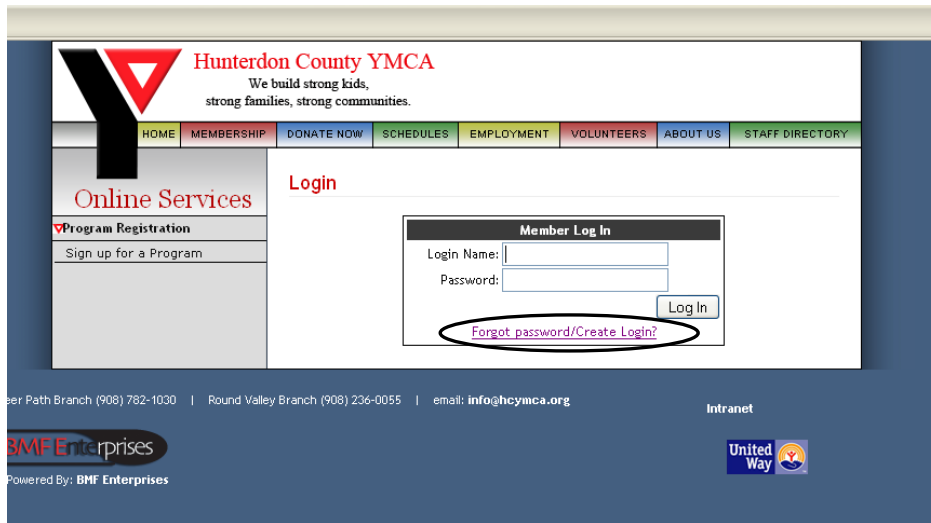


# Online Registration Guide – Program Registration

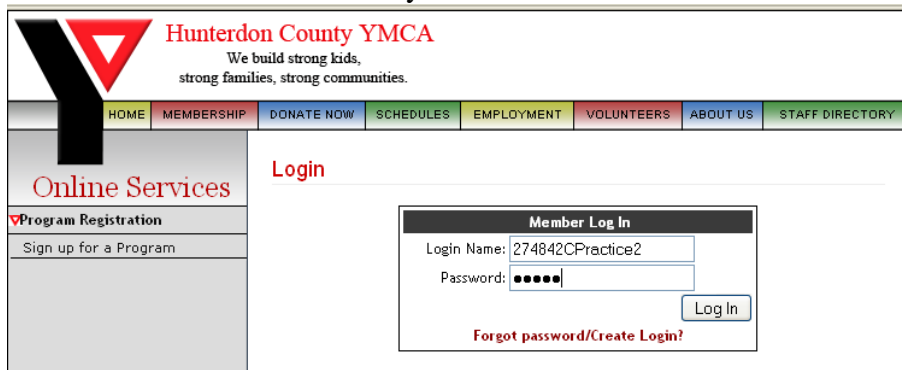
This guide is for current YMCA members who wish to register for classes.

Please see other guides for joining online or registering for classes as a non-member.

- Click “Accept” on the Online Registration page to proceed to Online Registration. You will see the page displayed below. Click the Forgot Password/Create Login? link (circled below) to create a username and password. You can also use this link if you have forgotten your password.



- You will be asked to enter the email address that the YMCA has on file. If you receive an error message, it may be that we have an outdated email address on file. Call either branch or email [info@hcyymca.com](mailto:info@hcyymca.com) to update the password that you have on file.
- Once you enter a valid email address, you may be told that there is more than one person with that email address on file (other family members for example). You can verify the correct person by entering their YMCA Scan Tag number OR Member Number OR date of birth. In this way, you can set up separate registrations for siblings if each has their own membership.
- You will then be emailed a new Login Name and Password from [info@hcyymca.com](mailto:info@hcyymca.com). (check your junk/spam folder if you don't see it). You will be able to change these to something that you create after you login for the first time.
- Enter the new Login Name & Password you have been issued – we recommend copying and pasting the information from the email you received.



- You will then be asked to enter your “old” password (the one you were just issued) and a “new” password of your choosing.

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strong families, strong communities.

HOME MEMBERSHIP DONATE NOW SCHEDULES EMPLOYMENT VOLUNTEERS ABOUT US STAFF DIRECTORY

**Online Services**

Home

Account Information

Contact Information

Billing Information

Series Sales

Program Registration

Sign up for a Program

Sign Out

Welcome: Child age 6 Practice2 (Practice family 2)

**Change Username/Password**

You have logged in for the first time. Please change your password.

Old Password:

New Password:

Confirm New Password:

- You will also be asked if you want to change your Login/username from the one in the email to one that you create yourself. Once you complete this process, you will need to login again with the username & password that you created.

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Welcome: Child age 6 Practice2 (Practice family 2)

**Change Username/Password**

You have logged in for the first time. Please change your password.

Username:

- Your “Home” page lists everyone in your membership, as well as the address, phone number and email address we have on file.
- There are links on the left to see what Contact Information and Billing Information we have on file. If any of this information needs to be updated, contact either branch of the YMCA.
- To sign up for a program, click the Sign up for a Program link. You will need to pick the Site (click Change to change from Deer Path to Round Valley or Round Valley to Deer Path if necessary) and the Session. You can then choose a Category (Gymnastics, Karate, etc.) and the Course (Eel, Polliwog, etc.). The classes available will then be listed for you to choose.