

### **How to Register for Activities on MyCommunityHub**

MyCommunityHub is an online registration space where people with a developmental disability & their families can find activities & programs that reflect their interests.

#### **Step 1 – Create an Account**

1. On [www.mycommunityhub.ca](http://www.mycommunityhub.ca) click on **Create an Account** in the top right corner
2. Fill in your name and address. Click **Next**.
3. Enter your phone number and email address. Click **Next**.
4. Enter your birthdate, city and gender. Click **Next**.
5. Enter emergency contact. Click **Next**.
6. Create a password. Click **Create Account** to complete your individual account. Click **Create Account and Add Family Member** to link your account with another family member.

#### **Step 2 – Register for Activities**

1. Click **Register for Activities**.
2. On the left side bar choose **Community Living Essex County** as the site.
3. A list of available activities will populate on your screen. TIP: You can see more details about each specific activity by clicking on **Click View** located under the name of the activity.
4. Click on the name of the activity you would like to enroll in. Review info and click **Add to Cart**.
5. Select customer to be enrolled from the drop down menu. Click **Next**.
6. Confirm cost details if applicable. Click **Proceed to Shopping Cart**.
7. Click **Proceed to Checkout**.
8. Enter your payment information if applicable. Click **Pay and Finish**.
9. Once you've registered for the activity, you will receive a confirmation email.

**If you are unable to access MyCommunityHub, please contact Natalie Kristy at 519-776-6483 ext 282 or [nkristy@communitylivingessex.org](mailto:nkristy@communitylivingessex.org)**