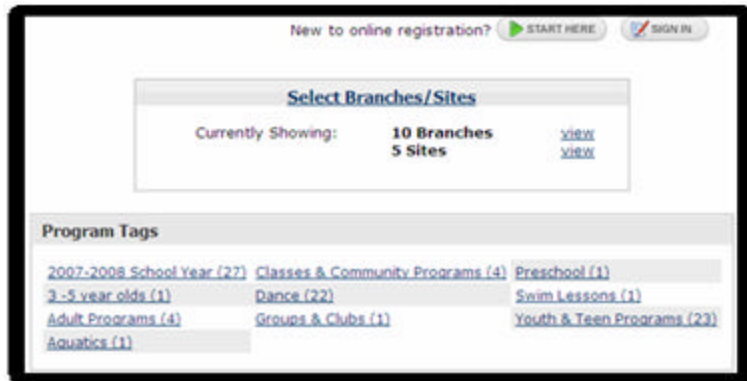


# Online Program Registration “How To” Guide

## Step 1: Find Your Program



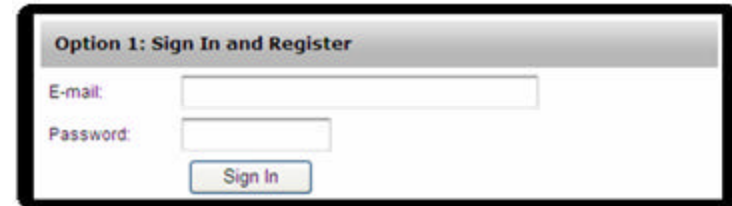
The screenshot shows the top navigation area with links for 'New to online registration?' (START HERE) and 'SIGN IN'. Below this is a 'Select Branches/Sites' section with 'Currently Showing: 10 Branches 5 Sites' and 'view' links. A 'Program Tags' section lists various categories with counts: 2007-2008 School Year (27), Classes & Community Programs (4), Preschool (1), 3-5 year olds (1), Dance (22), Swim Lessons (1), Adult Programs (4), Groups & Clubs (1), Youth & Teen Programs (23), and Aquatics (1).

- Select Your Branch (If you know it) (Do not choose Corporate as your branch)
- Click a Program Tag (ex: “Aquatics”)
- Find your program and check the box beside it
- Click the Register button

### Helpful Information

*\*HELP: If you receive an error after clicking “Find Me”, and you are currently a Member or have registered for programs before we probably have inaccurate information on your membership account. Contact your local branch to verify your personal information. Once this has been updated, you will be able to login and register for programs online.*

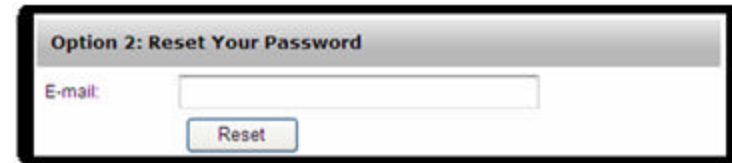
## Step 2: Access Your Online Account



The screenshot shows the 'Option 1: Sign In and Register' form with fields for 'E-mail:' and 'Password:', and a 'Sign In' button.

### Option 1: Sign In

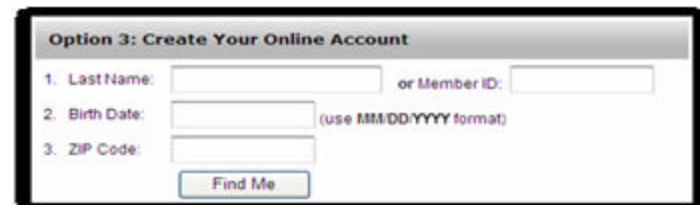
Sign in with your email address and password. Then click, “Sign In”



The screenshot shows the 'Option 2: Reset Your Password' form with an 'E-mail:' field and a 'Reset' button.

### Option 2: Forgot Your Password?

If you know you’ve registered online before but can’t remember your password, choose the reset option.



The screenshot shows the 'Option 3: Create Your Online Account' form with fields for '1. Last Name:' (or Member ID:), '2. Birth Date:' (use MMDD/YYYY format), and '3. ZIP Code:', and a 'Find Me' button.

### Option 3: Never Registered Online?

If you have never registered for an online program at the YMCA of Arlington the system will search to see if you are in our records. If not, you will be given the option to create an account.

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# Online Program Registration “How To” Guide

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## Payment Options

Visa, MasterCard, American Express or Current Bank Draft (this option is only available if you have bank draft information stored in our system)

## Registration Confirmation

You will receive a registration confirmation via email. If you do not receive an email confirmation, contact your local YMCA branch to verify that your email address in our system is correct.

## Is Joining Required?

Participation in YMCA of Arlington Programs requires either a program membership or full membership. Full Facility membership allows you access to all Arlington branches and has monthly membership dues. Full members receive discounted fees on YMCA programs. Program memberships are available for those who wish to participate in YMCA of Arlington programs only. Only program memberships are available online. If you wish to become a full facility member, come into any branch and we will get you signed up!

## Questions?

Central Branch 817.274.9622

Sports Department 817.801.1400

North Branch 817.548.9622

Cooper Street Branch 817.419.9629