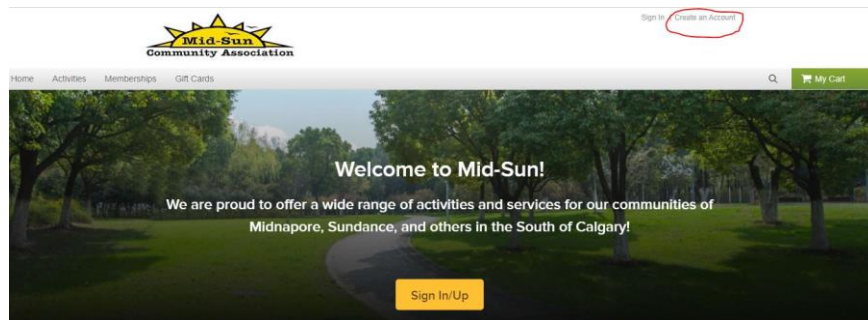


## How to Create a Mid-Sun Account on ActiveNet

1. Access the ActiveNet online registration system. There are 2 different ways to do this:
  - Click on the following direct link..  
<https://anc.ca.apm.activecommunities.com/midsun>  
OR
  - Click on the Mid-Sun pickleball website page link and click the red REGISTRATION button. <https://www.midsun.org/programs/>
2. Click CREATE AN ACCOUNT in the top right of the screen.



3. Enter your email address and click the green NEXT button.  
This will be your LOGIN name.

**Enter your email address**

\*Email address (Required)

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



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4. Fill out your form with your personal information.
  - a. Ensure your birthdate indicates you are at least 18 years old.
  - b. Select a password that is at least 8 characters long and is case sensitive.
  - c. Click inside the 3 small boxes and ensure that check marks appear.
  - d. Click the green NEXT button.

## Sign up

\*Is for required fields.

Email address  
programs@midsun.org [Change](#)

\*First name

\*Last name

\*Date of birth  
January  1  1902

\*Country  
Canada

\*Password

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

\*Confirm password

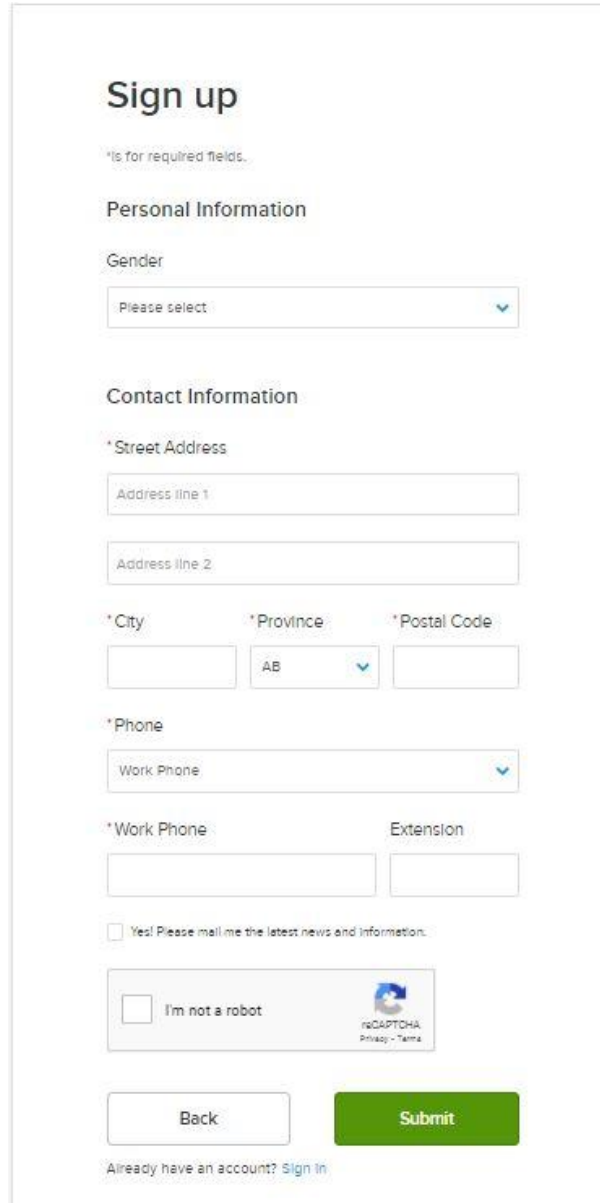
Yes! Please email me the latest news and information.

By creating an account, I accept the [Terms of Use](#) of midsun 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](#).

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5. Fill out the next form that displays on your screen.
  - a. Add your contact information.
  - b. Click on the I AM NOT A ROBOT box and ensure that a check mark appears.
  - c. Click on the green SUBMIT button.



**Sign up**

\* is for required fields.

**Personal Information**

Gender

Please select ▼

**Contact Information**

\* Street Address

Address line 1

Address line 2

\* City      \* Province      \* Postal Code

     AB ▼     


\* Phone

Work Phone ▼

\* Work Phone      Extension

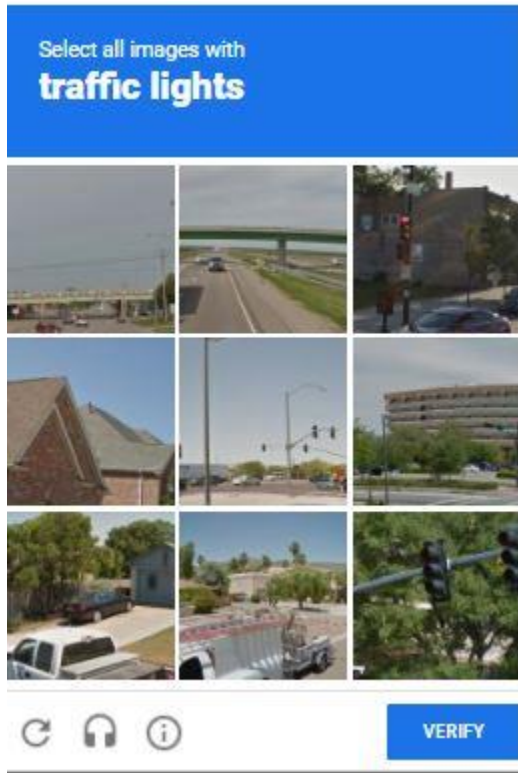
Yes! Please mail me the latest news and information.

I'm not a robot  reCAPTCHA  
Privacy - Terms

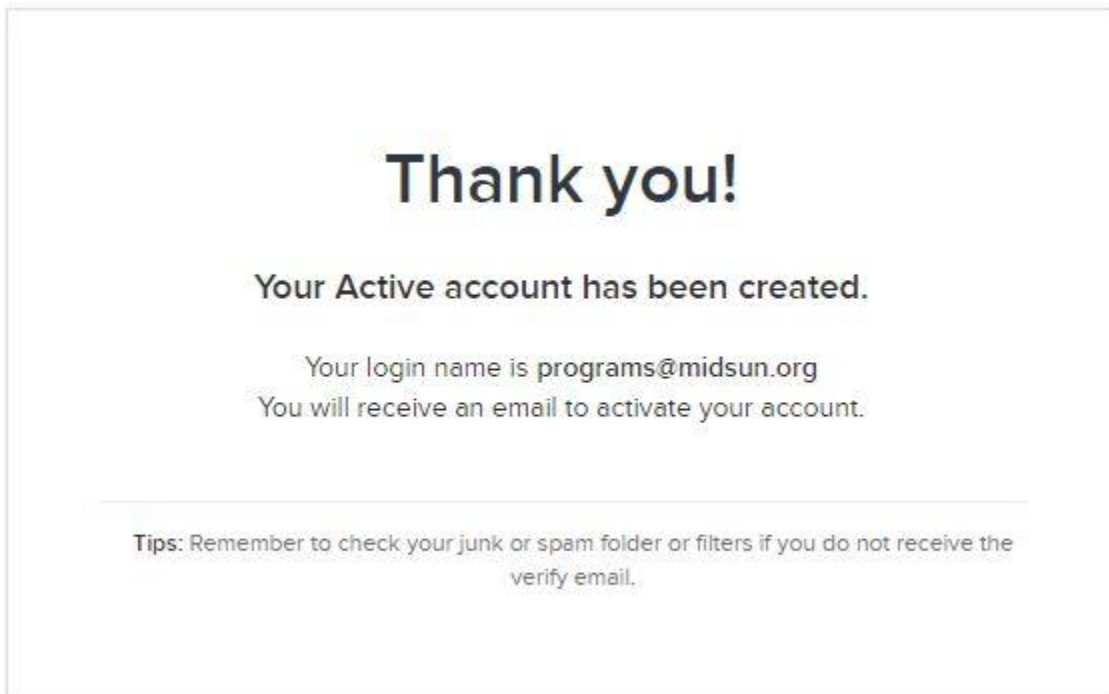
Already have an account? [Sign In](#)

6. You might be asked to complete a verification puzzle.
  - a. Click on all boxes that match the question criteria; do your best as these puzzles can be tricky! (see an example on the next page)
  - b. Click the blue VERIFY button.

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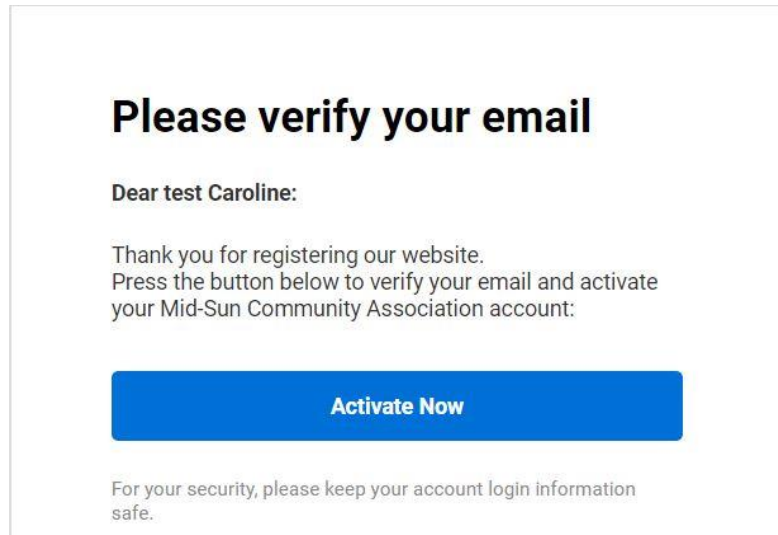
7. When your verification is successful you will receive the confirmation shown below.



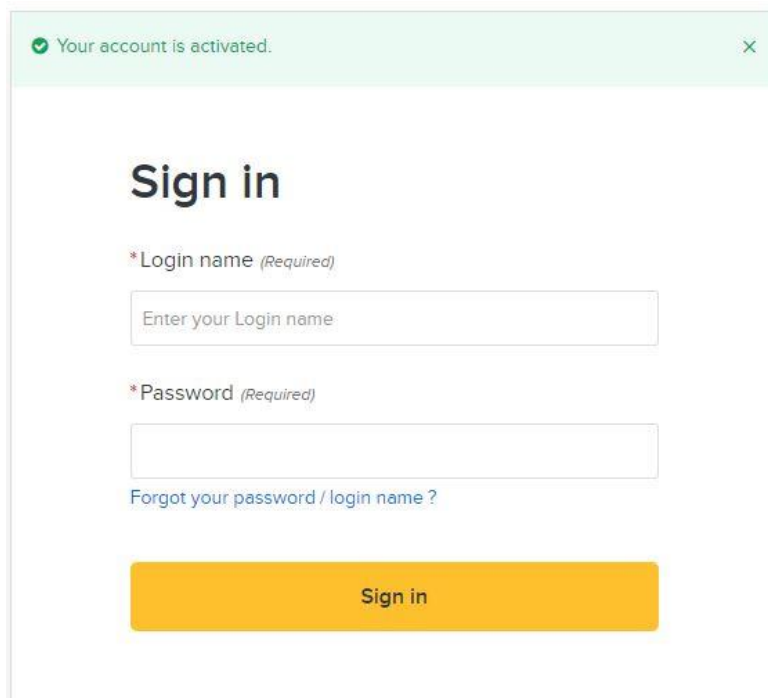


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8. Check your email for the activation email sent to you automatically by the Mid-Sun Community Association. If you don't see it, please check your junk or spam folders. Click on the blue ACTIVATE NOW button.



9. You will be taken to the ActiveNet online registration system. Please ensure you see a green check mark and YOUR ACCOUNT IS ACTIVATED in the top left of the screen.



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10. Enter your login (which is your email address) and password and click on the yellow SIGN IN button. The ActiveNet home screen will appear.

A screenshot of the Mid-Sun Community Association website's account options page. At the top left is the Mid-Sun logo. To the right, it says "Welcome, tr". Below the logo is a navigation bar with "Home", "Activities", "Memberships", and "Gift Cards". Underneath is a breadcrumb trail "Home &gt; My Account". The main heading is "Account Options for test Caroline test Bees". Below this is a profile card for "test Caroline test Bees" with an "Edit" link. The profile card shows a birth date of "Dec 16, 1902" and an address "50 Midpark Rise SE Calgary, AB t2x 1t7". At the bottom of the profile card, there are two links: "Password And Security Info" (circled in red) and "Waivers".

11. You will need to change your password before being able to register for any drop-ins. Click on PASSWORD AND SECURITY INFO.

12. Click on the work EDIT next to CHANGE PASSWORD.

## Login and security

A screenshot of the "Login and security" settings page. It has a light blue background. The first section is "Email address" with the value "programs@midsun.org" and an "Edit" link. The second section is "Change password" with a sub-heading "Change password" and a paragraph: "For security, we recommend you change your password regularly. After saving your new password, you will be redirected to sign in again." To the right of this section is an "Edit" link, which is circled in red.



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13. Type your current password and then type your new password twice (remember this is case sensitive) and click the blue SAVE button.

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**Change password**

For security, we recommend you change your password regularly.  
After saving your new password, you will be redirected to sign in again.

\*Current password *(Required)*

\*New Password *(Required)*

\*Confirm New Password *(Required)*

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14. You will be taken back to the LOGIN screen again. Type your login (your email address) and your NEW password and click the yellow SIGN IN button. You might be asked to complete another verification puzzle. You've done it!
15. Move your mouse over the word ACTIVITIES and do not click the mouse yet! All of the categories of programs offered at Mid-Sun will show up. Move your mouse over the word PICKLEBALL and click on it. All pickleball lessons and drop-ins will display.

