



**COBOURG COMMUNITY CENTRE**

# **ONLINE PROGRAM REGISTRATION**

ONLINE TUTORIAL



# STEP ONE:

Open your browser and search **CCC.cobourg.ca**

The screenshot shows a web browser interface. The address bar contains the text "CCC.cobourg.ca", which is circled in red with a red arrow pointing to it. Below the address bar, there are search suggestions: "Cobourg Community Centre - Town of Cobourg - ccc.cobourg.ca", "ccc cobourg.ca - Google Search", "ccc camp cobourg", and "Cobourg Community Centre - Town of Cobourg - ccc.cobourg.ca/en/index.aspx". The background of the browser window shows the Google homepage with the Google logo and a search bar. Below the search bar, there is a grid of shortcuts including "Town of Cob...", "(20+) Facebo...", "Home", "Admin Login", "Meta Busines...", "Instagram", "(20) Home / ...", "Home", "Joe Login", and "Add shortcut".

# STEP TWO:

Select the seniors square icon at the top of the page or scroll down.

The screenshot shows the Cobourg Home website with a grid of activity tiles. A red circle and arrow highlight the '55+ Seniors Activity Centre' tile. The tiles are as follows:

- Drop-in Youth Basketball**: We have introduced a new gym program to the CCC, Drop-in Youth Basketball for youth ages 12-17! For more information and scheduled times, [click here](#).
- Adult Shinny**: The Cobourg Community Centre offers adult shinny games to the public. [Click here](#) for the current schedule.
- Public Skating**: NOW AVAILABLE:  
Adult Skating (18+)  
Public Skating (All Ages)  
Stick & Puck (6 & Under)  
Click [HERE](#) for public skating dates.
- Events Calendar**:
  - NOV 07 Pickleball (beginner)...
  - NOV 07 Adult Shinny
  - NOV 07 Active Fit[View Full Calendar](#)
- Advertising at the CCC**: Learn about our Rink Board Advertising, Zamboni Wraps, Ice Logos & additional opportunities that we offer [here](#)
- 55+ Seniors Activity Centre**: Our 55+ Seniors Activity Centre offers something for everyone. View all of the programs and classes that we offer [HERE](#)
- Child & Youth Programs**: Whether they dream of dancing like a ballerina or skating like a hockey star, we've got just the program!  
[Dance](#) | [Ice](#) | [Camp](#)
- Maximum Edge Pro Shop**: MAXIMUM EDGE offers hockey and figure skating customers a superior standard in skate blade maintenance. Also offering sporting equipment for sale in store.  
For more information on hours, follow them on Facebook [here](#)

# STEP THREE:

Scroll down the age until you see the blue button called "**Click Here to Register**"

Gym B	Gym B	Gym B	Gym B	Contact for time
Body Tone 10:45-11:30am Seniors Room	Carpet Bowling 1:00-4:00pm Cameco	Pickleball 11:30-1:30pm Gym A (All Skills)	Yoga 11:00-11:45am Cameco (6 weeks)	
Pickleball 11:30-1:30pm Gym A (All Skills)	Bridge 1:00-4:00pm Seniors Room	Chair Yoga 1:00-1:45pm Cameco (6 weeks)	Pickleball 11:30-1:30pm Gym A (Advanced)	
Bridge 1:00-4:00pm Seniors Room	Pickleball 2:00-4:00pm Gym A (All Skills)	Bid Euchre 2:00-4:00pm Seniors Room	Table Tennis 2:00-4:00pm Gym A	
	Group Training (6 weeks) Contact for time	Partner Bridge 1:00-4:00pm Cameco A	Carpet Bowling 1:00-4:00pm Cameco	<b>ADULT Pickleball Tuesdays 5:00pm-7:00pm Gym A</b>  *This is not included in your seniors membership. It is \$2.00 +HST to join. Ages 20+
			Group Training (6 weeks) Contact for time	

**\$30 ANNUAL MEMBERSHIP FEE**

**\$1 DROP IN PROGRAMS**

\*Camera Club runs the first and third Thursday of every month, starts in October  
\*Book club runs the first Wednesday of every month.  
\*For group training times please email smccracken@cobourg.ca

@CobourgCommunityCentre @CobourgCommunityCentre ccc.cobourg.ca

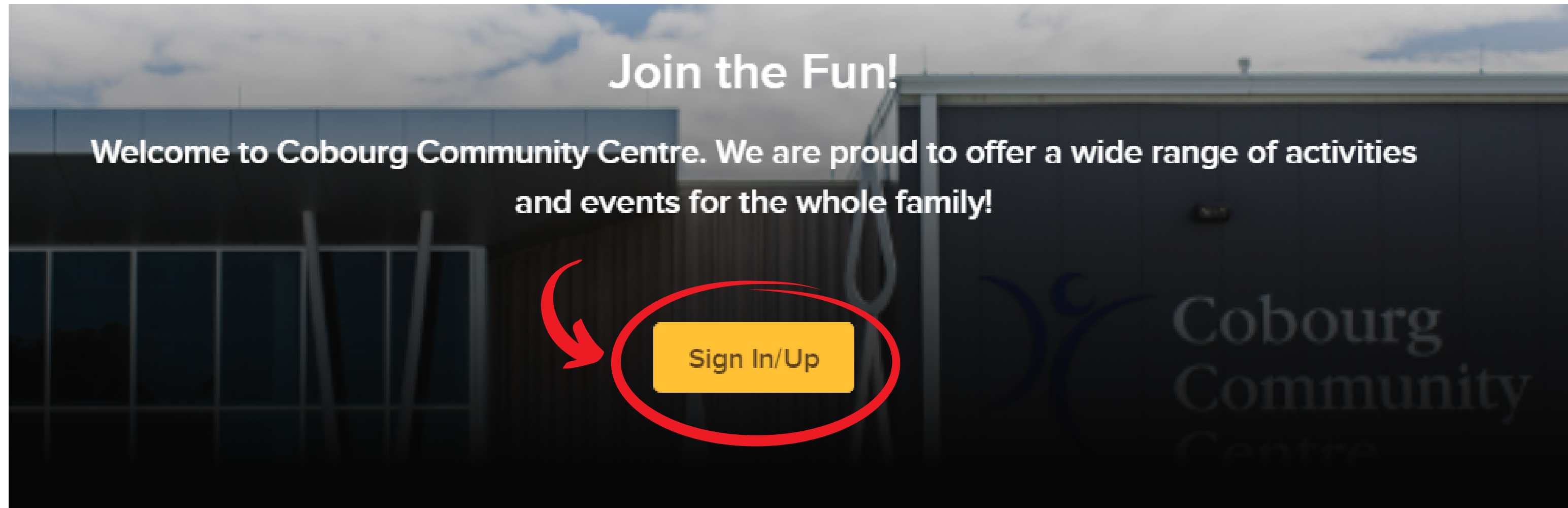
Registration opens Friday mornings at 8:30am for the following week.

[Click Here To Register.](#)

[Click here for the Seniors Schedule Booklet! - With class descriptions, membership information and more!](#)

# STEP FOUR:

You will be brought to our Active Net home page. You must sign in to proceed to your activity selection



**If you have never signed in or do not have an account - You will have to create your account by following the yellow Sign in/Up button and enter your information. Once this is complete you will be able to register for your classes.**



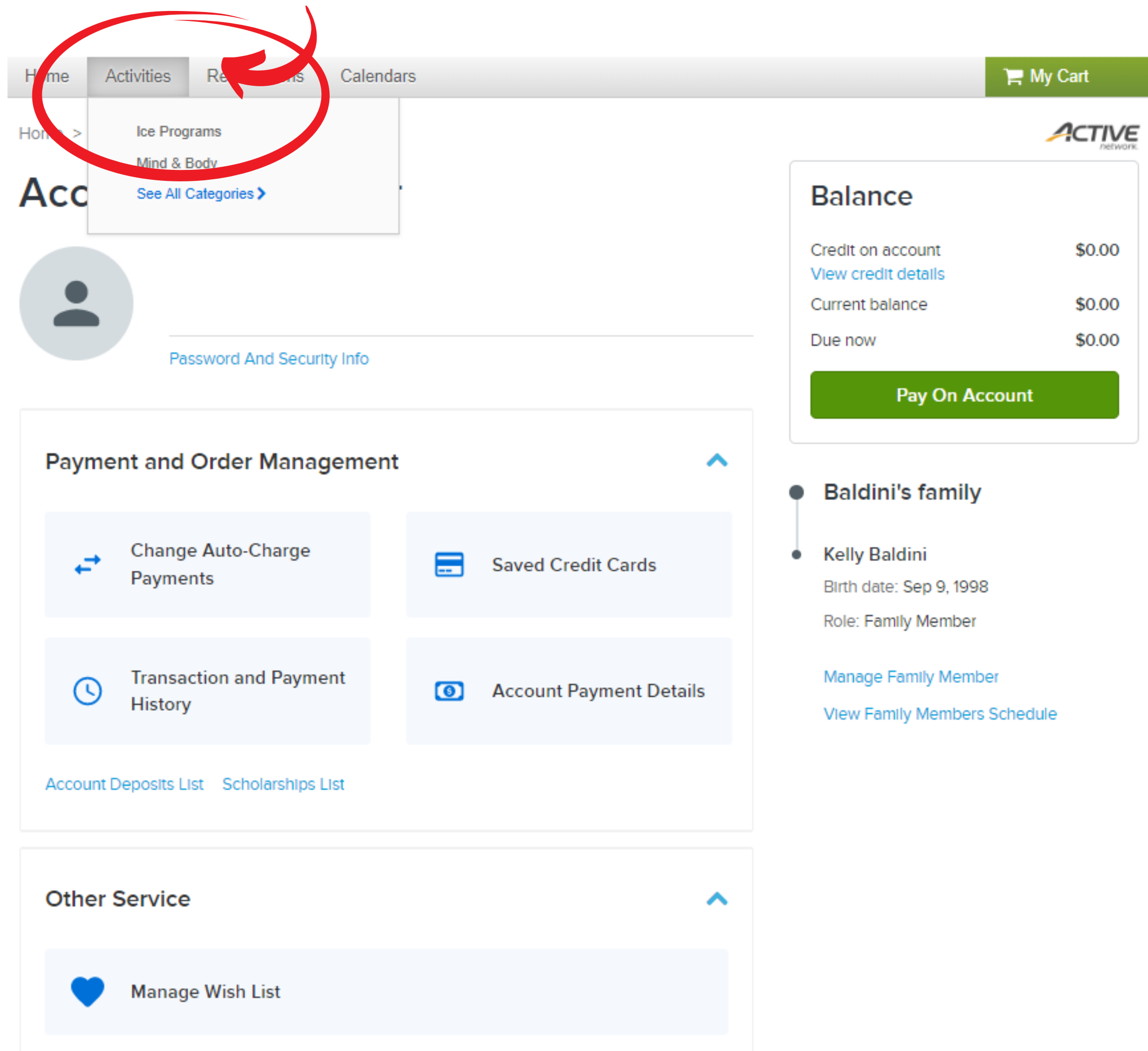
# STEP FIVE:

Once logged in you will be brought to your ActiveNet profile.

On the top bar please double-click the activities button.

## ON AN IPAD/TABLET/PHONE:

You will need to select the 3 line menu in the top left hand corner then select activities,



The screenshot shows the ActiveNet user profile page. The top navigation bar includes 'Home', 'Activities', 'Reservations', and 'Calendars'. A red circle and arrow highlight the 'Activities' button. Below the navigation bar, there is a 'My Cart' button in the top right corner. The main content area is divided into several sections:

- Account Information:** A circular profile picture placeholder, the text 'Password And Security Info', and a dropdown menu with options: 'Ice Programs', 'Mind & Body', and 'See All Categories >'.
- Balance:** A summary of account balances:

Balance	
Credit on account	\$0.00
<a href="#">View credit details</a>	
Current balance	\$0.00
Due now	\$0.00

A green 'Pay On Account' button is located below the balance summary.
- Payment and Order Management:** A section with four main tiles:
  - Change Auto-Charge Payments
  - Saved Credit Cards
  - Transaction and Payment History
  - Account Payment DetailsAt the bottom of this section are links for 'Account Deposits List' and 'Scholarships List'.
- Other Service:** A section with one tile: 'Manage Wish List'.

On the right side of the page, there is a family member list for 'Baldini's family':

- Kelly Baldini**  
Birth date: Sep 9, 1998  
Role: Family Member  
[Manage Family Member](#)  
[View Family Members Schedule](#)

# STEP SIX:

After you select activities, you will be brought to this screen with all the CCC activities.

They are listed in alphabetical order. Scroll to the bottom of the page to find the senior's activities for that week and select the **enroll now green button**.

The screenshot displays a list of activities on a website. The activities are listed in alphabetical order. The activity 'Seniors Activity Centre - (Nov 7- Nov 11)' is circled in red, and a red arrow points to its 'Enroll Now' button. The activities listed are:

- Learn to Skate - Thursday - 3:50pm** (Full) - \$110.00  
#5050 / Age At least 4 but less than 10  
CCC  
September 22, 2022 to November 10, 2022
- Learn to Skate - Thursday - 3:50pm** (Full) - \$110.00  
Enroll Now  
January 12, 2023 to March 2, 2023
- Learn to Skate - Thursday - 4:20pm** (Full) - \$110.00  
#5051 / Age At least 4 but less than 10  
CCC  
September 22, 2022 to November 10, 2022
- Learn to Skate - Thursday - 4:20pm** (Full) - \$110.00  
#5131 / Age At least 4 but less than 10  
CCC  
January 12, 2023 to March 2, 2023
- Seniors Activity Centre - (Nov 7- Nov 11)** (Free) - Free  
#5200 / Age Any  
CCC  
Starts from Mon, Nov 7

# STEP SEVEN:

You will be brought to the Seniors Activity Centre page, you must hit the **Enroll Now Button**

The screenshot shows a web page for a seniors activity. At the top, there is a navigation bar with links for Home, Activities, Reservations, and Calendars, and a My Cart button. Below the navigation bar, the breadcrumb trail reads 'Home > Activities Search > FlexReg Program Detail'. The main heading is 'Seniors Activity Centre - (Nov 7- Nov 11)' with a heart icon to its right. A callout box on the right side of the page contains the text 'Free' in orange, 'Online enrollment is available now!' in green, and a green 'Enroll Now' button. This callout box is circled in red. Below the heading, the text 'Spring 2022 | #5200' is displayed. The dates 'Nov 7, 2022 - Nov 11, 2022' and the location '2-Gym A, 2-Gym B, 2-Gym-Full, 3-Cameco A, 3-Cameco Full, 3-HTM Room, 3-Seniors,' are listed. The age group is 'All Ages, Mixed' and the category is 'Senior'. The description is 'Seniors Activity Centre (Nov 7-Nov 11)'. Below the description, it says '26 sessions'. The first session listed is 'Active Fit - FRIDAY Nov 11, 9:00am' with an information icon, and the second is 'Bid Euchre -WEDNESDAY Nov 9, 2:00pm' with an information icon.

Home > Activities Search > FlexReg Program Detail

## Seniors Activity Centre - (Nov 7- Nov 11)

Spring 2022 | #5200

Nov 7, 2022 - Nov 11, 2022

2-Gym A, 2-Gym B, 2-Gym-Full, 3-Cameco A, 3-Cameco Full, 3-HTM Room, 3-Seniors,

All Ages, Mixed

Senior

Description: Seniors Activity Centre (Nov 7-Nov 11)

### 26 sessions

Active Fit - FRIDAY Nov 11, 9:00am ⓘ

Nov 11, 2022

Fri 9:00 AM - 9:30 AM

Bid Euchre -WEDNESDAY Nov 9, 2:00pm ⓘ



# STEP EIGHT:

You will be asked to select the participant you are enrolling. Select the person you are enrolling

## Enrolling Two People:

When enrolling two people in the same family you will have to fully complete the class selection for person A then select "**register another participant**" below the green add to cart button and repeat the class selection steps in step nine and ten.

The screenshot shows a web form for enrolling in a seniors activity centre. The page title is "Enroll in Seniors Activity Centre - (Nov 7- Nov 11)". The form includes a "Who are you enrolling?" section with a dropdown menu labeled "Participant" and "Select participant". A red circle highlights this dropdown, and a red arrow points to it. Below this is a section for "Days and sessions you are enrolling" and "Enrollment Details". On the right side, there is a "Fee summary" table showing a subtotal of \$0.00, taxes of \$0.00, and a total of \$0.00. Below the fee summary is a green "Add to cart" button, which is circled in red. Below the "Add to cart" button is a link that says "Register another participant", which is also circled in red. The top of the page shows a navigation bar with "Home", "Acti", and "My Cart" buttons. The bottom right corner has the "ACTIVE network" logo.

Fee summary	
Subtotal	\$0.00
Taxes	\$0.00
<b>Total</b>	<b>\$0.00</b>

# STEP NINE:

After selecting the person you want to choose classes for.

Please proceed to the drop-down menu "**Days and sessions you are enrolling**" to choose your class selection.

When the list is dropped down, scroll through the program list and select all the desired classes you would like to participate in for that week.

Required fields are marked \*

Who are you enrolling? ^

Participant \*

**Days and sessions you are enrolling ^**

Select all sessions

Active \* FRIDAY Nov 11, 2022 Select dates ^

Nov 11, 2022

Block booking

All days Sun Mon Tue Wed Thu Fri Sat

**Fee summary**

Subtotal	\$0.00
Taxes	\$0.00
<b>Total</b>	<b>\$0.00</b>

[Add to cart](#)

[Register another participant](#)

# STEP TEN:

**1** When you select your classes you must select the check mark beside your desired program. Once the check mark is turned blue you have selected it properly. **If the class is greyed out it is full and not available.**

**2** Registering Two People: once you select all of person A's classes, you must hit "**Register another participant**" and then select Person B and their classes. After all your desired classes are selected you must hit the Add to Cart button.

## Enroll in Seniors Activity Centre - (Nov 7- Nov 11)

Re

Who are you enrolling? ^

Participant \* Kelly Baldini

Days and sessions you are enrolling ^

<input type="checkbox"/>	Body Sculpt - THURSDAY Nov 10, 10:00am <i>i</i>	Select dates v
<input type="checkbox"/>	Nov 10, 2022	
<input checked="" type="checkbox"/>	Body Sculpt - TUESDAY Nov 8, 10:00am <i>i</i>	Select dates v
<input type="checkbox"/>	Nov 8, 2022	All days selected
<input type="checkbox"/>	Bridge - MONDAY Nov 7, 1:00pm <i>i</i>	Select dates v
<input type="checkbox"/>	Nov 7, 2022	
<input type="checkbox"/>	Bridge - TUESDAY Nov 8, 1:00pm <i>i</i>	Select dates v
<input type="checkbox"/>	Nov 8, 2022	
<input type="checkbox"/>	Cardio Fit - THURSDAY Nov 10, 9:00am <i>i</i>	Select dates v
<input type="checkbox"/>	Nov 10, 2022	
<input type="checkbox"/>	Cardio Training - TUESDAY Nov 8, 9:00am <i>i</i>	Select dates v
<input type="checkbox"/>	Nov 8, 2022	

Fee summary	
Subtotal	\$0.00
Taxes	\$0.00
<b>Total</b>	<b>\$0.00</b>

**Add to cart**

[Register another participant](#)



# STEP ELEVEN:

After adding the classes to your cart you will need to hit the **finish button** to secure your registration.

## Need to change a class:

Before hitting the finish green button, if you need to change a class you can select the edit button. If you need to delete entirely and start over you can use the trash can icon.

The screenshot shows a web application interface for a shopping cart. At the top right, there is a navigation bar with links for 'Welcome, Kelly', 'My Account', 'My Wish List', and 'Sign Out'. Below this is a secondary navigation bar with 'Home', 'Activities', and 'Reserv' (partially visible), and a green button labeled 'My Cart(1)'. The main heading is 'Shopping Cart', with a breadcrumb trail 'Home > Shopping Cart' and the 'ACTIVE network' logo. The cart contains one item: 'Seniors Activity Centre - (Nov 7- Nov 11) - 5200' priced at '\$0.00'. Below the item name are the details 'FLEXREG' and '1 class(es) added on Nov 11, 2022'. To the right of the item are two small icons: a pencil (edit) and a trash can (delete), both circled in red. To the right of the cart is an 'Order Summary' section showing 'Subtotal \$0.00' and 'Due Now \$0.00'. Below the summary is a text input field for a coupon code and an 'Apply' button. A large green 'Finish' button is located at the bottom right of the cart area, also circled in red. A red arrow points from the bottom right towards the 'Finish' button.

# STEP TWELVE:

Once successfully registered, you will be automatically taken to a confirmation screen. This is how you know that you are for sure registered in your desired programs. You will also receive a confirmation email to the email linked to your Active Net account.

**you cannot remove yourself from a class online. Please call us to be taken out.**

Home > Confirmation

## Confirmation

Your receipt #3003771.001 has been completed!

You will receive a confirmation email shortly. [View printable receipt](#)

### Receipt Summary

Seniors Activity Centre - (Nov 7- Nov 11) - 5200	\$0.00
FLEXREG	
1 class(es) added on Nov 11, 2022	
Subtotal	\$0.00
Total	<b>\$0.00</b>