



How to Donate On-Line to Newton Senior Center's Fitness & Wellness Classes

- 1) Go to **newtonma.myrec.com** We recommend you Bookmark this page for future use.

There is a How-To video if you click "**Contact**," and then "**How to Register**." You may find watching the video helpful. You can go directly by typing this URL into your search engine:

<https://newtonma.myrec.com/info/tutorial/>

- 2) If this is your first time in MyRec, click "**Account**," then "**Create Account**." (After you do this once, you won't need to do it again). You will need to enter your information and create a username and a password. We recommend you save the password on your computer so you don't need to enter it again.
- 3) Now click "**Register**," then "**Programs**."
- 4) Scroll to the bottom where it says Senior Center. Click "**Senior Center Programs**."
- 5) Decide which class you're donating to, and then click "**Add to Cart**."
- 6) Enter the desired donation amount and click "**Add to Cart**."
- 7) Click "Continue Shopping" (if you want to donate to another class) or "**Check Out**" if you only take one class.
- 8) Check off the liability **waiver**.
- 9) Click "**Check Out**."
- 10) Click "**Check Out Online**."
- 11) Review the amount you're paying. Then, Click "**Continue to Credit Card Form**."
- 12) Enter your credit card information. Then click, "**Submit Secure Payment**."
- 13) You will see a **payment confirmation page** that you can print out, for your records.