

Using MyActiveCenter (MAC) to Register and Pay for Pickleball Sessions

Starting Tuesday **November 19th**, at **8am**, you will be able to register for Pickleball Events (playing sessions) on MyActiveCenter (**MAC**). As with SSACSign, registration is available 1 week in advance of the session date. Therefore, you will only be able to register for sessions dated Monday **November 25th**. We will need to use SSACSign registration up to and including November 24th, whereupon its use will be discontinued. Previously, SSACSign registration would be open around 10pm on the same day. However, **MAC** registration will open at 8am the next day. For example, after Wednesday sessions are complete, registration for the next week's session will not be open until 8am Thursday morning.

With the implementation of **MAC**, payment must be made **at the time of registration** from your digital wallet (Wallet). With **MAC**, you will have the convenience of checking your Wallet balance and adding funds to it by secure credit card payment.

To register for **MAC** and to use it for pickleball session registration, payment and filling your wallet online, follow the instructions below:

REGISTERING ON MAC

To get started, go to <https://myactivecenter.com> and follow the steps to sign up for an account.

You will be prompted for your

- SSAC key tag number
- Telephone number (Cell or Home phone number as given to SSAC)

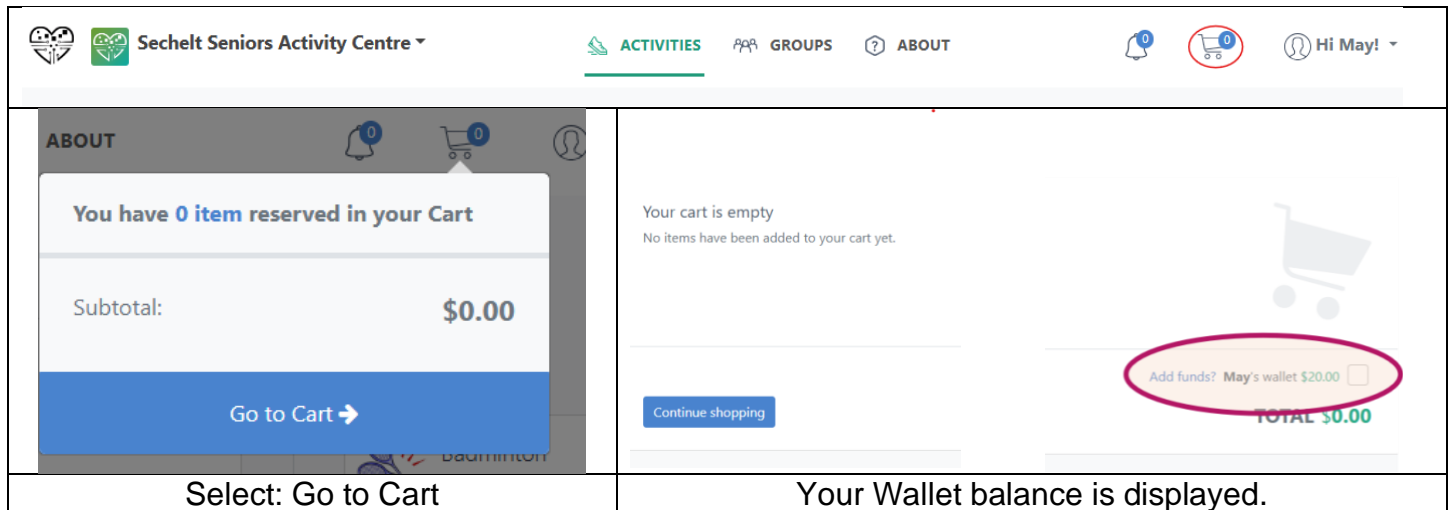
LEAVE the "*I'd like to share this center with my spouse*" box **UNCHECKED**.

Your email address is your user ID and you will set your own secure password.

Once you have successfully signed in to **MAC** on or after November **19th**, you will see the list of Pickleball events scheduled on November 25 and for the 6 days after that.

ADDING FUNDS TO YOUR WALLET

Since you must pay when registering for any Pickleball Event, check your Wallet balance by selecting the Shopping Cart icon at the top right of the page.

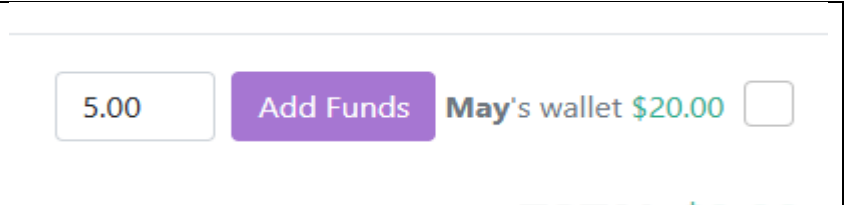


The screenshot shows the top navigation bar with the Sechelt Seniors Activity Centre logo, menu items (ACTIVITIES, GROUPS, ABOUT), and user profile (Hi May!). Below the navigation, there are two panels. The left panel shows a cart summary: 'You have 0 item reserved in your Cart', 'Subtotal: \$0.00', and a 'Go to Cart' button. The right panel shows an empty cart with the message 'Your cart is empty. No items have been added to your cart yet.' and a 'Continue shopping' button. A red circle highlights the 'Add funds? May's wallet \$20.00' checkbox, which is checked. The total amount is displayed as 'TOTAL \$0.00'.

Select: Go to Cart

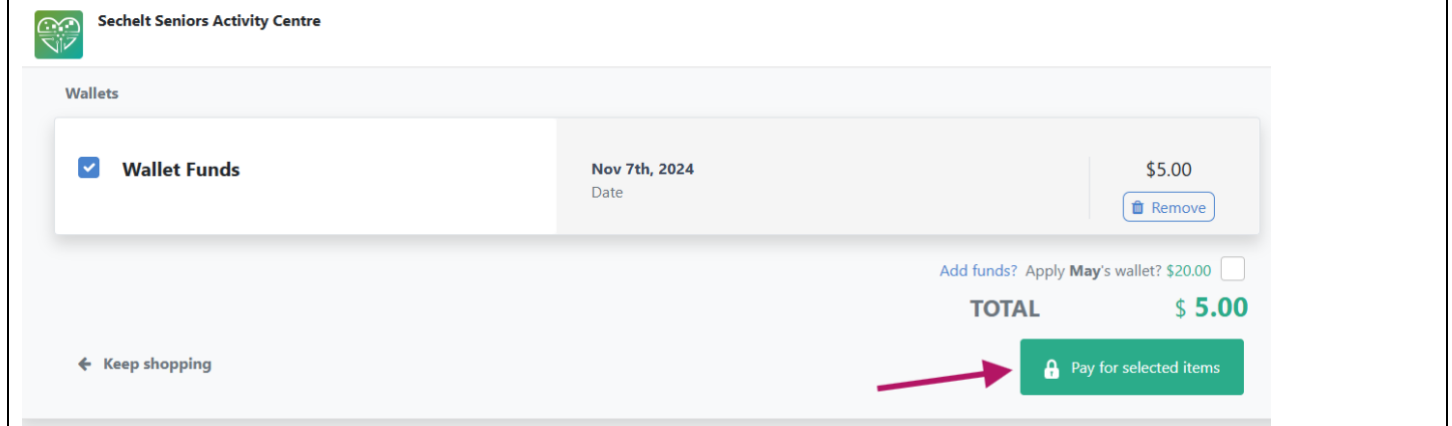
Your Wallet balance is displayed.

If you wish to top up your wallet, select 'Add Funds'. Overwrite the 5.00 default amount with the amount you wish to add to your Wallet and select 'Add Funds' button again.



The screenshot shows a '5.00' input field, a purple 'Add Funds' button, and the wallet balance 'May's wallet \$20.00' with a checked checkbox.

Select the green 'Pay for Selected Items' button to set up your credit card information.



The screenshot shows the 'Wallets' section with a 'Wallet Funds' entry for 'Nov 7th, 2024' with a balance of '\$5.00'. Below this, there is a 'TOTAL \$ 5.00' and a green 'Pay for selected items' button with a lock icon. A red arrow points to the button. The 'Add funds? Apply May's wallet? \$20.00' checkbox is also visible.

When prompted, fill in your credit card information, (Card Number, Expiration Date, CVV Code and Postal Code). A receipt will be issued once the transaction is completed.

If you go back to the empty Shopping Cart, you will see that your Wallet amount has been increased by the transaction amount you have just completed. Select 'Continue Shopping' button on the bottom left of your Shopping Cart. You will be presented with the list of Pickleball Events offered by SSAC.

REGISTERING AND PAYING FOR A PICKLEBALL SESSION

Select the Pickleball event you want to play in. As in SSACSign, you could register up to 6 days prior to the Event. The number of player slots available for the session is also presented. Unlike SSACSign you will not be able to see the list of other participants. Add the event to the Shopping Cart.

Upcoming Events
7 events | 1 Filter applied Show events for the next 365 days ▾

Nov 8th • Friday • 5:30PM - 7:30PM PB - Fri (Level 2.0 - 3.5 Plus) Details ▾	\$4.00 Price	16 Available	Add to Cart
Nov 22nd • Friday • 5:30PM - 7:30PM PB - Fri (Level 2.0 - 3.5 Plus) Details ▾	\$4.00 Price	16 Available	Registration starts on 11/15/2024 8:00 AM

The example above shows that you could register for the Nov 8th event by selecting the green Add to Cart button, but you are not able to register for Nov 22nd event until Nov 15, 2024 8.00 AM.

If you want to register for multiple PB sessions on the same or different days, that you are eligible to play in, and that are open for registration, you could do that before going to the Shopping Cart.

Once you are ready to checkout, go to the Shopping Cart. All the Events you have selected appear in the Cart with the total amount owing displayed.

Activities

<input checked="" type="checkbox"/> PB - Fri (Level 2.0 - 3.5 Plus)	Nov 8th, 2024 Date	5:30PM - 7:30PM Time	\$4.00 Remove
<input checked="" type="checkbox"/> PB - Mon (Level 2.0 - 3.0)	Nov 11th, 2024 Date	4:30PM - 6:00PM Time	\$4.00 Remove


[Add funds?](#) [Apply May's wallet? \\$20.00](#)

TOTAL \$ 0.00

[← Keep shopping](#) **2** → [Pay for selected items](#)

Pay for the Event Registration(s) from your Wallet by (1) selecting the checkbox next to your Wallet Balance and (2) click on the green Pay for Selected Items button.



The system will return a confirmation of payment by issuing a receipt.

Thank you for using MyActiveCenter

Thank you for your payment!

Nov 6th, 2024 at 5:08 PM

to: Sechelt Seniors Activity Centre

ITEM	AMOUNT
 PB - Fri (Level 2.0 - 3.5 Plus) Nov 8th, 2024 at 5:30 PM	\$4.00
 PB - Mon (Level 2.0 - 3.0) Nov 11th, 2024 at 4:30 PM	\$4.00
SUBTOTAL \$8.00	
TAX \$0	
TOTAL PAID \$8.00	

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

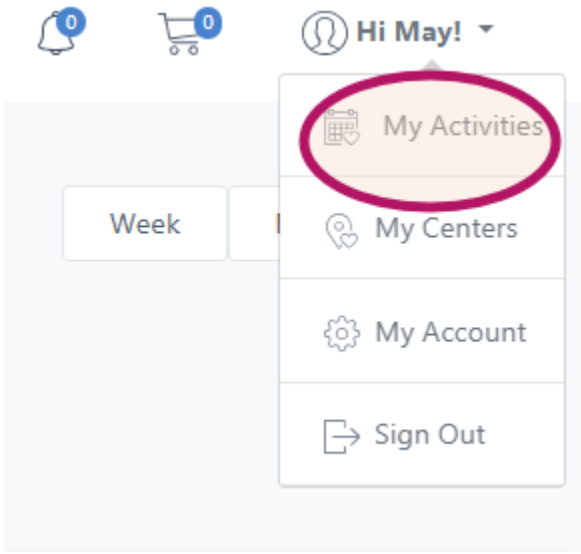
If you go back to the empty Shopping Cart, you will see your new Wallet balance.

[continue shopping](#)

Add funds? **May's wallet \$12.00**

TOTAL \$0.00

To access your registered event(s), select **My Activities** from the droplist at the top right of the page.



This week

1 event



PB - Fri (Level 2.0 - 3.5 Plus)

Mixed Level Play (All Levels)

🕒 05:30 PM - 07:30 PM

📍 Sechelt Seniors Activity Centre

[View Activity](#)

[Remove](#)

Nov

8

Fri

Next week

1 event



PB - Mon (Level 2.0 - 3.0)

Mixed Level Play

🕒 04:30 PM - 06:00 PM

📍 Sechelt Seniors Activity Centre

[View Activity](#)

[Remove](#)

Nov

11

Mon

There will be **NO DROP-INS**. You must be registered in a session through **MAC** to attend a session. However, you can register right up to the start time of any given session.

If you wish to cancel from a registered event, you will have to call the Office during office hours or after hours, leave a message on our office answer machine, at **least 6 hours prior** to the event start time to remove yourself from the event and get a refund as a credit to your Wallet.

If you Add the PB session to the cart but did not complete the Checkout process (i.e. did not complete payment), the spot will be held for you for between 2-4 hours, after which time, **MAC** will auto-remove you from the event.

If there are **less than FOUR** players registered in a session by 3pm on the day before the session, it will be **cancelled**.