# Town of St. Marys Create and Edit a New Account



The Town has recently upgraded its online registration system from Max Galaxy to a more user-friendly interface called ActiveNet. Follow this guide to learn how to set up a new account.

### Step 1

In your search engine, type www.townofstmarys.com.



### Step 2

Click on the Recreation and Leisure tab at the top of the page and choose Register for Programs.

g	Recreation and Leisure	Discover Our Town	Doing Business	
	View	our Recreation and Leisur	re page	
al Program	ns and Resources	Camp PRC		
and Older Adult Programs		Recreation & Leisure Program Guide		
dian Baseball Hall of Fame and 🤇		Register for programs		
		Rentals and Bookings		
and Youth	n Programs	School Break Car	e and Camps	

# Step 3

On this Register for Programs page, go to the Online drop down menu, and click the + sign.



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Create an account with a mobile device such as a cell phone or tablet.

- 1. Using your browser, visit the ActiveNet Registration Page select Sign In/Up and locate the "Don't have an account?" and click Join.
- 2. Enter the email address you would like to use as your login
- 3. Begin entering your personal information, and create a password.
- 4. Read and agree to the Terms of Use, Copyright Policy and Your Privacy Rights and click next

### Step 5

To begin when you, arrive at this page click Sign In.

Home Activities Membershi	ps	) 🗮 My Cart
Home > Sign In		ACTIVE
	Sign in	
	*Email address (Required)	
	Enter your Email address	
	* Password (Required)	
	Forgot your password ?	
	l'm not a robot	
	Sign in	
	Don't have an account? Join	

# Step 6

Next, enter the email address you would like to use as your login.

Home Activities Men	berships	🗮 My Cart
Home > Create account		ACTIVE
	Enter your email address	
	* Email address (Required)	
	Next	
	Already have an account? Sign In	

# Step 7

Begin filling in personal details, create a password, review and approve terms of use, click next and complete.



# **Create and Edit a New Account with ActiveNet**

### Step 8

Check your email and follow the instructions to activate your account. If you do not find the notice in your inbox, be sure to check your spam folder.



### Step 9

Now, sign in to your account and click edit.



### Step 10

Next, complete your account details, including your birth date, and ensure you check subscriptions to receive updates on your chosen programs.

🛶 Name
Family Smith
*Lirst (Required) Jane
👻 Residential Address
*Street (Required) 123 James
*City (Required), *Province (Required), *Postal Code (Required) St.Marys ON ✔ N4X 1B3
Geographic Area 🔽
Mailing Address
Street
City, Province, Postal Code
Yes! Please mail me the latest news and information.
Original Information
Work: ([]) Ext and/or
Cell Phone (
Agree to receive text messages?
*Re-enter Email Address (Required) menosnipproggmail.com
- Emails and Subscription Lists
Yes! Please email me the latest news and information.
Adult 50+ Friendship Centre - Adult
and customers who wish to
receive weeky updates for variety of programs and
activities at the Friendship Centre
Sama.
- Personal Information
Date of Birth (Required) Jan 🗸 1 🗸 1985
Save

#### Step 10

Add family members.

SE MARYS	HERICITE, JOINT IN PLAATING IN YOULLAL LAGE ON
Home Activities Memberships	🗮 My Cart
Home > My Account > My Family Members	ACTIVE
My Family Members	
Smith family	Add family member
Jane Smith (Set as Main Contact.)	Edit Information
Birth date: Jan 1, 1985 Role: Family Member	
Authorized Pickups: None	

Add new	family n	nember	
'is for required fields.			
*Email address			
friendshippro@gmail	.com		
*First name	*Las	t name	
John	Sml	th	
*Date of birth			
Мау	✔ 19	♥ 2002 ♥	
Gender			
Male		~	
*Street Address			
123 James			
Box 001			
*City	Province	*Postal Code	
St.Marys	on 🗸	N4X 1B3	
*Phone			
Home Phone		~	
*Home Phone			
5192843272			
	Submit		

### Step 11

Now, you're ready to register for programs.

iome Activities Memberships	🐂 My Cart
Adul Program Health & Wolfness Live Streamed Exercise Classes Mind & Body	ACTIVE
See Al Categories >	Add family member
Jane Smith Series Hank Council	Edit Information
John Smith (acta Mari Series) Birm date: May 10, 2002 Role: Pamity Member Authorities Rickyp: None	Edit Information