Welcome to **MyActiveCenter**

**MyActiveCenter** allows you to register for programs online, easily and quickly—and securely. Initially, this new online registration process will be available for the three new Fall 2020 Lifelong Learning classes and fitness classes beginning in October. ***Registration for the Fall Lifelong Learning classes will open Tuesday, September 8 at 8:00 AM***.

First, you’ll need to have a Duxbury Senior Center key tag to create your account. To replace a lost key tag or to set up a new one, please call 781 934-5775 and leave a message or send an email to programs@duxburycoa.com.

There are many conveniences to **MyActiveCenter**

* You can register for our programs from your computer (either desktop or laptop), your smart phone or tablet.
* If you and your spouse share an e-mail address, you can add him or her to your account.
* You will be able to register for activities at other Senior Centers listed in **MyActiveCenter**.
* You can keep track of your upcoming activities on your personal My Activities calendar, and
* You can pay registration fees online.

These are instructions for getting started on **MyActiveCenter**. We tried to make it as easy as possible, but if you have questions or need help, we’re always here for you. Call us at
781-934-5774 and leave a message or send an email to programs@duxburycoa.com.

**HOW TO CREATE A MYACTIVECENTER ACCOUNT**

1. Enter <https://myactivecenter.com> into your internet browser to reach the home page of **MyActiveCenter**.
2. To create an account, click on the green NEW USERS button in the top right-hand corner
3. To activate your account, choose TOWN OF DUXBURY/DUXBURY SENIOR CENTER
4. If Duxbury Senior Center is not listed, here are two ways to have it show
	1. Click on the CHANGE LOCATION BUTTON, enter 02332. Then click CHANGE. Duxbury Senior Center will show.
	2. Or: Type DUXBURY into the search field and the Duxbury Senior Center will appear in the list)
5. Enter the number on the back of your assigned key tag in KEY TAG NUMBER. (Be sure to include the X at the start of the number.)
6. Enter your home phone number and choose a password. And then be sure to write it down in case you forget it.
7. If you and your spouse/partner share an email address and want to be on the same account, click on the checkbox that appears under CONTINUE button. If you and your spouse/partner have a different email address and would like to have separate accounts, do not select this checkbox. You can link your accounts later.

If you are logged in, you’ll see Hi (your name) in the green rectangle at the top right corner. You will also receive a welcome email from **MyActiveCenter** confirming the creation of your account. You need to create an account only once.

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There are several ways to view programs offered at DSC:

1. On the Duxbury Senior Center website, the Register for a Program link will display the upcoming programs. The link for Lifelong Learning programs and fitness programs will direct you to **MyActiveCenter** to complete the registration process.

1. On the **MyActiveCenter** Home Page, click on Town of Duxbury/Duxbury Senior Center (in the green box) OR
2. Next to your name in the green box, click the small arrow, then MyCenters which opens the Activities page

To register for programs:

1. Clicking on “details”, brings you to a calendar, and you can register by clicking on the date(s) and then click “Register”.
2. Click on the name of the program, which also brings you to the calendar.

For fee-based programs, like our Lifelong Learning program and our fitness classes, you have to pay for the program in order to complete your registration.

To pay for programs:

1. During registration you will be prompted to click “Add to Cart”
2. Then either click on “Continue Shopping” (to add another fee-based program to your cart) or “Checkout”.
3. Clicking “Checkout” brings you to your shopping cart. To complete the check out, click the green “Pay Now” button which will bring you to the Secure Payment Form.
4. Enter your credit card information and click “Submit”. We can accept Visa, Mastercard, Discover and American Express.

If you leave the Secure Payment Form prior to clicking “Submit”, you will be automatically signed out of your **MyActiveCenter** account. After signing back into your account, the items should remain in your shopping cart (look for the shopping cart icon at the top of the screen).

If you are planning to register for a Fall Lifelong Learning class we encourage you to set up your **MyActiveCenter** account now. If you need assistance call us at 781 934-5774 and leave a message or send an email to programs@duxburycoa.com.