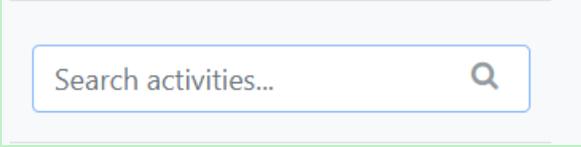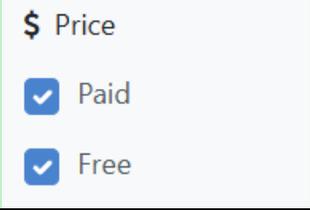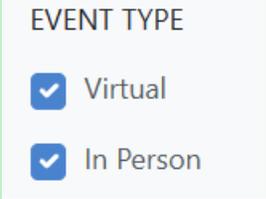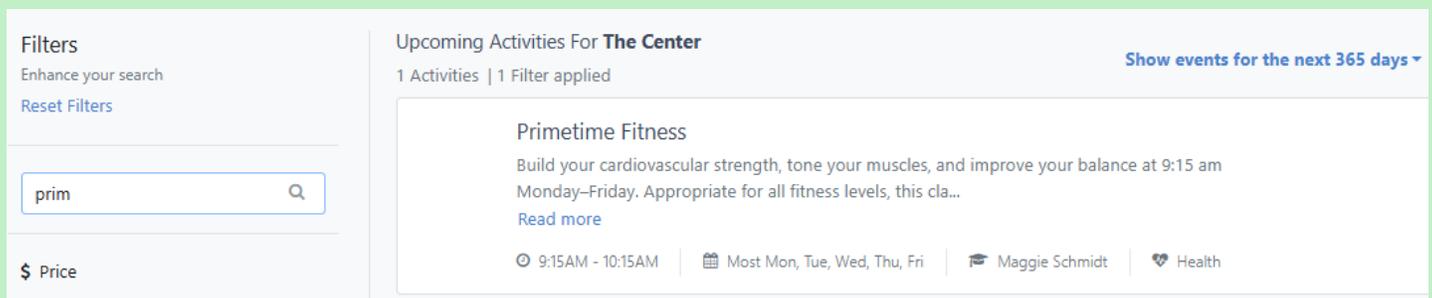# Program/Activities Navigation

3.22.25

How to Find a Program Using Filters

There are multiple ways to search for programs with filters. Note that the default setting for filters in My Active Center is *checked;* click on the box to uncheck it if you do not want to use a particular filter.

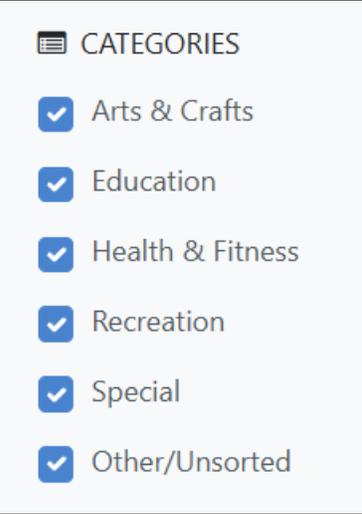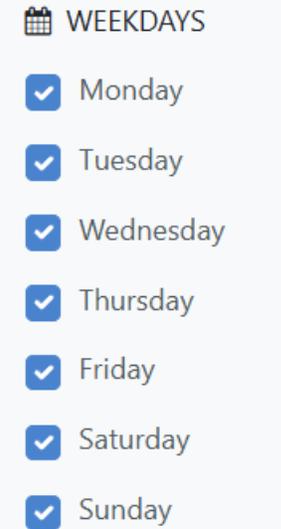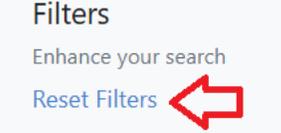| Search Feature:	Screen Shot:	Details:
You can search by the program name using the **Search** option.	Search activities… 🔍	If you know the name of the program, type it in and it should populate on the screen. The system is intuitive, so typing just the first few letters or words should show the program you want to find. (See example at the bottom of this page.)
You can search for **Free** or **Paid** programs.	$ Price ☑ Paid ☑ Free	Have the specific box checked if you wish to see only paid or free programs.
You can search by **Event Type.** (Type refers to whether it is virtual—via Zoom—or on site at The Center or another location.)	EVENT TYPE ☑ Virtual ☑ In Person	Have the specific box checked if you wish to locate Virtual or In Person programs. Note: Some virtual programs do have costs associated and this will be reflected in the program details. Do pay attention to which option you register for if you are searching for both types.

EXAMPLE:

Begin typing "Prime" and the system automatically shows the results for Primetime Fitness.

Filters
Enhance your search
Reset Filters

Upcoming Activities For **The Center**
1 Activities | 1 Filter applied

Show events for the next 365 days ▾

prim 🔍

Primetime Fitness
Build your cardiovascular strength, tone your muscles, and improve your balance at 9:15 am Monday–Friday. Appropriate for all fitness levels, this cla…
Read more

⏱ 9:15AM - 10:15AM   📅 Most Mon, Tue, Wed, Thu, Fri   🏷 Maggie Schmidt   ❤ Health

$ Price

(Click anywhere in the Primetime Fitness box and it will show "Upcoming Events"—a list of all the Primetime classes you can sign up for.)

Search Feature:	Screen Shot:	Details:
You can search by program Category.	▤ CATEGORIES ☑ Arts & Crafts ☑ Education ☑ Health & Fitness ☑ Recreation ☑ Special ☑ Other/Unsorted	The Category options in My Active Center are set and we cannot tailor them to our center. Consequently, some programs may be listed in multiple categories to facilitate the search. For example: Ageless Grace can be found under both Health & Fitness and Education.
You can search for programs offered within a certain time frame.	◷ HOURS 3:15 PM – 6:15 PM	Have some free time and want to see if there is a program you'd like to take? Search here. Note: You cannot manually enter the time and must use the slide bar underneath.
You can search by day of the week.	▥ WEEKDAYS ☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday ☑ Saturday ☑ Sunday	If you are looking for a program that falls on a specific day of the week, you can select the day and search all programs. Reminders: • The default setting is all boxes checked, so uncheck the days you don't want. • The Center is closed on Sundays.
Reset your Filters	Filters Enhance your search Reset Filters	If you ever have issues locating a program, try resetting your filters before searching.

Program/Activities Navigation

3.23.25

How to Register for a Program

Locate the program you wish to sign up for, then **click anywhere in the program box.**

The next screen should show you many details about the program, including:

Date of Program   **Cost (if any)**

Time of Program   **Number of spots available**

Recurrences / Upcoming Events (if any)   **When registration will open, if it isn't already**

Once registration is open, you will be able to add the program to your cart.

Apr 5th • Saturday • 2:00AM - 3:00AM
Advanced Bungee Jumping - Test
Details ⌄

Free
Price

230
Available

Add to Cart

Once you add the program to the cart, the option to go to your cart will appear.	You have **1 item** reserved in your Cart Advanced Bungee Jumping - Test Free Apr 5th, 2025 🗑 Subtotal: **$0.00** Go to Cart ➔	If you want to add more programs before checking out of your cart, simply click anywhere outside of this box to continue browsing our programs.
Add as many programs as you like to your cart.	You have **2 items** reserved in your Cart	This shows that there are now two items in your cart.
If you have already added a program to your cart but didn't complete check out, it will look like this:	Item in cart. Finish registration?	Clicking **Finish Registration?** will take you to your Cart.
To access your cart:	You can click on the blue **Go to Cart** box as seen in the above screenshot, **OR** you can select the **cart icon** at the top of the screen next to your name.	🛒 2 Hi Rosanna! ▾

Reviewing and Navigating your Cart

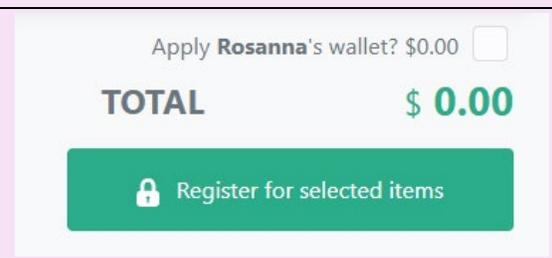| Clear Cart	☐ Clear cart	Clear Cart will remove all items in your cart.
Add a Donation?	Add a Donation?	You can add a donation to The Center through your Cart. **Note: You cannot use Wallet credits for Donations.**
Cost and the ability to remove a program from your Cart.	$1.00 Price Free ☐ Remove	If you click on **Remove**, it will remove the individual program from your cart.
You can uncheck a program if you do not wish to register at this time by unselecting the box.	Activities ☑ Activities ☐	The unchecked item will remain in your cart after registering for the programs that remain checked.
Note: Items left in your cart will hold the spot for 2 hours if you do not check out.		
Not done shopping for programs? Keep Shopping!	← Keep shopping	This will take you back to the activities page where you can find more programs to add to your cart.
Total Balance due for selected programs:	Programs that are **Free** will show a $0 Balance due:	TOTAL $ 0.00
	Programs that have a **Cost** will show your total balance due:	TOTAL $ 55.00
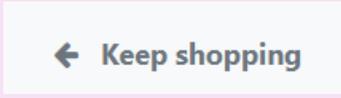
Completing Registration for Programs with a FEE/COST

Your total balance due will show in your Cart:	Apply **Rosanna**'s wallet? $0.00 **TOTAL** $ 55.00 🔒 Pay for selected items	If you have enough credits in your wallet, you may check the box to use that for payment; otherwise, you will be prompted to pay by credit card.
What is the **Wallet**?	Apply **Rosanna**'s wallet? $0.00	This is where credits are reflected for members with the Plus package.
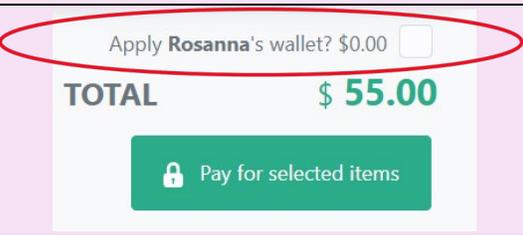
Have a ZERO balance in your Wallet? You must pay another way.

The easiest way to pay is with a credit/debit card: Enter Credit Card information as directed.	Payment Info ✕ 💳 Card number MM/YY CVV Cancel Pay Click pay after entering your credit card. **"Thank you for your payment!"** should pop up next!	Thank you for using MyActiveCenter **Thank you for your payment!** Mar 6th, 2025 at 12:21 PM to: The Center ITEM AMOUNT ↔ Advanced Bungee Jumping - Test $1.00 Apr 5th, 2025 at 2:00 AM SUBTOTAL $1.00 TAX $0 TOTAL PAID $1.00 ← Continue browsing 🖨 Print Receipt View schedule →
Other payment options are CASH or CHECK.	If you wish to pay by cash or check, you will need to visit the Welcome Desk at The Center. They can register you for the program and take your payment. **Note: You will not be registered until you have paid.**	
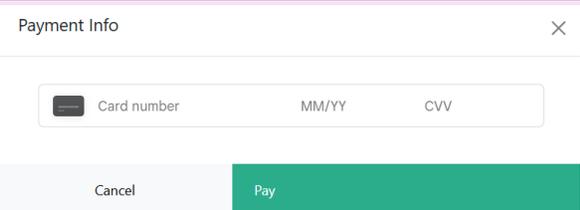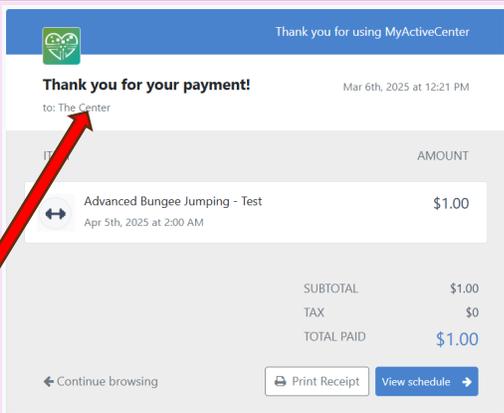
Completing Registration for Programs that are FREE:

Your total balance will show in your Cart and, for a free program, the cost should reflect ZERO dollars.	Apply **Rosanna**'s wallet? $0.00 **TOTAL** $ 0.00 🔒 Register for selected items	Everyone loves FREE!
To complete your registration, click **Register for selected items.**	🔒 Register for selected items	
Once registered:	**Thank you for your payment!**	TOTAL PAID $0
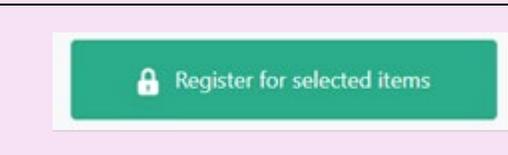
How to Unregister from Programs

Always check the cancellation policy for your program; you should see it in the program description.

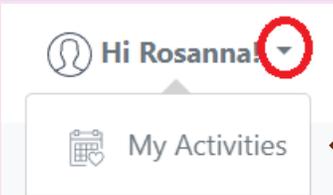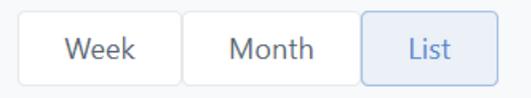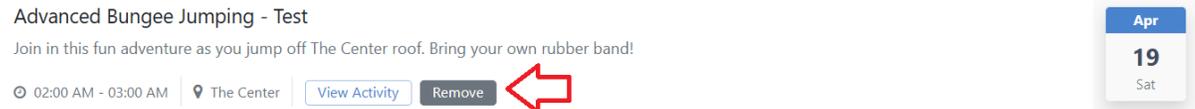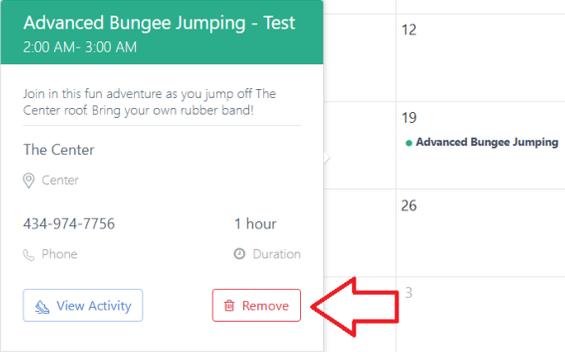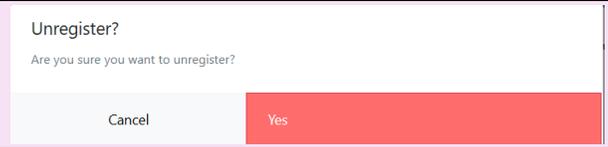## To unregister for programs with a FEE/COST:

Call The Center's Cancel Line at 434-220-9756 OR email cancel@thecentercville.org

Please include the following information in your message:
1.First and last name
2. Specific program name
3. Date and time of the program
**4. Your phone number**

To unregister for programs with NO FEE:

You can easily do it yourself via your **My Activities** tab in My Active Center up until one day prior to the event.

|		
Click the down arrow next to your name, (see red circle).	Hi Rosanna! My Activities	Then select **My Activities**.
You can view your activities in any of these formats:	Week Month List	The **Month** option will display your personal calendar.
Regardless of which view you select, you simply need to locate the program you wish to unregister from and click **Remove**.		
List view:	Advanced Bungee Jumping - Test Join in this fun adventure as you jump off The Center roof. Bring your own rubber band! 02:00 AM - 03:00 AM The Center View Activity Remove Apr 19 Sat	
Calendar view:	Advanced Bungee Jumping - Test 2:00 AM- 3:00 AM Join in this fun adventure as you jump off The Center roof. Bring your own rubber band! The Center Center 434-974-7756 1 hour Phone Duration View Activity Remove 12 19 ● Advanced Bungee Jumping 26 3	After you select *Remove* you will get a prompt to confirm you wish to unregister. Unregister? Are you sure you want to unregister? Cancel Yes Select **Yes** to unregister and you will be removed from the program.

How to Join a ZOOM Session

3.22.25

If you have registered for a virtual event in advance (more than 30 minutes prior to start time), you will receive an automated email with the Zoom link 30 minutes prior to the program's start time.
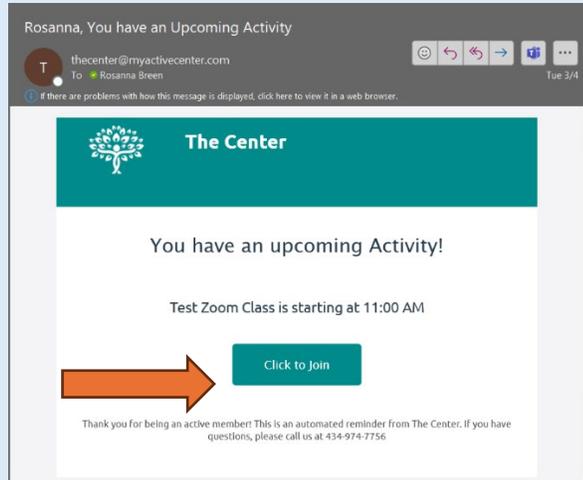

If you register for a program that starts in less than 30 minutes, or if you cannot locate the email mentioned above, you can easily access the link to join the event in the reminders section of My Active Center—just look for the bell icon.
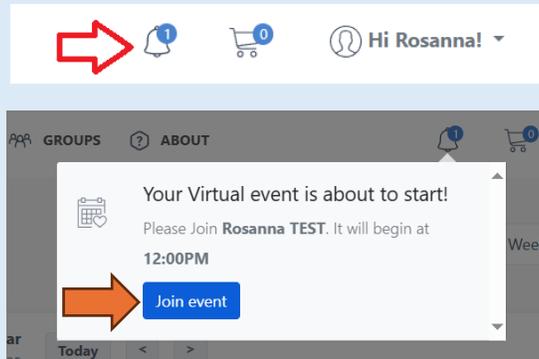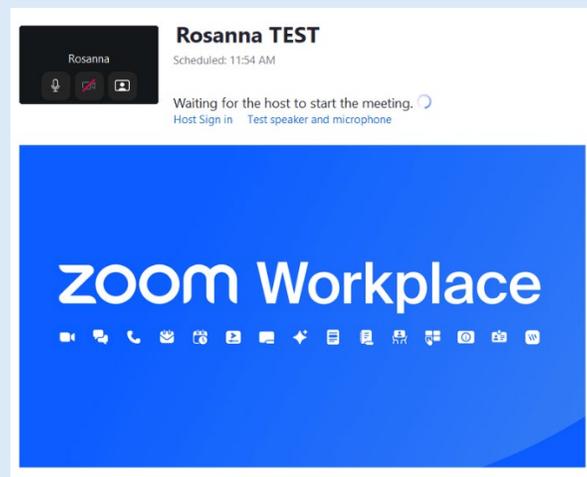

Clicking *Join Event* will take you directly to the page below, where you will click *Join Meeting*:
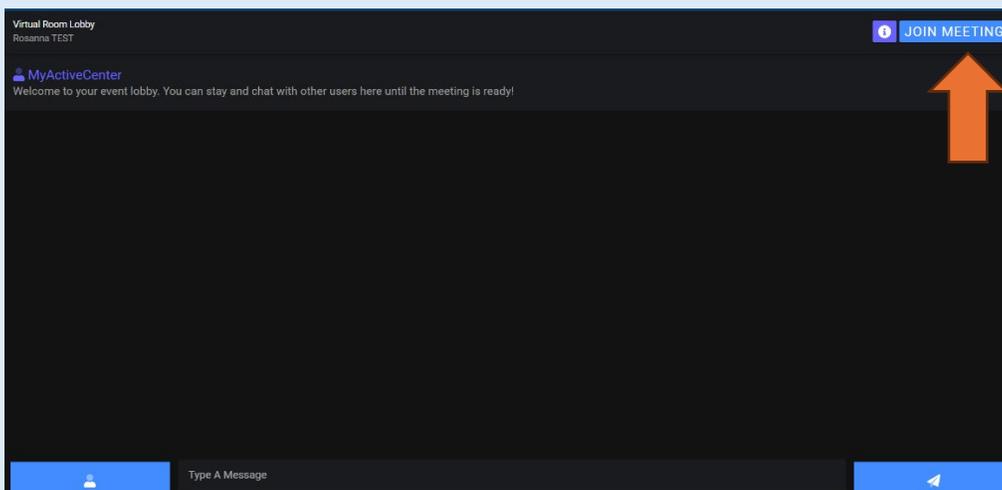
You will be promoted with the options shown below; choose your preferred avenue for Zoom.
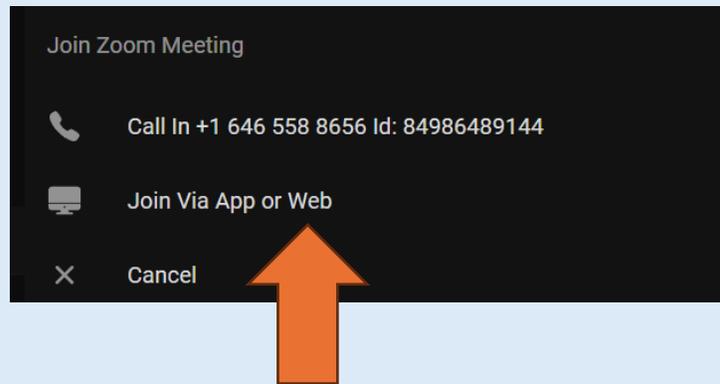
Joining *Via the App or Web* is straightforward. Click on it and patiently wait for the host to start the meeting, if they haven't already done so.

Note for Instructors/Hosts:

You will receive an email 30 minutes prior to the start time (see below). Simply click the link to join and follow the prompts to Host the event. If you cannot locate the email, please contact the Programs team and they can email you a link.