ACTIVENet.

LOG INTO ACTIVENET - HELP GUIDE

Access ActiveNet through the desktop icon. If there is no desktop icon, access through Internet Explorer

Click the desktop icon	 ActiveNet
If there is no desktop icon, open Internet Explorer (not Google Chrome)	
1. In Internet Explorer, go to the address bar (top left hand corner) and type activenet.vancouver.ca 2. Press the **enter** key	activenet.vancouver.ca
The Vancouver Recreation ActiveNet page appears. 3. Click **ActiveNet Links**	**Vancouver Recreation ActiveNet** Technical & Operational Resources for staff using ActiveNet Contact Us **ActiveNet Links** Technical Topics Practices and Procedures Resource Documents
4. Click LIVE STAFF/ADMIN SITE link	**ActiveNet LIVE Site Links:** LIVE STAFF/ADMIN SITE: http://activenetca.active.com/vancouver/login/ LIVE PUBLIC SITE: http://recreation.vancouver.ca
Log in to ActiveNet 5. Enter Username 6. Enter Password 7. Click **Continue**	Username [ ] Password [ ] ☐ Remember my username on this computer. Continue Bookmark Your ActiveNet URL!
Assign Workstation – **If Prompted** 8. Click the drop-down arrow next to **Existing Workstation Name** 9. Select **ADMIN** workstation for your site 10. Click **Submit**	▼ **Existing Workstations** Existing Workstation Name [Britannia Community Services Centre: ADMIN - Britannia ▼] Submit
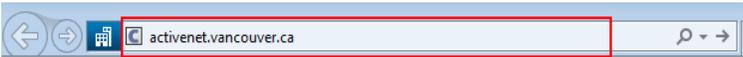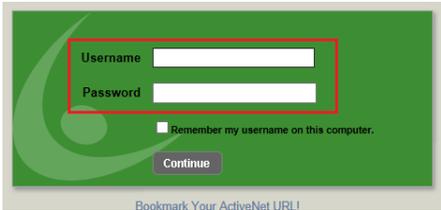
For more information or to get assistance, please contact us at:
- 3-1-1 (within Vancouver)
- 604-873-7000 (outside of Vancouver)