

# Town of St. Marys

## Register for programs with ActiveNet



The Town has recently upgraded its online registration system from Max Galaxy to a more user-friendly interface called ActiveNet. Once you have reset your password for ActiveNet, use this guide to register for programs.

### Step 1

In your search engine, type [www.townofstmarys.com](http://www.townofstmarys.com).



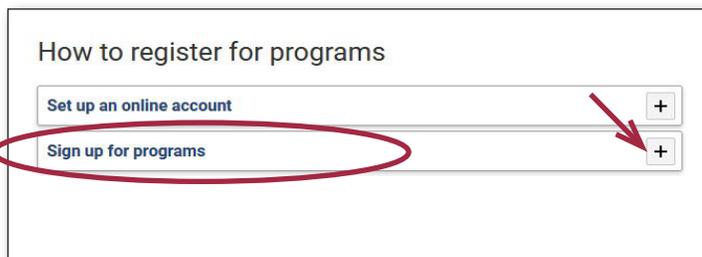
### Step 2

Click on the Recreation and Leisure tab at the top of the page and choose Register for Programs.



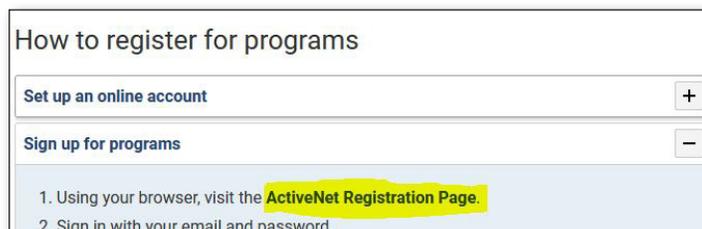
### Step 3

On the Register for Programs page, go to the Sign up for programs drop down menu, and click the + sign.



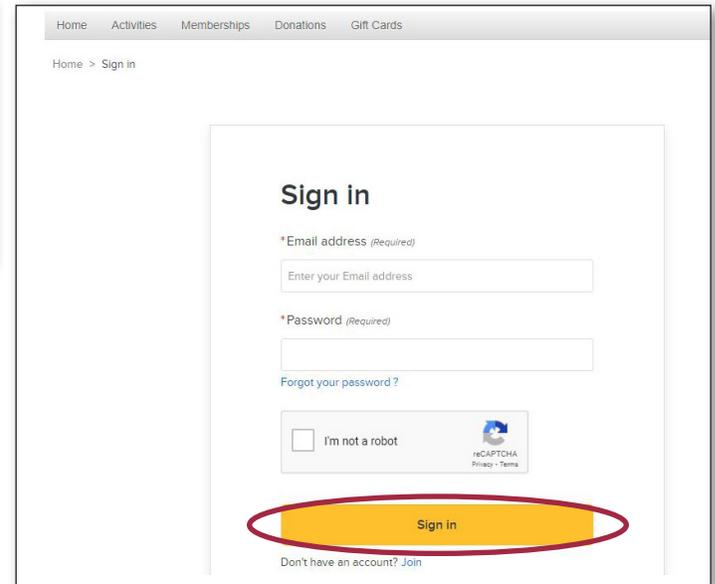
### Step 4

Next, click the ActiveNet Registration link right at the top of the list. This takes you to the Activenet sign in page.



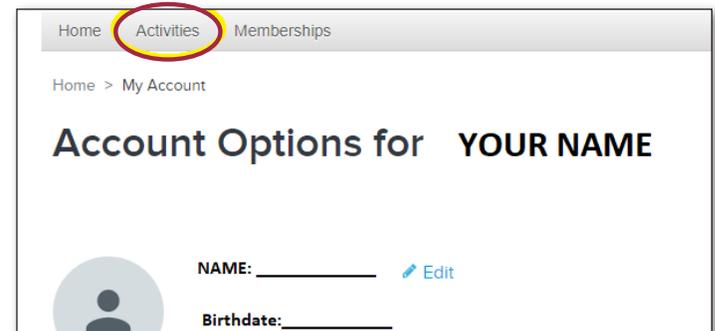
### Step 5

Use your account email and password and click Sign In.



### Step 6

Select the Activities tab to see your list of options.



### Step 7

Choose your preferred category.



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**Step 8** The next page displays all available programs in that category. If you don't see what you are looking for, it has not yet been listed. Select the Enroll Now for your preferred program and dates.

The screenshot shows two program listings. The first is 'Meditation' (ID #5014), which is free and runs from January 4, 2021, to December 27, 2021, at the Friendship Centre. The second is 'Tuesday-Chair Yoga 50+' (ID #5016), also free, running from January 5, 2021, to December 28, 2021. The 'Enroll Now' button for the yoga program is highlighted with a red circle.

**Step 9** On this page select the participant, respond to some basic questions, and finally click on Add to cart.

The screenshot shows the enrollment form for 'Tuesday-Chair Yoga 50+'. The 'Who are you enrolling?' section has a 'Participant' dropdown menu highlighted in yellow and circled in red. The 'Enrollment Details' section has a required text field for health/allergy concerns, indicated by a red arrow. The 'Fee Summary' on the right shows a total of \$0.00, and the 'Add to cart' button is circled in red.

**Step 10** Once here, select Finish and pay. You will be able to pay with a credit card.

The screenshot shows the shopping cart with one item: 'Tuesday-Chair Yoga 50+ - 5016' for \$0.00. The 'Order Summary' on the right shows a subtotal of \$0.00 and a 'Due Now' amount of \$0.00. The 'Finish' button is circled in red.

**Step 11** Lastly, you'll receive a receipt as confirmation of your registration. Enjoy your program!

The screenshot shows the receipt summary for the activity 'Tuesday-Chair Yoga 50+ - 5016'. The receipt lists the activity name and price (\$0.00) and shows the total amount as \$0.00.