

THE ALBERT L. LORENZO
Cultural Center
AT MACOMB COMMUNITY COLLEGE

HOW TO REGISTER FOR AN EVENT IN ACTIVE NETWORK

PROGRAMS—SELECT DESIRED PROGRAM

SESSION SELECTION

Under the orange “**Session List**” box

- You can view the entire list of available presentations. The list will display in chronological order.
- For each desired presentation, click on the Blue “Add to Cart” box at the bottom of each description.
- Once you’ve selected all desired presentation—scroll to “YOUR SHOPPING CART” and click the orange “CONTINUE” button.

The next screen will display your Registration Information.

Step #1—LOOK UP ACCOUNT

- Type in your email address and click the yellow “Next” button
- Enter your password and click the yellow “sign-in” button
- **If you cannot remember your password—follow the prompts to retrieve your password.**

If you are *new to Active Network*:

- Please type your email address then click on “Next”
- You must accept Terms of Use and Privacy Policy
- Click blue boxes
- Then click the orange “NEXT” button

Step #2—PARTICIPANTS & OPTIONS

Review your chosen sessions

If you would like to ***make a change at this time***, click orange “Add Sessions” to add a presentation **or** click the blue “X” to remove the unwanted presentation:

- **To add a presentation:** follow the previous directions for “Session Selections”
- **To remove a presentation:** click the blue “X”. A screen will pop up, click the orange “OK” button

- Scroll to “Who is Attending” (*person)
- Click “Select One” in the drop-down menu
- Select your name (For new to Active Network Members – you will need to add your information)
- Click the orange “CONTINUE” button

“**Select Sessions Options**” will pop up

- Click grey box to the left of “Number in your group”
- Select “QTY.” using the up and down arrows
- Click the orange “Continue” button

(Complete these steps for each of your selected presentations)

Step #3—REGISTRATIONS AND FORMS

- Fill in or update all **basic/required** information
- WAIVERS AND AGREEMENT
 - Click on the agree boxes
- DIGITAL SIGNATURE
 - You can sign your name using your mouse or you may click “Type Your Signature” and type your name
- Click the orange “Continue to Cart” button

Step #4—REVIEW CART & CHECK OUT

ORDER DETAILS

- Review items
- If you would like to remove a session at this time, click on “Remove” next to the session name, then click “Yes”
- If you need to add a session at this time, click on “Edit” next to the session name: this will take you back to the PARTICIPANTS AND OPTIONS window where you can click on the “Add Sessions” link. You will be taken to the opening screen where you can “View Session”.
- The Classes you’ve already chosen will remain under YOUR SHOPPING CART
- Click the orange “CONTINUE” button and follow the directions for PARTICIPANTS & OPTIONS
- Once you have completed or updated your selections, click the orange “Continue to Cart” button.

Step #5—CHECK OUT

- If all items are correct, click yellow “Complete” button
- For FIRST TIME USERS – follow the password prompts
- **Upon completion of registration, you will receive an order confirmation number and an email confirmation from Macomb Community College.**

If you have any questions, please do not hesitate to call 586 445-7348 or email us at CulturalCenter@macomb.edu

Thank you for registering and we look forward to seeing you soon!