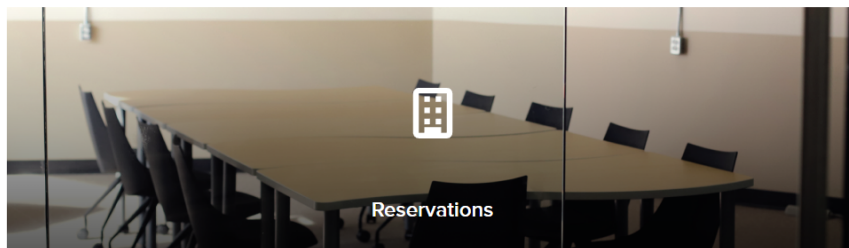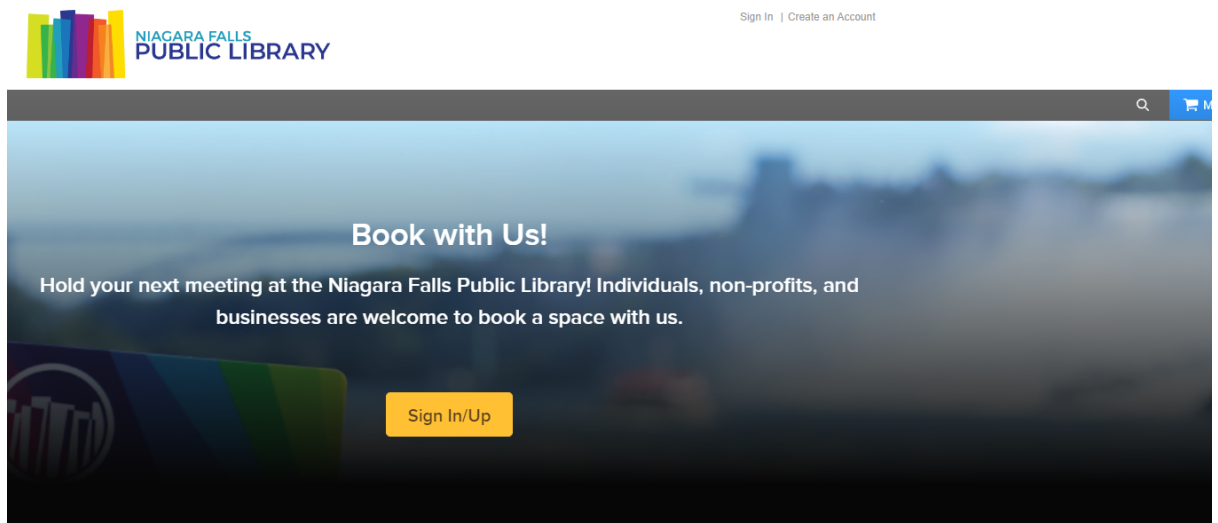# Create an ActiveNet Account

How to Create an ActiveNet Account

1. Go to the [Niagara Falls Public Library Active Net](#) website.
2. Select "Create an Account" from the middle of the screen or the upper right hand corner.

3. Begin by creating an account in the name of the "Head of Household" – the person who will be responsible for booking the library's facilities. Additional people can be added later.
4. Fill in your Contact Information. Required fields are denoted by a red asterisk (*). The Email Address you enter here will become your account's Login Name. This is also where booking information, copies of receipts, etc. will be sent. Click Next when complete.
5. Notice that the email address you entered earlier carries over to the Account Information pages to become your Login Name. You need to create a secure password for your account you will be able to remember. All required fills are denoted by a red asterisk (*).

6. Once your account has been created you may navigate to your main personal page. This area will show you everything that is pertinent to your account. You can add a credit card on file, view account balances, and see transaction and payment history. If there is more than one person who may book a library facility for your group, you can register them to the account.
7. Congratulations! You are now ready to book a library facility.

Helpful Hint: Add "family members" to your account in advance to ensure a smooth booking process. Instructions below.

Adding "Family Members" -this would be if you had others in your organization who will be booking library spaces.

Once you have created an ActiveNet account and logged in, you can add family members to your account following the steps below. You must be at least 18 years old to add a family member.

1. On the home page, click "My Account".
2. Click "Manage family members" on the bottom right portion of the screen.
3. Click "Add family member".
4. Follow the on-screen instructions and click "Submit".

Helpful hint: when selecting a birthdate >click inside the box >click the blue month/year at the top of the calendar twice > select year >select month >select day.