



2019-2020 ONLINE REGISTRATION INSTRUCTIONS

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Part 1: Account Setup

If you have used the system for Y Zone/Aquatics/Sports registration, skip to part 2!

- 1) Set up your online account! Go to <http://princetonymca.org/onlineregstr.html>. Select "Current Member Account Management"
- 2) On the next screen, select "Find Account" under "I want to set up online access for my account."
- 3) Give the requested information to search for your account (Tip: using your child's name will guarantee it works!). To verify it, you'll need to use the email address or the last 4 digits of the credit card associated with the account.
- 4) You'll receive an email to continue the registration process and select a password.

Part 2: Registration

- 1) On <http://princetonymca.org/onlineregstr.html>, select "Current Member Online Program Registration." If you are not already logged in, do so from the link in the top right corner.
- 2) From the listed categories, select After School.
- 3) From the gray box, select After School or Before School.
- 4) From the following prompts:
 - 1) Choose the school your child attends
 - 2) Choose the number of days each week your child will attend
 - 3) Choose the student attending the program
 - 4) Choose the days your child will attend
- 5) The Questions page will feature information previously in our paper packet. Please answer all questions.
- 6) Read through the Agreements and Waivers on the following page. Press the "Accept and Sign" button to sign using either a mouse, finger, or stylus.
- 7) Once everything is set, click "Next" on the Review screen and continue onto payment. Here you can assign a card currently on file for payment, or add a new one. To schedule payments for the 1st of the month, leave the payment amount at \$0.00. Click "Pay" and registration is complete! You will receive an email confirming registration automatically from our system.

If you have any questions regarding online registration, please contact Matt Boyd at mboyd@princetonymca.org.