

# SEVEN OAKS SPORTSPLEX

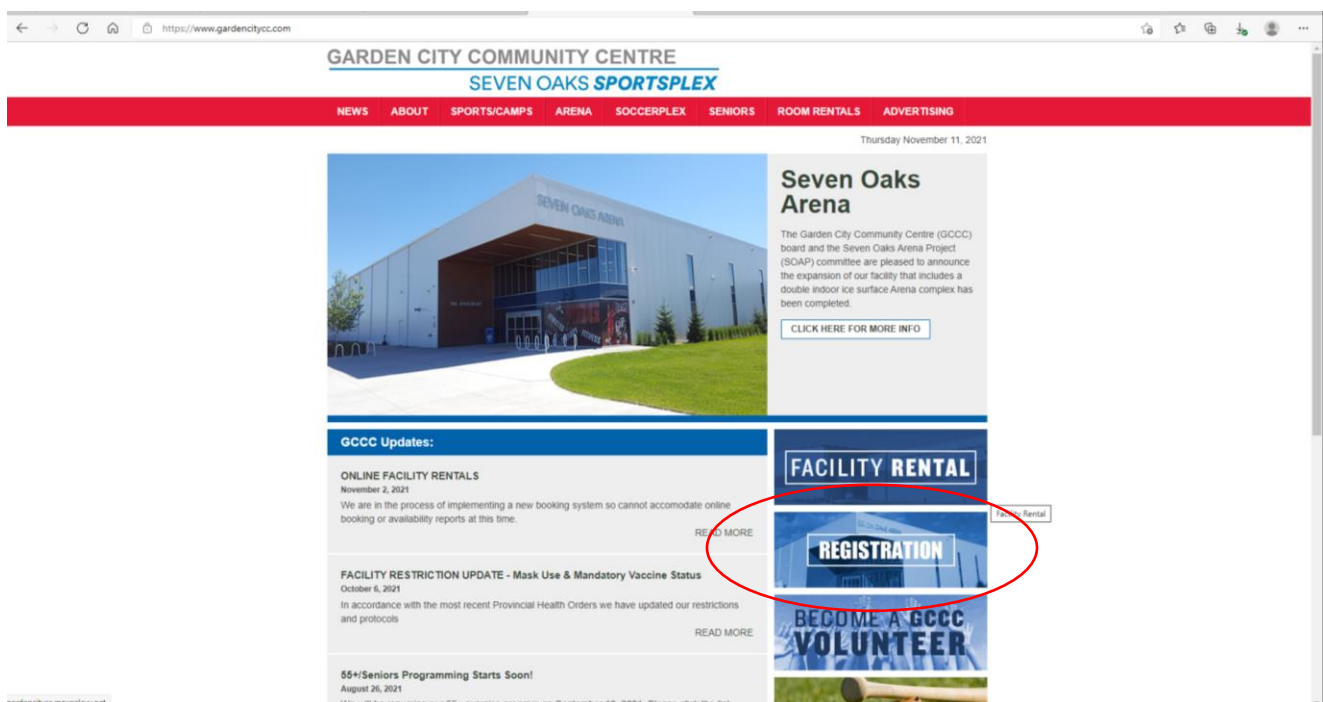
## GARDEN CITY COMMUNITY CENTRE

### ONLINE ACCOUNT/FACILITY RESERVATION INSTRUCTIONS

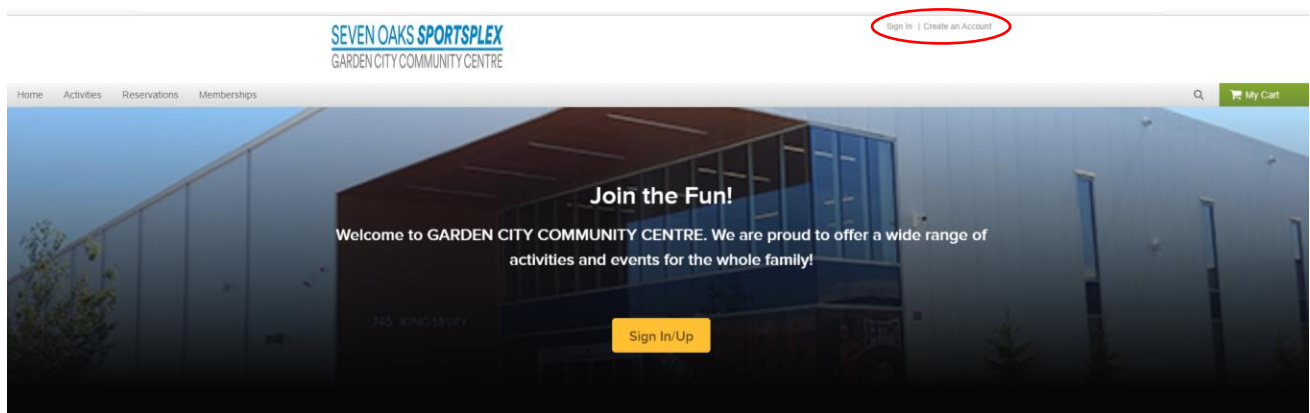
Welcome to ActiveNet, our new online booking system. We hope the following guide will help facilitate all your online booking and registration requirements. Unlike our previous online system, our new Customer Interface is mobile device friendly! Like most technology, it can be difficult to navigate the first few times, so we have created some step-by-step instructions for you.

#### CREATE AN ACCOUNT

To enter the booking system simply click the "REGISTRATION" button on the Garden City Community Centre ([www.gardencitycc.com](http://www.gardencitycc.com)) website Home screen.



Your old account no longer exists so you will need to Create an Account. Top of page.



Complete the Sign Up page, accept the Terms of Use, and click "NEXT"

Garden City Community Centre

## Sign up

\* is for required fields.

Email address

\*First name  \*Last name

\*Date of birth  
 /  /

\*Country

\*Password

Passwords must be 8 or more characters, and contain three of these: lowercase, uppercase, numeric, and special characters.

\*Confirm password

Yes! Please email me the latest news and information.

By creating an account, I accept the [Terms of Use](#) of gcc and I am aware of [My Privacy Rights](#).

By creating an account, I accept the [Terms of Use](#), [Active Network's Copyright Policy](#) and I am aware of [My Privacy Rights](#).

Already have an account? [Sign in](#)

PARENTS/GUARDIANS Complete all other personal information on the next screen and click “SUBMIT”  
**ENSURE YOU CHECK OFF THAT YOU ARE HEAD OF HOUSEHOLD**

You will then see this screen advising you that an Activation email has been sent to your account. Follow the activation email instructions and you are ready to go!

https://anc.ca.apm.activecommunities.com/gccc/signup?onlineSiteId=0

GARDEN CITY COMMUNITY CENTRE

Home Activities Reservations Memberships

Home > Create account

**ACTIVE**

### Thank you!

Your Active account has been created.

Your login name is margie.reis68@gmail.com  
 You will receive an email to activate your account.

Tips: Remember to check your junk or spam folder or filters if you do not receive the verify email.

GARDEN CITY COMMUNITY CENTRE  
 725/45 Kingsbury Ave  
 Winnipeg, MB R2N 3K9  
 Contact us for information  
 Tel: 204 948 8111  
 Email: [apm@gardencitycc.com](mailto:apm@gardencitycc.com)

Methods of Payment  
 Visa, MasterCard, Other, Discover / Debit, JCB, Other Payment

Have Questions?  
 Online Registration FAQs

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**ACTIVE** network

## ADD FAMILY MEMBER

Once you have created your account and signed in, click “Change Information about Family/Friends”

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GARDEN CITY COMMUNITY CENTRE

Welcome, Margie My Account | My Wish List | Sign Out

Home Activities Reservations Calendars Memberships My Cart

### Account Options for Margie TEST

- Account Activity
  - Family Member's Schedule
  - Manage Wish List
  - Account Deposits List
  - List Account Credits
  - Historical Transaction List
  - Scholarships List
  - List Saved Credit Cards
- Account Settings
  - Change Your Password
  - Change Account Address or Personal Information
  - Change Information about Family/Friends**
- Payment Details
  - Pay on Account
  - List of Account Payments
  - View Account Payment Details
  - Change Auto-Charge Payments
- Online Services
  - Register for Activities
  - Make Reservations
  - Purchase or Renew Memberships
  - View Your Shopping Cart
  - Logoff

Select “Add Family Member”

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GARDEN CITY COMMUNITY CENTRE

Welcome, Carlos My Account | My Wish List | Sign Out

Home Activities Reservations Memberships My Cart

Home > My Account > My Family Members

## My Family Members

Reis family **Add family member**

Carlos Reis Set as Main Contact [Edit Information](#)

Birth date: Sep 23, 1968 Role: Family Member  
Authorized Pickups: None

Save password?  
Username: margie.reis68@gmail.com  
Password: .....  
**Save** **Never**

Add all the information for each child you wish to register and submit after each entry.

You are now ready to register.

Click Activities

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Welcome, Carlos My Account | My Wish List | Sign Out

Home **Activities** Reservations Memberships My Cart

Home > My Account > My Family Members

## My Family Members

Reis family **Add family member**

Carlos Reis Set as Main Contact [Edit Information](#)

Birth date: Sep 23, 1968 Role: Family Member  
Authorized Pickups: None

Save password?  
Username: margie.reis68@gmail.com  
Password: .....  
**Save** **Never**

Select the age and activity and click “Enroll Now”