

How To Register through My Community Hub

1. Click on "Site" in the Left side bar.

The screenshot shows the MyCommunityHub.ca website interface. At the top, there is a navigation bar with "MyCommunityHub.ca" on the left and "Sign In | Create an Account" on the right. Below this is a blue header with "Registrations" and a "My Cart" icon. The main content area is titled "Registration Search" and includes a search bar with a "Search" button. Below the search bar, there are filters for "Filter By:" and "Displaying: 1-20 of 136". The "Filter By:" section has a "Site:" dropdown menu highlighted with a red circle, showing "All" selected. Other filters include "Location:", "Region/County:", "Meeting Dates:", and "Days of the Week:". The main table displays registration results with columns for "Agency (Site)", "Location Map", "Registration Name", "Number", "Dates", "Day(s)", "Time", "Available Spaces", and "Fee and Action". Two registration entries are visible, both from "KW Habilitation" at "109 Ottawa St. S. Unit D - KW Habilitation-LEG Up!".

2. In the pop-up choose **Community Living Essex County** as the site.

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3. In the “Sort By” options located in the top right, click on “Registration Name”.

The screenshot shows the MyCommunityHub.ca website interface. At the top right, there are links for "Sign In" and "Create an Account". Below the header, there is a navigation bar with "Registrations" and "My Cart". The main heading is "Registration Search", with a breadcrumb trail "> Home Page > Activity Search". A tip states: "TIP: Type a keyword for your search like the name of the registration or registration number in the search box below." Below this is a search bar with a "Search" button and a "View As:" dropdown menu set to "List". The "Sort By:" dropdown menu is open, and "Registration Name" is selected and highlighted with a red circle. The main content area displays a table of registrations with columns: Agency (Site), Location Map, Registration Name, Number, Dates, Day(s), Time, Available Spaces, and Fee and Action. The table lists three registrations: "CLEC VS: Around the World", "CLEC VS: Bingo!", and "CLEC VS: Blab with Bonnie".

4. In the drop down menu that appears, select “Date” to view all sessions by date.

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5. Find the session you want to register for and select the purple “Add to Cart” button next to that session.

MyCommunityHub.ca Sign In | Create an Account

Registrations My Cart

Registration Search

> Home Page > Activity Search

TIP: Type a keyword for your search like the name of the registration or registration number in the search box below.

Search by keyword OR number Search View As: List Map Sort By: Dates

Filter By: Displaying: 1-17 of 17

Site:	Agency (Site)	Location Map	Registration Name	Number	Dates	Day(s)	Time	Available Spaces	Fee and Action
Community Living Essex County	Community Living Essex County	n/a	CLEC VS: Summer Series with Sandra	12799	August 28, 2020 to August 28, 2020	Fri	10am - 11am	2	Add to Cart Only 2 spaces left. Register now!
Community Living Essex County	Community Living Essex County	n/a	CLEC VS: Read with Lori	12800	August 28, 2020 to August 28, 2020	Fri	1pm - 1:45pm	9	Add to Cart Starting soon. Register now!

6. Login to your MyCommunityHub account. Make sure to click “I’m not a robot” and select the images that match the description to verify.

Already have an account?

Login

Email

Password

I'm not a robot 

[Forgot your password?](#)

[Login](#)

Don't have an Account?

[Create New Account](#)

Select all images with parking meters

1. Select images

2. Click Verify

[VERIFY](#)

7. Click on purple **“Login”** button.

Already have an account?

Login

virtualsupport@communitylivingessex.org

Password

.....

I'm not a robot

reCAPTCHA
Privacy - Terms

[Forgot your password?](#)

Login

8. In the drop down box below **“Who will be participating in this registration?”** ensure it is the name of the participant. If it isn't select the participant's name.

Enrollment: CLEC VS: Summer Series with Sandra

> Home Page > Registration Search > Enrollment Process

ACTIVE NETWORK

1 select participant 2 fees

Select Participant

If you don't see the person you want enroll in the list below [Create a new Participant](#)

*Who will be participating in this Registration? (Required)

Shelbey Pillon

Tips
If you need individual receipts for each registration - complete the registration and register again.

[Cancel & Return to Search](#) [Next](#)

9. Click the purple **“Next”** button located in the bottom right corner.

Enrollment: CLEC VS: Summer Series with Sandra

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Tips
If you need individual receipts for each registration - complete the registration and register again.

[Cancel & Return to Search](#) [Next](#)

10. If this is the only session you are registering for click purple **“Proceed to Shopping Cart”**.

If you are registering for more sessions click **“Add to Cart & Continue Shopping”** and add the other sessions to your cart.

Please note some registrations may have options select if applicable.

Select Fees

Add to Cart & Continue Shopping or Proceed to Shopping Cart to checkout.

Enter Coupon Code: [Apply](#)

Description	Quantity	Amount	Total Price
			Total: \$0.00

Done registering → [Proceed to Shopping Cart](#)

Register for More → [Add to Cart & Continue Shopping](#)

[Register Another Participant for this Activity](#)

11. When all sessions are added to cart, **“Proceed to Shopping Cart”** or the **“My Cart”** button in the top right and click the purple **“Finish”** button.

MyCommunityHub.ca

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

Registrations [My Cart\(1\)](#)

Home > Shopping Cart

Shopping Cart

Shelbey Pillon **SP** 1 item, \$0.00 in total.

CLEC VS: Read with Lori - 12800 REGISTRATION	\$0.00
-------------------------------------------------	--------

Order Summary

Subtotal	\$0.00
Due Now	\$0.00

[Finish](#)