



COMMUNITY CENTER

HOW TO REGISTER FOR ACTIVITIES

Mason Community Center is pleased to offer hundreds of activities each year for a variety of interests. To find out what they are, view the Centerpoint activity guide. If you don't find it in your mailbox, find it online at www.imaginemason.org/things-to-do/programs.cfm or browse through the activity listings by clicking the Register Now icon on almost any page at www.imaginemason.org

Your registration ID is: _____

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

Once you've found a program you like, here's how to register:

LOG IN

1. Click the Register Now link on the home page.
It is recommended that you use Chrome or Firefox as your internet browser when registering online.
2. Click on SIGN IN/REGISTER in the upper right corner of your screen
3. Enter your user ID and password.

VERIFY YOUR HOUSEHOLD INFORMATION

From time to time, it's a good idea to verify that the information on file for the members of your household is correct, especially before a new registration period begins. Here's how:

1. In the upper right menu area, select My Account and then Household&Member
2. Correct any errors. Your telephone numbers are important so that we may contact you if there is a question about your registration or in case of emergency. Please note that if your address does not meet post office standards, you may not receive the bi-monthly Centerpoint program guide. If in doubt, verify your address using the zip code lookup at usps.com.
3. You can add a family member by clicking add new contact at bottom of the screen
4. If you see any information that is incorrect, such as school grade or birthdate, please call Mason Community Center at 513.229.8555 prior to registration day to make the update.
5. Click Save

SELECT AN ACTIVITY AND REGISTER

If opening day of registration for your activity has already passed, you can register at anytime

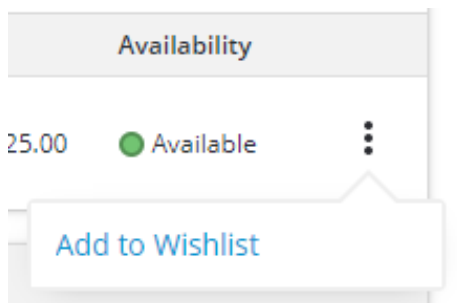
1. While still logged in, you can search for activities two different ways
 - a. By clicking on any of the large pictures in the middle of the screen. The pictures are labeled with different categories of programs (Sports, Camps, Enrichment etc)
 - b. By clicking on SEARCH at the top of screen and then selecting activity search
 - i. Use the left side of the screen to narrow your search to specific types of activities. If you know the number of the activity you want, enter it in the Activity Number box and then search. CenterPoint is a great source for finding activity numbers.

2. When you find your activity, click on the activity and a drop down box will appear. There will be a box that you click, to select that activity and then click add to cart at the bottom of the screen. Select the household members you wish to register for each activity shown.
3. You may continue shopping and select activities or proceed to checkout.
 - a. To see what you have already selected, look at the top right of the screen for your cart.
4. When your list is complete, click Proceed to checkout.
5. Enter your payment information and proceed until your registration is complete. A receipt will be emailed to you.
6. When you are done, log out by going to my account and choosing log out.

HOW TO SET UP A WISHLIST FOR A NEW REGISTRATION PERIOD

If you are getting ready for a new registration, you can load a wishlist a few days head of time. Then you'll be ready for a quick sign-up when registration opens.

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2. When you find your activity, click on the activity and a drop down box will appear. Find the 3 little circles to the far right of the screen. When you click on them a drop box will appear. Click add to wishlist. Continuing selecting all the programs you want to register for.



3. If you would like to review your wishlist, go to My Account in the upper right corner and select Wishlist. When you are done, log out by going to my account and choosing log out.

THEN, ON REGISTRATION DAY:

- Log in
- Click on Wishlist under My Account (located in upper right corner of screen)
- Click on add to cart
- Select the household members you wish to register for that activity
- Go back to wishlist to select your next activity
- When your shopping cart is ready, click proceed to check out and enter payment information
- Click continue to complete your transaction.
- You're registered! Watch for your email for a confirmation receipt!