



## HOW TO REGISTER FOR AN EVENT IN ACTIVE NETWORK

### PROGRAMS—SELECT DESIRED PROGRAM

### SESSION SELECTION

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

- Click on how many classes you want to register.
- Click on the Blue “Add to Cart.”
- Scroll to “YOUR SHOPPING CART” Leave “Quantity” number as is and click the orange “CONTINUE” button.
- Notes: Couples must register individually.

### 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”
- Create your own password
- You must accept Terms of Use and Privacy Policy
- Click blue boxes
- Then click the orange “NEXT” button

### Step #2—PARTICIPANTS & OPTIONS

- Scroll to “Who is Attending” (\*person).
- Click “Select One” in the drop-down menu (couples need to register individually).
- Select your name (For new to Active Network Members – you will need to add your information).
- Click the orange “CONTINUE” button.
- Select Session Options Corresponding with the number of classes chosen.  
Note: Final Class MORE Learning Lab is **free** and can be added in addition.
- Click the orange “CONTINUE” button.

### • **Step #3—REGISTRATION 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 or edit a session at this time, click on “Edit /Remove” next to the MORE Spring 2022, then click “Yes”.
- 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**

- Enter your credit card information.
- Confirm your billing information and click blue confirm box.
- Click on the orange Complete Button.

**You will receive a confirmation in your email.**

**If you have any questions, please do not hesitate to call 586 445-7348 or email us at [MORE@macomb.edu](mailto:MORE@macomb.edu)**

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