

**September Billerica COA Activities**  
**Activities Start Monday, August 31**  
**Registration Starts Monday, August 24 at 9:00am**

As we continue to develop our new program mix and the sanitation / safety procedures for all involved at the BCOA, please note we relied on advice and guidance from the Billerica Town Manager's Office and the Board of Health Director. This is serious business; lives are involved and as we look around the virus is very much in play. We may need to reduce our program offerings if we find that we cannot operate carefully and safely and we are testing that each step along the way.

Re Scheduling

We evaluate program participation and make adjustments to reflect demand each month. If an exercise program is regularly attracting less than 6 patrons, it is likely that the program will be removed from the schedule to make room for something for which we are seeing a greater demand.

Online registration for all activities is required

Our online registration process was designed to reduce risk and crowding in the lobby. Our building space dictates much smaller classes as we adhere to social distancing principles.

Billerica residents only at this time

Our priority is to serve Billerica residents. We are not currently in a position to welcome back members from other communities.

September activities are free

Our September programs, with only a very few exceptions, are free.

Cancellations and substitutions

- If you cannot make a class, please let us know at least a day in advance. We have several classes that are full and if you are not attending, this allows someone else to register.
- You cannot substitute a friend for a class you are not attending by calling the person and telling them to show up. If they are not on our printed activity roster from the MyActiveCenter system, we unfortunately must have them return home.

No Shows

Since we are operating with limited capacity, classes fill up quickly. If you sign up for classes and then do not show up for those classes you are denying others the chance to participate.

**Effective with September classes:** If you sign up for a series of 4 classes and miss the first 2 classes of the series, you will be unenrolled from the remaining 2 classes of the series.

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Masks and Safety Procedures

- Masks are required. No exceptions.
- All patrons, including those participating in outdoor activities such as Horseshoes, Tai Chi or Walking Group, must check in at the Front Lobby for a symptom and temperature check before proceeding to any session.

Registration

- September activities will begin on **Monday, August 31**.
- Registration will start on **Monday, August 24 at 9:00am** for **Billerica residents** only on [myactivecenter.com](http://myactivecenter.com).
- Registration is required for all Billerica COA activities, even those that are outside the building such as Tai Chi on the Lawn and Horseshoes.
- If you are a Billerica resident and get an error message stating that you are not a Billerica resident, please call us at 978-671-0916 so we can get that corrected.

Calendar Changes

The Fitness Room

The room will be open from 9:00am to 12:00 noon on Mondays and Wednesdays only. You can sign up for a 30 minute session starting on the hour on My Active Center.com

Exercise Programs

There have been some adjustments to our Exercise programming. Most of these were done to accommodate instructor schedules.

Pool Playing

- Maximum of two tables in use and four players. Times are now 10:00am to 1:00pm on Monday through Friday.
- Players must register on [myactivecenter.com](http://myactivecenter.com).

Ceramics

Ceramics returns on Wednesdays at 10:00am. There is a limit of 5 students in this class. This is a series of 4 classes and you are signing up for the series.

Card Making

Card Making is back on the second and third Wednesday (9/9 and 9/16) of the month at 1:00pm. There is a limit of 5 students in this class. You can sign up for either session.

Brain Healthy Cooking via Zoom

This will be on our October calendar but signups will start on August 24<sup>th</sup> with our September registrations. Join us for a Zoom session on Tuesday, September 29 at 1:00 p.m.

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#### Common Registration Issues

**Be sure you are logged in!** It is possible to browse and click on an activity but not be logged in. If you are not logged in, then you cannot register.

**How do I know I am logged in?** You should see your *name* 'Hi [your name]' in the upper right of the screen on a desktop / laptop or just below the logo and menu on a smartphone. See illustration below.

**How do I know I registered?** Under your *name*, look for and click on 'My Activities' where you will see a list of your upcoming activities. See illustration below. If you do not see what you think you have registered for, than you are not registered.

**What if I still need help?** Call us at 978-671-0916 and we can provide training and is a guide available at the BCOA and on the COA page on the Town of Billerica website [www.town.billerica.ma.us](http://www.town.billerica.ma.us).

