



# Welcome To ActiveNet!

ActiveNet is full of features to help us accomplish everyday tasks. From Course Registrations, Facility Reservations and Customer Organization to Lagoon Permits, Point of Sale systemics and Sports Leagues, we use this imperative system in a meaningful manner.

This training system will guide you through common procedures when modifying accounts, taking registrations, processing POS transactions and reserving facilities. Upon successful completion of this course, you will gain access to our system and work with other staff to complete these tasks.



Next



# Error!

Please Follow the On-Screen  
Instructions to Continue

Go Back



# Course Instructions

Each module within this course contains “Before We Continue” notes. These notes include the City of Carlsbad’s policies and procedures that relate directly on the module following.

Be sure to read and understand the policies and procedures so you may answer the related questions on the module exam.

Each module is named according to the material it covers. Please feel free to use the discussion board for help from your peers. Do not be afraid to ask your peers for assistance on topics you do not understand.

Back

Next

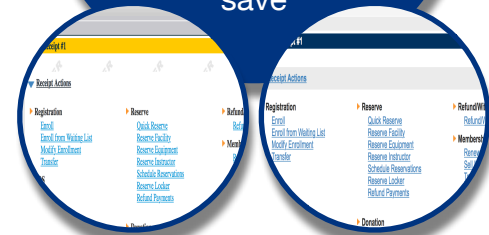
# ActiveNet Tips

A “Help” menu appears on any page to provide you with instant help for the page you currently have open.



On ActiveNet,  
Blue means Live  
while  
Yellow means Trainer

Any changes done to  
the trainer will not  
save



Back

Next

# ActiveNet Trainer Tips

## No typing needed!

For the sake of this course, you do not need to type any data in. Simply click the correct field and follow the on-screen instructions!

If you come across a bug in the trainer, click the arrow on the web page to advance to the next screen.

You will still be tested on the material!

## Feedback Wanted!

We want to know your feedback! Whether there is a bug, an error in context or another topic you want covered, Let us Know!

Back

Next



# Almost Ready!

Before you continue with the course material, you must know that you need a 90% or better to gain access to our system. You only have 2 attempts to pass before your access is restricted.

Each exam is solely based on the content provided within the course. With a heavy emphasis on policy, you must be able to answer the questions correctly to proceed.

If you have any questions, comments or additional feedback, please contact ActiveNet Administrative Staff.

Back

Next



# Complete!

You are now ready to continue with the course. Please open the first module, Customers, to continue .

[Start Over](#)