



# 2020-2021 ONLINE REGISTRATION INSTRUCTIONS

## **ONLINE REGISTRATION INSTRUCTIONS**

### **Part 1: Account Setup**

- If you have never had membership at the Princeton Family YMCA, create a new account. For membership type, choose “Non-Member” at the bottom of the page.
- If you have had membership but do not have a password or do not remember your password, please use the prompts on the log in screen to access it. If you are still unable to access your account, contact Matt Boyd at [mboyd@princetonymca.org](mailto:mboyd@princetonymca.org).
- If you have an active account and password, please proceed to part 2.

### **Part 2: Registration**

- 1) On <http://princetonymca.org/onlineeregstr.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 School Age Child Care.
- 3) From the gray box, select the desired program. To help determine the current program, please refer to the program guide.
- 4) From the following prompts:
  - 1) Choose the location of the school/center your child will attend
  - 2) Choose the desired care option
  - 3) Choose the student attending the program
- 5) The Questionnaire page will feature information 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) To add additional registrations (either for the same child or another child in your family), click the “Add More Programs” button on the Review Registrations page.
- 8) 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 due dates, leave the payment amount at \$0.00 (note: if you add an amount, it will pay that towards the first month of the program). 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](mailto:mboyd@princetonymca.org).