

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.



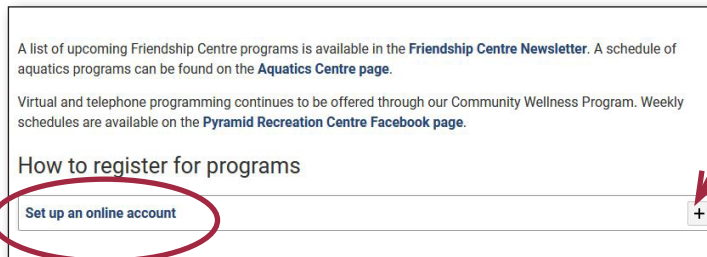
Step 2

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



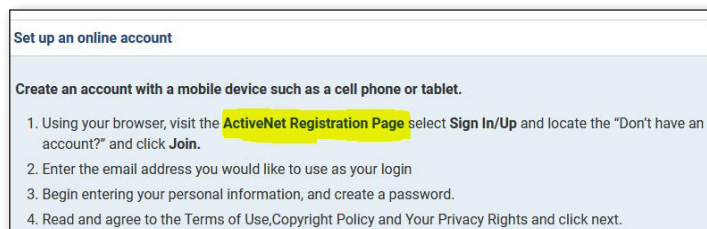
Step 3

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



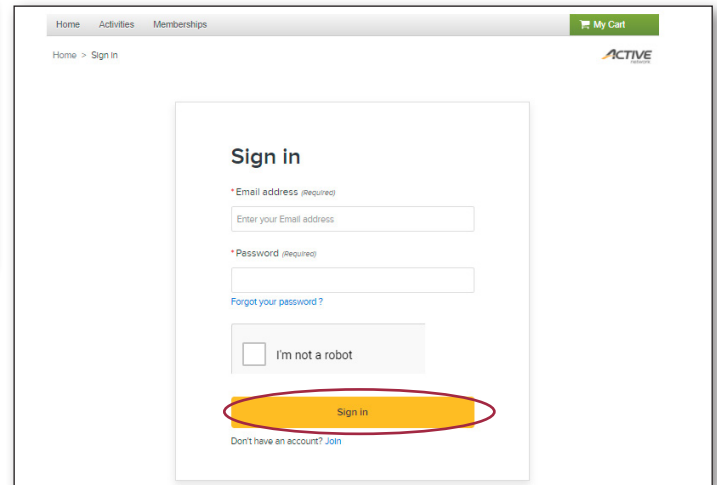
Step 4

Next, click the ActiveNet Registration link right at the top of the list. This takes you to the Activenet sign in page.



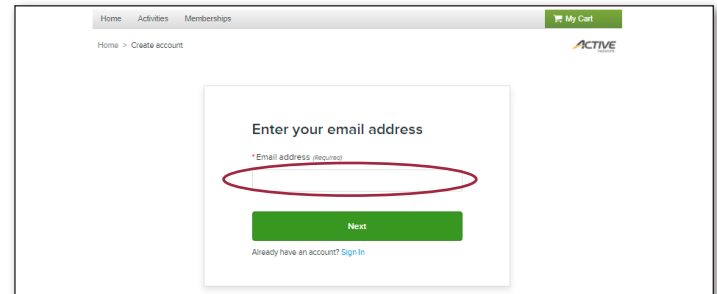
Step 5

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



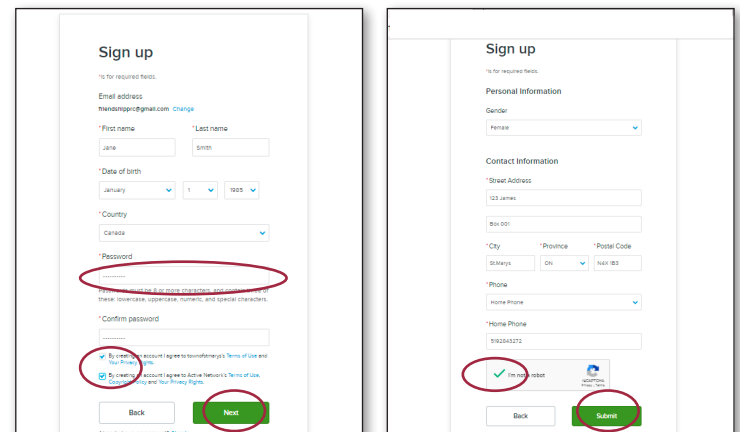
Step 6

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



Step 7

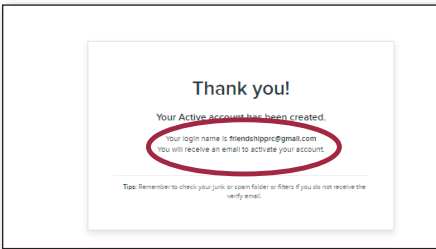
Begin filling in personal details, create a password, review and approve terms of use, click next and complete.



Create and Edit a New Account with ActiveNet

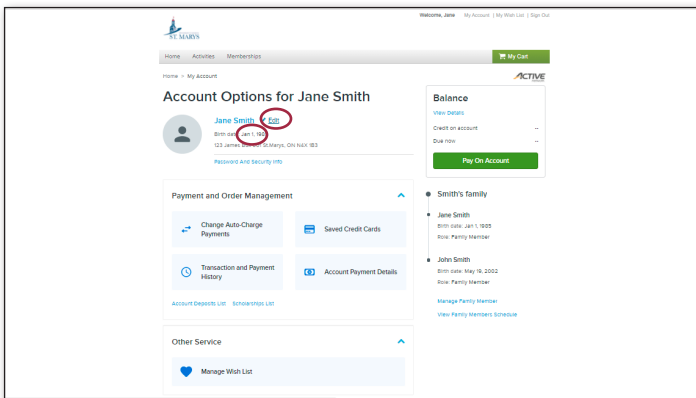
Step 8

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.



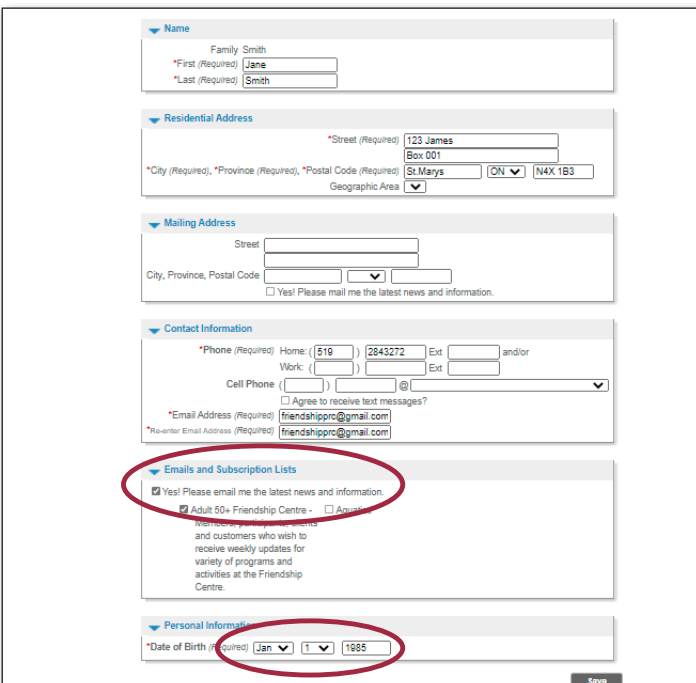
Step 9

Now, sign in to your account and click edit.



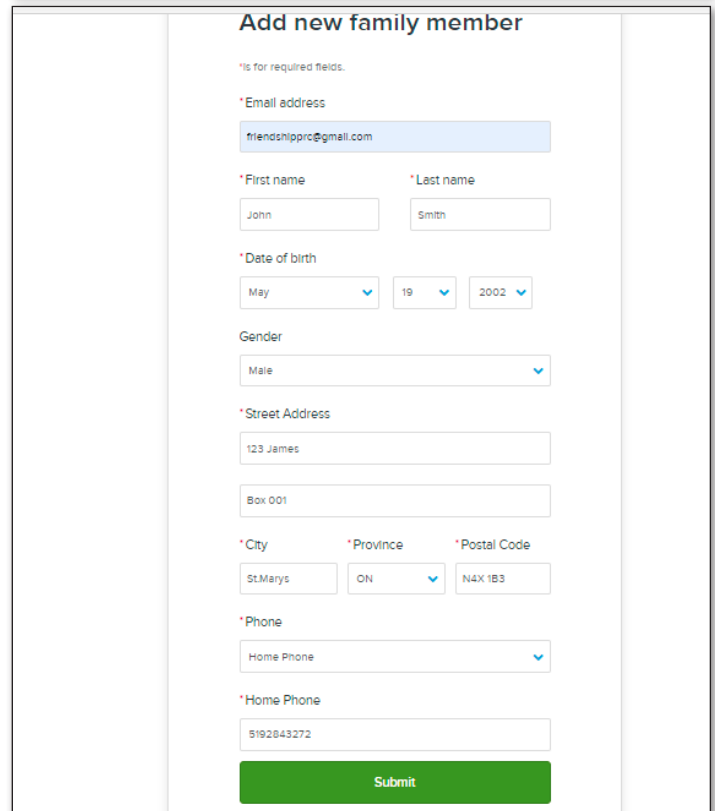
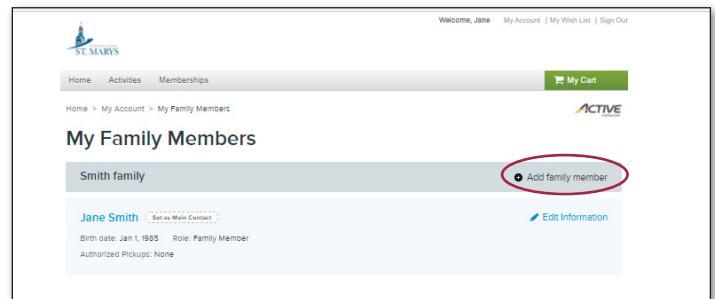
Step 10

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



Step 10

Add family members.



Step 11

Now, you're ready to register for programs.

