

COMMUNITY CENTER

HOW TO MAKE ON-LINE HOUSEHOLD ACCOUNT CHANGES/UPDATES



When logging into your on-line account, you are able to make many changes and updates to your household.

Your registration ID is: _____

Your password is automatically generated and will be emailed to you.

SEARCH

Activity search-search for activities by activity number, program type, age, grade etc

Activity enrollment-if you know your activity number, this is a quick way to register

Purchase a day pass-purchase a day pass to the Mason Municipal Aquatic Center

CONTACT US-Got a question? Give us a call or send an email.

EVENT CALENDAR-Another way to search for our activities. You can search via a calendar, pick your program and then enroll.

CREATE AN ACCOUNT-Are you a new user? Need to set up an account so you can register on-line, click here to get set up.

*If you already have an account and forgot your username and password, please contact us at 513-229-8555.

MY ACCOUNT

Update Credit card or Bank Account-Is your credit card about to expire or you got a new card? Changing bank accounts? Simply update your information here

Documents-Allows you to add documents to your household such as camp forms and rock wall waiver.

Upload options-Choose: link to household

Enter description for this file-type in the name of your document. Ex: camp medication form or rock wall waiver

Document category-Use the drop down arrow to select the type of document

File Upload-Click the choose file button and locate your file on your computer that you wish to upload. Then click upload.

•**Reprint**-You can reprint a receipt or ticket.

Reprint a receipt/ticket-locate a previous receipt or ticket you purchased and reprint it

My Memberships-you can view all family members that have a membership and what kind of membership it is.

•**History & Balances**

My History-review all your transactions including purchases and visits. You can select a date range or specific date. If you need to provide a transaction history to an employer, you can retrieve that information from here.

Pay Old Balances/Current Balances-If you have a balance on your account, you can pay it on-line. If you have a question about the balance, please call us at 513-229-8555.

•**Reports**

Household Calendar-Allows you to view/print a calendar of all the activities you have signed up for. You can pick a specific day or months.

Member Visit Report-Allows you to view/print all of your visits to the community center. You select a specific date range.

•**My Account**

Wishlist-view the activities that you have added to your wish list

Household & Member-allows you to change your account information. Update your address, phone number, or add additional family members.

Account Settings-Update your password and email address