



HOW TO: Create a *My Community Hub* account

From the Grandview Website, select “register” at the top of the page ([Click here](#)).

On the [My Community Hub homepage](#), click on “Create an Account.”

Following the prompts, create an account using your (parent/caregiver) information.

1. Name and Address
2. Contact Information
3. Personal Information including:

Role in Family (choose one)

- **Family Member: family member of participant**
- Friend: someone who is a friend helping the participant register
- Participant: person who will be participating
- **Primary Caregiver: primary caregiver of the participant**
- Support Staff: support staff of the participant

***You will be attending the workshop however, your child will be the “Participant”**

4. Emergency Contact Information

**At the bottom of this screen you have a choice to “Create Account” OR “Create Account and Add Family Member”

Click on “Create Account and Add Family Member.”

Follow the prompts again and provide **your child’s** information

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2. Contact Information
3. Personal Information including:

Role in Family (choose one)

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- **Participant: person who will be participating**
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4. Emergency Contact Information

**Again, at the bottom of this screen you have a choice to “Create Account” OR “Create Account and Add Family Member.”

If you have more than one child registered in the OAP, you would enter “choose to create account and add another family member” and follow the same steps.

When you have entered all of your family members choose the “create account” button (it’s purple) to complete the process.

If you have questions about creating a My community Hub account, please email support@mycommunityhub.ca.

(next page: HOW TO – Register for an event)



HOW TO: Register for an event on *My Community Hub*

Choose the event you would like to attend, and add it to your cart.
This screen should pop up

The screenshot shows a web browser window with the URL ca.apm.activecommunities.com/mycommunityhub/ActiveNet_Participant?activity_id=9610&e4q=18184244-1ff4-4c21-a7dd-a85e818b17e3&e4p=f5894b99-9798-4.... The page title is "Enrollment: Foundational Family Services- ABA101". The navigation bar includes "Registrations" and "My Cart". A progress indicator shows three steps: 1. select participant (highlighted), 2. additional information, and 3. fees. A red banner indicates "Participant required". Below this, there is a "Select Participant" section with a link to "Create a new Participant" if the user doesn't see their child. A dropdown menu is labeled "Who will be participating in this Registration? (Required)" with the option "Select the Participant to Enroll". A blue tip box says "Tips: If you need individual receipts for each registration - complete the registration and register again." The Windows taskbar at the bottom shows the time as 2:14 PM on 2021-01-04.

1. Select the participant from the drop down menu-remember, even though you are attending the workshop, you will choose your child here.

**If you do not see your child listed in the drop down menu you can create a new participant by clicking the blue link above.

2. Answer the questions in the Additional Information section.
3. On the Fees page choose Proceed to Shopping Cart
4. Choose Finish

IMPORTANT

You will receive a receipt via email immediately after registering (you can also click on the link to view printable receipt). On the receipt you will find the information and password to log onto your zoom workshop

If you have any issues, please contact the My Community Hub support team support@mycommunityhub.ca.