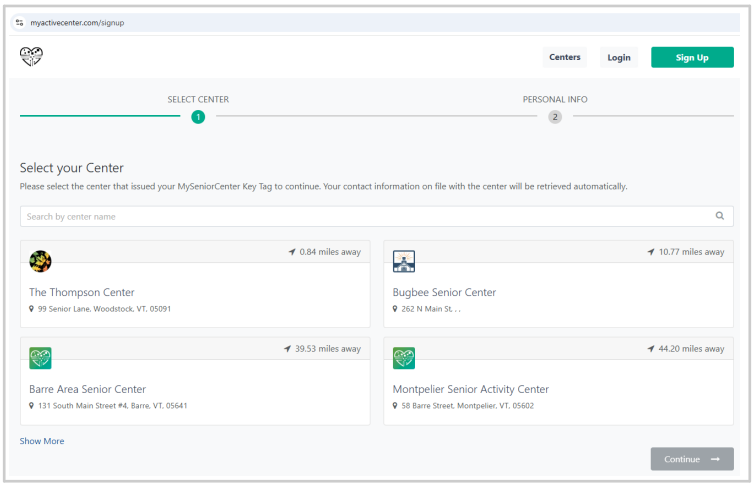
How to Sign Up for My Active Center

The Thompson Center
A simple step-by-step guide

Before you begin, have these ready:
- Your **Thompson Center Key Tag**.
- The **phone number** The Thompson Center has on file for you.
- A computer, tablet, or phone with internet.

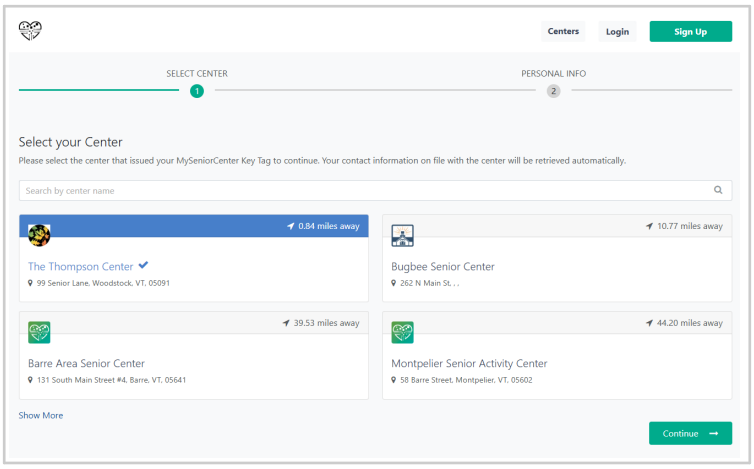
1 Go to the sign-up page

Open your web browser and type **myactivecenter.com/signup** in the address bar at the top. You will see the **Select your Center** page.



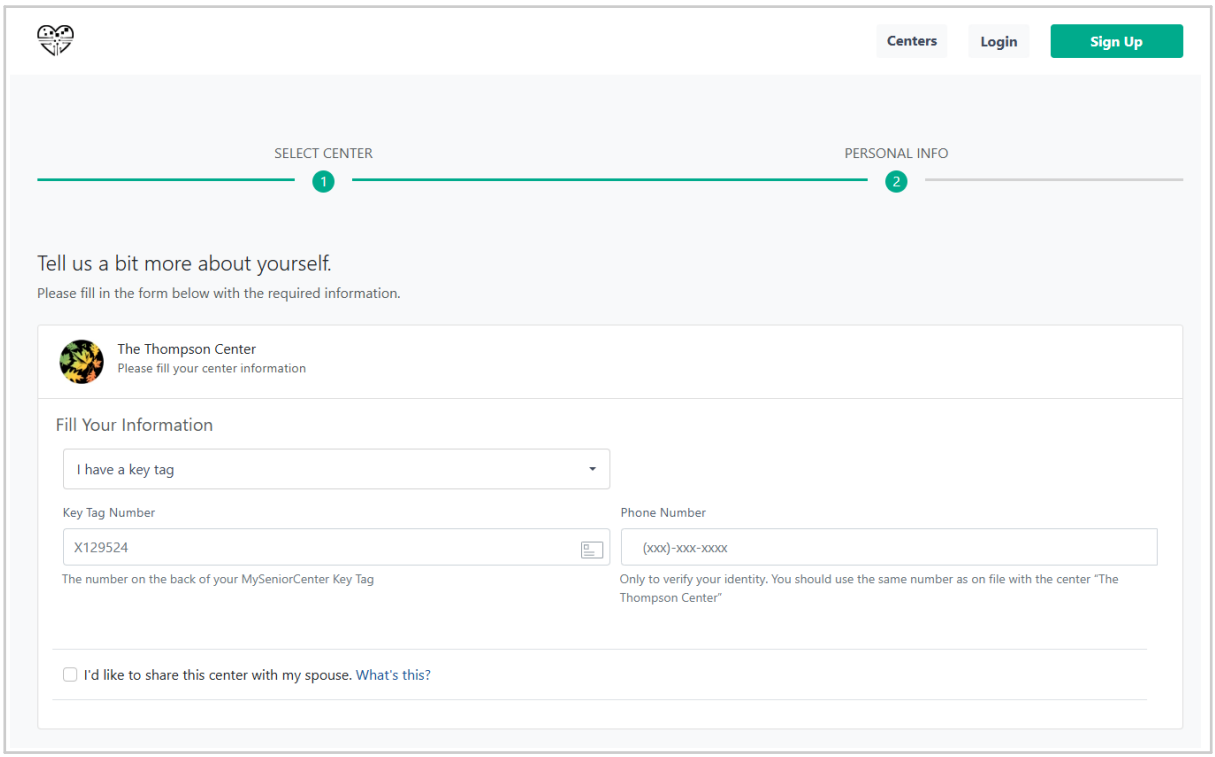
2 Choose The Thompson Center

Find the center that gave you your Key Tag (or type its name in the search box). Click on its box. A **check mark** will appear and the box turns **blue**. Then click the green **Continue** button.



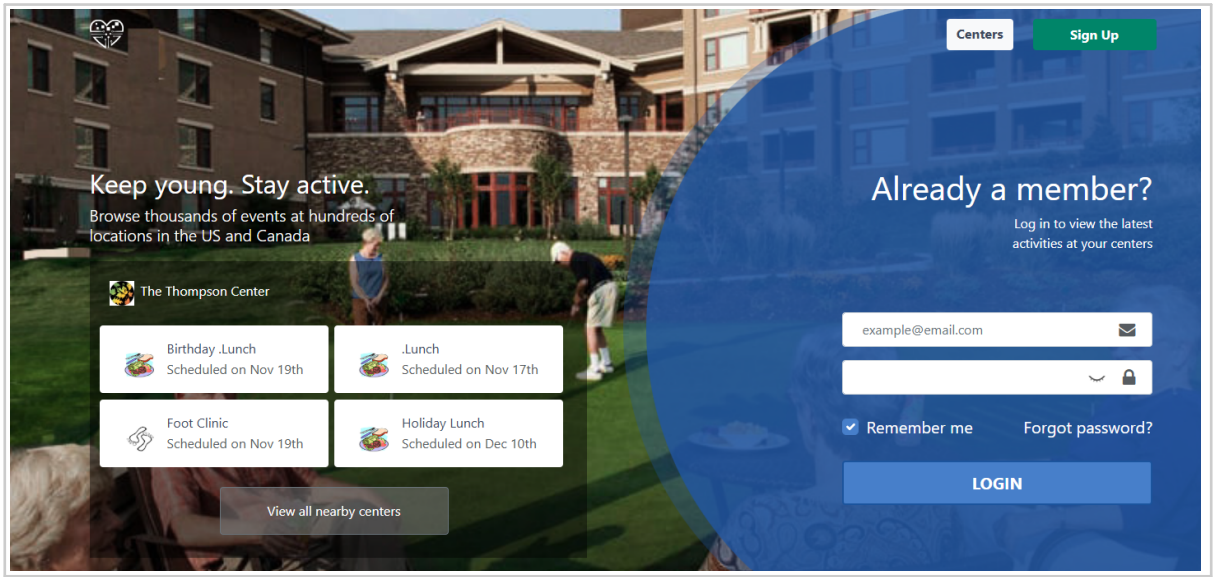
3 Enter your information

Leave the box set to **"I have a key tag."** Type the **Key Tag Number** from the back of your tag, then your **Phone Number** — use the same number your center has on file. If you like, check the box to share the center with your spouse. Then continue and follow the on-screen instructions to finish.



4 Log in next time

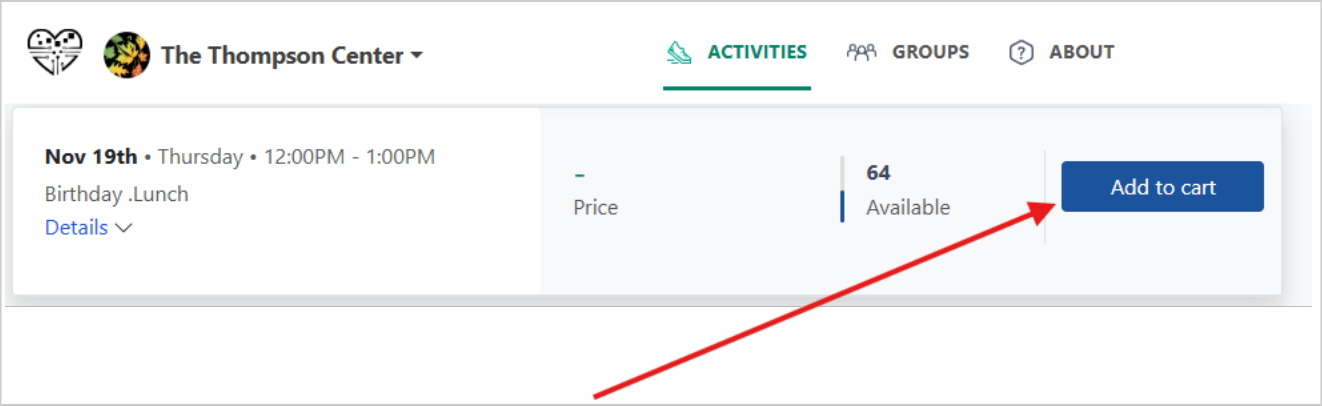
Once you are signed up, go to **myactivecenter.com**. Type your email and password, then click **Login**. You will see upcoming events at your center.



Registering for an Event

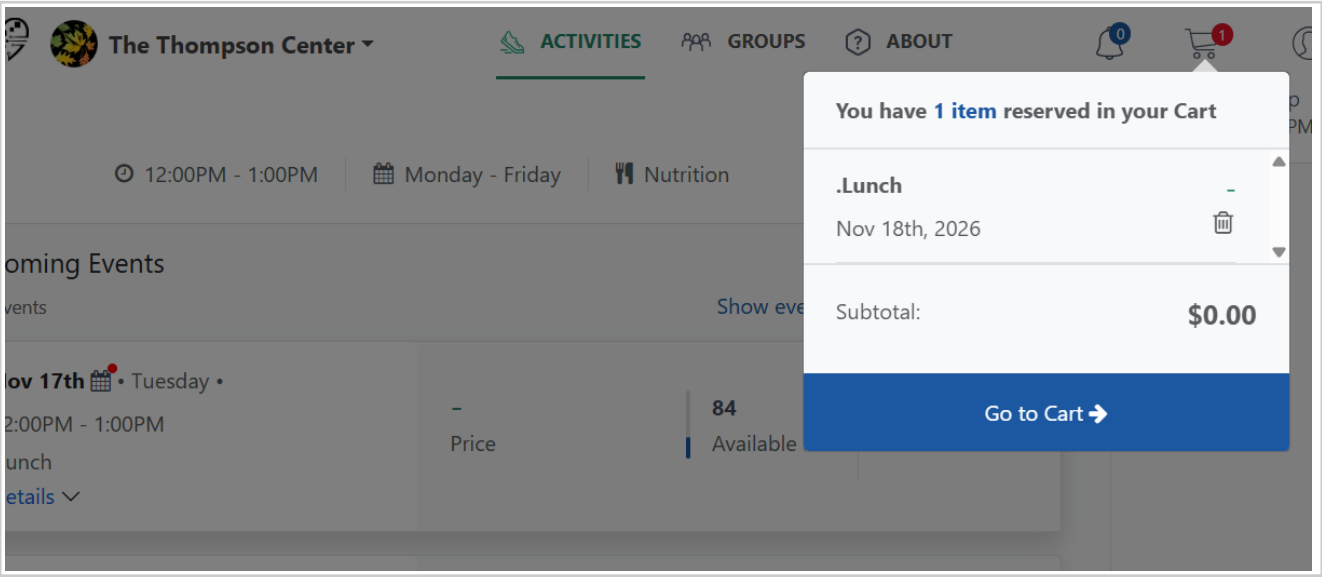
5 Find an event and add it to your cart

After you log in, scroll down to **Upcoming Events**. When you find an event you would like to attend, click the blue **Add to cart** button on the right (shown by the red arrow below). If it says **"You're registered,"** you are already signed up for that event.



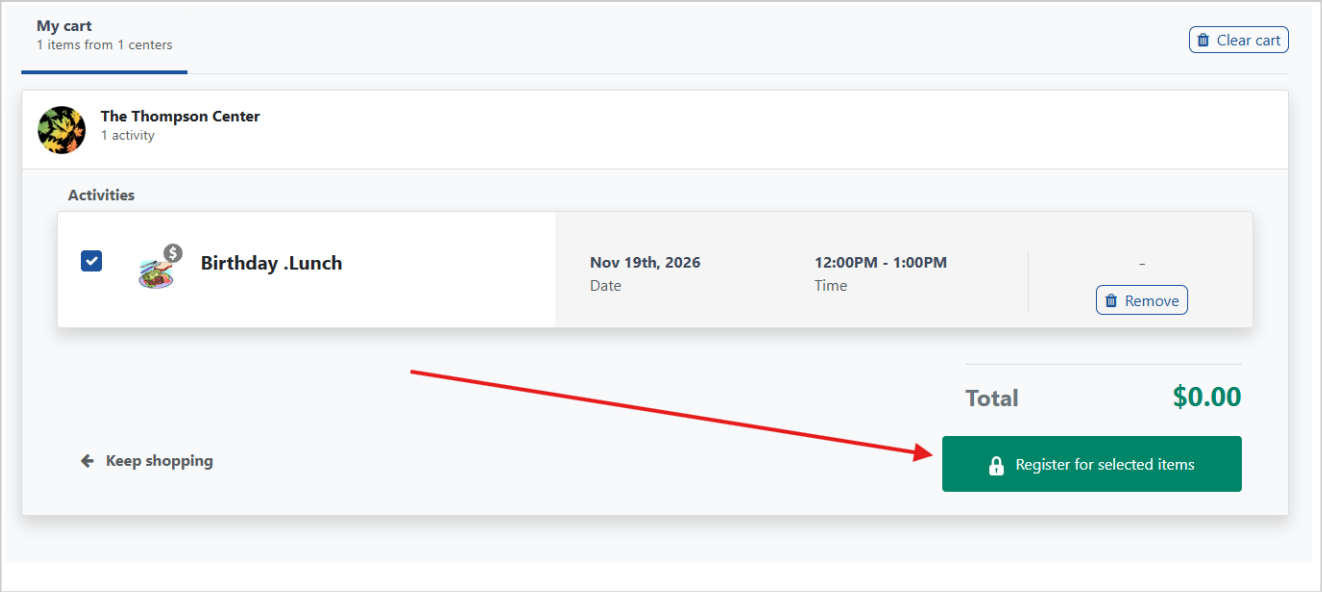
6 Open your cart

Click the **cart icon** at the top right of the page. A box will show the events you have reserved. Click the blue **Go to Cart** button.



7 Register for your event

Make sure the box next to your event is checked and the date and time are correct. Then click the green **Register for selected items** button (shown by the red arrow below). To change your mind, click **Remove**. To add more events first, click **Keep shopping**.



8 You are registered!

This page confirms your registration. From here you can **Add to Calendar**, **Print Receipt**, or click **View schedule** to see all of your events on a calendar (shown at right). (In this example the total was $0.)

