



## AN INSIDER'S GUIDE TO COMMUNITY SERVICES

### Stay connected and informed

Frequent our website [www.capecommunityservices.org](http://www.capecommunityservices.org).

Read our monthly newsletter(s) **Keeping Cape Active** (*community-wide*) and **Actively Aging** (Age 62 +) sent directly to your email. Newsletters are also available on our [website](#).

Check out our tri-annual program brochure, the **Cape Explorer** filled with youth and adult program opportunities delivered to all Cape Elizabeth residents or viewable [online](#).

Receive text messages for time-sensitive program/facility changes/cancellations/closures. (Be sure your cell phone number with your carrier is entered and correct FOR EACH FAMILY MEMBER associated with your account).

Follow us on social media.



[Cape Elizabeth Community Services](#)  
[Cape Care](#)  
[Cape Elizabeth Pool & Fitness Center](#)



[Cape Elizabeth Community Services](#)

## **Be sure your account is up-to-date**

Log into your ActiveNet account from our website [www.capecommunityservices.org](http://www.capecommunityservices.org).

From the Home Page, click “Account Login” which will take you to ActiveNet. Click on the yellow “Sign In/Sign Up” button. If you are already logged in, click on “My Account”.

*If you do not know your Login name, try using your email address and click on the “Forgot Password/Login Name?”*

*If you need help logging in, call us at 207-799-2868 and we will assist you. Please do not set up another account.*

Once you are logged in, follow these three easy steps to update information for yourself and all the members of your household.

# Step 1 - Click on Manage Family Member (SEE RED ARROW).



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

Start | Activities | Reservations | Calendars | Memberships

My Cart

Start > My account



## Account Options for Jane Doherty



**Jane Doherty**

Birth date: Aug 1, 2014

343 Ocean House Rd Cape Elizabeth, ME 04107

[Password And Security Info](#) | [Change Answers To Questions](#)

### Balance

Credit on account	\$0.00
<a href="#">View credit details</a>	
Current balance	\$0.00
Due now	\$0.00

[Pay On Account](#)

### Payment and Order Management



[Change Auto-Charge Payments](#)



[Saved Credit Cards / Electronic Checks](#)



[Transaction and Payment History](#)



[Account Payment Details](#)

[Tax Receipt](#)

### Doherty's family

#### Jane Doherty

Birth date: Aug 1, 2014

Role: Participant

[Manage Family Member](#)

[View Family Members Schedule](#)



## Step 2 - Click Edit Information next to the Family Member you wish to update (SEE RED ARROW).



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

Start | Activities | Reservations | Calendars | Memberships

My Cart

Start > My account > My family members



## My Family Members

Doherty family

Add family member

Jane Doherty

Birth date: Aug 1, 2014    Role: Participant

Authorized Pickups: None

Edit Information



### Step 3 - Update Personal Information or click on Address information or Contact information to update. (SEE RED ARROWS).



## Personal information

\* Required fields

First name *	Middle name	Last name *
<input type="text" value="Jane"/>	<input type="text"/>	<input type="text" value="Doherty"/>

Family

Gender \*

Role in family

Occupation

<input style="width: 100%;" type="text" value="Other"/>	<input type="text" value="Enter here if selected 'Other'"/>
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Beginning on September 1, 2024, time-sensitive program/facility changes/cancellations/closures will be communicated via text and email. To ensure you receive these important updates, confirm your cell phone number and carrier are entered and correct FOR EACH FAMILY MEMBER. This information can be updated under the Contact Information section.

**Complete Steps 2 and 3 for each family member.**

## Use the Wishlist Feature

This feature allows you to save activities for yourself and members of your household to your Wishlist before registration opens. This feature goes live two weeks before registration opens. On Registration day, open your Wishlist and move activities into your cart for checkout.

The Wishlist feature does not guarantee enrollment in popular programs, however, it will ease the pressure by eliminating the need to search for each activity on registration day.

### Add items to your Wishlist

Log into your ActiveNet account. Search for upcoming activities you want to sign up for. Bookmark them by clicking on the heart icon and they will be added to your Wishlist. This can be done up to two weeks before registration opens.

[Add Items to Your Wishlist](#) (click on the link to watch the short video Part 1)

### Registration Day

Log into your account. Click on your Wishlist. The activities you bookmarked in advance will appear on your list. Once registration opens, add each item to your cart by clicking Enroll Now. Next, select the program participant, answer any custom questions, and Add to the Cart.

To enroll other household members for the same activity, click the *Register Another Participant* **link** under the Add to Cart button. You can use this process to register as many participants as necessary.

Once enrolled in an activity, return to your Wishlist to continue adding activities to your cart. When you are finished adding items to your cart, check any necessary waivers, and click Check Out and Pay.

[Registration Day](#) (click on the link to watch the short video Part 2)

**Recap** - The View Wishlist Tutorials can be found on our website

[www.capecommunityservices.org](http://www.capecommunityservices.org) under the How Do I? tab at the top of the page.

**Note** - After you have completed your registration, you will need to un-heart the activities for them to be removed from your Wishlist whether you added them to your cart or not.

### Second Session Payment Deferral

If you are registering for multiple sessions of a youth program, you now have the option to defer payment for the **second** session by enrolling in a payment plan at the time of registration. By selecting this payment plan, you agree to have the payment automatically charged to your card seven days before the start of the second session.


In your SHOPPING CART, check the "Use Payment Plan" box

Little Samurais (Ages 4 - 5) - 253-325

\$86.00 

ACTIVITY



Use Payment Plan 2nd Session Delayed... 

By selecting this plan, you agree to make payments as scheduled below.

Due date	Amount due
FEB 26, 2025	\$86.00
Total \$86.00	

At CHECK OUT, check the "Pre-authorize your selected credit card" box.

#### Future Charges

Payment Plan for Little Samurais (Ages 4 - 5) (Joe Frost)

Next Due Feb 26, 2025

Last Due Feb 26, 2025

Pre-authorize your selected credit card

**Parent Tip** - Call us at 207-799-2868 if your child is young for their grade or old for their grade, and we will update their account. There is no need to set up multiple accounts with multiple birthdates.

**Pro Tip** - Saving your credit card on file will make it even easier. This is something you can also do in advance from your Account Page. If you already have a card on file, double-check that it is the card you want to use and that it is up-to-date.