



My Active Center: Easy Sign-Up Guide

Step 1 Go to this website: www.myactivecenter.com

Step 2 At the top right, click "**Centers.**"

Step 3 Find the Cooper Center:

- Type in this zip code: **02460**, OR
- Type "**Cooper Center,**" OR
- Scroll down the list

Then click "**Join Center.**"

Step 4 Fill out the form:

- You must already have a **Cooper Center membership and keycard** ("Cooper Card")
- Enter your **keycard number** (include the **X**)
- Enter your **phone number** (the one you gave us)
- Enter your **email address** two times
- Create a **password** and enter it two times (Write your password down and keep it somewhere safe)

Step 5: View Activities.

There are two ways to look at activities:

- **List View** (a simple list)
- **Calendar View** (like a calendar)

You can:

- Search for activities at the top
- Or sort by things like **Free/Paid, Day, Time, or Type of Activity**

In Calendar View:

- Click on a class or event to learn more

Step 6: Sign up for Activities:

1. Click **"Add to Cart"**
2. Click **"Go to Cart"**
3. Click **"Register for Selected Items"**

If the Program has a Fee:

4. Click **"Pay for Selected Items"**
5. Enter your credit card information
6. Click **"Pay"**
7. The confirmation page will say **"Thank you for Your Payment!"**

Step 7: View your Activities.

1. Click **your name** on the top right
2. Click **"My Activities"** to see everything you have signed up for.