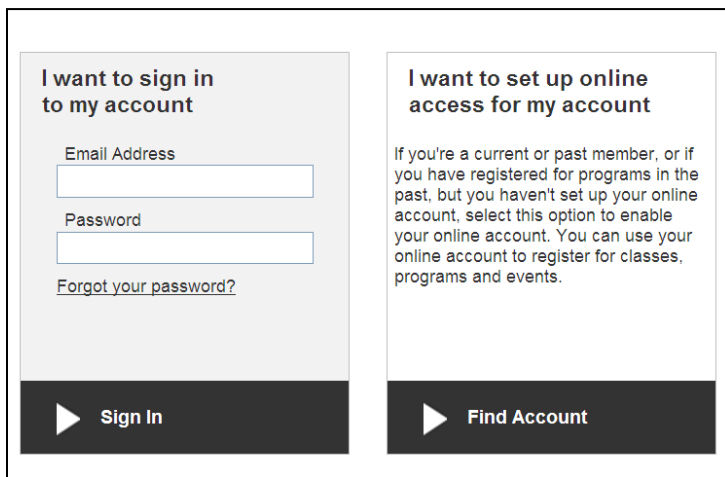


# Worthington Area YMCA

## Online Registration Guide

Click the Login option to get started. You will then be brought to this screen below. This Account Access page will allow you to get to your online account with us at the Worthington Area YMCA. If you have **NEVER** created an online account with us before, then click on "Find Account."



The screenshot shows two side-by-side panels. The left panel is titled "I want to sign in to my account" and contains fields for "Email Address" and "Password", a "Forgot your password?" link, and a "Sign In" button with a play icon. The right panel is titled "I want to set up online access for my account" and contains explanatory text: "If you're a current or past member, or if you have registered for programs in the past, but you haven't set up your online account, select this option to enable your online account. You can use your online account to register for classes, programs and events." Below this text is a "Find Account" button with a play icon.

Once you have clicked "Find Account," enter the requested information so the system can locate your information. When the system has located you, you will then be prompted to enter a valid email address that is associated with your account.

You will then have a link sent to your email address that you entered. Click on the link sent to your email address. You will then be prompted to enter a password for your account; this password can be anything you want. You then will log-in to the system using your Email Address and Password.

**Note:** if we do not have an email on file for you then you will NOT be able to complete the Online Registration process. Call the YMCA at 507-376-6197 so we can update your profile in order for you to complete the online registration process.

Once you have logged into the system, you will then be able to either search for a specific program or browse all of our programs that are available for online registration.

**Note:** If you DO NOT see a program that you are interested in online, it may only be available for in-house registration or that program may not be currently open for registration.

After you find the program that you would like to register for, click on it and then follow the on screen instructions. Any questions that you have, please call the YMCA at 507-376-6197.

## COMMON ANSWERS FOR ONLINE REGISTRATION QUESTIONS

- If the system cannot find you, call the YMCA and we will make sure the information we have on file for you is correct. 507-376-6197.
- The YMCA accepts Visa, MasterCard, and Discover for online registrations.
- Please visit the YMCA if you would like to use another method of payment.
- Please visit the YMCA if you have an existing credit on your account that you would like to use for this particular program registration.
- If you DO NOT pay for your program, you will not be enrolled. Payment is required to complete the registration process.