

### **How do I establish an online account?**

Before registering for any MCC program or activity online, you must establish an online registration account and receive a Customer ID and password.

This is how you create an online registration account:

1. Click on the "Create Account" button.
2. Fill out the New Account Request form completely, including all required information and click "submit." Please submit your request only once.

Please Note: If you are registering a child for a program, please use your own personal information when filling out the online registration account request form, NOT the information of the child. Once you have an online registration account, you will have the opportunity to add family members.

3. You will automatically receive an e-mail message from Activenet.com after you submit your request for an account. Your account will be activated only after you have responded to the e-mail message by clicking on the link provided in the message.

### **How do I register online for an activity?**

Once your account has been established, registering for programs and activities is easy:

1. Click the "View Activities" button on the registration home page.
2. Select the activity you would like to enroll in. Clicking on the underlined activity name will show you a detailed activity description.
3. Click the "Add to My Cart" button, if you wish to register for the activity.
4. Next, login to your online registration account by entering your login information and password. Proceed to checkout by clicking the "Continue" button. From this screen, you may remove activities from your cart or view more activities and add them to your cart.
5. Confirm your activity name, date and time, enrollee name and price.
6. Click "Continue" to proceed with payment. You will receive a message telling you that you are entering a secure site. Click "Yes." Enter your credit card information on the Payment Information Page. Click "Continue." The system accepts Visa, MasterCard and American Express.

Please Note: The name and address given must match those that are on file with your credit company. If the address shown is not your credit card billing address, click on the "My Account" button and change your residential address to match your credit card billing address.

7. Once your payment has been approved, your receipt will display. Please print a copy of your receipt for your records.

If you encounter problems or have questions, please contact the Center at 703-790-0123, TTY: 711.