

Guidance Document

Master



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MCRactive Go

BECOME A MEMBER

SETTING YOURSELF UP A MCRACTIVE GO ACCOUNT

The screenshot shows the MCRactive website homepage. The browser address bar at the top displays <https://www.mcractive.com>, which is circled in red. The navigation menu includes links for HOME, ACTIVITY FINDER, GET INVOLVED, SOCIAL WALL, NEWS & EVENTS, ABOUT, and a SITE ASSISTANT icon. The SIGN IN button in the top right corner is also circled in red. The main content area features three promotional banners: 'FREE SWIMMING FOR MANCHESTER UNDER 17s', 'MANCHESTER HOLIDAY ACTIVITY FUND 2022 APPLY NOW', and 'MCRactive TRAINING & DEVELOPMENT HUB'. A newsletter sign-up section for 'MCRactive VOICE' is on the right. At the bottom, there is a search bar with the text 'SEARCH FOR AN ACTIVITY, CLUB, GROUP, LEISURE CENTRE, PARK OR EVENT' and a red SEARCH button.

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- From here please Click on the SIGN IN option in the top right-hand corner

SETTING YOURSELF UP A MCRACTIVE GO ACCOUNT

MCRactive Go

SIGN INTO YOUR MCRactive Go Account

Enter Email Address Password

FORGOTTEN PASSWORD? SIGN IN

DON'T HAVE A MCRactive Go ACCOUNT? SIGN UP NOW

- On this section select SIGN UP NOW option

← → ↻ https://www.mcractive.com/registration-form

MCRactive HOME ACTIVITY FINDER GET INVOLVED SOCIAL WALL NEWS & EVENTS ABOUT SITE ASSIST SIGN IN

SIGN UP FOR A MCRactive Go ACCOUNT

REGISTER AS AN INDIVIDUAL OR FAMILY SELECT

← → ↻ https://www.mcractive.com/registration-form

MCRactive HOME ACTIVITY FINDER GET INVOLVED SOCIAL WALL NEWS & EVENTS ABOUT SITE ASSIST SIGN IN

SIGN UP FOR A MCRactive Go ACCOUNT

REGISTER AS AN INDIVIDUAL OR FAMILY SELECT

SELECT INDIVIDUAL FAMILY

- This will take you to the next phase where you need to select whether you are signing up as a family or an individual

SETTING YOURSELF UP A MCRACTIVE GO ACCOUNT

SIGN UP FOR A MCRactive Go ACCOUNT

YOU ARE REGISTERING AS A FAMILY

COMPLETE

EDIT

HOW MANY ADULTS AND CHILDREN WOULD YOU LIKE TO REGISTER?

Any person under the age of 16 should be registered as a child



2 ADULTS



2 CHILDREN



ABOUT YOU

testmcractive@testmcractive.co.uk



CHECK COMPLETE

- Select if you are signing up as a family or an individual
- Input the correct amount of family members
- Enter an email address you will be able to access

SETTING YOURSELF UP A MCRACTIVE GO ACCOUNT

The screenshot shows the MCRactive registration interface. At the top, there is a navigation bar with links for HOME, ACTIVITY FINDER, GET INVOLVED, SOCIAL WALL, NEWS & EVENTS, ABOUT, SITE ASSIST, and SIGN IN. The main form area contains several input fields: First Name, Surname, Mobile Telephone Number, What is Your Gender?, Date of Birth (with Day, Month, and Year dropdowns), Post Code, Address, Use This Address For All Family Members?, Emergency Contact Name, and Emergency Contact Number. There are also checkboxes for terms and conditions. A red 'NEXT' button is located at the bottom right of the form. Below the form, there are four sections for family member registration: 'REGISTRATION DETAILS FOR ADULT 2', 'REGISTRATION DETAILS FOR CHILD 1', 'REGISTRATION DETAILS FOR CHILD 2', and 'SPECIFY YOUR COMMUNICATION PREFERENCES'. Each section has an information icon and a 'START' button. A red 'SUBMIT' button is centered at the bottom of the page.

- Fill in your details and select next
- Continue to fill in each section for each family member and select next

SETTING YOURSELF UP A MCRACTIVE GO ACCOUNT

MCRactive | HOME | ACTIVITY FINDER | GET INVOLVED ▾ | SOCIAL WALL | NEWS & EVENTS | ABOUT | SITE ASSIST | SIGN IN

SIGN UP FOR A MCRactive Go ACCOUNT

YOU ARE REGISTERING AS A FAMILY COMPLETE

YOU ARE REGISTERING YOURSELF, 1 ADULT AND 2 CHILDREN COMPLETE

✓ ABOUT YOU COMPLETE

✓ REGISTRATION DETAILS FOR ADULT 2 COMPLETE

✓ REGISTRATION DETAILS FOR CHILD 1 COMPLETE

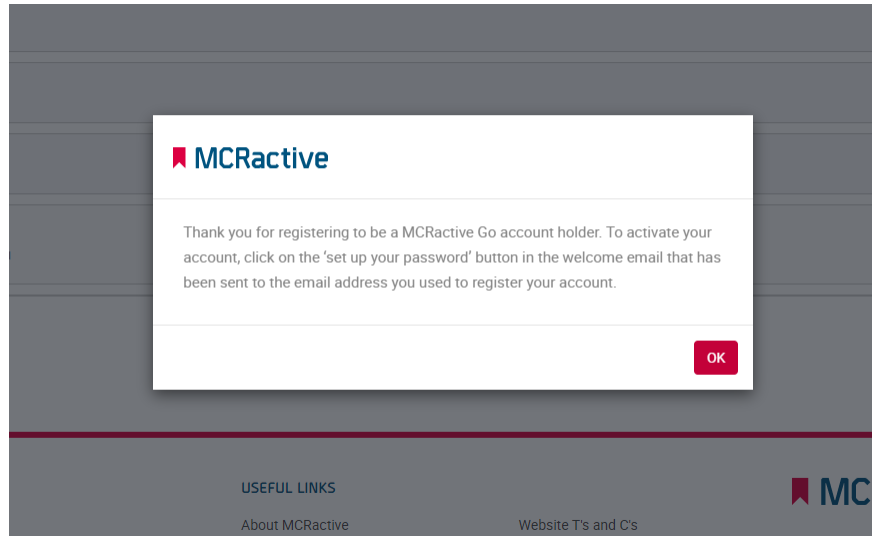
✓ REGISTRATION DETAILS FOR CHILD 2 COMPLETE

SPECIFY YOUR COMMUNICATION PREFERENCES
Let us know how you would like us to communicate with you.

Email SMS Phone

- Once each section has been filled out it will say complete next to it
- You can go back and edit these before submitting
- To finalise this section click submit

SETTING YOURSELF UP A MCRACTIVE GO ACCOUNT



IMPORTANT

- To complete registration, you must go to your email address you entered and follow the link to set up a password and complete registration

Note- this may be sat in your junk inbox



MCRactive Go

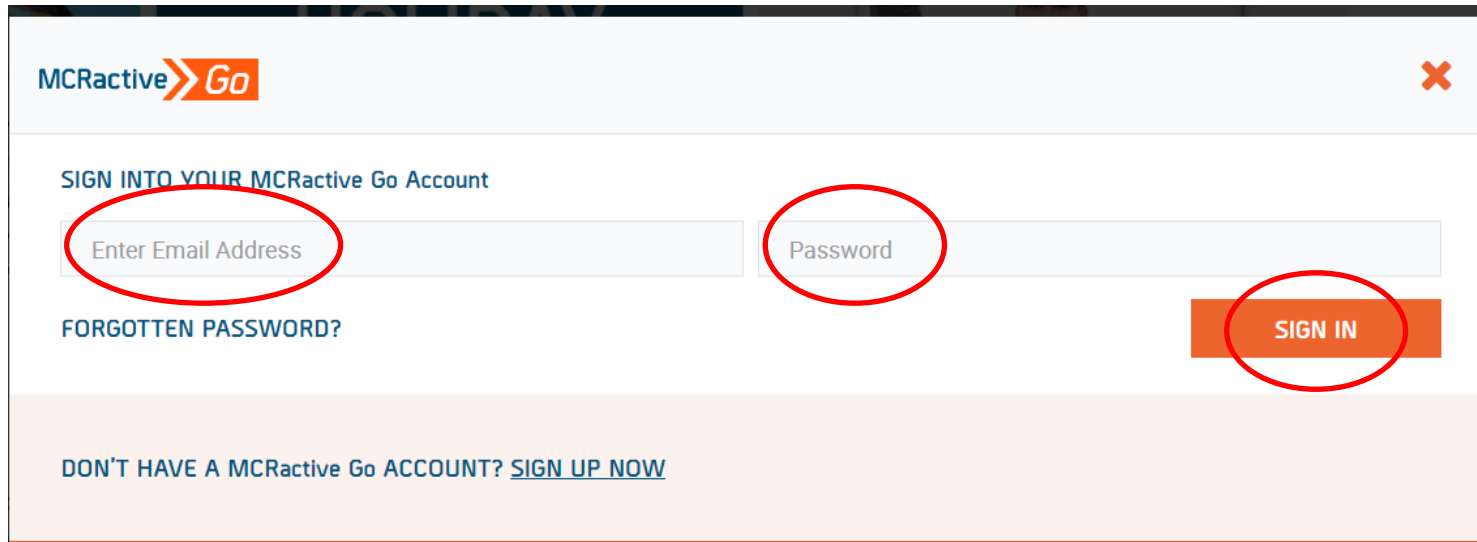
HOW DO I LOGIN

HOW TO LOGIN

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HOW TO LOGIN



MCRactive >> Go ×

SIGN INTO YOUR MCRactive Go Account

Enter Email Address Password

FORGOTTEN PASSWORD? **SIGN IN**

DON'T HAVE A MCRactive Go ACCOUNT? [SIGN UP NOW](#)

- Fill in your email address
- Fill in your password
- Click SIGN IN



MCRactive GO

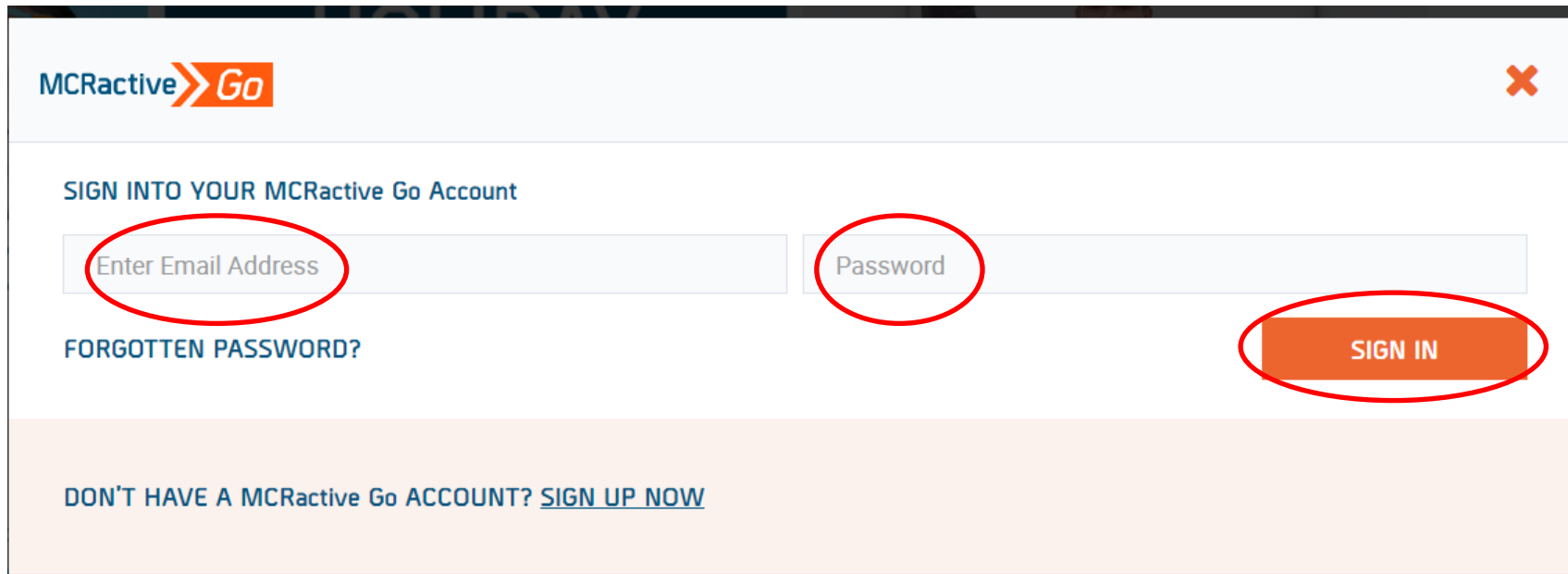
HOW TO FIND AND BOOK
ACTIVITIES GUIDE

HOW TO FIND AND BOOK ACTIVITIES

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HOW TO FIND AND BOOK ACTIVITIES GUIDE



MCRactive >> Go ✕

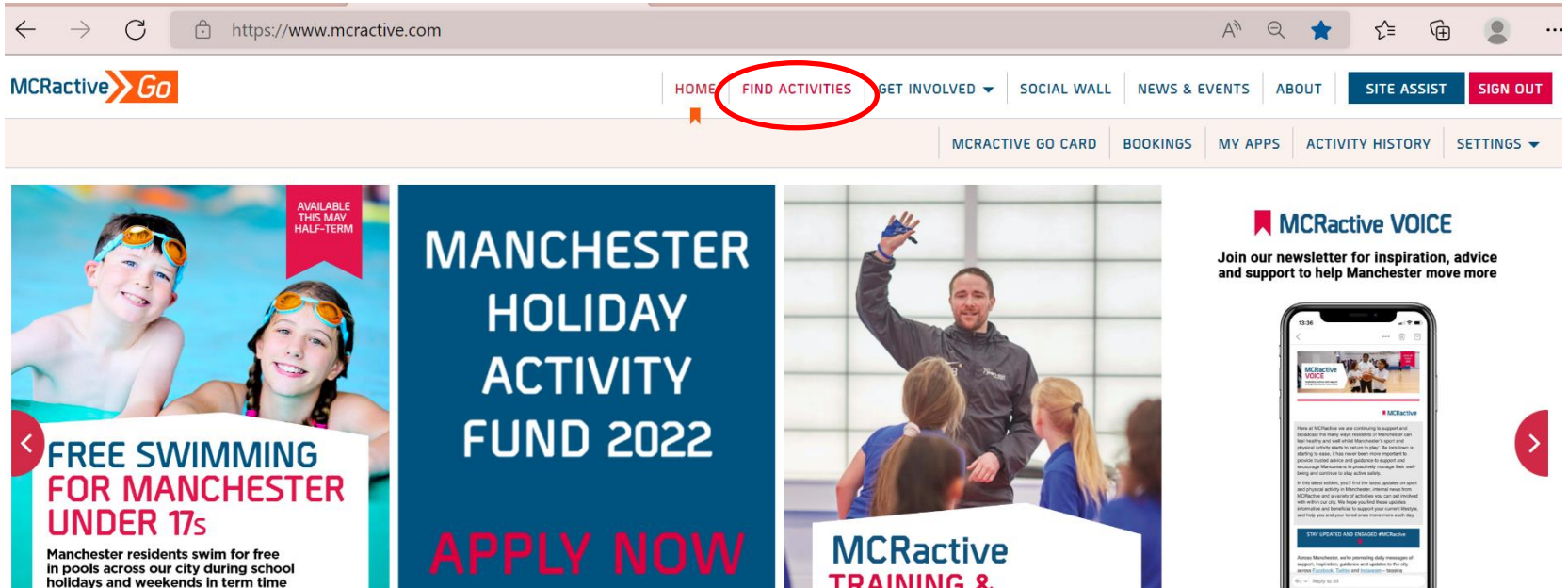
SIGN INTO YOUR MCRactive Go Account

[FORGOTTEN PASSWORD?](#) **SIGN IN**

DON'T HAVE A MCRactive Go ACCOUNT? [SIGN UP NOW](#)

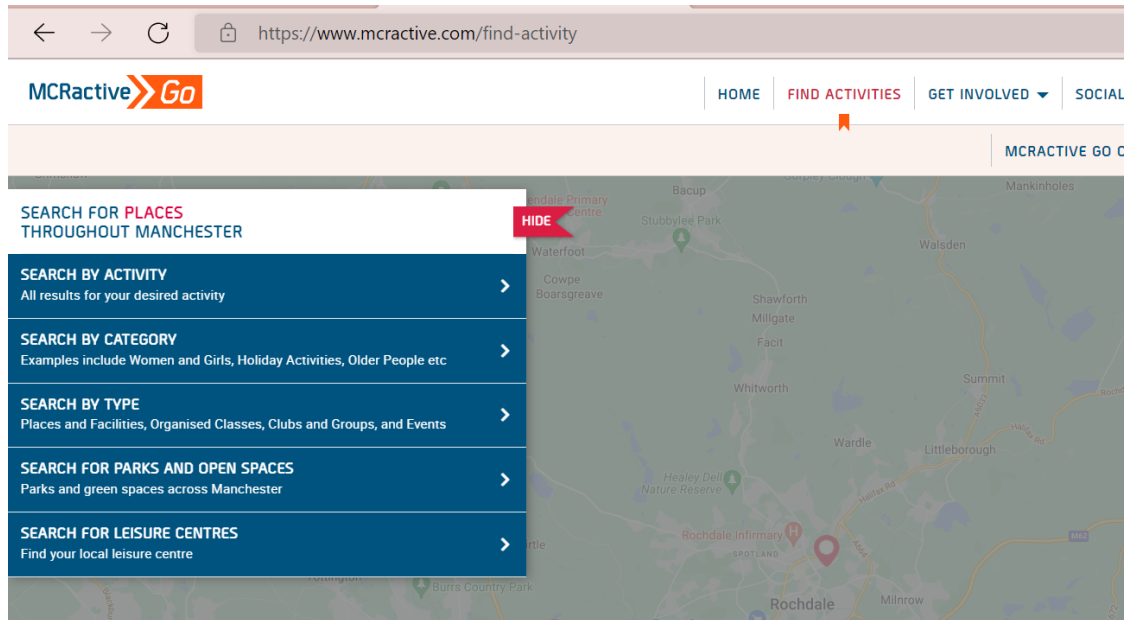
- Enter your Username and Password
- Click Sign IN

HOW TO FIND AND BOOK ACTIVITIES GUIDE



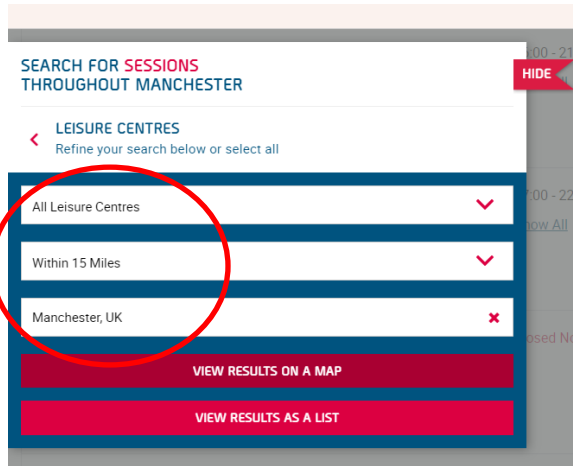
- On this section select FIND ACTIVITIES on the bar across the top.

HOW TO FIND AND BOOK ACTIVITIES GUIDE



- On This Page you can search for specific activities i.e. HAF, Specific Activities i.e. football, Open spaces/parks near me and Leisure Centres near me

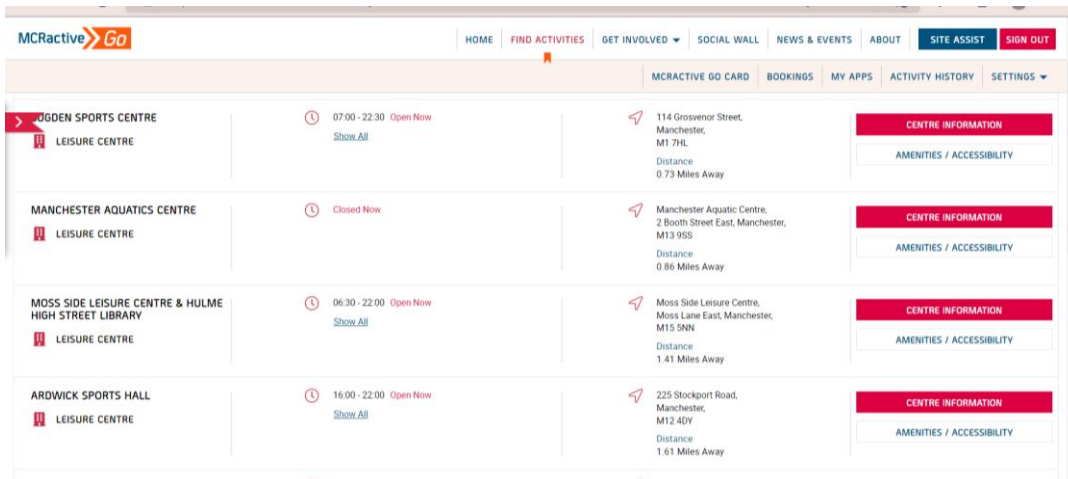
HOW TO FIND AND BOOK ACTIVITIES GUIDE



Example 1

How to find a leisure Centre

- Select leisure centres
- Set your distance parameters
- Set your location
- Choose to View on a Map or as a List



Here you can check

- Opening times
- Amenities/ Accessibility
- Facilities
- Timetables
- Available slots

HOW TO FIND AND BOOK ACTIVITIES GUIDE

SEARCH FOR SESSIONS THROUGHOUT MANCHESTER

SEARCH BY CATEGORY
Choose a Category and Location to Begin

MCR - Holiday Activity

Manchester, UK

Use My Location

Within 5 Miles

SEARCH

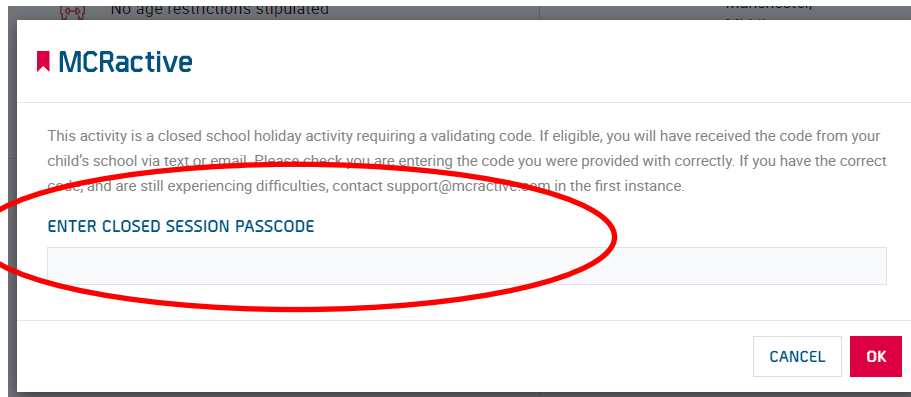
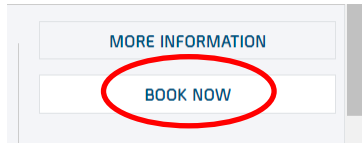
Example 2

How to find a HAF holiday camp

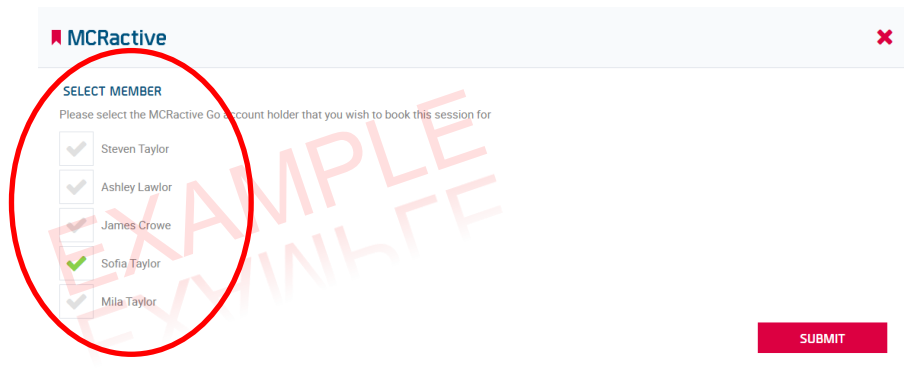
- Select search by category
- Choose MCR- Holiday activity
- Set your location
- Set your distance parameters
- Click Search
- Choose to View on a Map or as a List
- You can then choose the session/activity you want your child to book onto.

TEST ST MT 8 Session Delivered By St Mt MCRactive INDEPENDENT	Tuesdays 08:00 - 22:00 Next Sessions Tuesday 14/06/2022 No age restrictions stipulated	Middleton Arena, Lance Corporal Joel Halliwell V C Way, Middleton, Manchester, Middleton, Manchester, Manchester, M24 1AQ Distance 5.65 Miles Away	MORE INFORMATION BOOK NOW
TEST ST MT 8 Session Delivered By St Mt MCRactive INDEPENDENT	Mondays 08:00 - 22:00 Next Sessions Monday 20/06/2022 No age restrictions stipulated	Middleton Arena, Lance Corporal Joel Halliwell V C Way, Middleton, Manchester, Middleton, Manchester, Manchester, M24 1AQ Distance 5.65 Miles Away	MORE INFORMATION BOOK NOW
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HOW TO FIND AND BOOK ACTIVITIES GUIDE



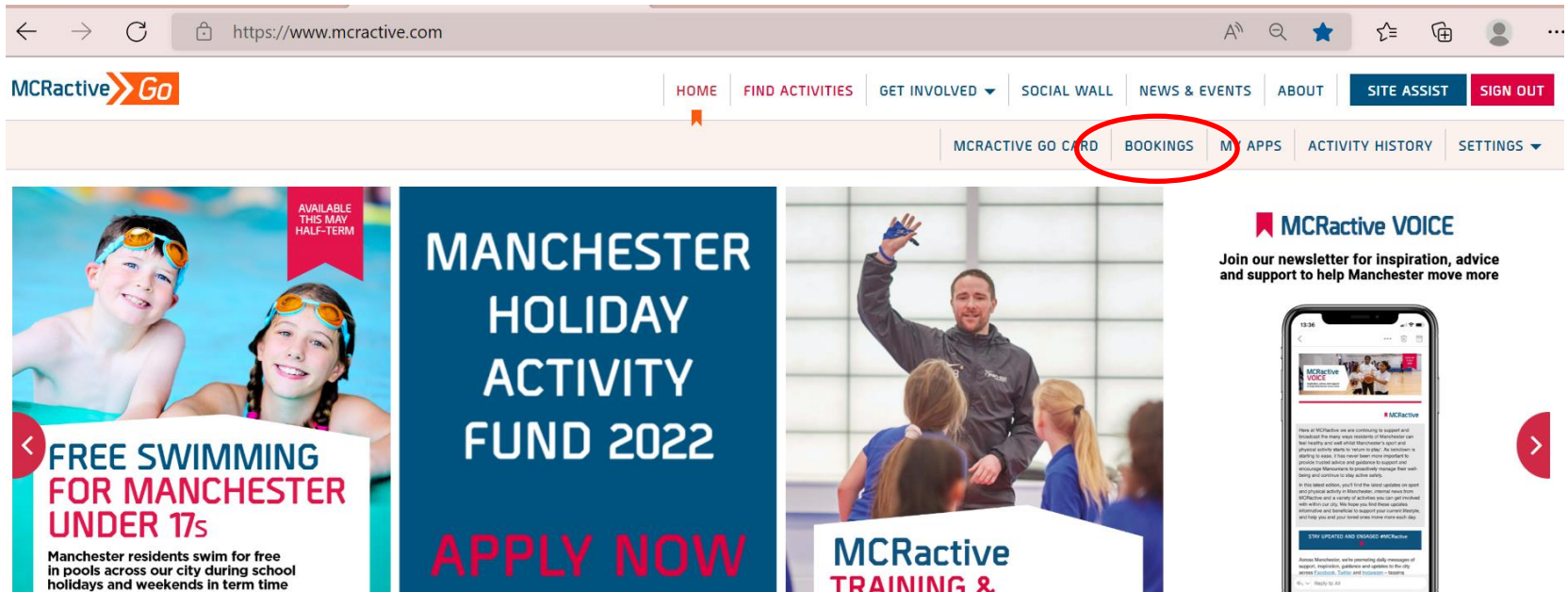
A screenshot of the MCRactive website showing a form titled 'ENTER CLOSED SESSION PASSCODE'. The form includes a text input field for the passcode, which is circled in red. Below the input field are 'CANCEL' and 'OK' buttons. The text above the input field reads: 'This activity is a closed school holiday activity requiring a validating code. If eligible, you will have received the code from your child's school via text or email. Please check you are entering the code you were provided with correctly. If you have the correct code, and are still experiencing difficulties, contact support@mcractive.com in the first instance.'



A screenshot of the MCRactive website showing a form titled 'SELECT MEMBER'. The form includes a list of family members with checkboxes next to their names. The list is circled in red. The members listed are: Steven Taylor, Ashley Lawlor, James Crowe, Sofia Taylor, and Mila Taylor. Sofia Taylor is selected with a green checkmark. Below the list is a 'SUBMIT' button. The text above the list reads: 'Please select the MCRactive Go account holder that you wish to book this session for'.

- Select Book Now
- For A HAF activity you will be asked to enter a code to show you are eligible (If you are eligible this code will have been sent to you)
- Select the family member you would like to book onto the session
- To book a second family member on you need to repeat this process

HOW TO FIND AND BOOK ACTIVITIES GUIDE



- On the home page you can check and manage your bookings by selecting BOOKINGS

HOW TO FIND AND BOOK ACTIVITIES GUIDE

SEARCH BY SESSION NAME	FILTER BY DAY	FILTER BY VENUE	FILTER BY RATING	SEARCH			
DESCRIPTION	PARTICIPANT	PROVIDER NAME	DATE	TYPE	ATTENDED	INFO	ACTION
St Mt Haf	Steven	St Mt	02/06/2022 08:00	Session	✓	INFO	ACTION
Final St Mt	Steven	St Mt	27/05/2022 08:00	Session	✓	INFO	ACTION
St Mt Haf	Ashley	St Mt	27/05/2022 08:00	Session	✓	INFO	ACTION
St Mt Haf	James	St Mt	30/05/2022 08:00	Session	✓	INFO	ACTION

- Here you can check all your bookings have been made
- You can contact the Provider by selecting the ACTION button
- You can also cancel your session here by selecting the ACTION button

It is important to cancel the session if you can no longer attend so the place can be made available to others.



MCRactive Go

HOW DO I CHECK MY BOOKINGS

HOW DO I CHECK MY BOOKINGS

https://www.mcractive.com

MCRactive

HOME | ACTIVITY FINDER | GET INVOLVED | SOCIAL WALL | NEWS & EVENTS | ABOUT | SITE ASSISTANT | SIGN IN

AVAILABLE THIS MAY HALF-TERM

FREE SWIMMING FOR MANCHESTER UNDER 17s

Manchester residents swim for free in pools across our city during school holidays and weekends in term time

MCRactive.com

MANCHESTER HOLIDAY ACTIVITY FUND 2022

APPLY NOW

MCRactive TRAINING & DEVELOPMENT HUB

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MCRactive VOICE

Join our newsletter for inspiration, advice and support to help Manchester move more

SIGN UP TODAY

SEARCH FOR AN ACTIVITY, CLUB, GROUP, LEISURE CENTRE, PARK OR EVENT

SEARCH

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HOW DO I CHECK MY BOOKINGS

MCRactive >> Go ×

SIGN INTO YOUR MCRactive Go Account

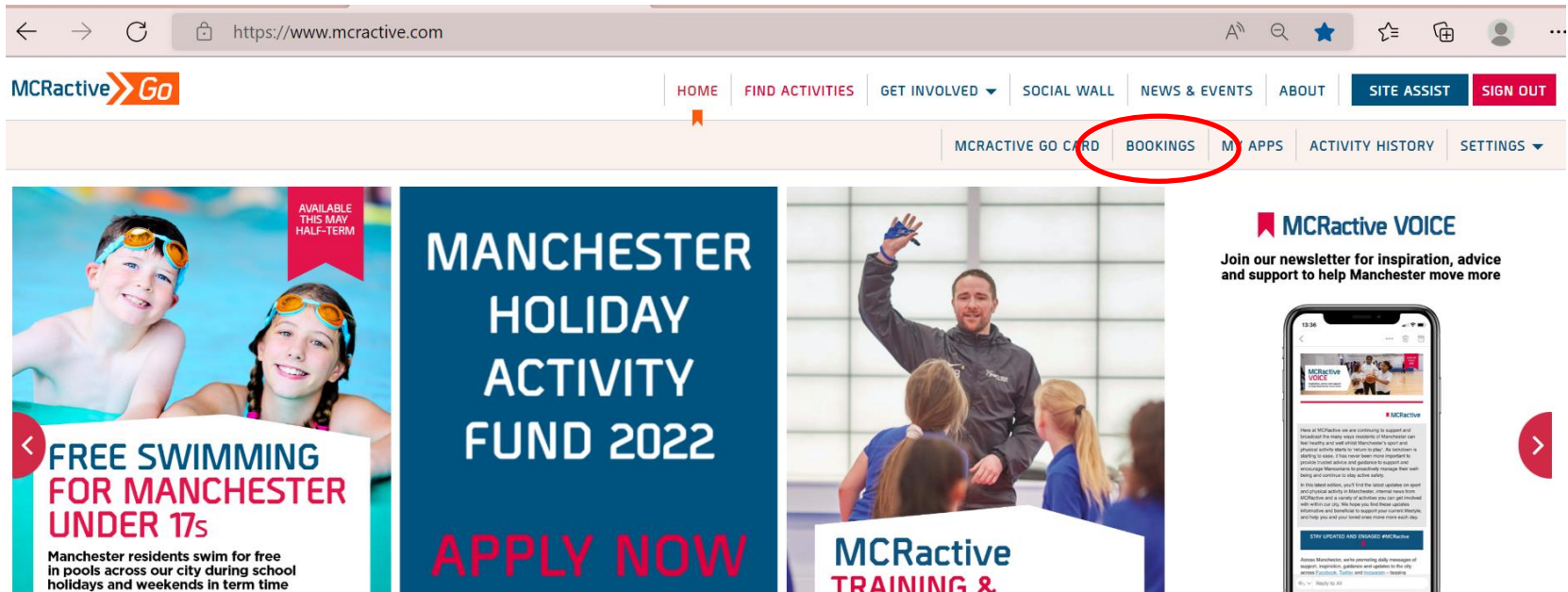
Enter Email Address Password

FORGOTTEN PASSWORD? SIGN IN

DON'T HAVE A MCRactive Go ACCOUNT? [SIGN UP NOW](#)

- Fill in your email address
- Fill in your password
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HOW DO I CHECK MY BOOKINGS



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HOW DO I CHECK MY BOOKINGS

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Final St Mt	Steven	St Mt	27/05/2022 08:00	Session	✓	INFO	ACTION
St Mt Haf	Ashley	St Mt	27/05/2022 08:00	Session	✓	INFO	ACTION
St Mt Haf	James	St Mt	30/05/2022 08:00	Session	✓	INFO	ACTION

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MCRactive Go

- HOW DO I CONTACT
THE PROVIDER

HOW DO I CONTACT THE PROVIDER

https://www.mcractive.com

MCRactive

HOME | ACTIVITY FINDER | GET INVOLVED | SOCIAL WALL | NEWS & EVENTS | ABOUT | SITE ASSISTANT | SIGN IN

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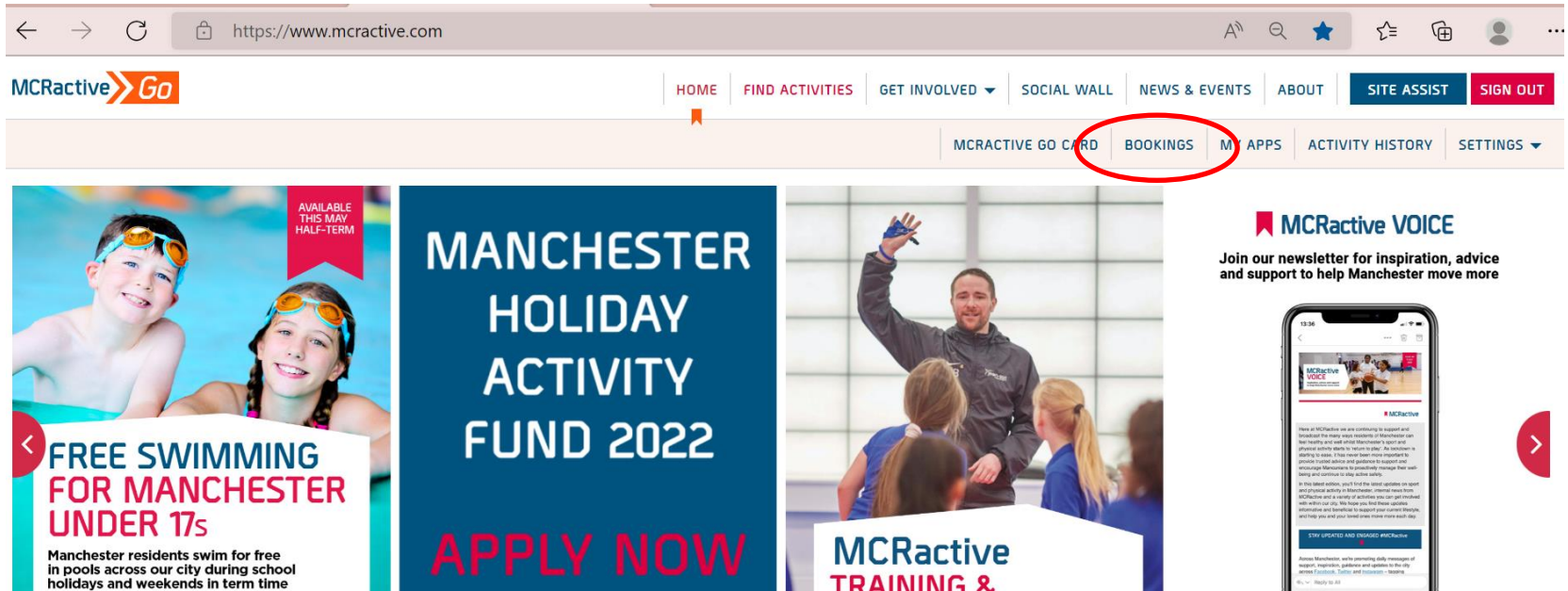
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HOW DO I CONTACT THE PROVIDER



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HOW DO I CONTACT THE PROVIDER

BOOKING ID	BOOKING NAME	PROVIDER NAME	DATE	TYPE	
Abcde	Steven Taylor	St Mt	27/06/2022 08:00	Session	INFO ACTION
Abcde	Ashley Lawlor	St Mt	27/06/2022 08:00	Session	CANCEL BOOKING
Abcde	James Crowe	St Mt	27/06/2022 08:00	Session	CONTACT PROVIDER
Abcde	Sofia Taylor	St Mt	24/06/2022 08:00	Session	INFO ACTION

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MCRactive Go

- HOW DO I CANCEL MY SESSION

HOW DO I CANCEL MY SESSION

https://www.mcractive.com

MCRactive

HOME | ACTIVITY FINDER | GET INVOLVED | SOCIAL WALL | NEWS & EVENTS | ABOUT | SITE ASSISTANT | SIGN IN

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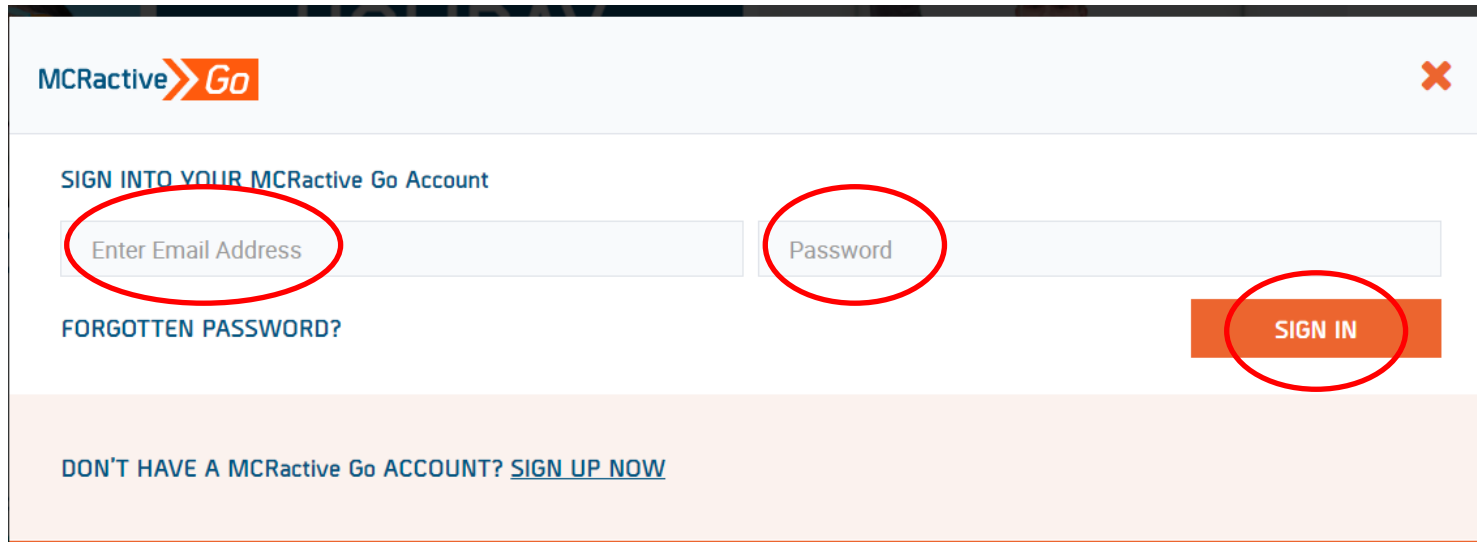
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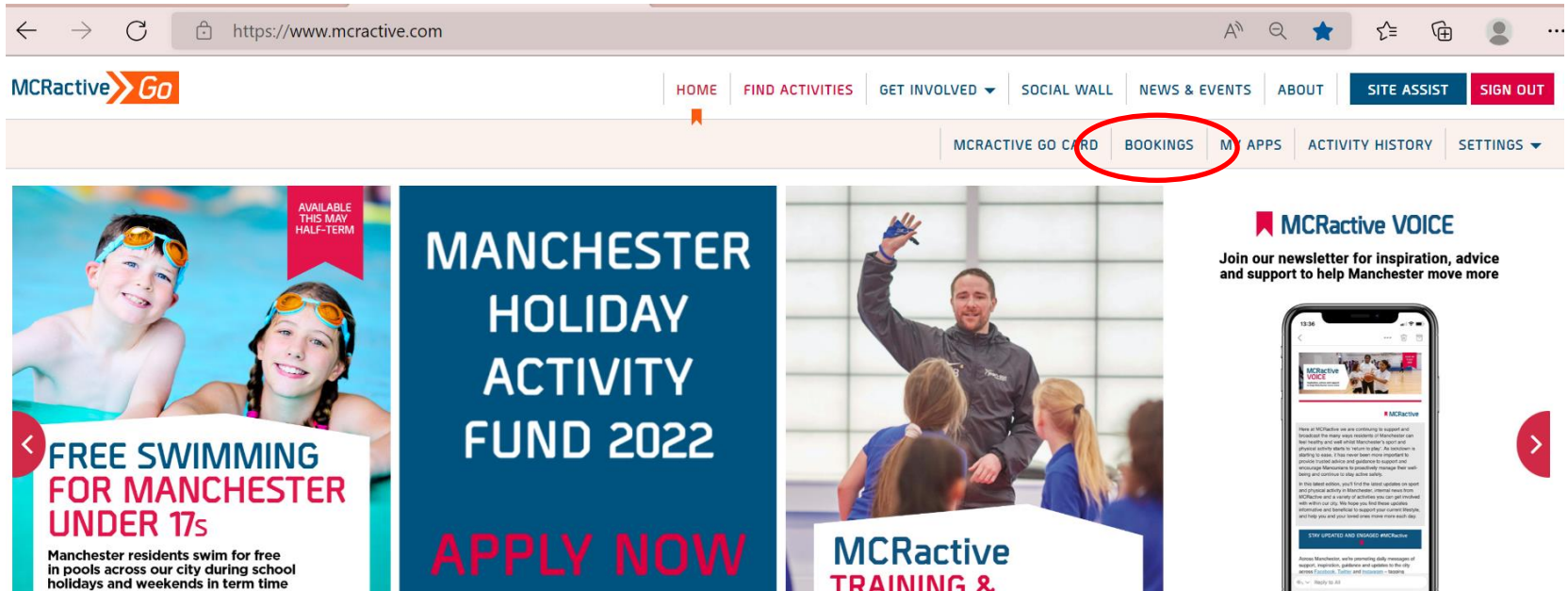
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HOW DO I CANCEL MY SESSION

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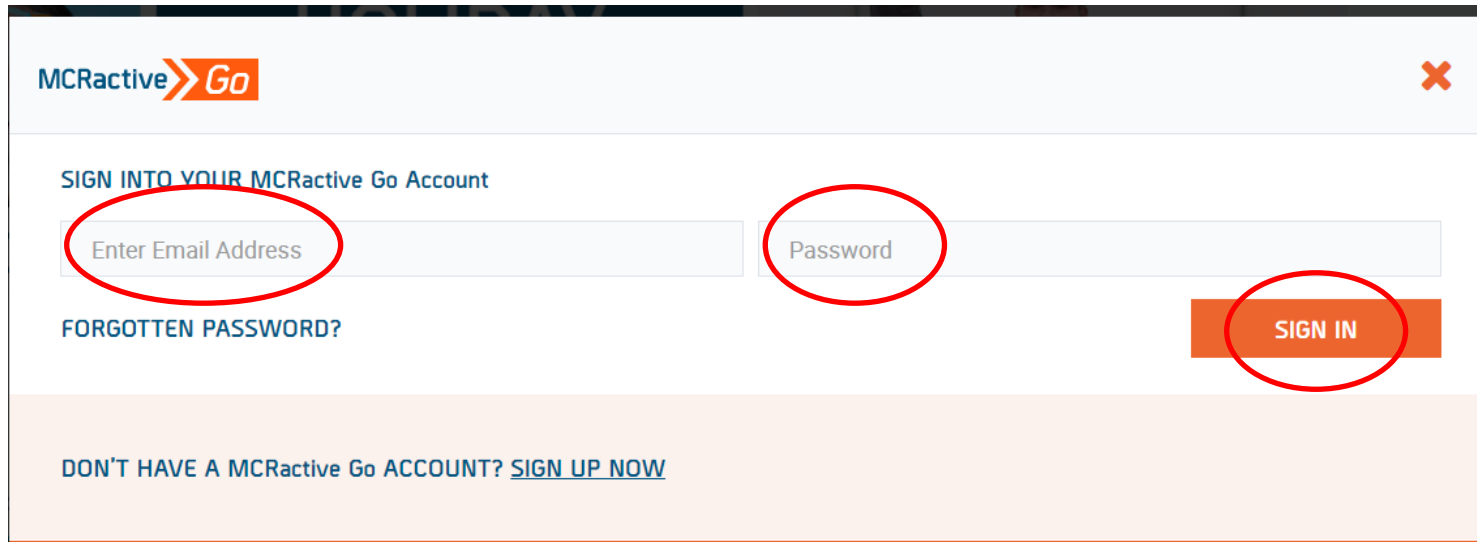
HOW DO I ACCESS MY
MCRactive GO CARD

HOW DO I ACCESS MY MCRACTIVE GO ACCOUNT

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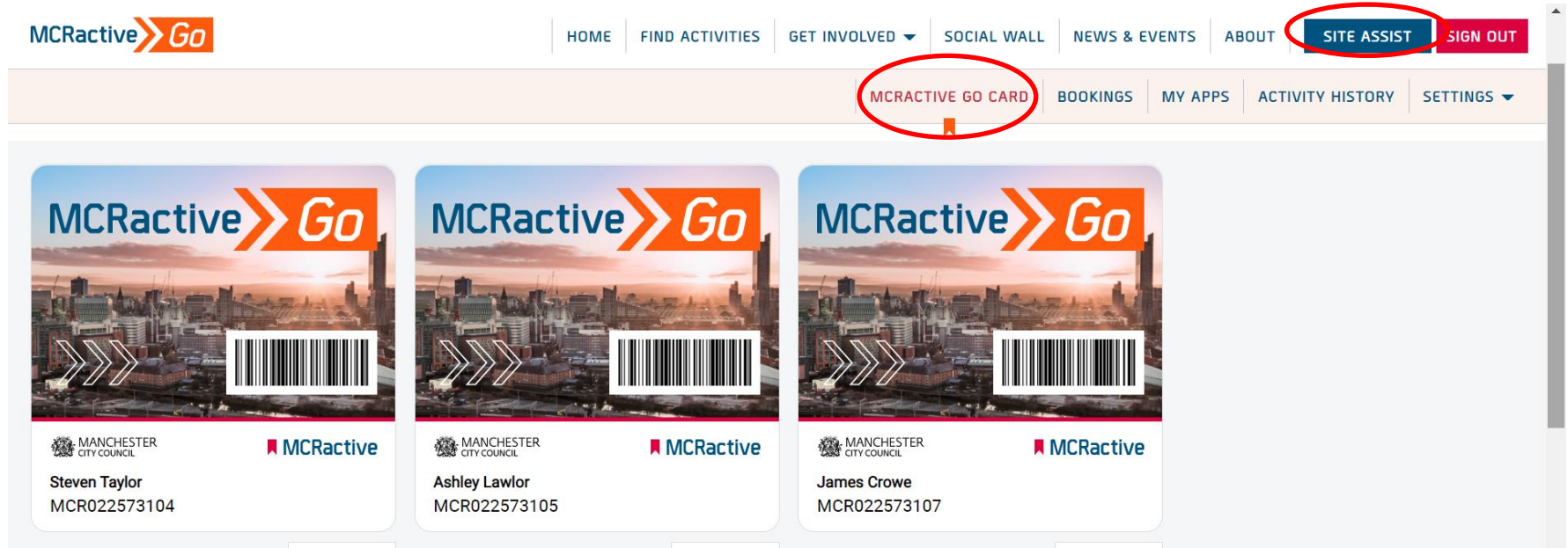
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HOW DO I ACCESS MY MCRACTIVE GO ACCOUNT



The screenshot shows the MCRactive Go website interface. The navigation menu at the top includes: HOME, FIND ACTIVITIES, GET INVOLVED, SOCIAL WALL, NEWS & EVENTS, ABOUT, SITE ASSIST, and SIGN OUT. Below this, a secondary menu contains: MCRACTIVE GO CARD, BOOKINGS, MY APPS, ACTIVITY HISTORY, and SETTINGS. The 'MCRACTIVE GO CARD' link is circled in red. Below the navigation, three user cards are displayed, each featuring the MCRactive Go logo, a Manchester City Council logo, a barcode, and the user's name and ID number.

Name	ID Number
Steven Taylor	MCR022573104
Ashley Lawlor	MCR022573105
James Crowe	MCR022573107

- Click on MCRactive GO CARD
- Everyone registered on your account will have their individual card shown here
- This Barcode can be used to scan in for your session after you have booked

Thank you.

Please refer any questions or queries to your designated officer or contact info@mcractive.com

MCRactive

Head office: c/o National Squash Centre & Regional Arena,
Etihad Campus, Gate 13, Rowsley Street, Manchester M11 3FF.

Office: 0161 223 2244

Email: info@mcractive.com

Company Registration no. 03747112 Registered Address - PO Box 532, Town Hall, Manchester M60 2LA

