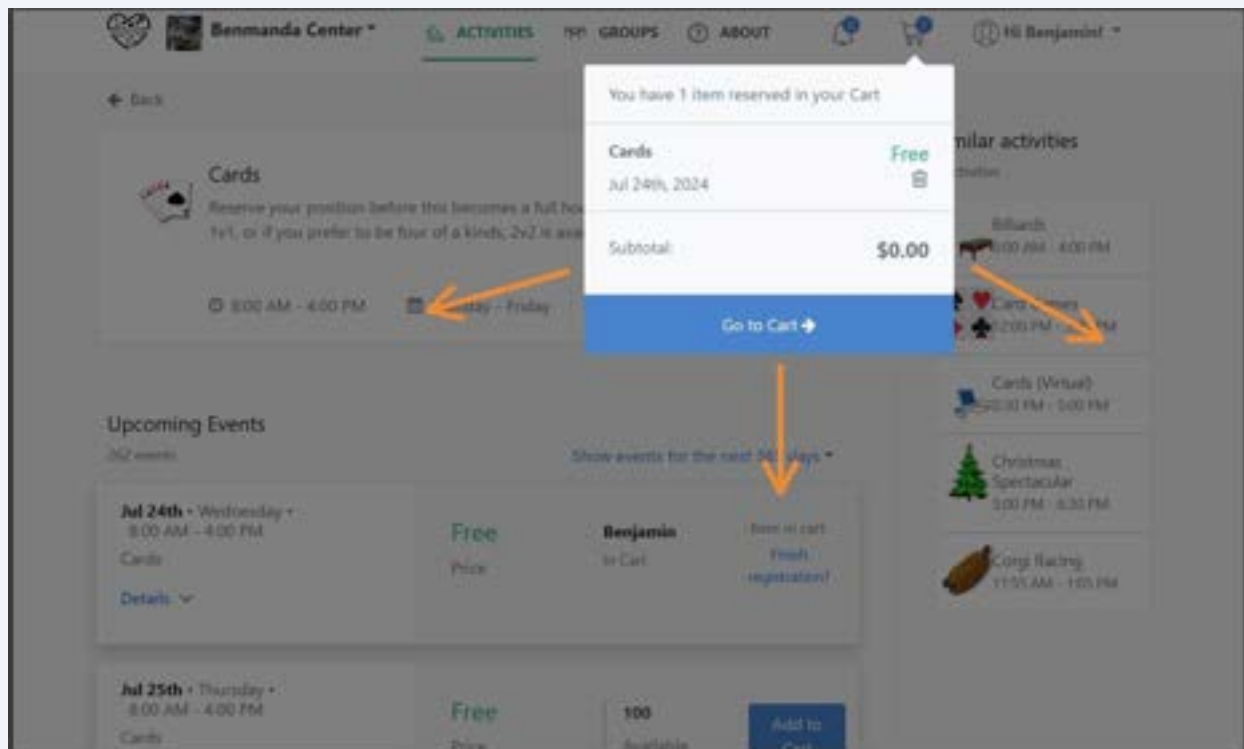
Select the **Add to Cart** button to add the date(s) of your choosing to your shopping cart.

The screenshot displays the Benmunda Center website interface. At the top, there is a navigation bar with icons for a heart, a person, and a shopping cart, followed by the text 'Benmunda Center'. Below this, there are tabs for 'ACTIVITIES', 'GROUPS', and 'ABOUT'. A user profile icon shows 'Hi Benjamin!'. The main content area is divided into several sections. On the left, there is a 'Cards' activity card with a description: 'Reserve your position before this becomes a full house! Games can be played in Pairs 1v1, or if you prefer to be four of a kind, 2v2 is available as well!'. Below the description, it shows the time '8:00 AM - 4:00 PM', the days 'Monday - Friday', and the status 'Unsorted'. To the right of the 'Cards' card, there is a 'Similar activities' section listing five activities: 'Billiards' (8:00 AM - 4:00 PM), 'Card Games' (12:00 PM - 3:00 PM), 'Cards (Virtual)' (2:30 PM - 5:00 PM), 'Christmas Spectacular' (5:00 PM - 6:30 PM), and 'Corgi Racing' (11:55 AM - 1:05 PM). Below the 'Cards' card, there is an 'Upcoming Events' section showing two events: 'Jul 24th - Wednesday' (8:00 AM - 4:00 PM) and 'Jul 25th - Thursday' (8:00 AM - 4:00 PM). Each event card shows the price 'Free', the status 'Available', and an 'Add to Cart' button.

Event Date	Day	Time	Price	Available	Action
Jul 24th	Wednesday	8:00 AM - 4:00 PM	Free	99 Available	Add to Cart
Jul 25th	Thursday	8:00 AM - 4:00 PM	Free	100 Available	Add to Cart

7

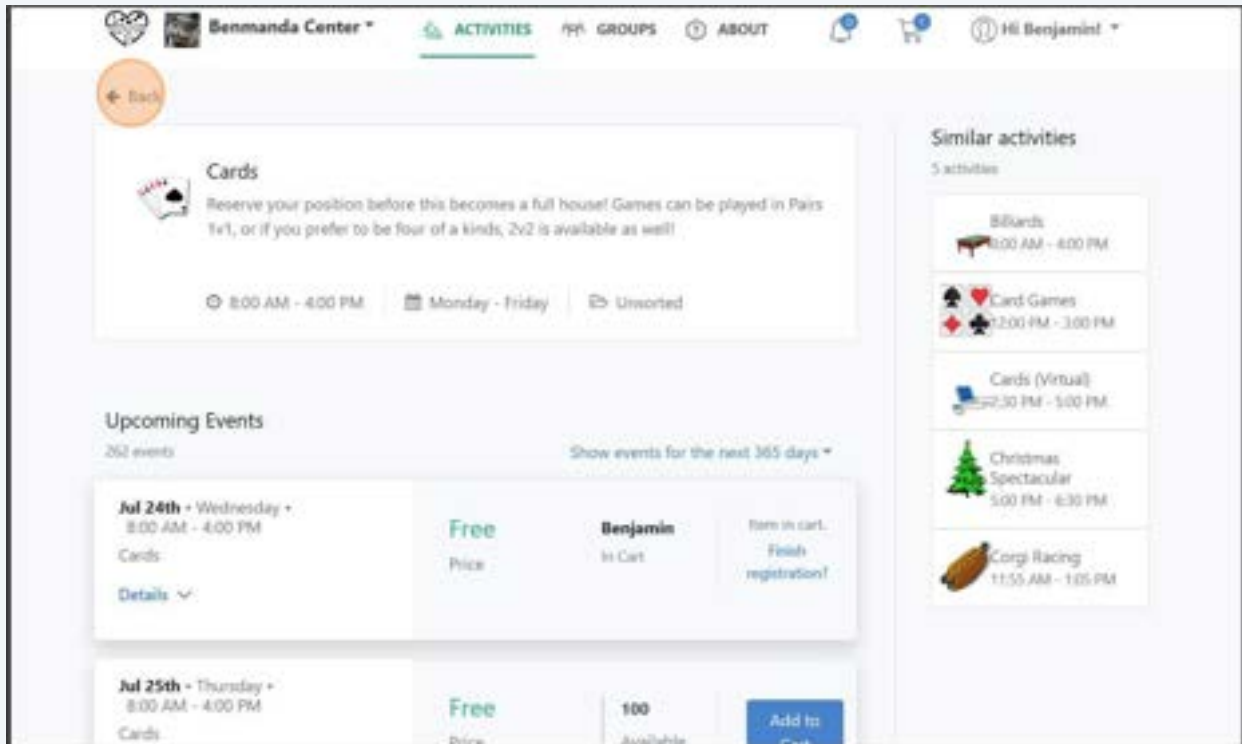
This will open the cart-preview window where you can view what you've added along with anything else that you've previously added to your cart. Clicking anywhere outside of this cart preview will minimize the window so that you may continue shopping.



Anything in your cart will be reserved for you for a couple hours. Shop leisurely :)

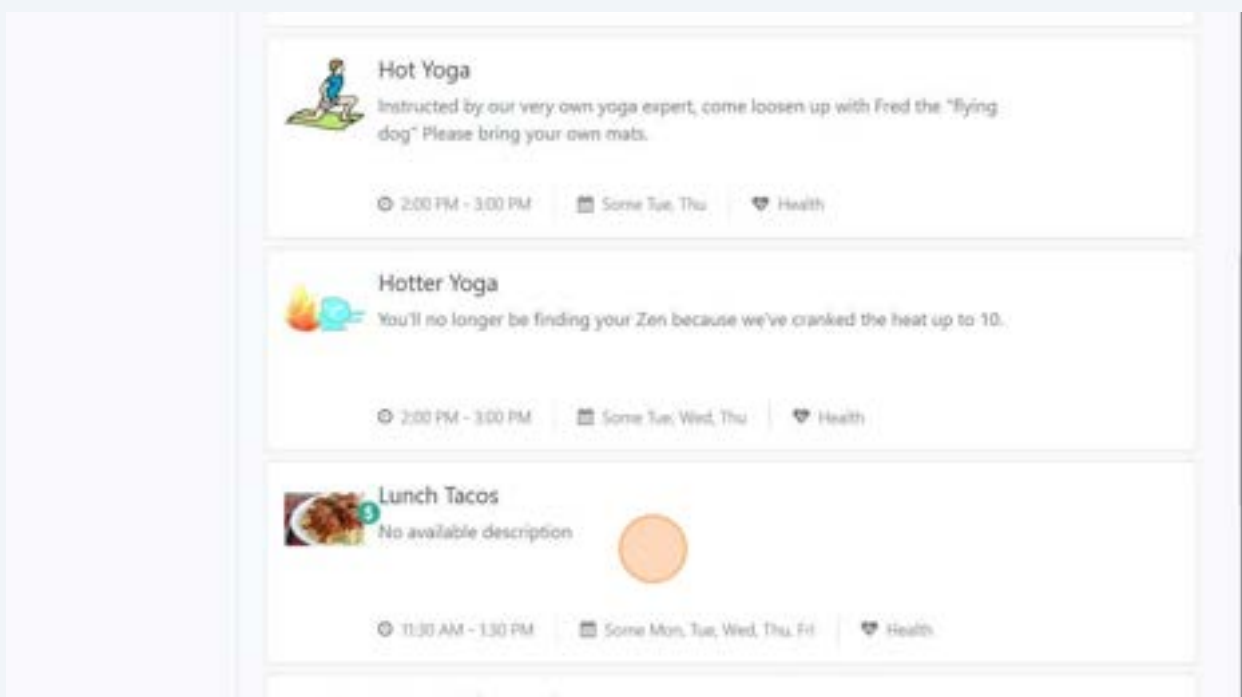
8

Click the **Back** button to go back to your center's Activity list.
(Alternatively, you may click the **Activities** button at the top of the page for the same effect.)



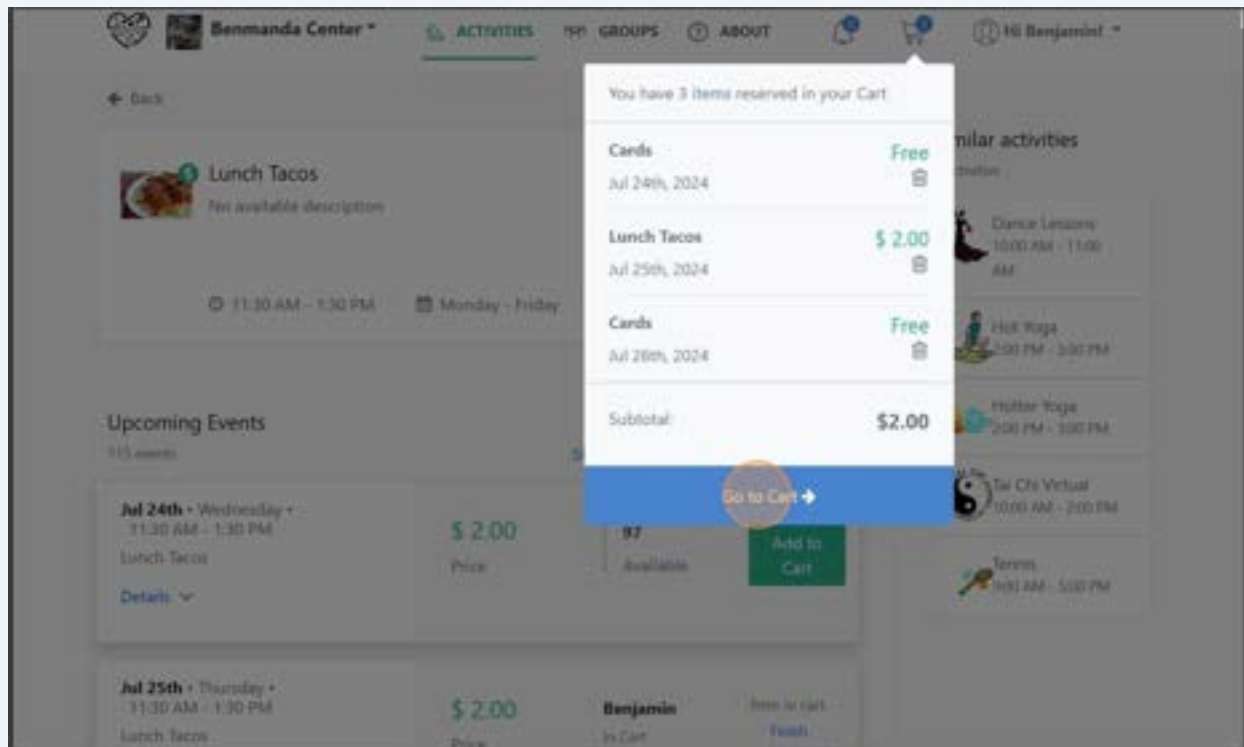
9

Find and select any other activities you're interested in to see their schedule.



10

Continue adding activities to your cart until you're ready to checkout. Choose the **Go to Cart** button.



- 11 If the cart preview isn't already open and you wish to navigate to your cart, you may open the cart-preview at any time by clicking the little **Cart** icon in the upper right.

The screenshot shows the Benmanda Center website. The header includes a heart icon, the Benmanda Center logo, and navigation links: ACTIVITIES, GROUPS, ABOUT, a notification bell, a shopping cart icon, and a user profile 'Hi Benjamin!'. The main content area features a 'Cards' activity card with a card icon, the title 'Cards', and a description: 'Reserve your position before this becomes a full house! Games can be played in Pairs 1v1, or if you prefer to be four of a kinds, 2v2 is available as well!'. Below the description are details: '8:00 AM - 4:00 PM', 'Monday - Friday', and 'Unsorted'. To the right is a 'Similar activities' sidebar with 5 activities: Billiards (8:00 AM - 4:00 PM), Card Games (12:00 PM - 3:00 PM), Cards (Virtual) (3:30 PM - 5:00 PM), Christmas Spectacular (5:00 PM - 6:30 PM), and Corgi Racing (11:55 AM - 1:05 PM). Below the main card is an 'Upcoming Events' section showing 262 events and a 'Show events for the next 365 days' link. A specific event for 'Jul 24th • Wednesday • 8:00 AM - 4:00 PM' is highlighted, showing 'Cards' as the activity, 'Free' as the price, 'Benjamin' as the user, and 'Items in cart. Finish registration?' as the status.

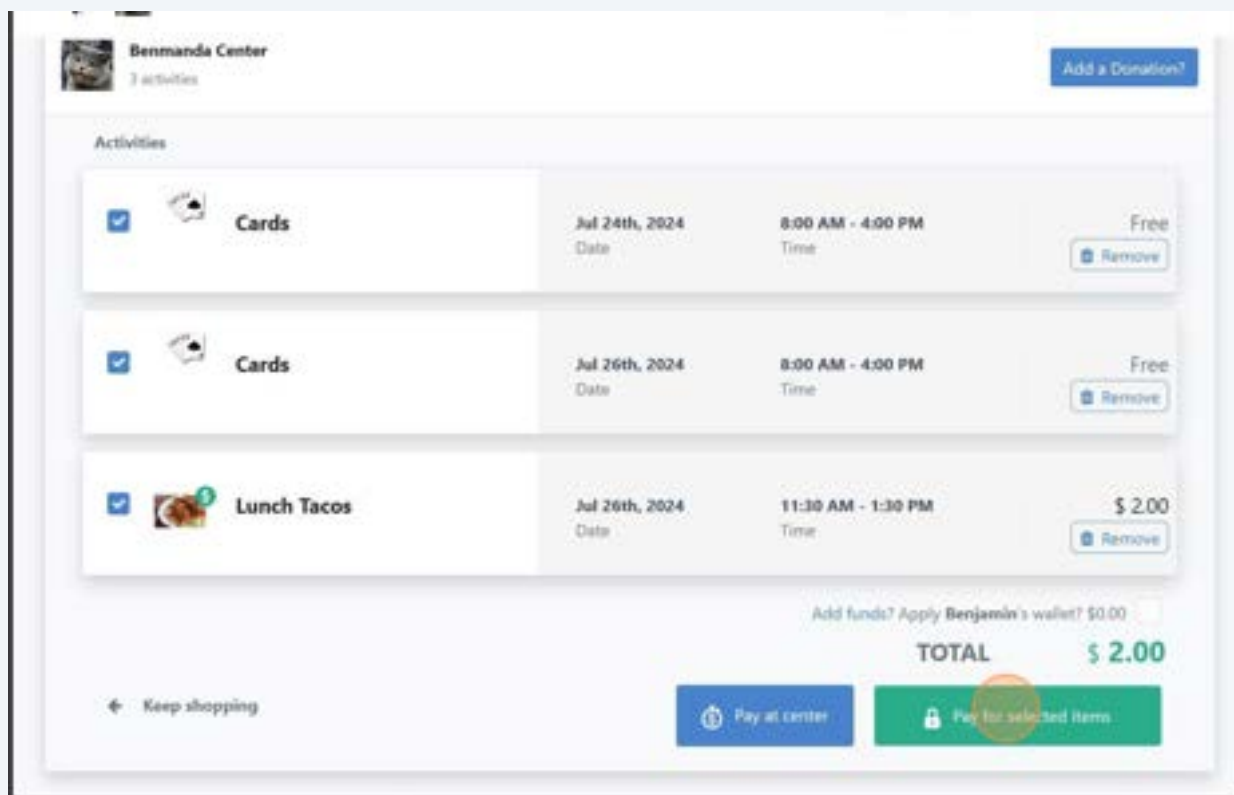
- 12 In your cart you'll see everything you've recently added.

The screenshot shows the 'My cart' page on the Benmanda Center website. The header is the same as the previous screenshot. The main content area is titled 'My cart' and shows '3 items from 1 carters'. There is a 'Clear cart' button. Below the title is a section for 'Benmanda Center' with '3 activities' and an 'Add a Donation?' button. The 'Activities' section lists the items in the cart:

Activity	Date	Time	Price	Action
<input checked="" type="checkbox"/> Cards	Jul 24th, 2024	8:00 AM - 4:00 PM	Free	Remove
<input checked="" type="checkbox"/> Cards	Jul 26th, 2024	8:00 AM - 4:00 PM	Free	Remove
<input checked="" type="checkbox"/> Lunch Tacos	Jul 25th, 2024	11:30 AM - 1:30 PM	\$ 2.00	Remove

13

Since I have several items in my cart, I'll need to scroll down to find and select the **Pay for selected items** button.



Note: If none of your activities have a cost, the pay button will instead read as "Register for selected activities". Choosing it will immediately register you!

- 14 Fill in your credit card information and then choose **Pay**.

The screenshot shows a mobile application interface for 'Benmunda Center'. At the top, there is a navigation bar with icons for a heart, a person, and tabs for 'ACTIVITIES', 'GROUPS', and 'ABOUT'. Below this is a 'My cart' section with a 'Clear cart' button. The main content area displays a list of items in the cart, including 'Card', 'Card', and 'Lunch Tacos'. A 'Payment Info' modal is open in the center, featuring three input fields: 'Card number', 'Expiration Date', and 'CVV (3 or 4 digit code)'. At the bottom of the modal are 'Cancel' and 'Pay' buttons. A green circle highlights the 'Pay' button. The background is dimmed to show the cart items and their prices.

Item	Date	Time	Price
Card			Free
Card			Free
Lunch Tacos	Jul 25th, 2024	11:30 AM - 1:30 PM	\$ 2.00

15

Success! This is your Receipt page. You are now registered to everything in your cart. You can click **View Schedule** to see everything upcoming that you've signed up for, or **Continue Browsing** to go back to your center's activities. We'll select View Schedule.

Thank you for using MyActiveCenter

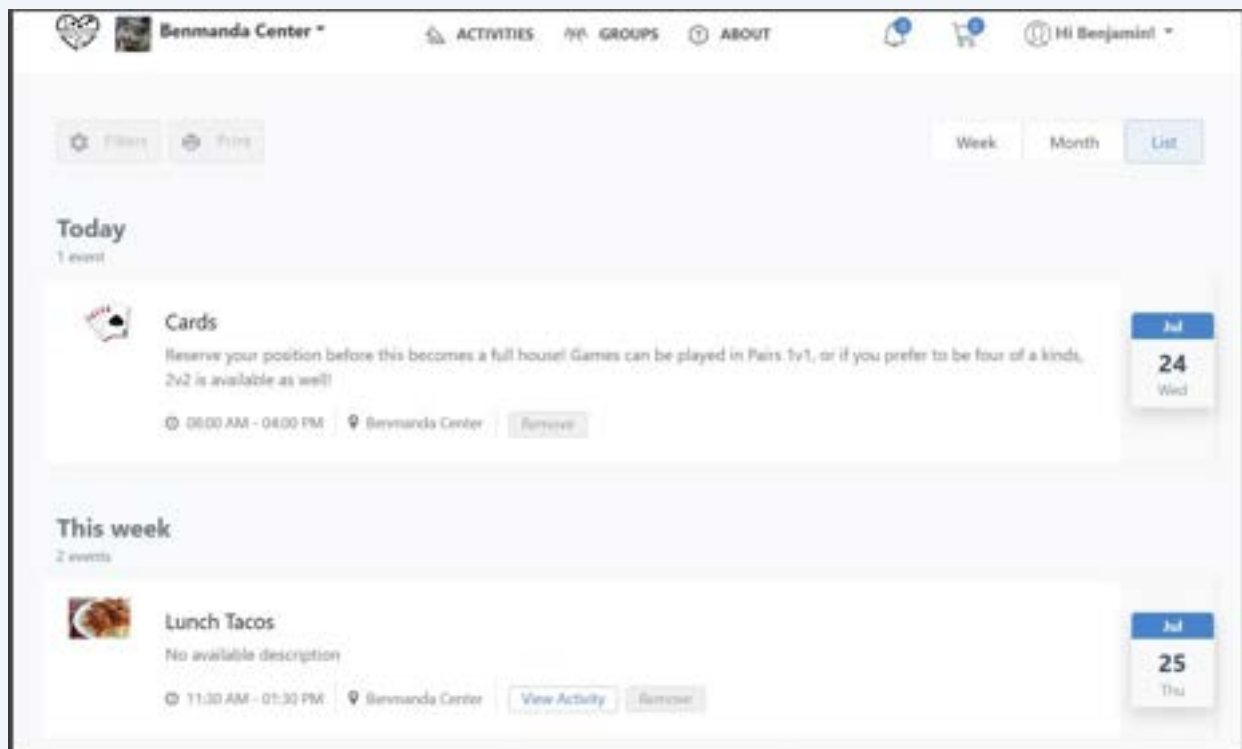
Thank you for your payment! Jul 24th, 2024 at 3:45 PM
for Bernanda Center


ITEM	AMOUNT
Cards Jul 24th, 2024 at 8:00 AM	Free
Cards Jul 26th, 2024 at 8:00 AM	Free
Lunch Tacos Jul 26th, 2024 at 11:30 AM	\$ 2

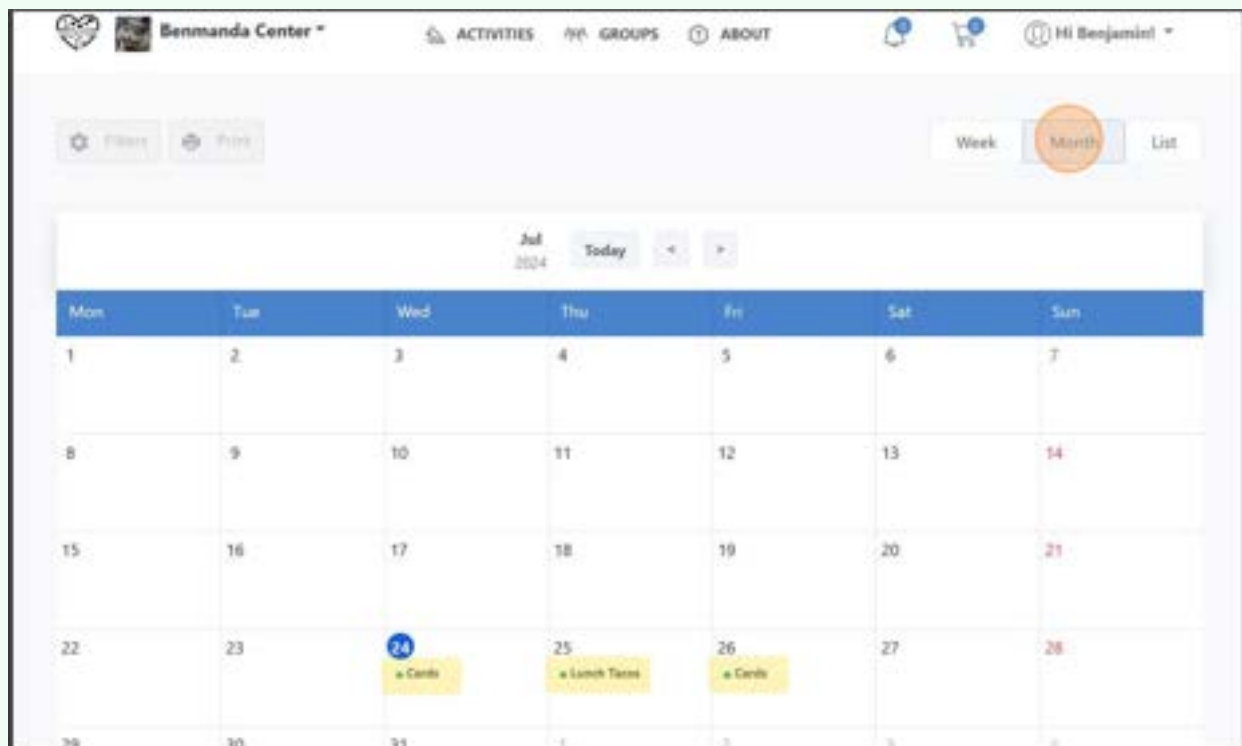
SUBTOTAL \$2.00
TAX \$0
TOTAL PAID \$2.00

[Continue browsing](#) [Print Receipt](#) [View schedule](#)

16 This will bring you to a list-style-view of all your upcoming activities.



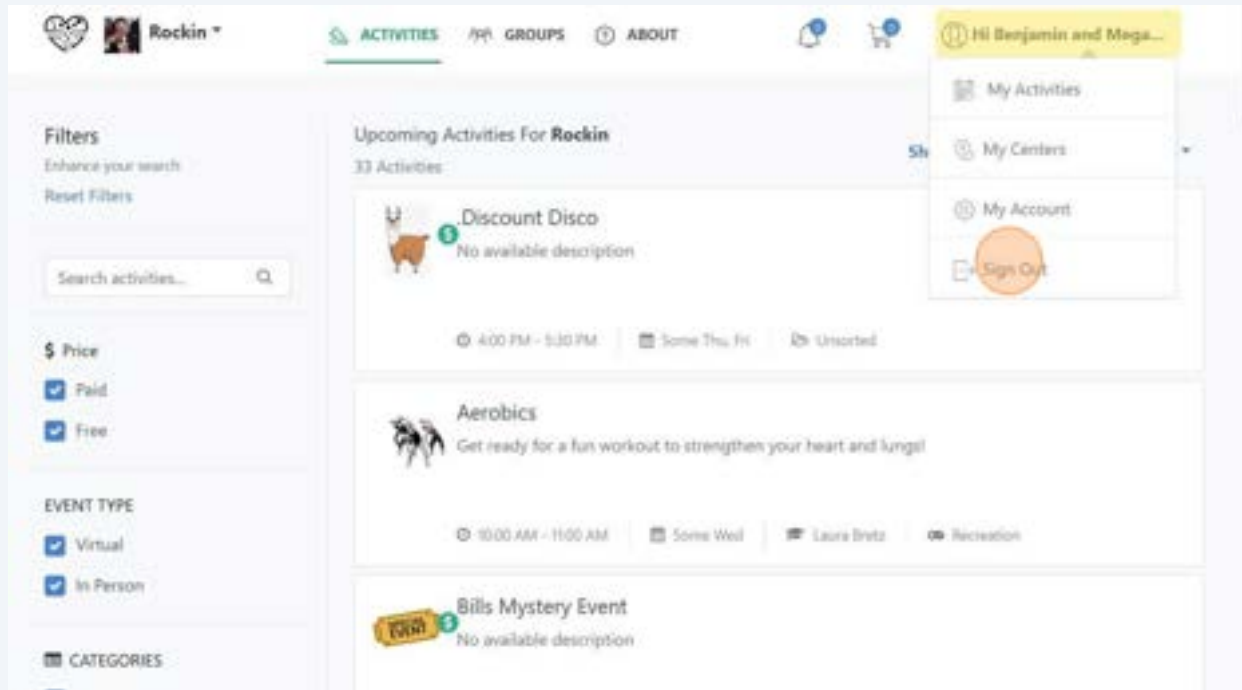
 You may view your upcoming activities in other formats, such as a monthly calendar view.



Signing Out and In

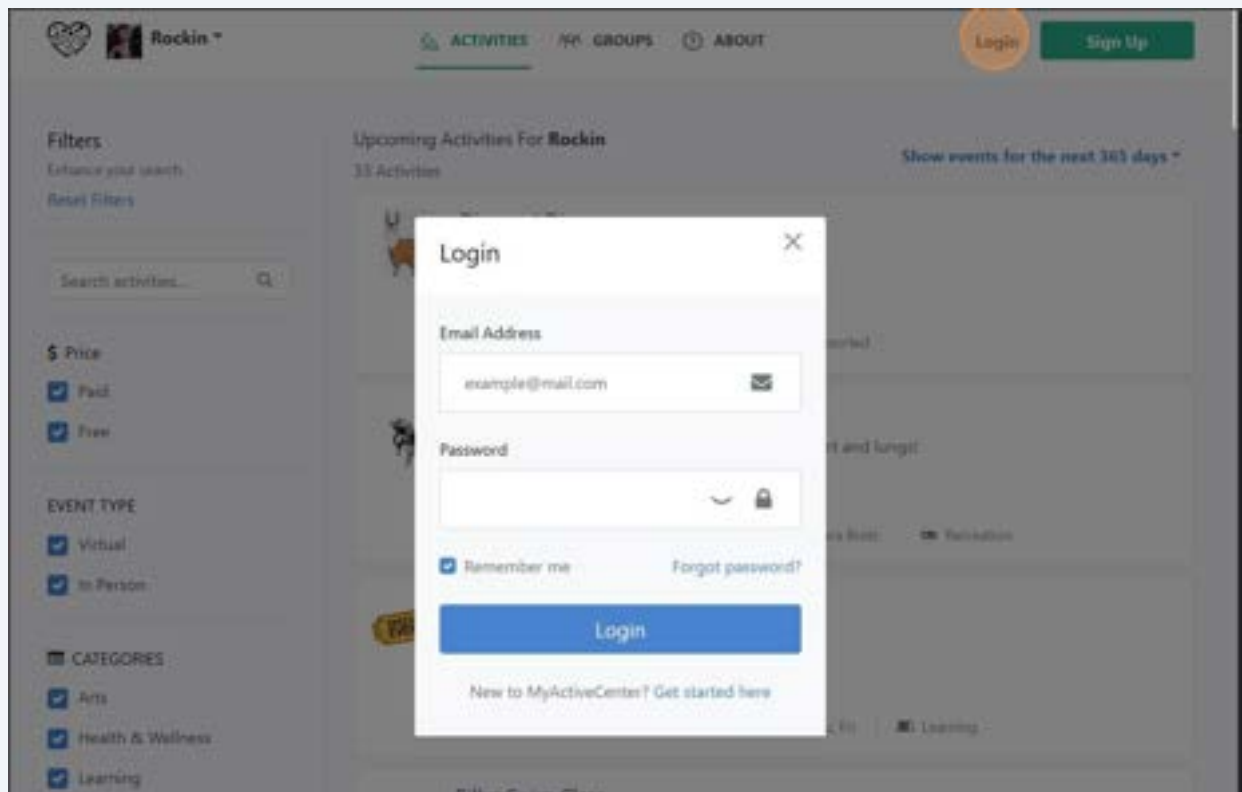
18

Signing Out: Normally you don't need to bother to sign out. The only times you may want to do this is if you're on a public device (such as those at the library or at your center). If you do need to signout, you may do so by clicking your **Hi (name)** in the upper right and choosing **Sign Out**.



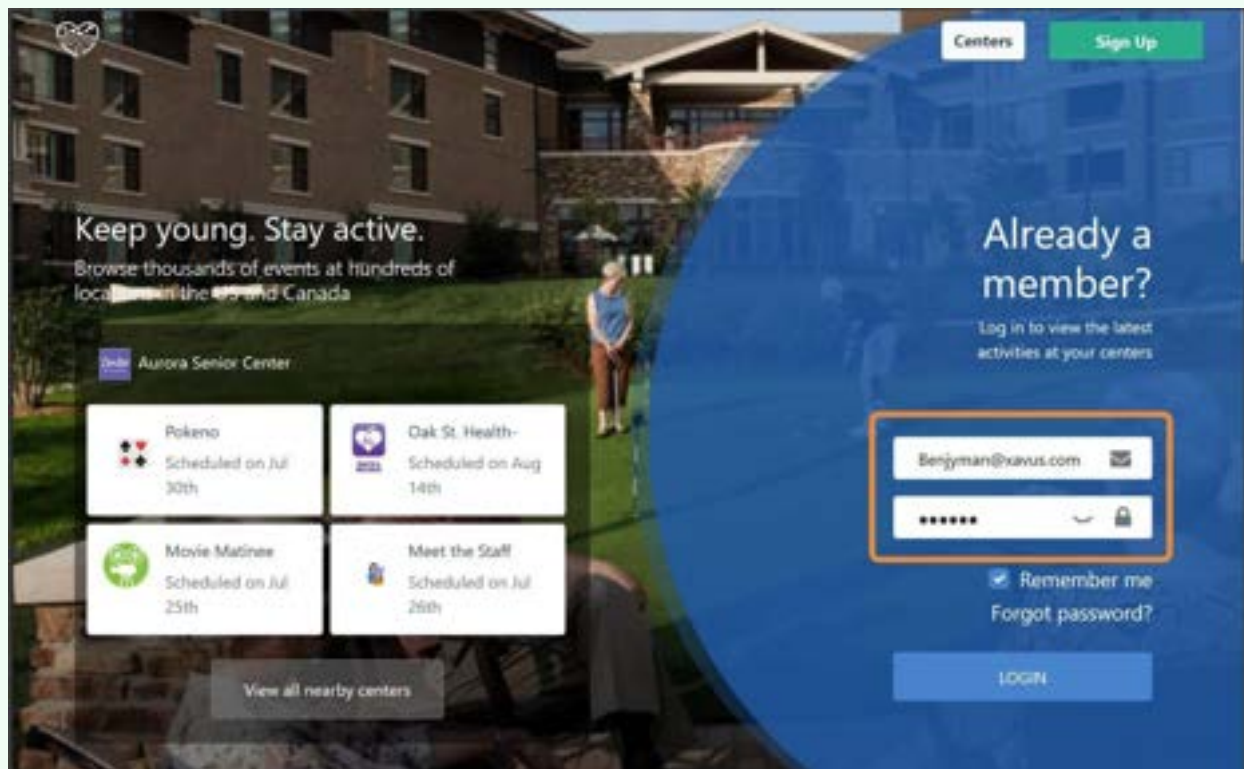
19

Logging in: If you need to login, you may do so from the **Login** button in the top right. Clicking Login will open a new window where you can enter in your email and password.





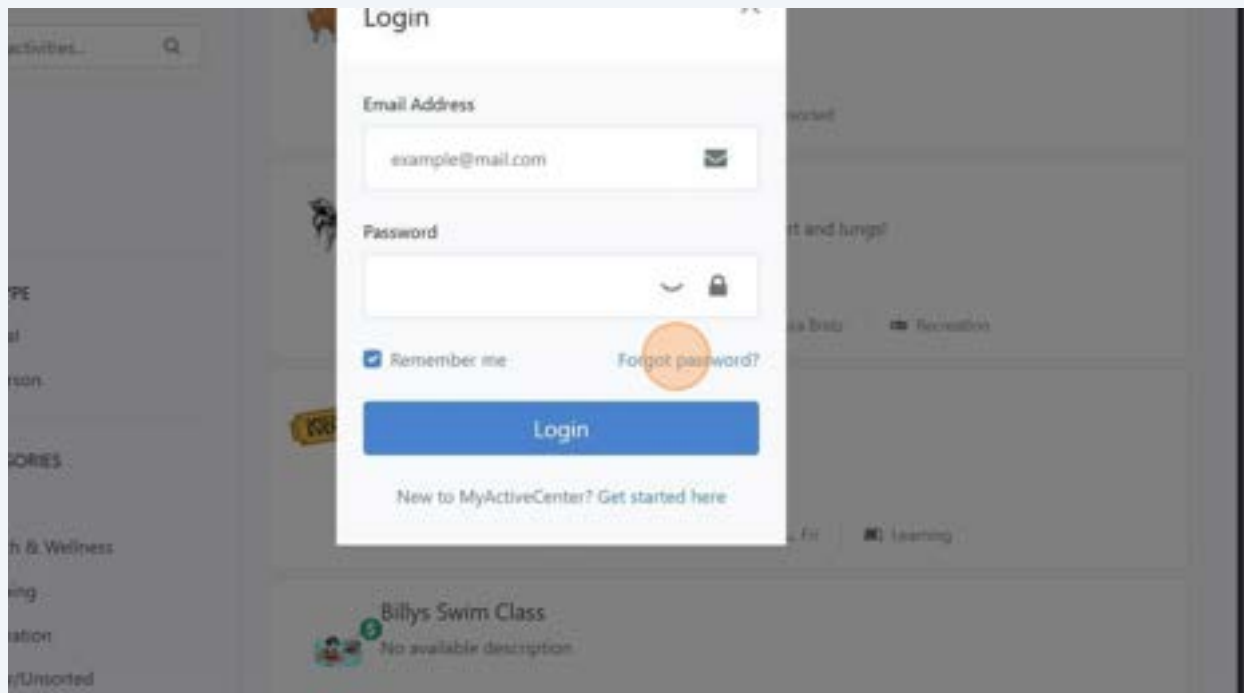
Note: If you're on the homepage, the login fields will be on the right hand side.



Password Reset

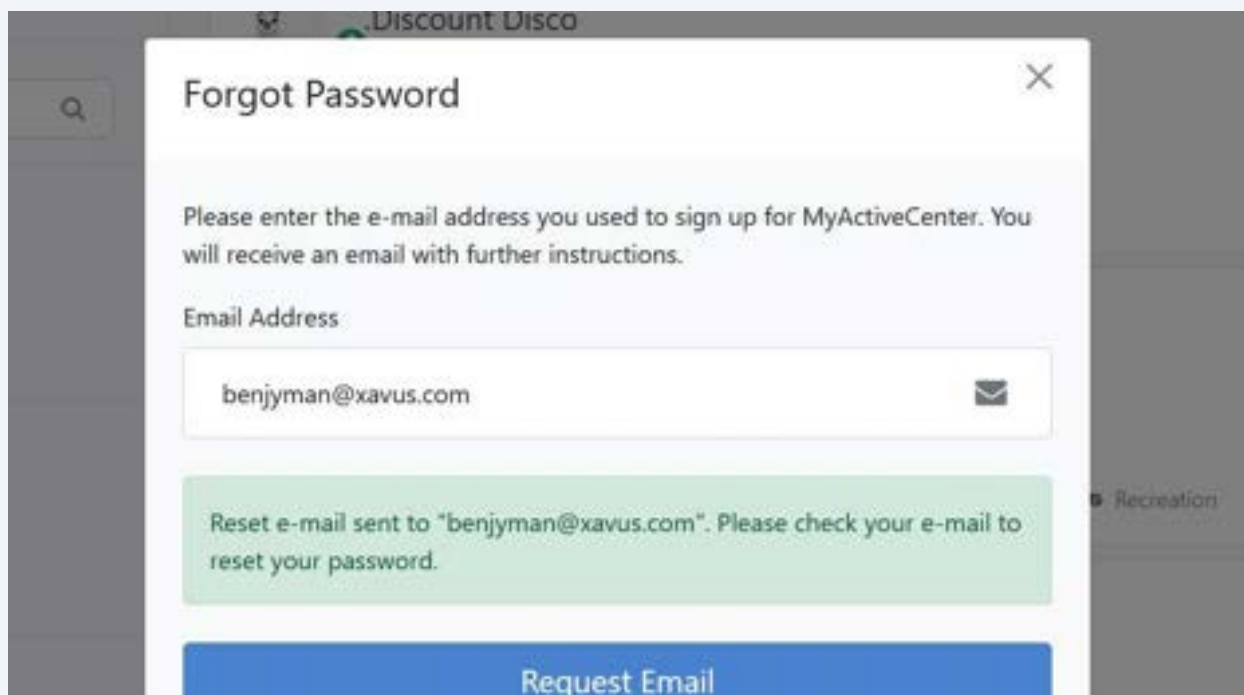
20

Password Reset: If you've forgotten your password or it's otherwise not working to log you in, you may reset your password using the **Forgot Password** button. This is found by the Login fields as discussed above.



21

Once you've clicked the Forgot Password, you'll be able to enter in the email address for your account. As long as we find an account, we'll send that email address an email containing instructions for resetting your password. Remember to give it a few minutes and check your Spam/Junk!



22

Login to your email account and look for the email from MyActiveCenter. Within it, you can click the **Reset Password** button to continue.



Please select the below button to
choose your new password for your
MyActiveCenter account!

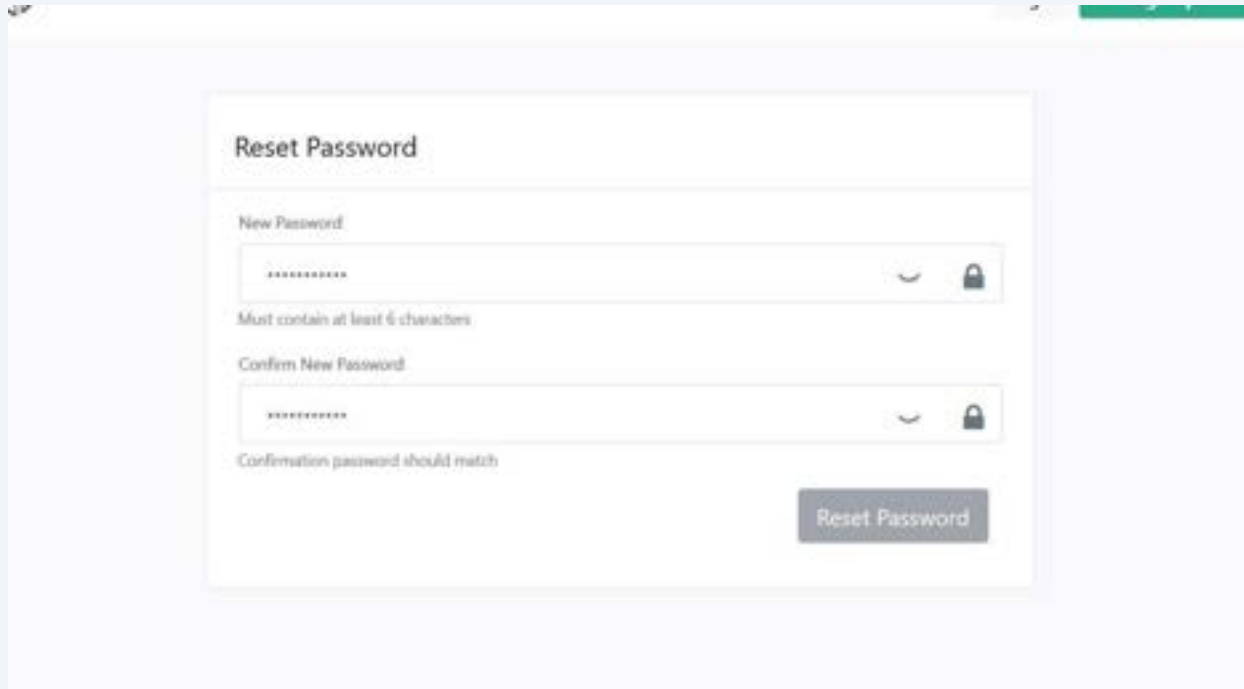


If you no longer need to reset your password,
you may ignore this email.

23

Clicking that Reset Password option will bring you back to MyActiveCenter where you may enter in your new desired password, and then enter it again within the Confirm New Password field. Your password must be 6 characters or longer, and you may click the little eyelash icon to reveal what you've typed.

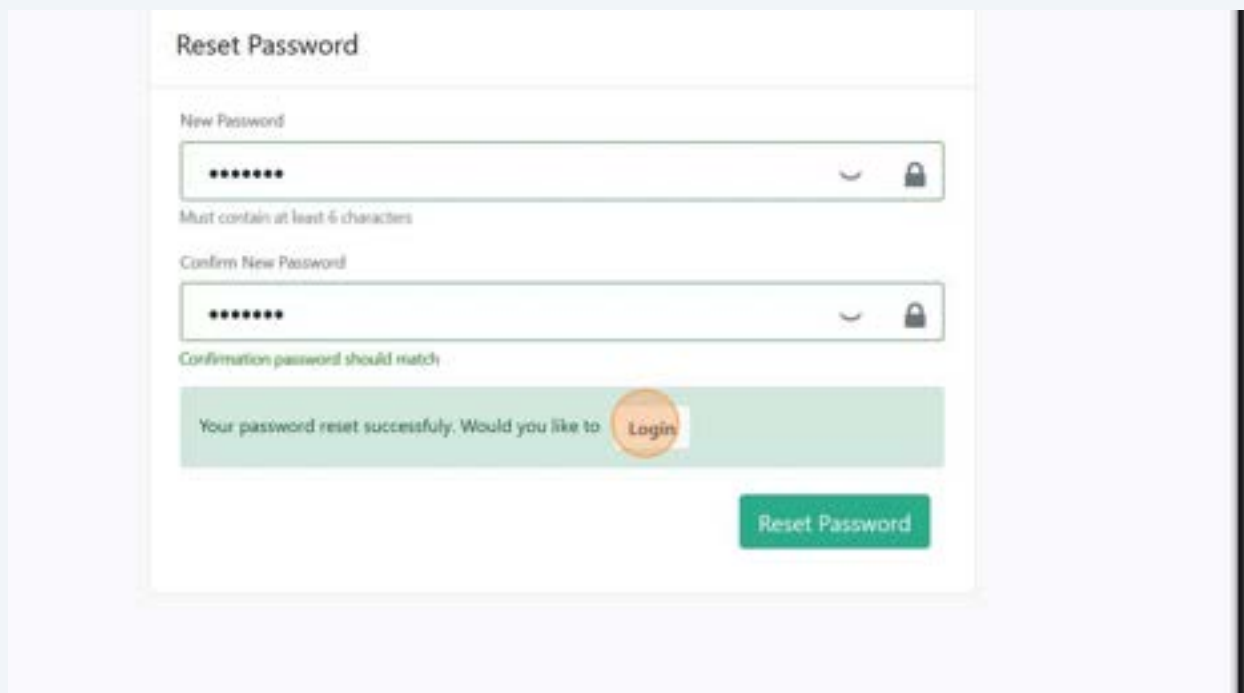
Enter your new password and then choose **Reset Password**



The screenshot shows a web form titled "Reset Password". It contains two input fields: "New Password" and "Confirm New Password". Both fields are currently filled with seven asterisks. To the right of each field is a small "eyelash" icon for toggling password visibility and a lock icon. Below the "New Password" field, a message reads "Must contain at least 6 characters". Below the "Confirm New Password" field, a message reads "Confirmation password should match". A "Reset Password" button is located at the bottom right of the form.

24

Success! You may now click **Login** to login with your new password.

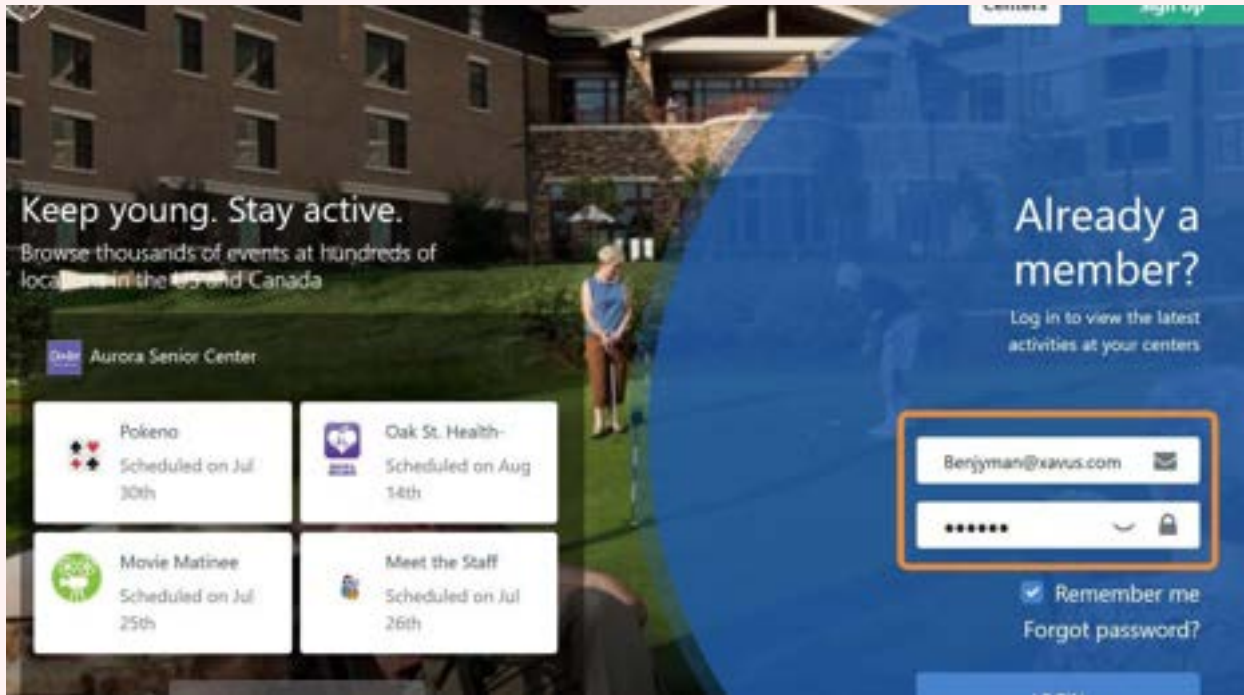


This screenshot shows the same "Reset Password" form, but with a success message displayed in a green box: "Your password reset successfully. Would you like to". To the right of this message is a circular "Login" button. The "Reset Password" button at the bottom right is now green. The password fields still contain asterisks.



Congratulations! You now know the basics of MyActiveCenter!

*Remember, for future logins, use your email and password on the homepage to sign in. If you're not at the homepage, a **Login** button will also be available in the top right.*

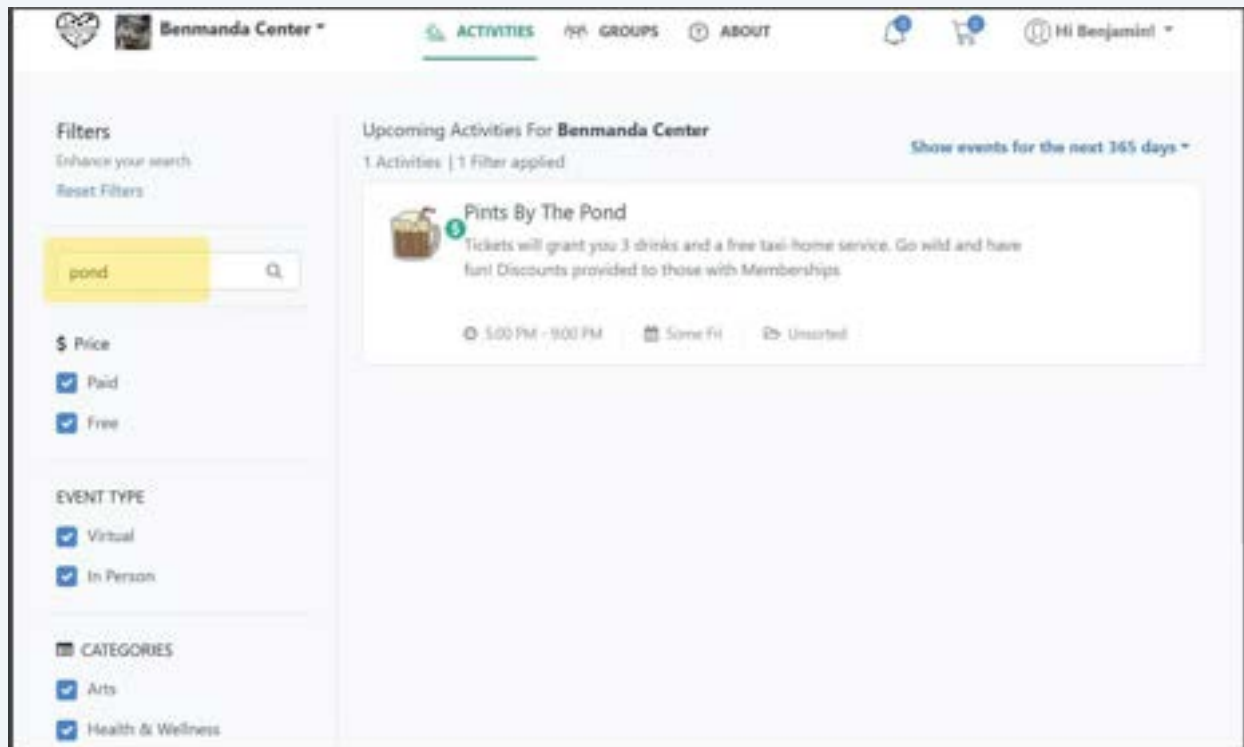


Next we'll talk about additional tools you can use to become a pro at navigating the site, as well as additional features your center *may* be using to manage registrations, offer discounts, allow alternate methods of payment, etc. There's almost no center out there who will use all of these tools simultaneously, so if you don't see a particular option when browsing your center, don't sweat it :)

Activity Navigation Tools

25

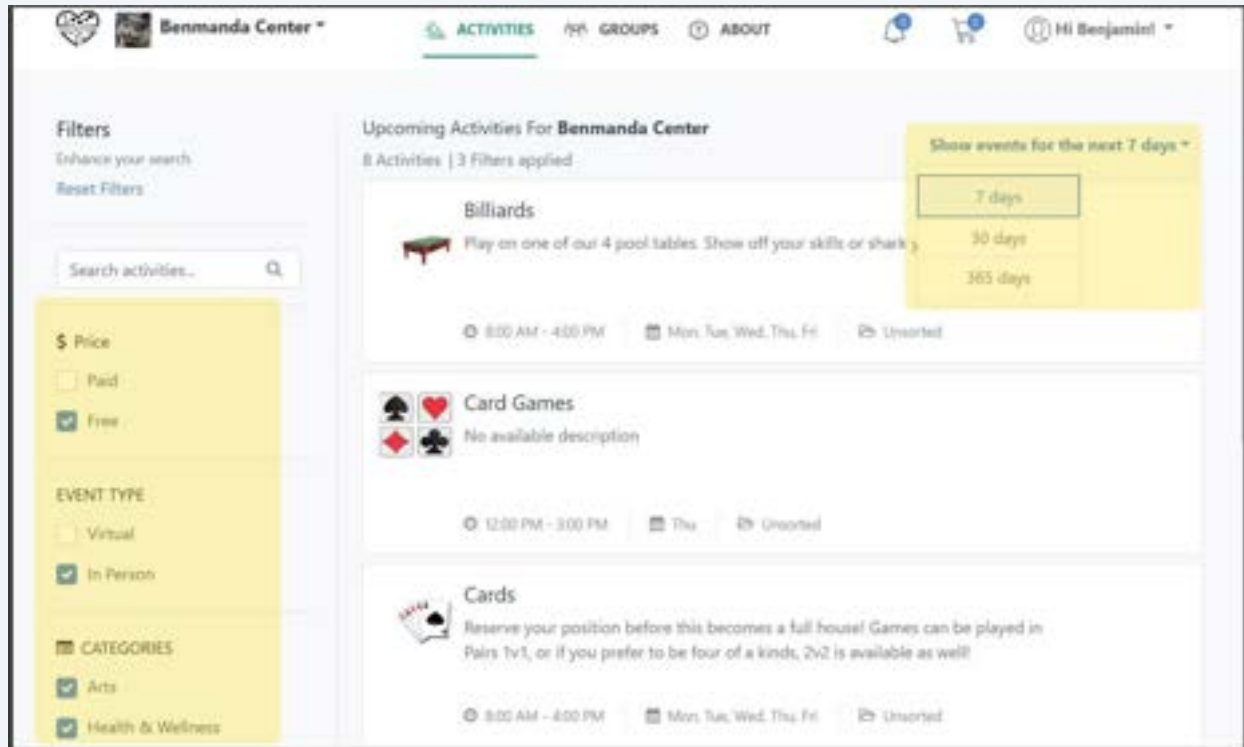
Searching: You may use the Searchbar on the activities page to quickly find items you're looking for. Results will search as you type!



26

Filtering: There are Filters on the left side which can be used to narrow down the activities which are displayed. Perhaps you're not interested in anything with a cost, nor anything that's occurring virtually online. Unchecking those boxes will show you all free and in-person activities!

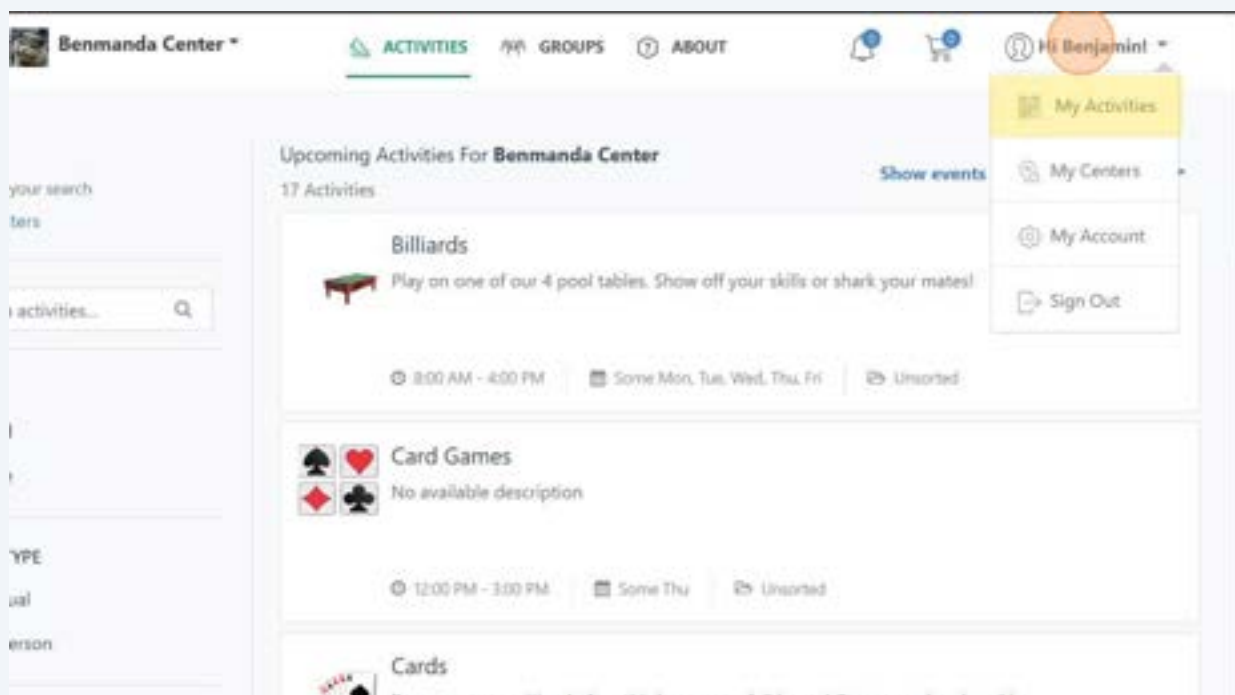
You may also use the "Show events for the next X days" option to look at near-future activities, instead of those which may be occurring months down the line.



My Activities

27

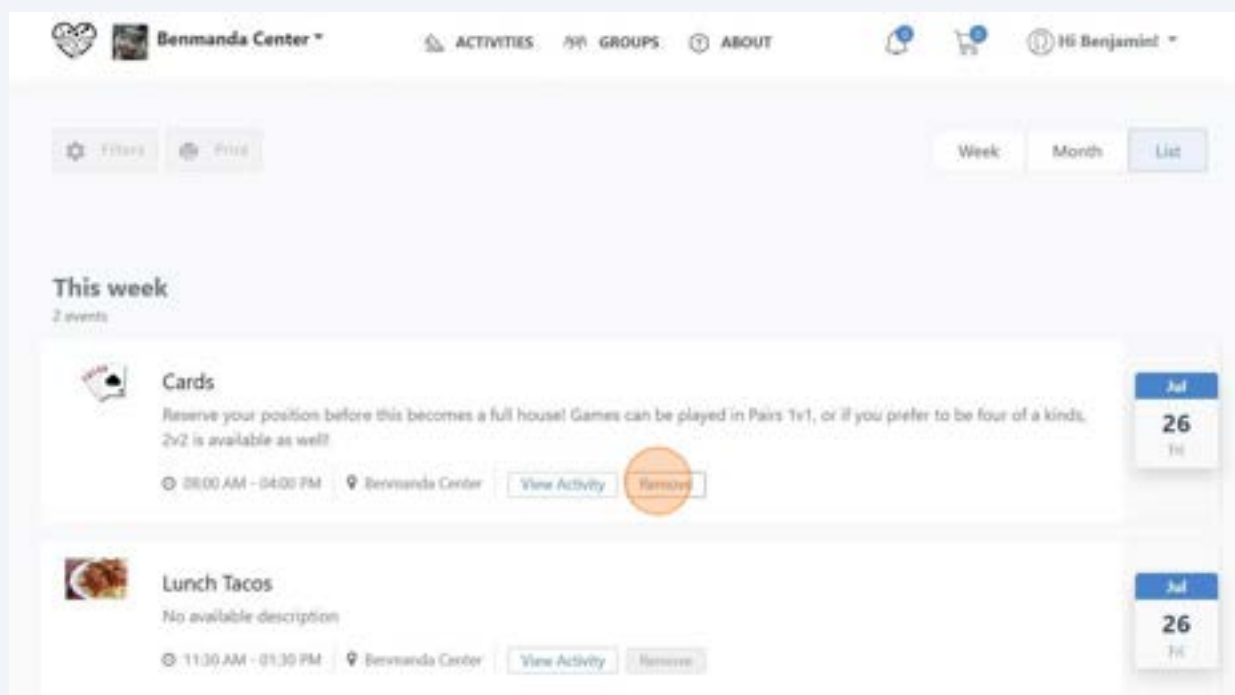
You may view all of your upcoming activities by clicking your **Name** in the upper right and choosing **My Activities**.



28

Your My Activities page can also allow you to unregister to any activity which doesn't have a cost. Simply click the **Remove** button remove yourself from the roster and free-up your position for someone else.

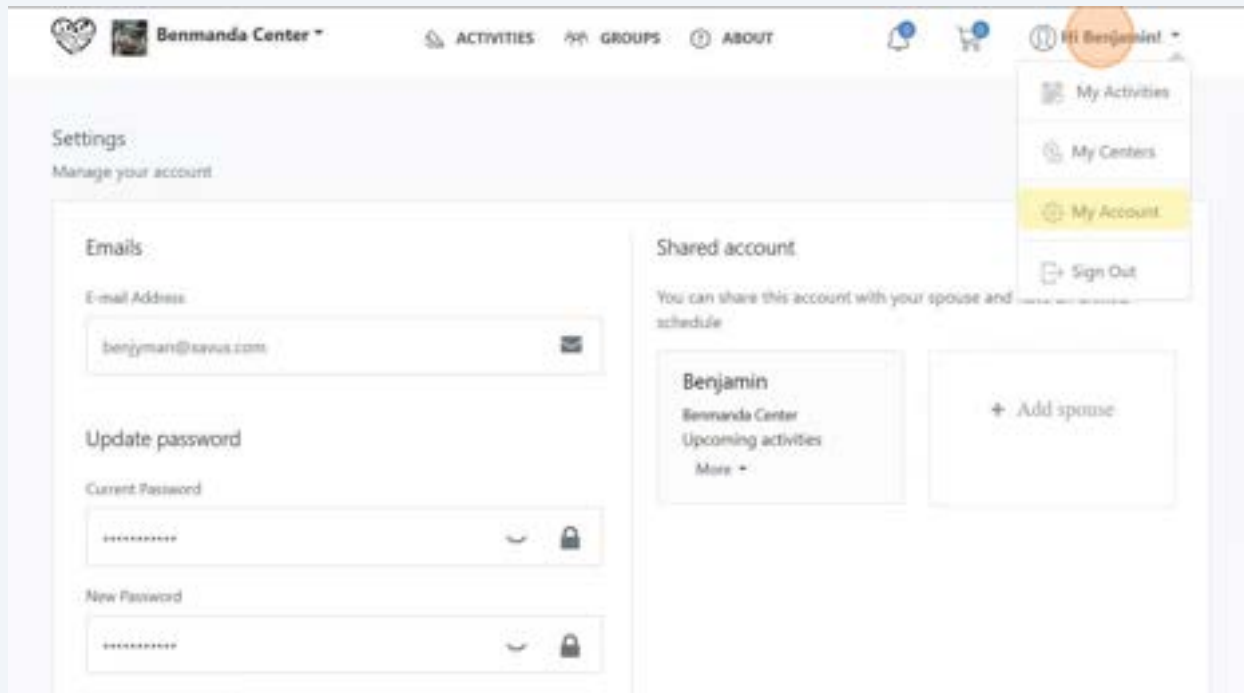
If there's an activity you wish to remove yourself from which you paid for, please contact your center directly to see about their refund policy.



My Account: Account Information & Receipts

29

Navigating to your **My Account** page will let you set and change details about your account. Here you can adjust the email address you use to login with, update your password, or even add a spouse to your account.



30

Further down the page will be all of your receipts for any purchases you've made on MyActiveCenter. You may **View** them if desired.

Confirm New password

••••••••

🔒

Update settings

Payment History

3 transactions

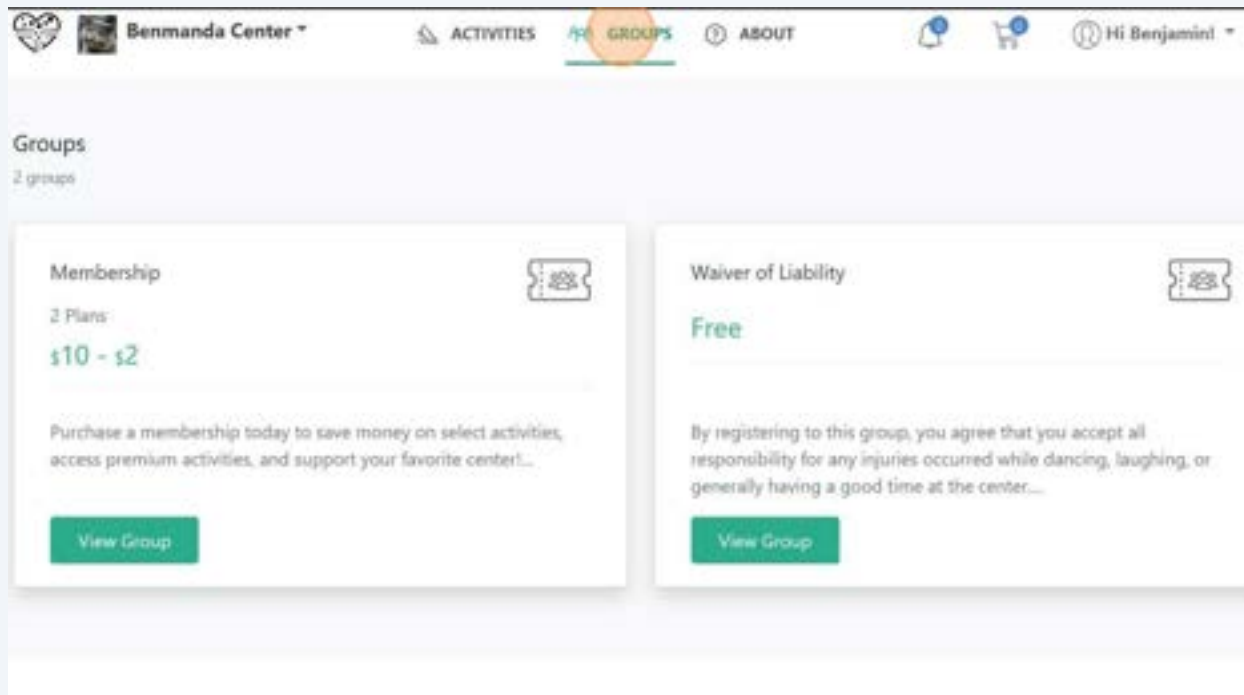
This week

<div><div></div><div>Lunch Tacos</div><div>Jul 24th, 2024</div></div>	<div>\$2.00</div> <div>Price</div>	<div>PAYID-206846460415</div> <div>Transaction ID</div>	<div>View</div>
<div><div></div><div>Donation</div><div>Jul 24th, 2024</div></div>	<div>\$5.00</div> <div>Price</div>	<div>PAYID-206859360396</div> <div>Transaction ID</div>	<div>View</div>
<div><div></div><div>Lunch Tacos</div><div>Jul 24th, 2024</div></div>	<div>\$2.00</div> <div>Price</div>	<div>PAYID-206801459382</div> <div>Transaction ID</div>	<div>View</div>

Group Memberships

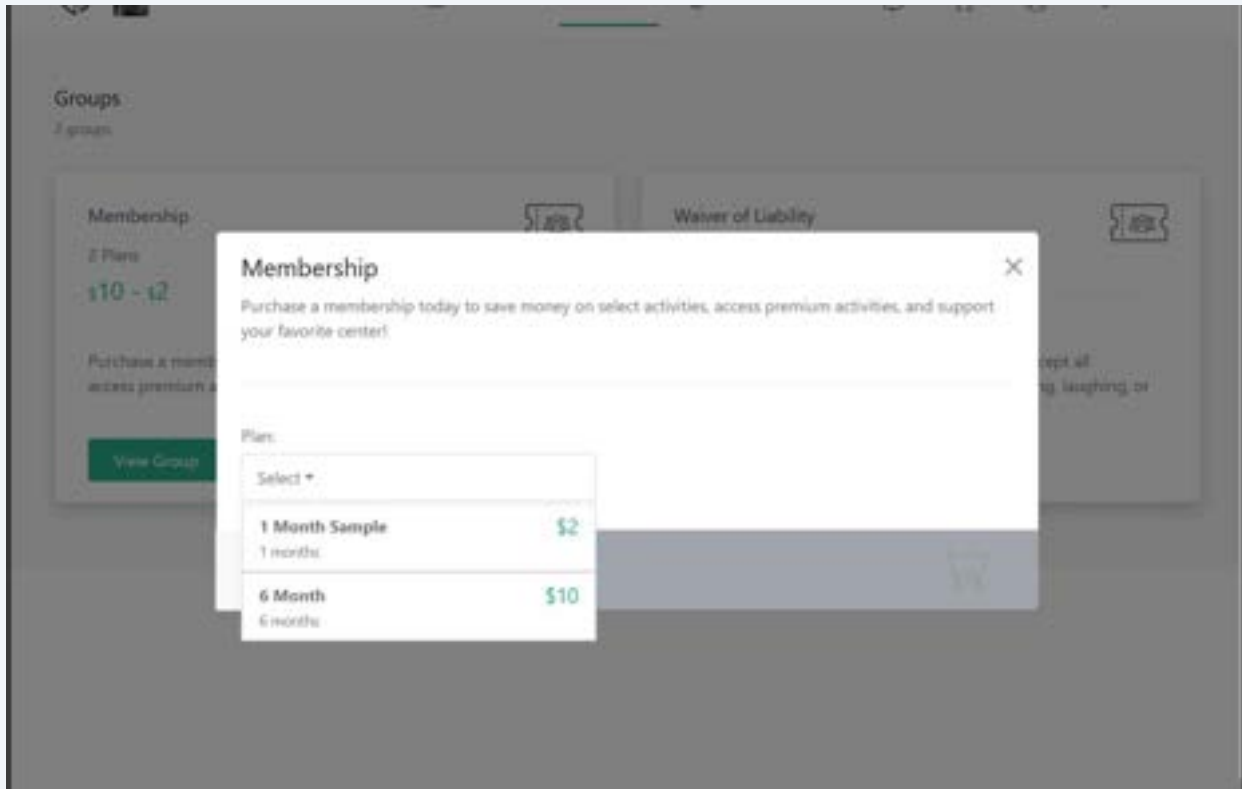
31

Your center may have group memberships, passes, waivers, or other similar items to sign up for under the Groups tab. Acquiring membership to these may be something that's outright required in order to register, may provide access to certain premium activities, may offer discounts to certain activities, or other benefits (this varies greatly depending on your center operates).



32

If there are Groups available, clicking **View Group** will let you see additional details as well as any plans and costs associated with it. You may add it to your cart and check out the same as you do with activities.



33

Activities will inform you if there are potential discounts you could receive by having a membership to a group(s). Clicking the **Details & Discounts** option will expand the activity to show more information. Then click the **Show Discounts** option to see every group that could offer a discount, and what the price of that activity would be if you had membership to that group. You may select the **Acquire Group** button to navigate to the groups page and purchase membership.

The screenshot shows the 'Rockin' app interface. At the top, there's a navigation bar with 'ACTIVITIES', 'GROUPS', and 'ABOUT'. The main section is titled 'Upcoming Events' and shows a list of events. The first event is 'Jul 30th • Tuesday • 3:05 AM - 6:35 PM' for 'MAC - Group Discount'. It has a price of '\$ 3.00' and 25 available spots. A 'Details & Discounts' link is highlighted with an orange circle. Below this, a message states: 'This is a two dolla event but is only one dolla for those in the Mac - Renewal Group. Gotta pay to play, son.' A 'Show discounts' link is also present. A table shows the discount details:

DISCOUNT GROUP	EVENT PRICE	MEMBER
Regular price	\$3	-
MAC - Renewal	\$2.00	Acquire group

Below the table, another event is partially visible: 'Aug 1st • Thursday • 3:05 AM - 6:35 PM' for 'MAC - Group Discount' with a price of '\$ 3.00' and 25 available spots.

34

If you already have membership to the group or sign up to the membership and then come back to the activity, you'll see your new reduced price, and the Show Discounts section will inform you that you already have membership to the group.

The screenshot shows the 'Upcoming Events' section of a website. It lists two events for the 'MAC - Group Discount'. The first event is on 'Jul 30th • Tuesday • 3:05 AM - 6:35 PM' with a price of '\$ 2.00' and 25 available spots. The second event is on 'Aug 1st • Thursday • 3:05 AM - 6:35 PM' with the same price and availability. A 'Show discounts' section is visible, showing a table with columns 'DISCOUNT GROUP', 'EVENT PRICE', and 'MEMBER'. The table lists 'Regular price' at \$3 and 'MAC - Renewal' at \$2.00, with the member 'Ben james man' and a status of 'Already Acquired'.

DISCOUNT GROUP	EVENT PRICE	MEMBER
Regular price	\$3	-
MAC - Renewal	\$2.00	Ben james man

35

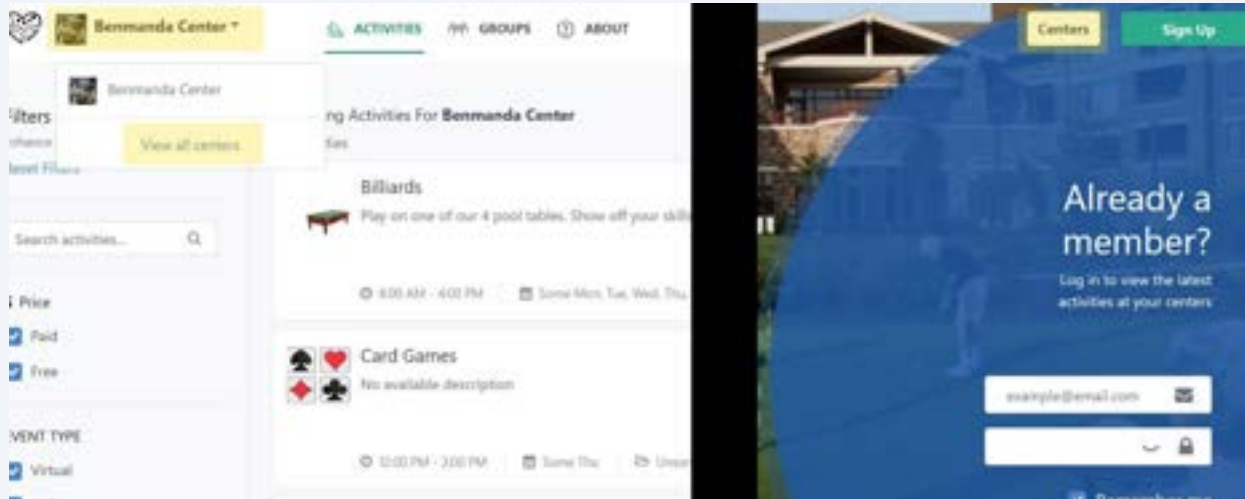
Discounts will always apply automatically if you have an up-to-date and valid membership to the group that provided the discount.

The screenshot shows the checkout page. It displays the user's profile 'Rockin' with 1 activity. The 'Activities' section shows the 'MAC - Group Discount' with a date of 'Jul 30th, 2024' and a time of '3:05 AM - 6:35 PM'. The price is '\$ 2.00'. Below this, there is a section for 'Add funds? Apply Ben james man's wallet? \$1.00'. The 'TOTAL' is '\$ 2.00'. At the bottom, there are two buttons: 'Pay at center' and 'Pay for selected items'.

Viewing Additional Centers

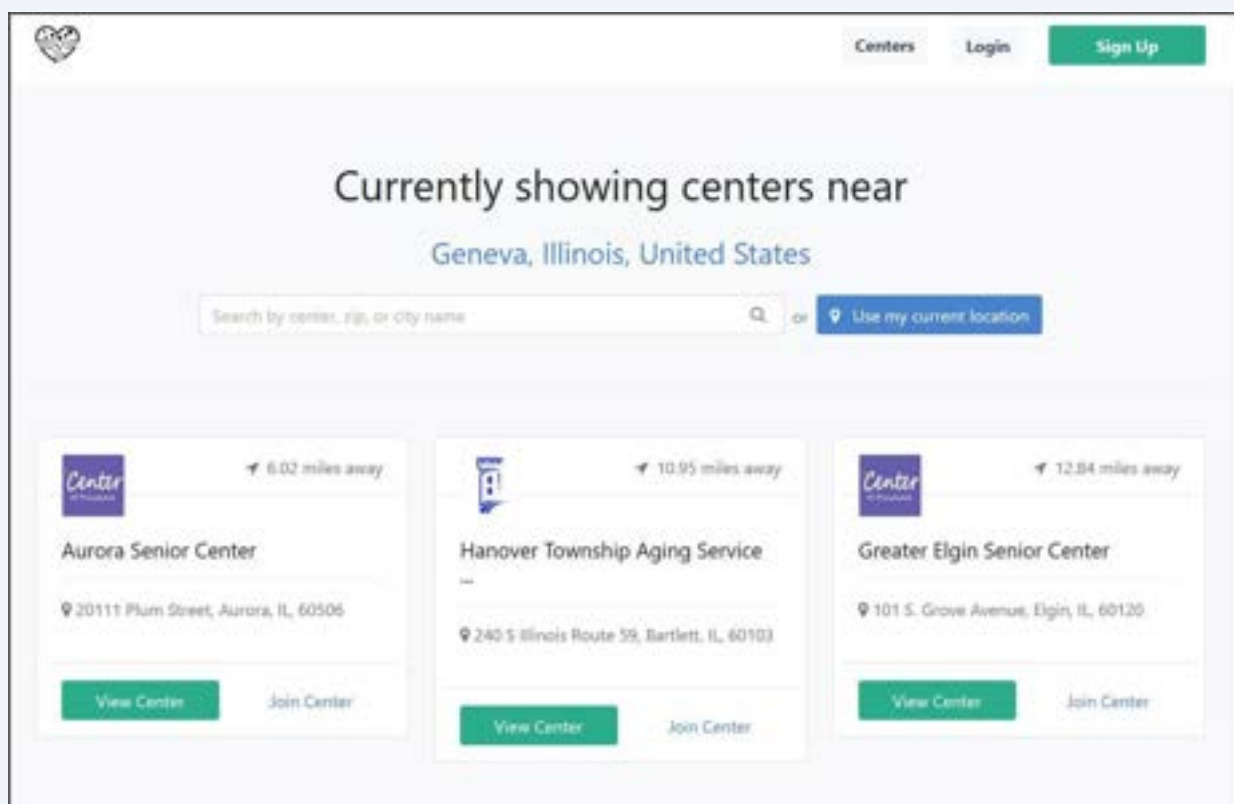
36

You can view any center listed on MyActiveCenter at anytime. If you're logged in or already viewing a center, simply click the center's name in the upper left and then click **View all centers**. If logged out, the homepage will have a **Centers** button.



37

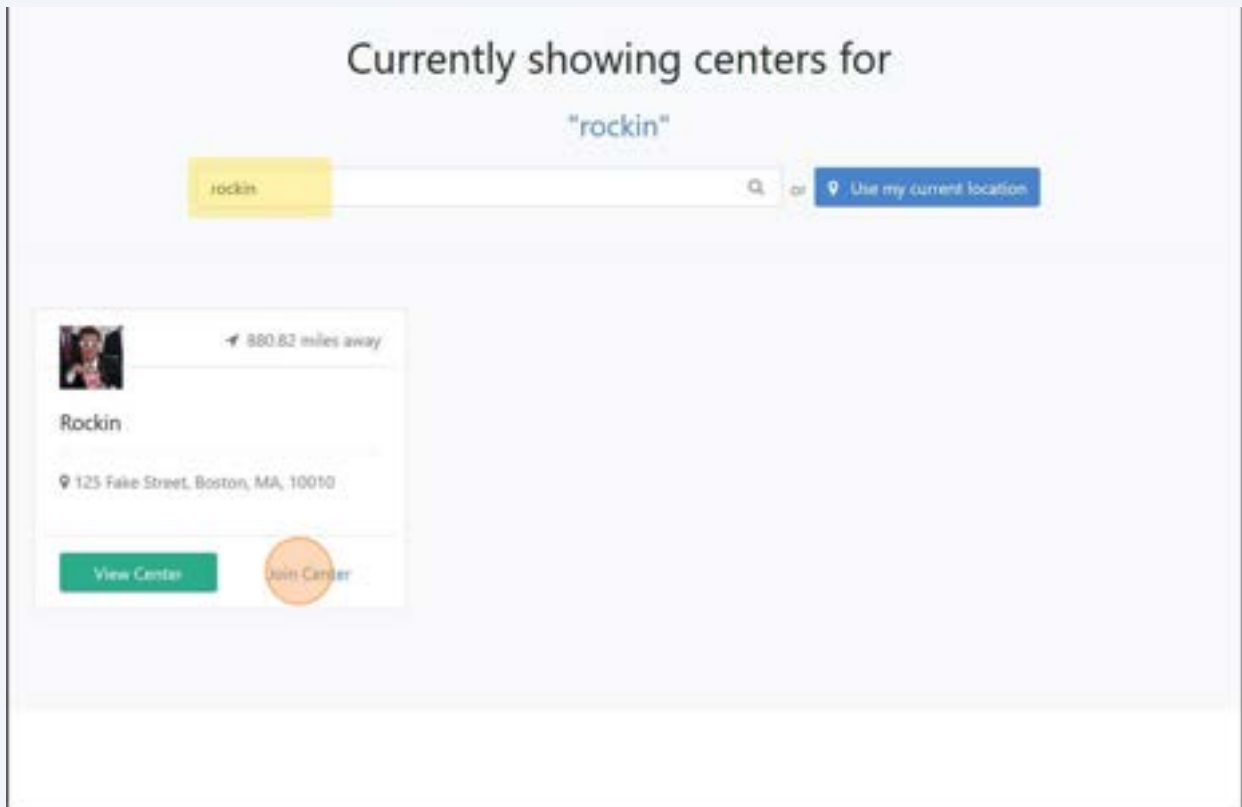
The Centers page will list centers based on your rough proximity, but you may use the search to look for specific centers. Clicking **View Center** will bring you to that center's Activity page. If you wish to join a center, you may click the **Join Center** button to add it to your account (normally you must already have an account with a keytag to join a center, but some may offer the ability to join from scratch!).



Joining Additional Centers

38

Let's add another center to our account. First I'll use the search field to lookup my center. Then, I'll choose **Join Center**.



39

If you've been to the center before, use the regular "I have a key tag" option to fill in your details. Some centers offer the ability for brand new people to join. I've never been to this center before and as such, I do not have a keytag, so I'll select the **I don't have a key tag** option.

40

The "I don't have a key tag" option will open some fields so that you may to tell the center about yourself.

41

Fill in the fields with appropriate information and then choose **Signup** at the bottom.

First name: Benjamin

Last name: Dingles

Gender: Male

Date of birth: 02/16/1955

Mobile phone number: (111)-222-3333

Home Phone Number: (xxx)-xxx-xxxx

Address1: 123 Fake st

Address2 (optional):

Country: United States

State / Province: Illinois

City: Chicago

Zip / Postal Code: 60174

Signup →

42

Success! You're now connected to another center. You may switch between them at any time by clicking your current center in the top left to reveal a drop-down menu containing all the others.

Rockin' * ACTIVITIES GROUPS ABOUT

Filters: Enhance, Reset filter

Search activities...

Price: Paid, Free

EVENT TYPE: Virtual, In Person

CATEGORIES

Activities For Rockin

Show events for the next 365 days

Discount Disco \$3 No available description

4:00 PM - 5:30 PM Some Thu, Fri Unsorted

Aerobics \$3 Get ready for a fun workout to strengthen your heart and lungs!

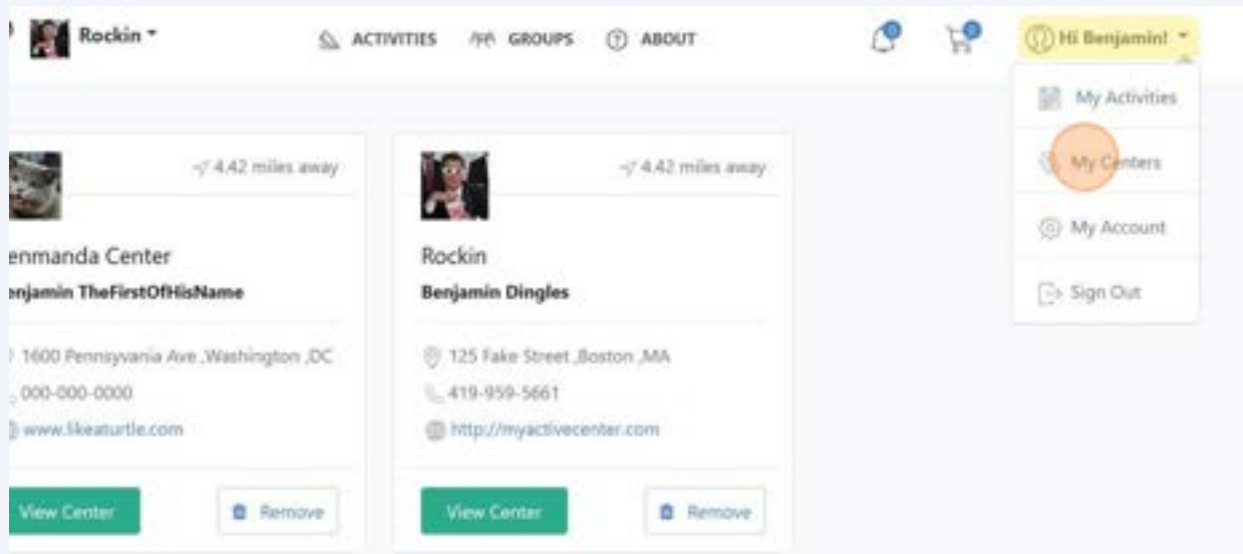
10:00 AM - 11:00 AM Some Wed Laura Bartz Recreation

Bills Mystery Event \$3 No available description

My Centers

43

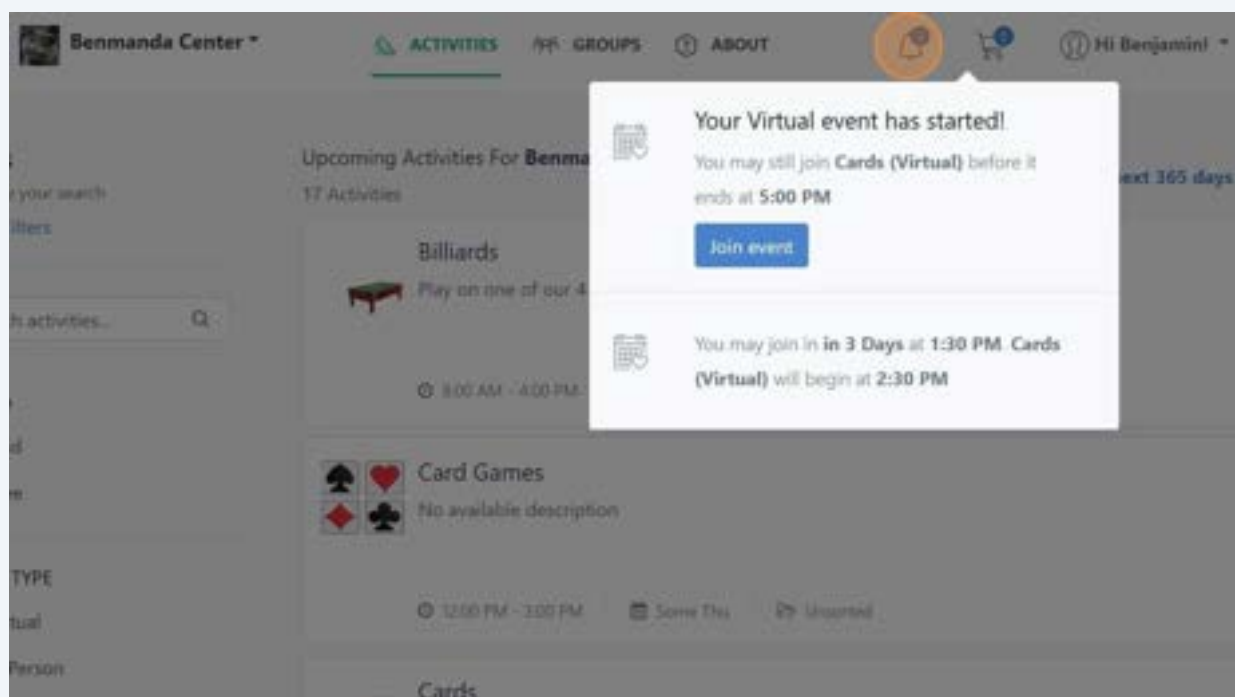
You may also view your centers in your My Centers page. Simply select your **Name** in the top right and then choose **My Centers**. Here you'll see their details, can view their activities by clicking **View Center**, Or remove them from your account with the **Remove** button (great for if you've moved away or otherwise don't plan on going to that location any longer).



Virtual Activities

44

If there are online/virtual activities that you have registered to, you can find your most upcoming under the **Bell** icon at the top of the page. Clicking this will reveal your most-upcoming virtual activities, and provide the option to join if an activity has started or will be starting soon.



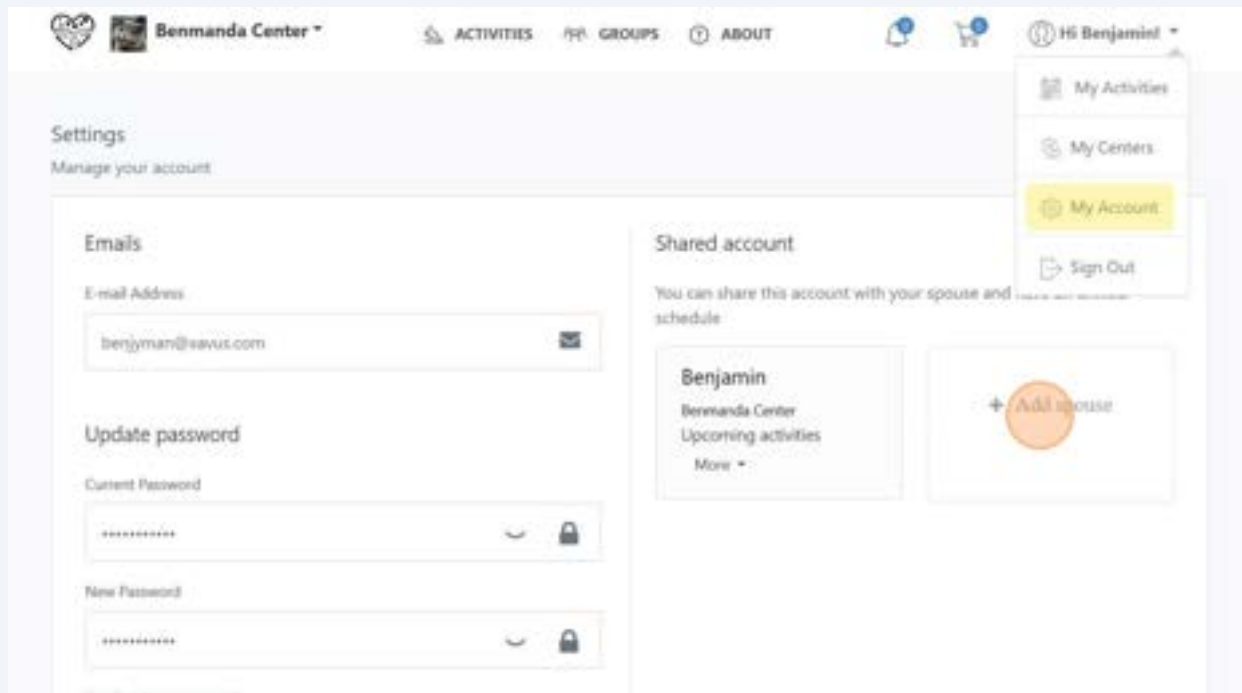
Note: Only your next couple weeks' worth of virtual activities will show here, so don't fret if you don't see *everything* you've signed up for (the My Activities page is for that).

Spouse Accounts

45

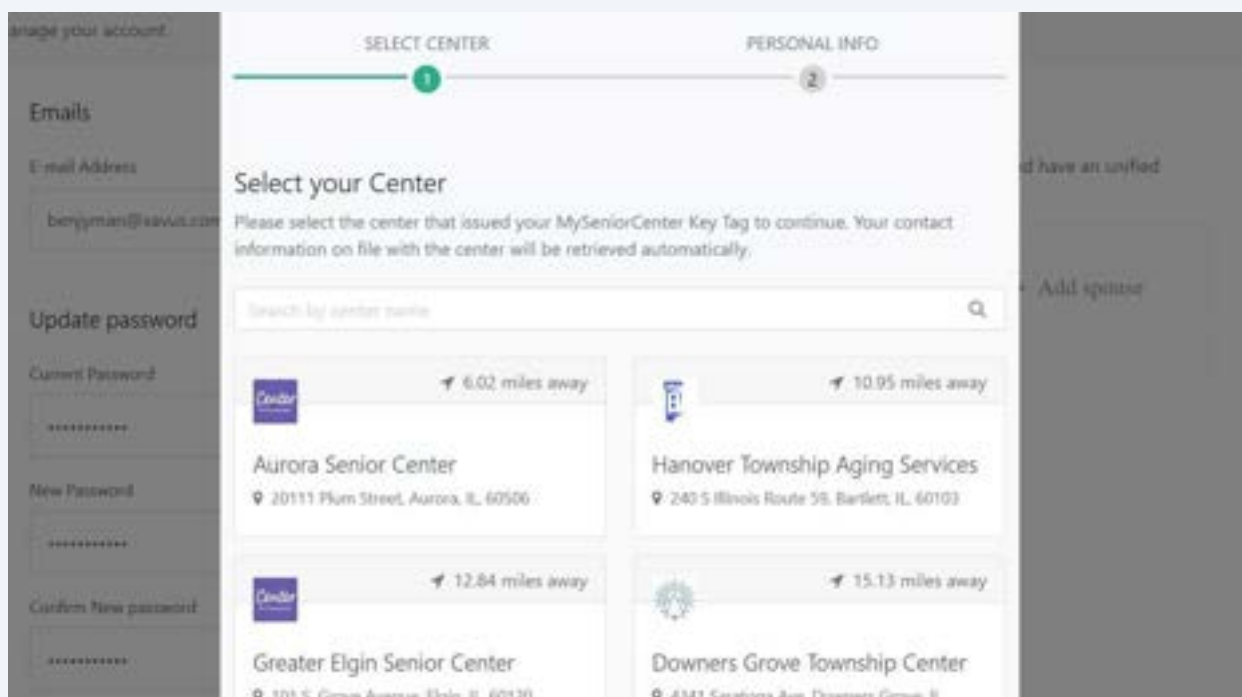
You may add a spouse to your account at any time so that you may share a single MyActiveCenter login to manage both of your registrations as well as checkout in a single transaction.

Over in your My Account page, select the **Add Spouse** button.



46

The process at this point is the same as when you initially created your account. First, search and select your center, then **Continue** to step 2.



47

Select your Center

Please select the center that issued your MySeniorCenter Key Tag to continue. Your contact information on file with the center will be retrieved automatically.

Search:

883.72 miles away

Benmanda Center ✓

1600 Pennsylvania Ave, Washington, DC, 20006

[Continue](#)

Left sidebar:

- E-mail Address: benjman@usvss.com
- Update password
- Current Password: [masked]
- New Password: [masked]
- Confirm New password: [masked]
- Update settings

Right sidebar:

- Add spouse

48 On Step 2, fill in the keytag/phone number for your spouse, followed by **Signup**.

Tell us a bit more about yourself.

Please fill in the form below with the required information.

Benmanda Center
Please fill your center information

Fill Your Information

I have a keytag

Key Tag Number
v4164489

The number on the back of your MySeniorCenter Key Tag

Phone Number
(332)-444-5555

Only to verify your identity, you should use the same number as on file with the center "Benmanda Center"

[Previous Step](#) [Signup](#)

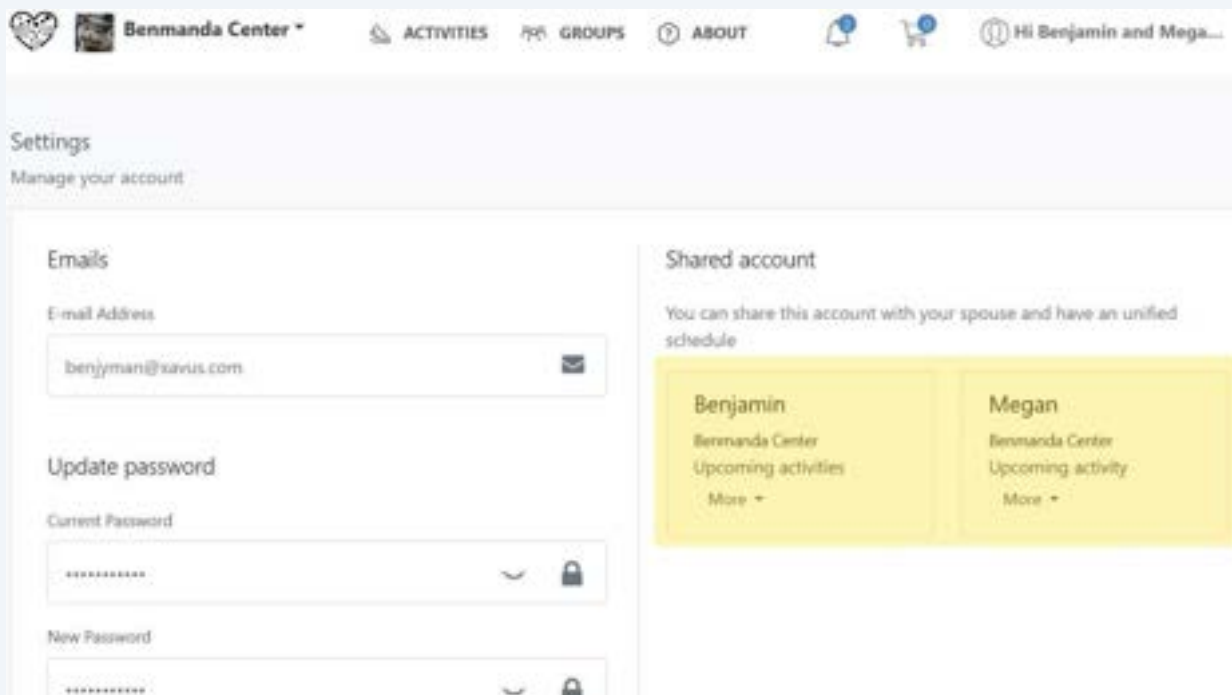
Left sidebar:

- Manage your account
- Emails
- E-mail Address: benjman@usvss.com
- Update password
- Current Password: [masked]
- New Password: [masked]
- Confirm New password: [masked]
- Update settings

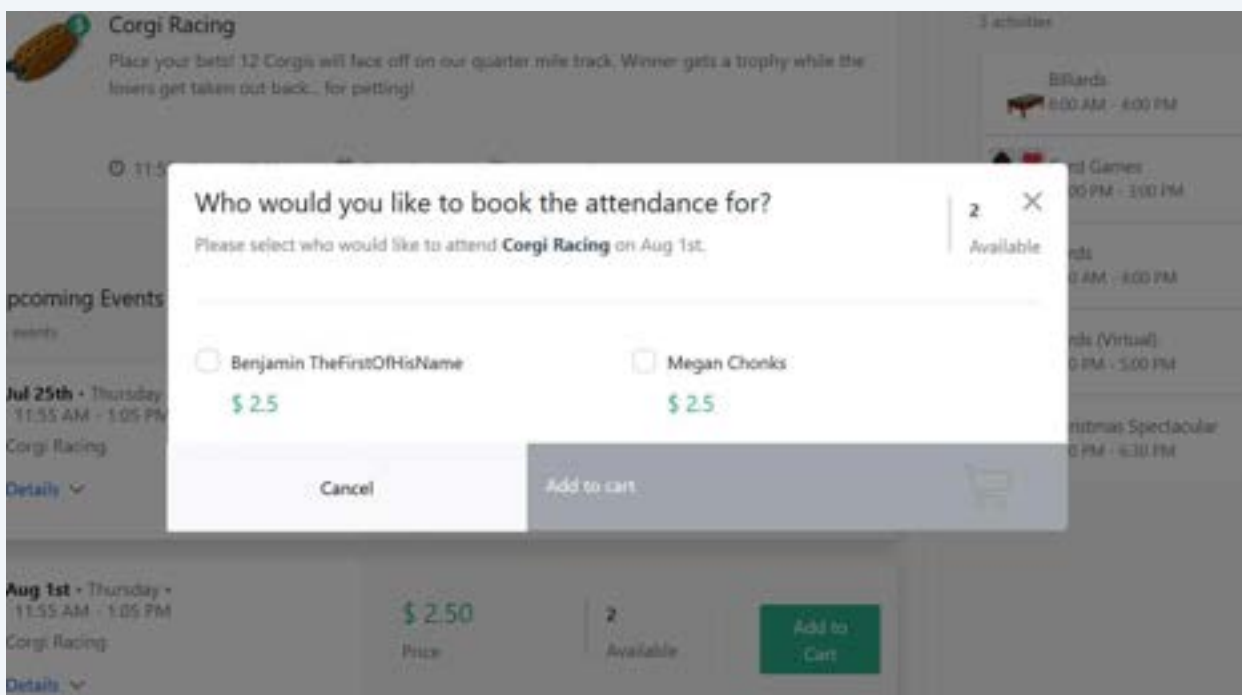
Right sidebar:

- Add spouse

49 Success! You now have two people connected to a single MyActiveCenter login.



50 Now when attempting to add something to your cart, you'll be asked who's registering. You may choose just one person, the other, or both!



51

Over in your My Activities area where your upcoming registrations are shown, you can see whose registration is whose.

Cards (Virtual)
Come play cards from the comfort of your home, library, starbucks, or parked out side your neighbor's house stealing their WIFI. We don't judge!
Online 02:30 PM - 05:00 PM Bernanda Center Benjamin Remove

This week
1 event

Lunch Tacos
No available description
11:30 AM - 01:30 PM Bernanda Center Benjamin View Activity Remove

Next week
1 event

Corgi Racing
Place your bets! 12 Corgis will face off on our quarter mile track. Winner gets a trophy while the losers get taken out back... for petting!
11:55 AM - 01:05 PM Bernanda Center Megan View Activity Remove

Calendar: Jul 25 Thu, Aug 1 Thu

Restrictions on Activities

52

Registrations may have restrictions setup. Sometimes you simply need to wait until the appropriate day, at which point registration will become available.

Oct 1st • Tuesday • 2:00 PM - 3:00 PM
Hotter Yoga
Details ▾

Free
Price

50
Available

Registration starts on
09/23/2024 9:00 AM

53

In other instances, you may need to meet a specific requirement. Depending on the center and the requirement, it may or may not be something you can accomplish online.

Below is an example of a Group Requirement. Since the name of the group is in blue, you may click on it to navigate over to the groups page to register to the group (and satisfy the requirement, granting you access to the activity).

Jul 3rd - Jul 31st • 5 activities

Dance Lessons With Special Guest Bobby

[Schedule](#) ▼

\$ 3.00

Price

99

Available

Group Required
Waiver of Liability

54

In some cases there's nothing you can do online, and may need to contact the center for more information.

In this example there is a group requirement, but unlike the previous example, you are not allowed to satisfy this requirement online.

Jul 31st • Wednesday •

8:00 AM - 4:00 PM

Billiards

[Details](#) ▼

**Donations
Optional**

Price

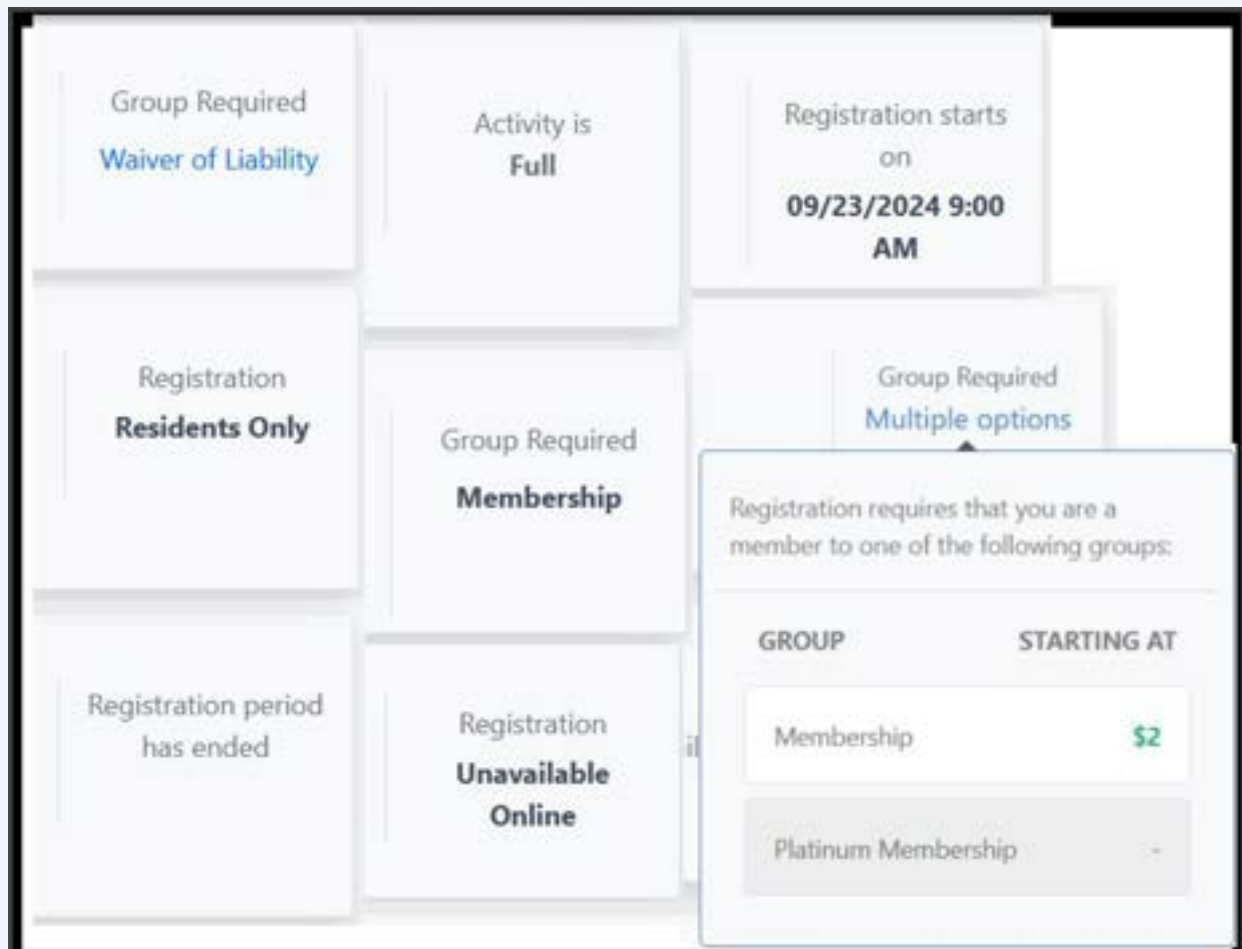
99

Available

Group Required
Membership

55

There may be any number of reasons why an activity is not yet available to be registered to, is no longer is available to be registered to, or has some sort of requirement before registration becomes available. The site will replace the usual "Add to Cart" button with a message indicating why registration is unavailable and what you may do about it.

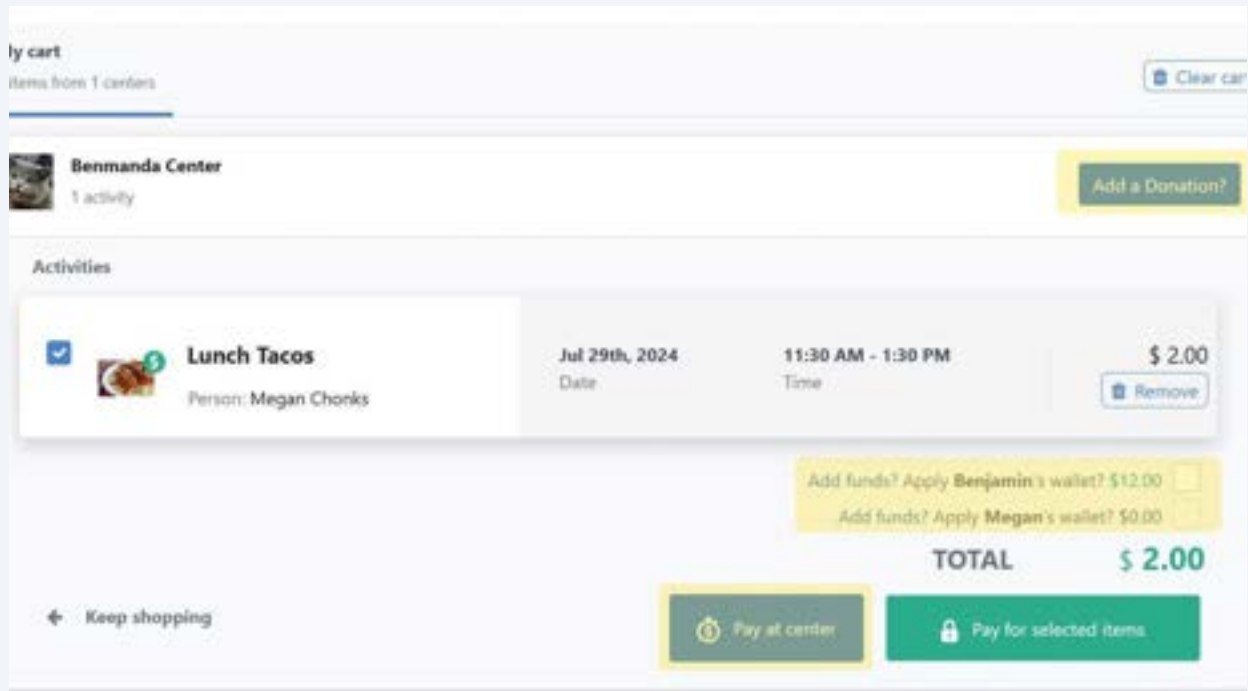


Advanced Cart Options (Donations, Wallets, and Paying Later)

56

There are additional tools your center may be using to allow purchases to be made with a Wallet (equivalent to a gift card), allow you to make Donations directly to the center, or even checkout without paying online so that you may pay later at the center.

Most centers won't use all (or maybe even any) of these options, so don't worry if you don't see these available within your cart page.



57

Wallets: Wallets are like a gift card or voucher that the center has on file for you. If your center uses this feature and you have any wallet funds available, you'll see them in your cart

You may use your wallet funds by checking the box next to the **Apply (your name's) wallet**. Doing so will reduce the Total of your cart appropriately, and you may pay using your wallet funds. If your wallet only covers part of the cost, we'll use what you have and you'll put the remaining amount on your credit card.

Items from 1 centers

Benmunda Center
1 activity

[Add a Donation?](#)

Activities

Lunch Tacos Person: Megan Chonks	Jul 29th, 2024 Date	11:30 AM - 1:30 PM Time	\$ 2.00 Remove
--	------------------------	----------------------------	-----------------------------------

Add funds? Apply Benjamin's wallet? \$12.00 ☒
 Add funds? Apply Megan's wallet? \$0.00

TOTAL \$ 0.00

[← Keep shopping](#)

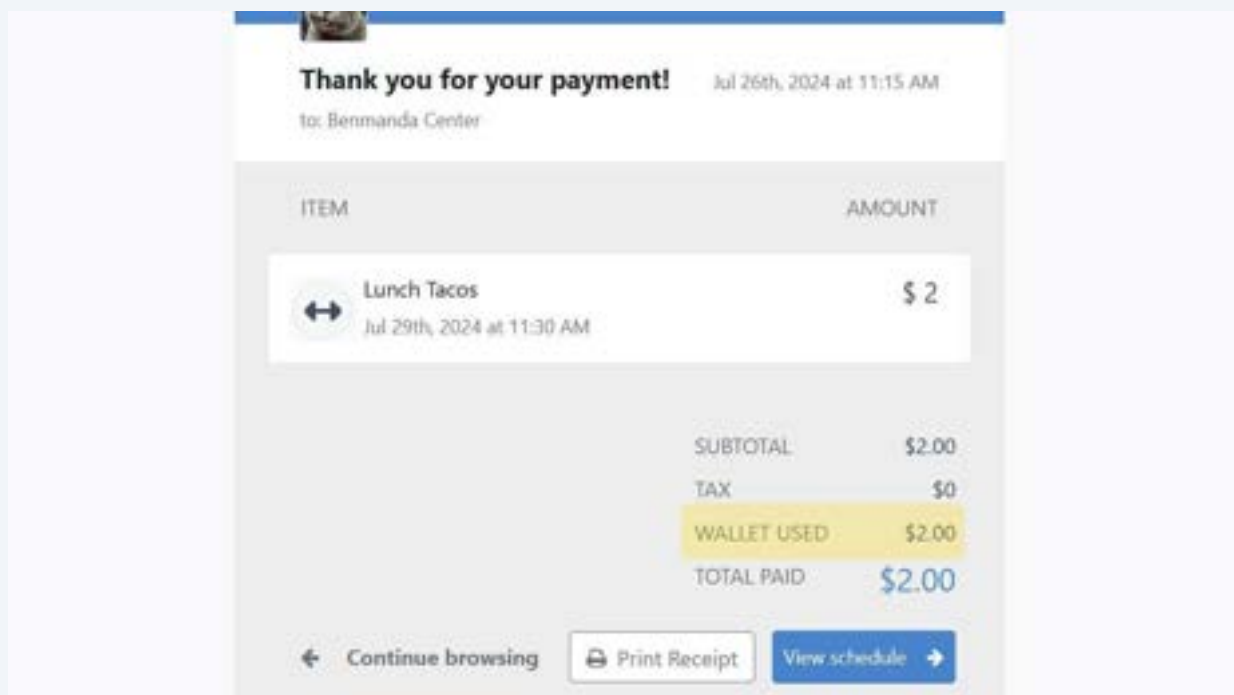
[Pay for selected items](#)



For Spouse accounts, spouses may use their wallets for each other's items, or both wallets simultaneously to help cover the entire cost.

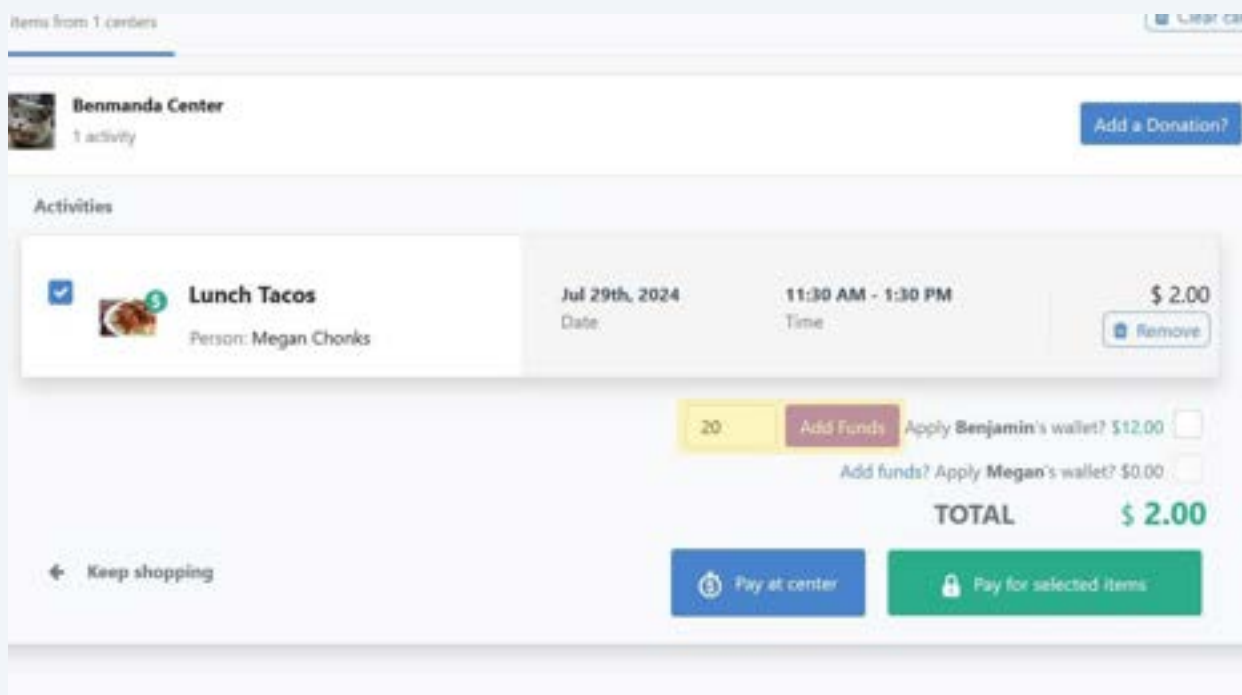
58

After checking out, your receipt will indicate the amount of wallet funds that were used.



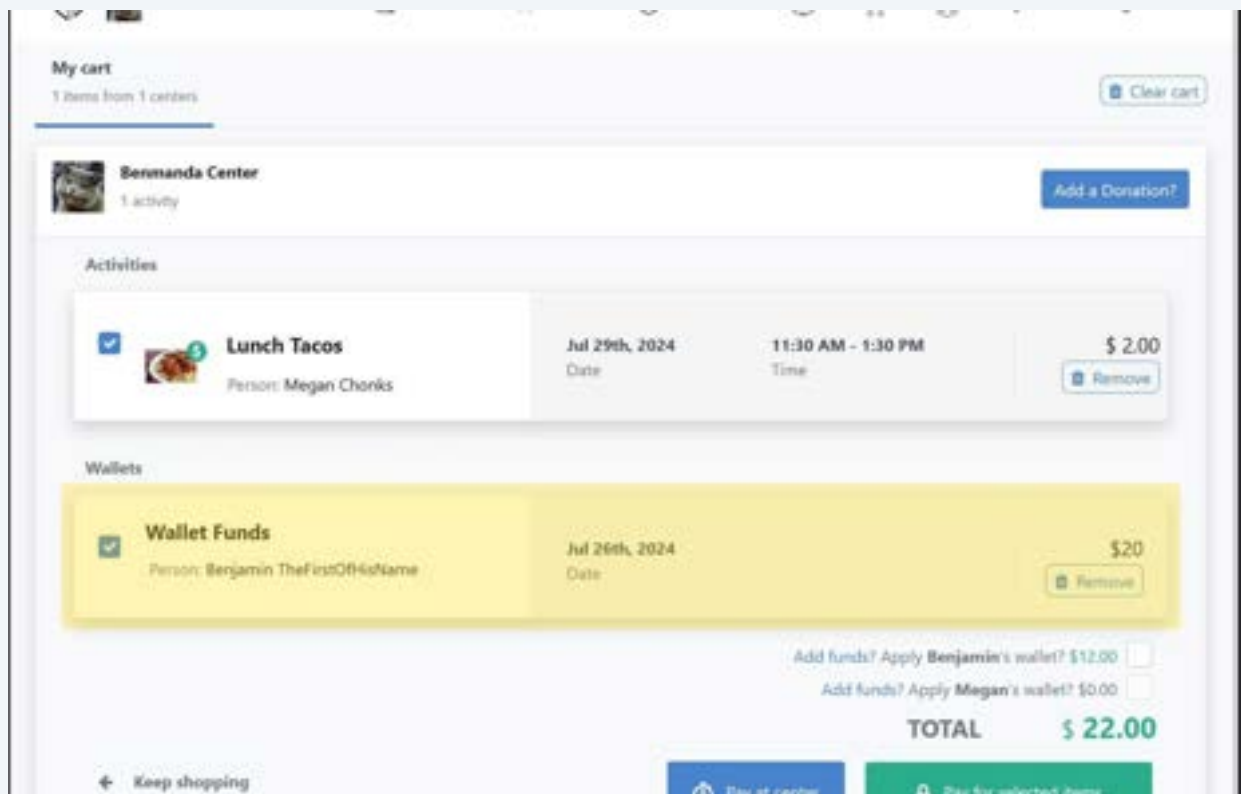
59

Some centers may even offer the ability to add funds into your wallet (sort of like buying a gift card). If available, clicking the **Add Funds** button will open a field which you can type any denomination into.



60

Once you enter your number and then choose **Add Funds**, a new charge will appear in your cart. Once you checkout, these additional funds will be added to your wallet, at which point they will become immediately available for use in future purchases.



61

Donations: If you're feeling generous, you can give a donation to your center by clicking the **Add a Donation** button. This will open a field where you may input any denomination for dollars and cents. Once you have your amount set, click **Add Donation** to create a charge in your cart.

my cart


1 items from 1 centers

Benmunda Center


1 activity

Add a Donation?

Activities

 Lunch Tacos Person: Megan Chonks	Jul 29th, 2024 Date	11:30 AM - 1:30 PM Time	\$ 2.00 Remove
--	------------------------	----------------------------	-----------------------------------

Donations

 Donation Person: Benjamin and Megan	Jul 26th, 2024 Donation date	\$3.5 Remove
---	---------------------------------	---------------------------------

Add funds? Apply Benjamin's wallet? \$12.00 ☐

Add funds? Apply Megan's wallet? \$0.00 ☐

62

With your charge now created, you may checkout as you normally would! If you change your mind, you may remove the donation using the **Remove** button.

my cart


1 items from 1 centers

Benmunda Center


1 activity

Add a Donation?

Activities

 Lunch Tacos Person: Megan Chonks	Jul 29th, 2024 Date	11:30 AM - 1:30 PM Time	\$ 2.00 Remove
--	------------------------	----------------------------	-----------------------------------

Donations

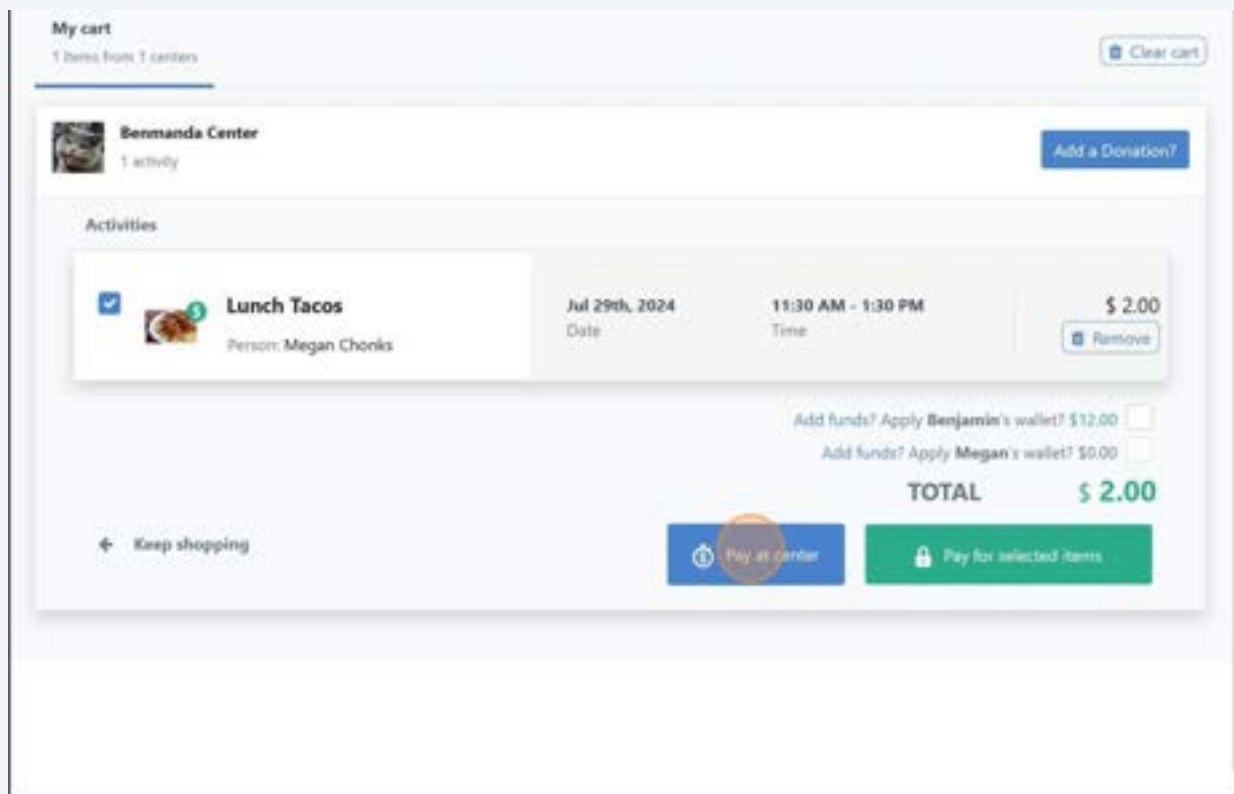
 Donation Person: Benjamin and Megan	Jul 26th, 2024 Donation date	\$3.5 Remove
---	---------------------------------	---------------------------------

Add funds? Apply Benjamin's wallet? \$12.00 ☐

Add funds? Apply Megan's wallet? \$0.00 ☐

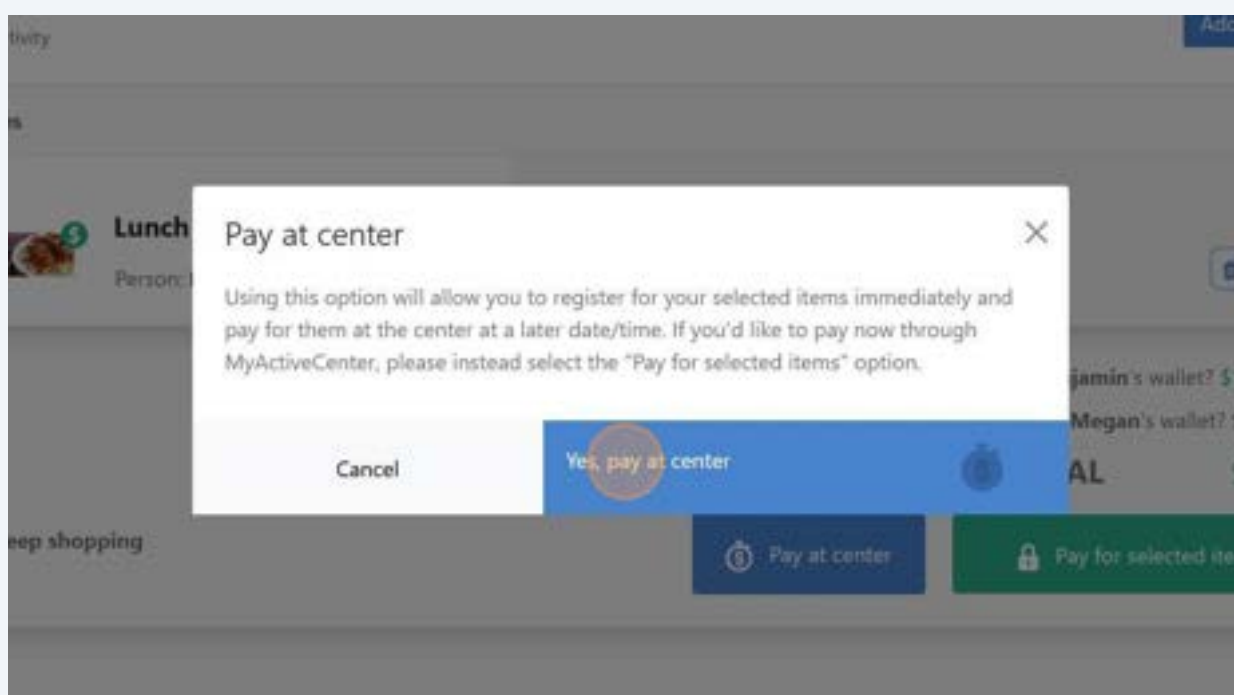
63

Pay at Center: Some centers may allow you to register to items online without paying at the time of checkout. If your center allows this, you'll see a blue "Pay at Center" button. *(It's also possible this will be the only option available to pay with due to online payment with credit cards not being available at your center).*



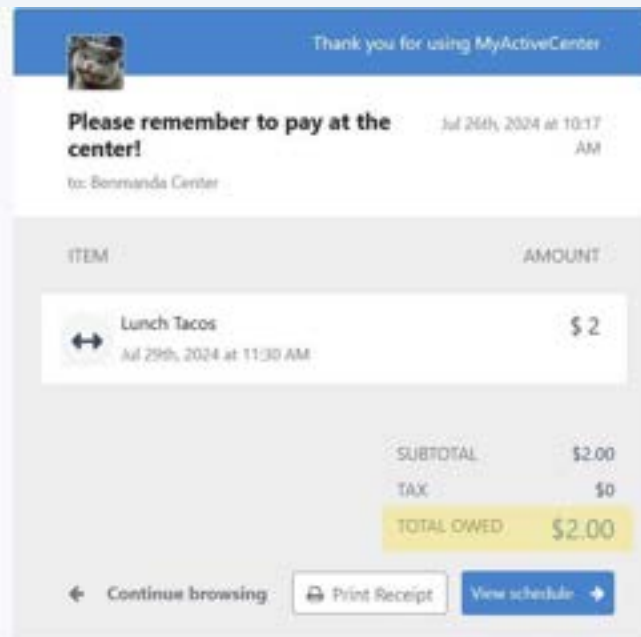
64

After selecting to **Pay at Center**, you'll receive a window explaining that you'll need to pay once you next visit the center. Choose **Yes, pay at center**.



65

You'll be provided with your receipt and the total amount you'll need to pay the center upon next visit.



Whew, you made it! You now know MyActiveCenter better than the developers who programed it!

If you do have questions or are running into any issues, **please contact your center directly**. Most of the time staff will be able to assist, but they'll also have the MyActiveCenter dev-team available to them if backup is needed :)