

Important: Do Not Use Back Arrow

Use the cancel or start over options on the web page, or you may be "locked out" for up to 30 minutes.

NEED HELP?
click here

New to the Wenatchee Valley YMCA Registration Instructions

- Click on Sign Me Up. **#1**

The screenshot shows a web page with a navigation menu on the left containing 'help/contact'. The main content area has a header 'log in here if you have used our online services before'. Below this is a form with fields for 'email address' and 'password'. There are buttons for 'log in' and 'forgot password', and a link for 'privacy policy'. A blue box contains the text 'not currently a part of our organization?' with a 'sign me up!' button below it. At the bottom is a 'start over' button. A large black arrow labeled '#1' points to the 'sign me up!' button.

- Complete the information for the person you want to register. **#2**

first name, last name, address, city, state, zip code, date of birth (mm/dd/yyyy), emergency number, home number, email address, web access password.

In creating an account, you are able to create a password instead of the default password being created. For default password, enter a first and last initials plus the birth date of the person you are registering. Example: John Doe, birth date 01/01/1950; password will be JD010150.

- Parent information is required if intended registrant is under 18. Fill in parent first name and parent last name.

- Click on 'add name'.

• Website will prompt: Please enter the following information for the next family member then click 'add name'. (All fields are required) If all names have been entered, then click 'continue'.

• Prompt screen: Click 'OK' if you are finished entering all family members. Click 'cancel' to add more family members. After clicking 'OK', you will see the information successfully added into our database.

• Please note the information screen for future log in purposes. This information will be sent in an email for your convenience.

The screenshot shows a registration form with a blue header box containing the text: 'Please enter the following information for the first family member then click 'add name'. (All fields are required except as noted)'. Below this is a form with fields for 'first name', 'last name', 'suffix (jr, sr, III)', 'address', 'city', 'state', 'zip code', 'birth date (MM/DD/YYYY)', 'gender' (with a dropdown menu showing 'male'), 'grade', 'emergency telephone (555-555-1212)', 'home telephone (555-555-1212)', 'email address', and 'web access password'. At the bottom, there is a note: 'parent name information is required if intended member is under 18.' followed by fields for 'parent first name' and 'parent last name'. There are 'add name' and 'start over' buttons at the bottom.

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Once logged in, what's next?

You will be brought to Family Member Selection Page

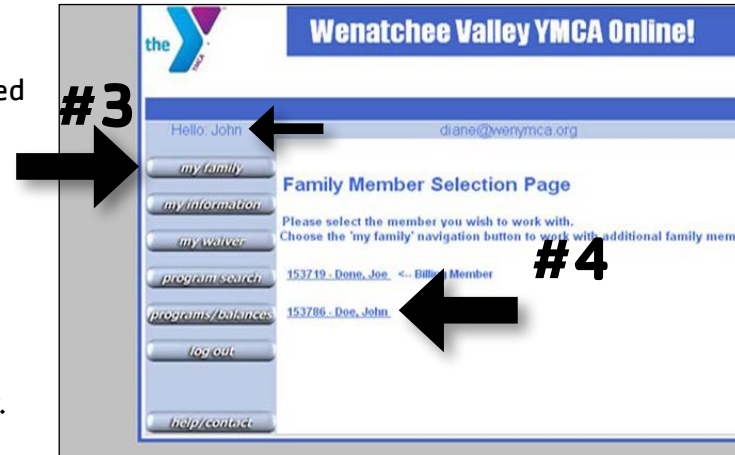
- Notice the name of the person next to Hello: Name is based on the information used to log in.

On the left side of the webpage, tab options will be:

My family #3

- Click on My Family at any time to return to the Family Member Selection Page to change the person you are searching programs, registering or updating information for.

- Click on the family member you wish to: change information, update waiver, register for a program, or review program registrations/pay balances. #4



- The Hello: Name will reflect the person you have chosen. #5
- But the screen will change to the Program Search Page.

My information

- Click 'my information'. #6



- Note the Hello: Joe to be sure you are updating the information of the intended person. #5

- Update address, city, state, zip, phone, *grade, email, password #7

*If your child is participating in a Y program, the grade must be entered. Please note School Year Programs are based on the grade a child is currently in. At the end of a school year, a child is considered to be in the grade they will be attending in the Fall. Due to this, the Y's Summer Programs are based on the grade they will attend in the Fall.

- Click 'update info'.
- Click 'continue'.



My waiver

- Note the Hello: Joe to be sure you are updating the waiver of the intended person.
- Click on 'my waiver'.
- Note the name and birth date to be sure you are updating the waiver of the intended person.
- Here you will update parent/guardian information, authorized pick up information, *unauthorized pickup, list any medical problem the Y program staff need to know, physician information and insurance information.
- Review the information in the Y's RELEASE and WAIVER of LIABILITY and INDEMNITY AGREEMENT and youth program participation agreement.
- Click 'continue'.
- Click 'continue' again.

* The Wenatchee Valley YMCA cannot deny a parent or legal guardian access to their child(ren) without legal documentation. If the Y does not have a copy of the court order(s), then the Y Staff will not be able to enforce the court's ruling. Please note that the participant will not be released to any persons not listed as an authorized pick-up.

Child's full name:	Done, Joe						
Child's birth date:	07/24/2003						
Email Address:	registrar@wenymca.org						
Home Phone:	(509) 662-2109						
Grade:	4						
*Emergency Phone:	(509) 662-2109						
Parent/Guardian Information:							
*Parent 1 First Name:	Diane	*Parent 1 Last Name:	Cruickshank				
Parent 2 First Name:	Scott	Parent 2 Last Name:	Cruickshank				
Parent Work Information:							
Parent 1 Work Addr:		Parent 2 Work Addr:					
City, State Zip:		City, State Zip:					
Place of Employment:	YMCA	Place of Employment:					
Work Phone:	(509) 662-2109	Work Phone:					
Cell Phone/Pager:	(509) 293-3320	Cell Phone/Pager:	(509) 888-1515				
Emergency Information:							
*Contact 1:	1	*Telephone 1:	(509) 662-2109	Relation 1:	Work	<input type="checkbox"/> Emerg Contact?	<input type="checkbox"/> Pickup?
Contact 2:	2	Telephone 2:	(509) 662-2109	Relation 2:	Work	<input type="checkbox"/> Emerg Contact?	<input type="checkbox"/> Pickup?
Contact 3:	3	Telephone 3:	(509) 662-2109	Relation 3:	Work	<input type="checkbox"/> Emerg Contact?	<input type="checkbox"/> Pickup?
Contact 4:	4	Telephone 4:	(509) 662-2109	Relation 4:	Work	<input type="checkbox"/> Emerg Contact?	<input type="checkbox"/> Pickup?
Contact 5:	5	Telephone 5:	(509) 662-2109	Relation 5:	Work	<input type="checkbox"/> Emerg Contact?	<input type="checkbox"/> Pickup?
Contact 6:	6	Telephone 6:	(509) 662-2109	Relation 6:	Work	<input type="checkbox"/> Emerg Contact?	<input type="checkbox"/> Pickup?
Any known Medical problems?	Medical						
Child's Physician:	Dr. Doctor	Physician Phone:	(509) 667-8711				
Preferred Hospital:	CWH						
Insurance Information:							

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Program search

• To view a list of available programs during a specific time period, select the drop down box for the month and select the drop down box for the year span in the Blue BEGIN DATES box. You may enter the same month in both blanks or you may enter a range of months.

• Narrow the list down further by entering a key word next to the Search Button. For example:

- Swim
- Camp
- Adventure Club
- T-Wave
- Holiday Program
- After School
- Uplift

• Click 'search'.

How to Browse the Program List

Once you have selected all of your criteria using the Program Search selection, you will see a list of programs with the following info:

- Location
- A brief description of the program
- Program details
- Age Range (Most programs have grade criteria. The age is set as a possible span for kids in the grade range the programs have listed. Your child may fit the age range but not qualify for program because of grade requirements.)
- The fee for the Program
- The date(s) that the program begins and ends
- The times(s) that the program begins and ends
- The day(s) the class is held
- How many slots still remain open
- How many are on the wait list, if there is one
- The orange block with an open box is the button you click to select that program for registration. **#8**

location	description	program details	age range	your fee	begins ends	start time end time	program days	open	wait list	select or date/time open for reg
Wen Valley YMCA EYAC POOL	Adult/Teen Swim Lessons	ADULT/TEEN 14W1	13 years to 99 years	\$60	01/06/14 08:15PM 02/14/14 06:45PM		Mo We	8		<input type="checkbox"/>
Wen Valley YMCA EYAC POOL	Starfish Swim Lessons Advanced Group Classes	ADV1MW5:45 14W1	3 years to 5 years	\$60	01/06/14 05:45PM 02/14/14 06:15PM		Mo We	5		<input type="checkbox"/>
Wen Valley YMCA EYAC POOL	Minnow, Fish Swim Lessons Advanced Group Classes	ADV2MW4:35 14W1	6 years to 12 years	\$60	01/06/14 04:35PM 02/14/14 05:05PM		Mo We	7		<input type="checkbox"/>
Wen Valley YMCA EYAC POOL	Pike Swim Lessons Beginner Group Classes	BEO1MW4:35 14W1	3 years to 5 years	\$60	01/06/14 04:35PM 02/14/14 05:05PM		Mo We	6		<input type="checkbox"/>
Wen Valley YMCA EYAC POOL	Pike Swim Lessons Beginner Group Classes	BEO1MW5:10 14W1	3 years to 5 years	\$60	01/06/14 05:10PM 02/14/14 05:40PM		Mo We	6		<input type="checkbox"/>
Wen Valley YMCA EYAC POOL	Pike Swim Lessons Beginner Group Classes	BEO1TTH4:35 14W1	3 years to 5 years	\$60	01/06/14 04:35PM 02/14/14 05:05PM		Tu Th	5		<input type="checkbox"/>
Wen Valley YMCA EYAC POOL	Pike Swim Lessons Beginner Group Classes	BEO1TTH5:45 14W1	3 years to 5 years	\$60	01/06/14 05:45PM 02/14/14 06:15PM		Tu Th	3		<input type="checkbox"/>
Wen Valley YMCA EYAC POOL	Pollwog Swim Lessons Beginner Group Classes	BEO2MW4:35 14W1	6 years to 12 years	\$60	01/06/14 04:35PM 02/14/14 05:05PM		Mo We	8		<input type="checkbox"/>
Wen Valley YMCA EYAC POOL	Pollwog Swim Lessons Beginner Group Classes	BEO2TTH4:35 14W1	6 years to 12 years	\$60	01/06/14 04:35PM 02/14/14 05:05PM		Tu Th	8		<input type="checkbox"/>

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How to Browse the Program List

If the program is full, instead of only a box, you will see with a box labeled "WAIT LIST". If you wish to register the participant for the wait list, click on the 'WAIT LIST' box, please see **How to Select a Program and Submit the Registration (below)**.

- Note: The participant will be added to the selected wait list, no payment will be taken at that time. You will be called if a spot opens. Wait lists are generally on a first come, first serve bases.
- If the program is unavailable for registration, it will be noted in blue. **#9**

Select your program(s) to register for by clicking the checkbox on each program then click the button at the bottom of the program list to begin the registration process.

#9

Additional information is available where text display is RED.

location	description	program details	age range	your fee	begins ends	start time end time	program days	open	wait list	date time open for reg
Wen Valley YMCA WEN YTC	Holiday Program November 11, 2013	11/11 13HP	5 years to 12 years	\$34	11/11/13 11/11/13	07:30AM 05:30PM	Mo	0	WAIT LIST	
Wen Valley YMCA WEN YTC	Holiday Program December 20, 2013	12/20 13HP	5 years to 12 years	\$34	12/20/13 12/20/13	07:30AM 05:30PM	Fr	30	reg period ended	
Wen Valley YMCA WEN YTC	Holiday Program December 23, 2013	12/23 13HP	5 years to 12 years	\$34	12/23/13 12/23/13	07:30AM 05:30PM	Mo	30		
Wen Valley YMCA WEN YTC	Holiday Program 4pm Pick Up December 24, 2013	12/24 13HP	5 years to 12 years	\$34	12/23/13 12/23/13	07:30AM 04:00PM	Tu	30		
Wen Valley YMCA WEN YTC	Holiday Program December 26, 2013	12/26 13HP	5 years to 12 years	\$34	12/26/13 12/26/13	07:30AM 05:30PM	Th	30		
Wen Valley YMCA WEN YTC	Holiday Program December 27, 2013	12/27 13HP	5 years to 12 years	\$34	12/27/13 12/27/13	07:30AM 05:30PM	Fr	30		
Wen Valley YMCA WEN YTC	Holiday Program December 30, 2013	12/30 13HP	5 years to 12 years	\$34	12/30/13 12/30/13	07:30AM 05:30PM	Mo	30		
Wen Valley YMCA WEN YTC	Holiday Program 4pm Pick Up December 31, 2013	12/31 13HP	5 years to 12 years	\$34	12/31/13 12/31/13	07:30AM 04:00PM	Tu	30		
Wen Valley YMCA WEN YTC	Holiday Program January 2, 2014	01/02 14HP	5 years to 12 years	\$34	01/02/14 01/02/14	07:30AM 05:30PM	Th	30		01/01/14
Wen Valley YMCA WEN YTC	Holiday Program January 3, 2014	01/03 14HP	5 years to 12 years	\$34	01/03/14 01/03/14	07:30AM 05:30PM	Fr	30		01/01/14

click here after selecting program(s)

How to Select a Program and Submit the Registration

- Click on the box of the program you wish to register for. **#10**
- At the bottom of the page, 'click here after selecting program(s)' when you are ready to actually register and progress toward payment.
- If you have not updated 'my waiver', you will be prompted to do so before moving on.
- The next screen will bring up what you have selected. If you want to proceed with the registration select 'Continue'. **#11**

Program Search Results Page for Joe ...

Programs are listed by SESSION and CODE.

Select your program(s) to register for by clicking the checkbox on each program then click the button at the bottom of the program list to begin the registration process.

#10

Additional information is available where text display is RED.

location	description	program details	age range	your fee	begins ends	start time end time	program days	open	wait list	date time open for reg
Wen Valley YMCA EYAC POOL	Pol liwog Swim Lessons Beginner Group Classes	BEG2MW4.35 14W1	6 years to 12 years	\$60	01/06/14 02/14/14	04:35AM 05:05PM	Mo We	8	<input checked="" type="checkbox"/>	
Wen Valley YMCA EYAC POOL	Pol liwog Swim Lessons Beginner Group Classes	BEG2TTH4.35 14W1	6 years to 12 years	\$60	01/06/14 02/14/14	04:35PM 05:05PM	Tu Th	8	<input type="checkbox"/>	
Wen Valley YMCA EYAC POOL	Pol liwog Swim Lessons Beginner Group Classes	BEG2TTH5.45 14W1	6 years to 12 years	\$60	01/06/14 02/14/14	05:45PM 06:15PM	Tu Th	8	<input type="checkbox"/>	
Wen Valley YMCA EYAC POOL	Pol liwog Swim Lessons Beginner Group Classes	BEG2MW4.35 14W2	6 years to 12 years	\$60	02/17/14 03/28/14	04:35AM 05:05PM	Mo We	7	<input type="checkbox"/>	
Wen Valley YMCA EYAC POOL	Pol liwog Swim Lessons Beginner Group Classes	BEG2MW5.10 14W2	6 years to 12 years	\$60	02/17/14 03/28/14	05:10AM 05:40PM	Mo We	8	<input type="checkbox"/>	
Wen Valley YMCA EYAC POOL	Pol liwog Swim Lessons Beginner Group Classes	BEG2TTH5.45 14W2	6 years to 12 years	\$60	02/17/14 03/28/14	05:45PM 06:15PM	Tu Th	8	<input type="checkbox"/>	

click here after selecting program(s)

Hello: Joe registrar@wenymca.org

location	description	program details	age range	your fee	begins ends
Wen Valley YMCA EYAC POOL	Polliwog Swim Lessons Beginner Group Classes	BEG2MW4.35 14W1	6 years to 12 years	\$60	01/06/14 02/14/14

#11

continue

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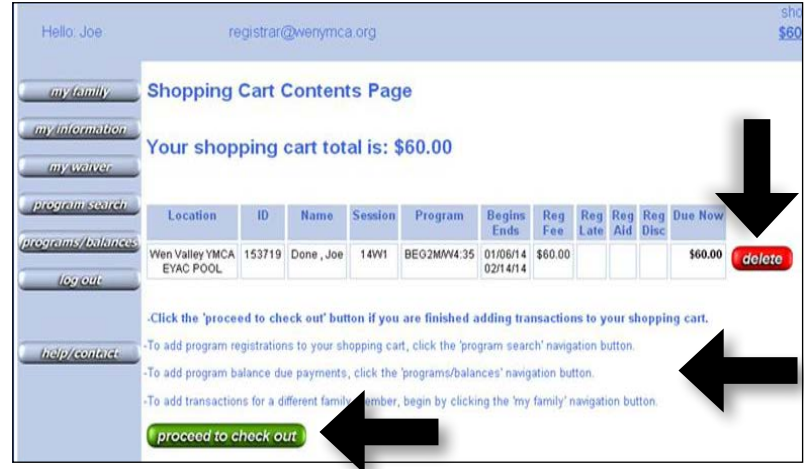
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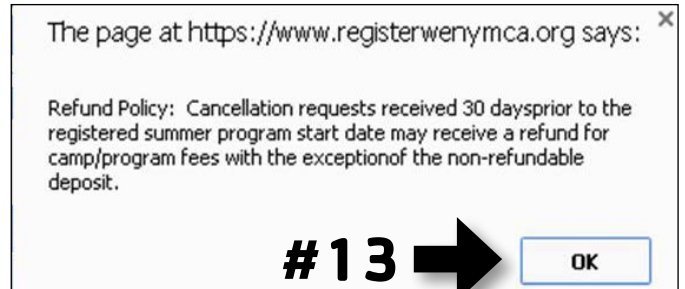
- Check over the information once again. If correct, click on 'add to cart'. **#12**



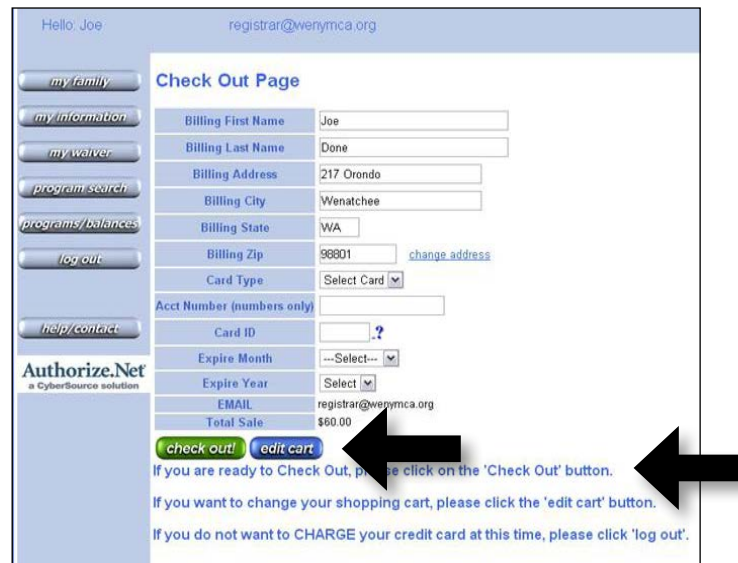
- Several options will be allowed at this point: deleting selected items, adding additional programs, etc. See notes on webpage and follow prompts through the option selected or refer back to the section the web page directed you to.



- When you are ready to finalize the registration, select 'proceed to check out'. This will bring up the Y's program cancellation/refund policy. In order to proceed, you will need to select "okay" acknowledging you have read and agree to the policy. **#13**



- The next section is Check Out.
- This screen is to enter billing information.
- Click check out if you are complete and wish to finalize payment. Or, click edit cart to go back.
- Once the credit card information is entered, click 'check out'. Your card will be verified and the transaction complete.
- Or choose another option, if you are not ready to finalize the transaction.



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- Once 'check out' has been selected a receipt will be generated on your screen as well as a copy emailed to you.
- Some programs require printed, updated and signed forms. A prompt for these forms will come up for you to print out the required forms. We ask that all forms be completed within 10 days of registration while it is still fresh in your mind. Waitlist Registrations need forms submitted as well.
- All forms can be submitted by email to registrar@wenymca.org, faxed (509) 662-8523 or submitted at the Y Wenatchee 217 Orondo, WA 98801. Failure to turn in forms may result in forfeiture of program registration.

You can access this information at any time through the 'help/contact' tab.

If you would prefer to speak to someone for assistance, or you need to make changes after you have submitted your registration, contact Diane at (509) 662-2109 or Registrar@wenymca.org