



YMCA Online Registration Guide

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Quick Guide

1. Click on any link or button indicating you can register for a program.
2. If you are a member, sign in with your email address or member id and password.
3. If you are a non-member, create an account and sign in.
4. Click the "Programs" tab at the top of the page and find the program/s for which you wish to register.
5. Click the programs name and select the Registering member for the list displayed.
6. Complete any registrations questions that may be displayed.
7. Complete the waiver of requested.
8. Add the program to your cart. Repeat the above steps if you want to register for additional programs.
9. Complete your billing information and check out.
10. You have now completed the registration process.

Signing In: Member

To sign in as a member you must be an active member at the Forest City YMCA. We must have a current email address on file for you. If you need to update your membership status or information please call the Y at 641-585-5220 or stop by and see us.

1. Select the "Sign In" button
2. Enter your email address or Member Id.

1. Note that your Member Id is different from the number you use to sign in at the Y. If you wish to use your Member Id and do not know it, you can call the Y at 641-585-5220 or stop in to get it.
2. Note: In order for this online account to be associated with the existing member record, the email address you provide must already be on record.
3. Since this is the first time you have signed in, you will not have a password yet. Click the "Forgot" link on the password field to create a password.
 1. A link to reset your password (or create a new one) will be sent to your email address. You will have 30 minutes before the link expires.

Sign In: Non-Member

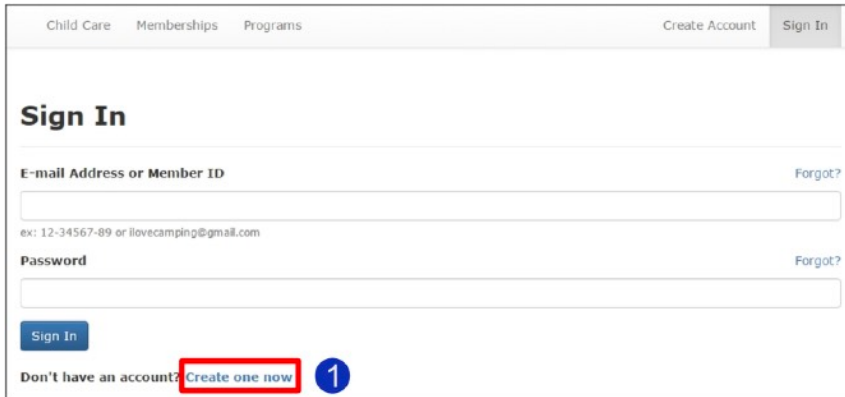
If you are not a member of the Forest City YMCA you can still create an account.

This will allow you to:

1. Register for classes and programs. Members received discounts on programs so you may want to call us at 641-585-5220 to discuss your options.
2. Make a donation to the Y
3. View your account activity
4. Change billing and contact information.

Creating an Account

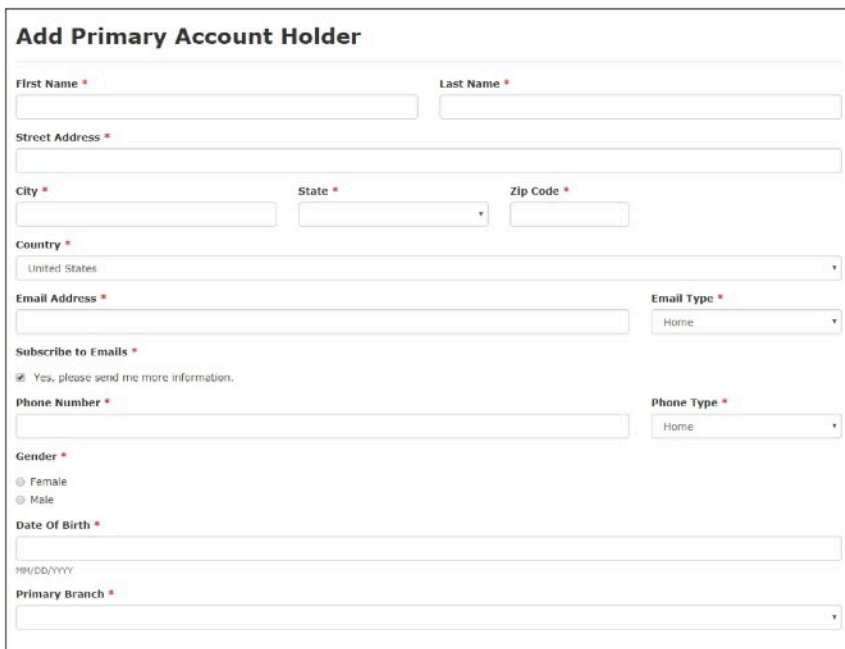
Click the "Create One Now Tab.



The screenshot shows a web interface with a navigation bar at the top containing "Child Care", "Memberships", "Programs", "Create Account", and "Sign In". The main heading is "Sign In". Below it are two input fields: "E-mail Address or Member ID" and "Password", each with a "Forgot?" link. An example email address "ex: 12-34567-89 or ilovecamping@gmail.com" is provided. A "Sign In" button is located below the password field. At the bottom left, the text "Don't have an account?" is followed by a red-bordered link "Create one now" and a blue circle containing the number "1".

Add a Primary Account Holder

Add your personal information for the primary account holder (the primary point of contact - parent or guardian)



The form is titled "Add Primary Account Holder" and contains the following fields and options:

- First Name * (text input)
- Last Name * (text input)
- Street Address * (text input)
- City * (text input)
- State * (dropdown menu)
- Zip Code * (text input)
- Country * (dropdown menu, currently showing "United States")
- Email Address * (text input)
- Email Type * (dropdown menu, currently showing "Home")
- Subscribe to Emails * (checkbox checked, with text "Yes, please send me more information.")
- Phone Number * (text input)
- Phone Type * (dropdown menu, currently showing "Home")
- Gender * (radio buttons for "Female" and "Male")
- Date Of Birth * (text input, with format "MM/DD/YYYY" below it)
- Primary Branch * (dropdown menu)

Add Account Contacts

Whenever you add a new person to your account, there will be a Contacts button available to enter contact information for yourself and anybody else you would like to add. Click that button to use the "Contacts" form to enter emergency contact information or, in the case of a minor, required legal guardian or authorized pick-up information. Note that this is only adding contact information and is not adding additional members.



The screenshot shows a simple form titled "Contacts" with a single green button labeled "Add Contact".

You can enter multiple contacts, and you will need to make sure you have contact information specified for each minor on your account. You will want to enter a Relationship status for each contact to the account user you are assigning them to, and use the check boxes to note the type of contact. This step is especially important for minors on your account.

Contacts

Contact # 1

Relationship *

First Name * Last Name *

Phone Number 1 * Phone Type 1 *
Home

Check all that apply *

Authorized Pickup
 Emergency Contact
 Legal Guardian

Delete Contact Add Another Contact

Create Account Password

Enter a Password and, to confirm, enter it again in the Confirm Password field. Password rules are stated on the screen.

Password

Must include 8-16 printable characters with at least one number. Case sensitive.

Password * Confirm Password *

Finish Add Another Person

Go Back

Add Person (Additional Members)

Use the "Copy From" field to copy some of the contact information from someone already on the account. There will still be fields you need to fill in for each person, but this function will populate address information from what had already been entered on the form you select.

1. Add contacts for each person you add to your account, especially minors.
2. Continue to add more people to your account, if needed.

Add Person

Copy From

Populate fields using information from a person previously entered

First Name * Last Name *

Street Address *

City * State * Zip Code *

Country *
United States

Email Address * Email Type *
Home

Subscribe to Emails *

Yes, please send me more information.

Phone Number * Phone Type *
Home

Gender *

Female
 Male

Date Of Birth *
MM/DD/YYYY

1. Click "Finish", and you will be presented with your new account and the member IDs for each person on it.
2. You can print this page for your records.
3. Click "Continue" and you will be taken to your account page.

New Account

Please print this NEW ACCOUNT for your records.

Now that you are finished creating your account, please click **Continue**.

E-mail Address	Name
03-12130349-01	Jen Radon
03-12130349-02	Alan Radon

[Continue](#)

Managing Your Account

Managing Your Information (My Account)

While signed in, you can access your account details at any time by clicking the My Account link on the top, right corner of any page.

Here each person on the account can:

1. Edit account information and contacts
2. Make note of any serious allergies
3. Request special accommodations
4. Change payment methods
5. View registration and payment histories
6. And can click Reset Password to be prompted for a new password.

The primary account holder will be able to do this for all others on the account. Some activities may be restricted for non-primary account holders.

My Account

ALL MEMBERS

- Registration History
- Members 2
- Print Payment History

Jen Radon

- Change Account Information
- Reset Password
- Accommodations 0
- Allergies 0
- Contacts 1
- Payment Methods 0
- Print Payment History

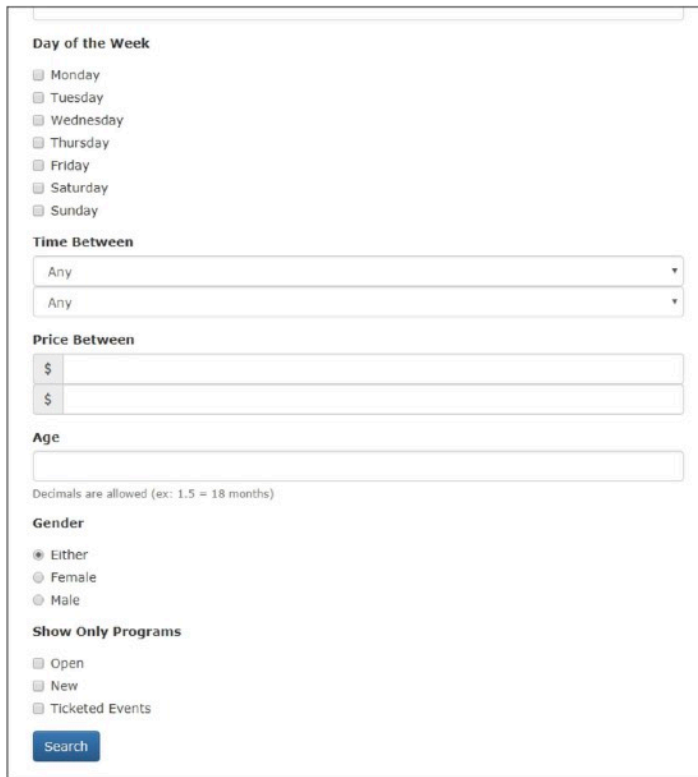
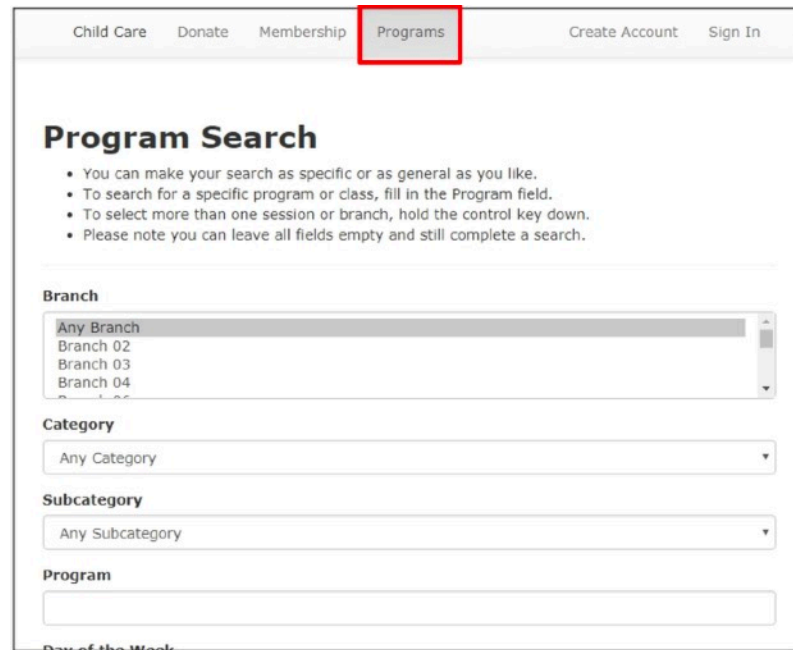
Alan Radon

- Change Account Information

Finding Programs Online

As a member or non-member you can search our catalog for programs of interest from anywhere you have internet access and register and pay for those programs all online.

Searching for programs online is a simple and intuitive process. You don't even have to be logged in to search through the catalog, though you will be prompted to log in if you attempt to register. To search the online catalog, click the "Programs" link at the top of any page.



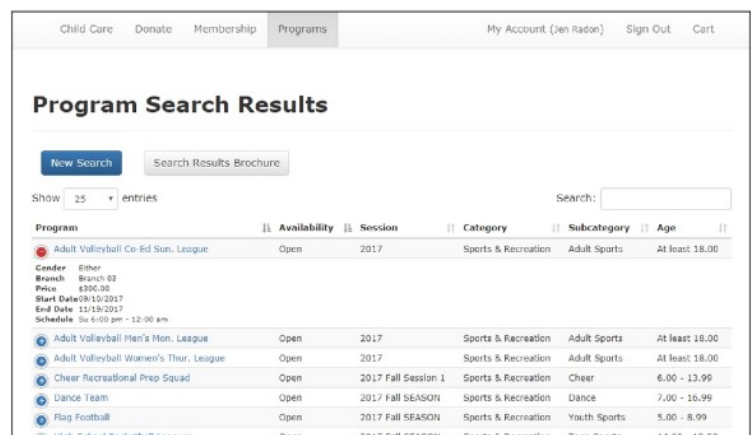
There are many ways you can search for programs. The top part of the "Program Search" screen lets you choose from the most common methods:

1. By Branch
2. Category
3. Subcategory
4. Or you can search for a Program by name.

The rest of the search screen lets you search according to:

1. Day of the Week
2. Time of day range
3. Price range
4. Age or participants
5. Gender of participants
6. Only Open programs
7. New programs
8. Or programs that are Ticketed Events.

Enter as much program information as you need to in order to narrow it down to your area of interest, and click "Search." The results of your search will be returned to you in a table.



Registering For Programs

After you've used the search and browse function explained earlier to locate a program, you can register for it in a few simple steps. You will need to have an online account in order to register though. If you have not signed on or created an online account, you will be prompted to so when you attempt to register.

To register from the search results page, click on the program's name, then select the Register Member link from the list of members on your account.

Tae Kwon Do

Please read the description and verify that this is the event you want to sign up for. Once you have done this, please select the member you want to register for this program by choosing their name next to **Register Member** listed below.

Program Details

Availability	Open
Session	2016
Dates	01/01/2016 - 12/31/2016
Category	Sports & Recreation
Subcategory	Martial Arts
Branch	Branch 06
Location	
Age Range	No restriction
Gender	Either

Fee Type	Minimum Fee	Minimum Payment
Member	\$30.00	\$30.00

Register

Register Member *

Susan Williams (03-12123350-01)

Mark Williams (03-12123350-02)

Toby Williams (03-12123350-03)

Kathrine Williams (03-12123350-04)

Program Registration Questions

Any registration questions associated with the program will be displayed.

Additional Information

Do you want a lanyard? *

Unanswered

Unanswered

Yes (\$2.50)

No

Program Registration Waivers

There may be a Waiver required for the program. You will need to acknowledge that you've read it, and sign your name digitally. The waiver is then associated with your record in the system for future reference

By continuing with this registration, we agree to hold harmless the YMCA staff, coaches, and employees from any damages that participating in this (these) class(es) may cause.

I have read and agree to the above waiver. *

Program Registration Billing - Add To Cart

The last section of the form is Billing. On the Billing tab, you may be prompted with some fee choices for the program. Select the option you want, and click "Add To Cart."

Billing

Select program fee to pay

	Fee Type	Minimum Fee	Minimum Payment
<input checked="" type="radio"/>	Non-Member	\$420.00	\$100.00

You may proceed to checkout, or you may continue to use the site and add additional registrations and such to your cart. Note that the option to request accommodations is always offered on the "Cart" page for program registrations. Clicking "Accommodation Form" will take you to the "My Account" page where you can log your accommodation requests.

Cart

Remove	Type	Member	Description	Branch	Start Date	End Date / Schedule	Amt Due	Amt Pay
<input type="button" value="Remove"/>	Program Registration	Mark Williams	Adult Men's Basketball League	Branch 06	01/01/2016		420.00	<input type="text" value="420.00"/>
Grand Total							420.00	<input type="text" value="420.00"/>

We welcome all individuals. We invite people with disabilities who need accommodations for programs and facilities to fill out the accommodation form.

Click "Checkout" and fill in your payment information. Once submitted, you will be registered for your selected programs.