



YMCA of Greater Hartford

ONLINE PROGRAM REGISTRATION AND ACCOUNT ACCESS

YMCA of Greater Hartford is pleased to announce more online options! You now have the ability to access your account to pay an existing balance or update any of your basic information. Plus, we have a new program search tool which will make your registration experience easier.

THANK YOU!

Here are your new features:

Page 1	ONLINE REGISTRATION PROCESS <i>*Greater Hartford YMCA Website to Your Account Login</i>
Page 2	SEARCHING FOR PROGRAM OFFERINGS <i>*Finding Programs and Classes</i> <i>*Shopping Cart Message</i>
Page 3	HOW TO ACCESS YOUR YMCA ACCOUNT <i>*Logging in to Your Account</i>
Page 4	<i>*Update Your Contact Information</i>
Page 5	<i>*Adding a New Form of Payment</i>
Page 6	<i>*Adding Additional Family Members</i>
Page 7	<i>*Make or Schedule Payment on Balance Due</i>

Need Help?

Please contact your home YMCA location should you require assistance.

Camp Jewell YMCA	888-412-2267
Camp Woodstock YMCA	800-782-2344
Downtown YMCA	860-522-4183
East Hartford YMCA	860-289-6612
Farmington Valley YMCA	860-653-5524
Glastonbury Family YMCA	860-633-6548
Indian Valley Family YMCA	860-871-0008
Regional Community YMCA	860-522-9622
Tri-Town YMCA	860-521-5830
West Hartford YMCA	860-521-5830
Wheeler Regional Family YMCA	860-793-9631
Wilson-Gray YMCA Youth & Family Center	860-241-9622

ONLINE REGISTRATION PROCESS – Website to Account Login

From our Website at WWW.GHYMCA.ORG, you can click the “Register Now” link on any program offering. This link will take you to our online registration database.

The screenshot shows the YMCA website interface. At the top, there are navigation tabs for MEMBERSHIP, BRANCH LOCATIONS, EMAIL, REGISTRATION DATES, EVENTS, and NEWS. Below this is the header for the Farmington Valley YMCA with a 'DONATE' button. The main content area is titled 'FOR YOUTH DEVELOPMENT: TEEN LEADERSHIP > CERTIFICATIONS & TRAINING > Red Cross Lifeguard Training (Ages 15 & up)'. A table lists program offerings with columns for Dates, Days Offered, Time, Branches and Offices, Notes, Age/Grade, Full Member Fee, Program Member Fee, Contact, Full Member Registration Begins, Program Member Registration Begins, and Register Online. A callout box on the right highlights the 'Register Online' and 'Register Now' links in the table.

Before you can register you need to **log in**. Click on the Login link.

The screenshot shows the program details page for 'Lifeguard Training (Ages 15 and up)'. It includes session information (Thu 6PM-9PM & Sat 8:30-11:30AM), branch information (Farmington Valley YMCA), and a session description. A 'REGISTER FOR PROGRAM' button is visible. A callout box on the right highlights the 'Home | Login' link in the top right corner of the page.

Select the option that applies to your participation status.

The screenshot shows three options for account management:

- I want to sign in to my account**: Includes fields for Email Address and Password, and a link for 'Forgot your password?'. A 'Sign In' button is at the bottom.
- I want to set up online access for my account**: A 'Find Account' button is at the bottom.
- I don't have an account, but I want to create one**: A 'Sign Up' button is at the bottom.

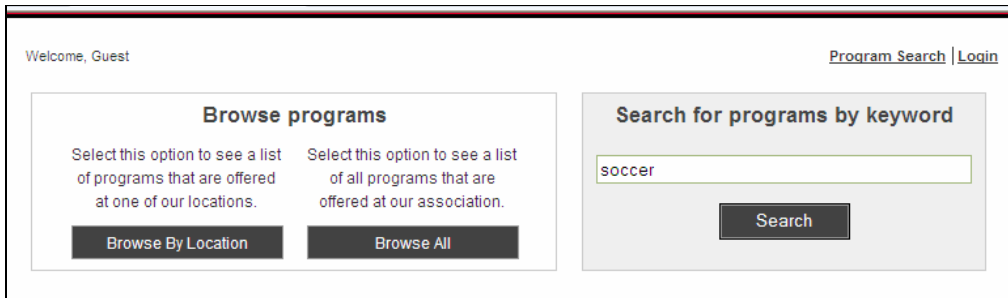
Option 1: "I want to sign in to my account" is for existing online shoppers. Enter your email address and enter your password. Click Sign In. If you have forgotten your Password click FORGOT YOUR PASSWORD? and the system will email you a temporary password link.

Option 2: "I want to set up online access for my account" is for first time online shoppers. Click Find Account.

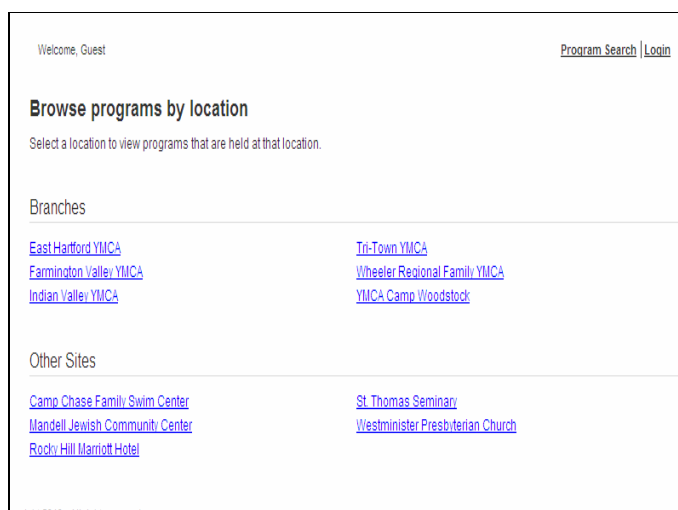
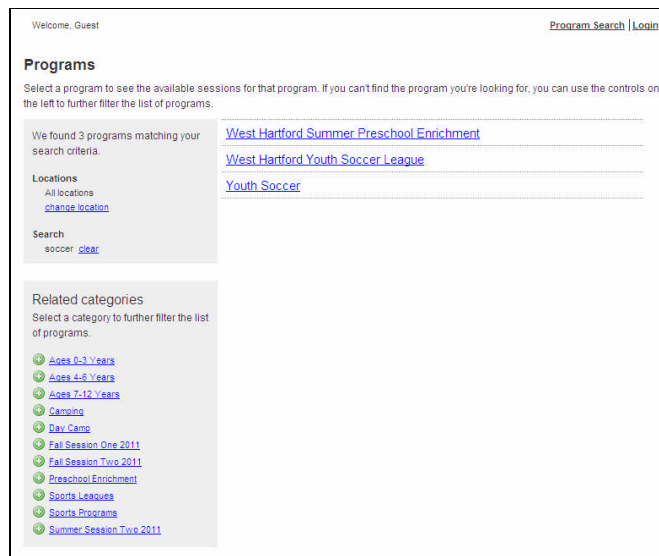
Option 3: "I don't have an account but want to create one" is for first time YMCA participants. Click Sign Up and you create a brand new account record.

SEARCHING FOR PROGRAM OFFERINGS

Three new options have been added to assist with locating program offerings online. These options can be accessed by selecting **Program Search** from the navigation menu online.



Option1: A new search by keyword will appear on the right side of the screen. Enter a keyword in the search option. Click Search. All programs with that keyword in the program name, program tag, session tag or session name will be displayed.



****Shopping Cart Message****
After registering for a program you will receive a message prompting you to continue registering for more programs and giving an option to view what has previously been registered for.

- Register for the desired programs.
- A message will be displayed after you have completed the registration.
- Continue registering for more programs as needed.
- Review the registration when finished.
- Pay for the programs.

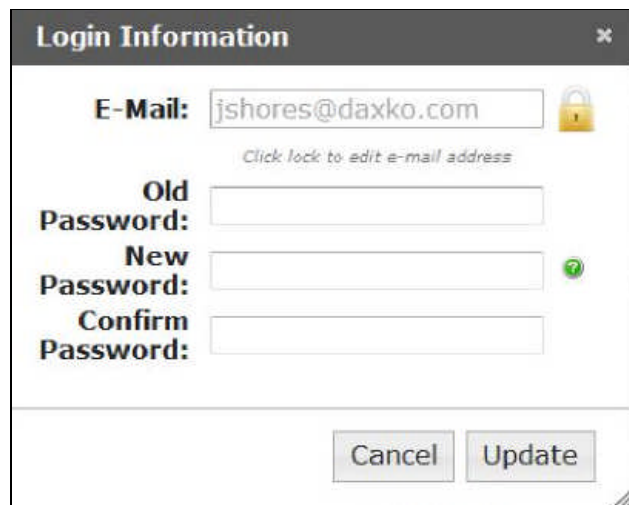
Option 2: This option allows you to search Browse by Program Location, which can be a YMCA branch or program site. Click on the desired link.

How to Access Your YMCA Account

The My Account area gives you the option to update contact information, billing & payment methods and add additional family members to your account.

Logging in to your Account

- Go to Online Registration> Login to your online account and Click on My Account.
- The My Account page is divided in to four main areas: Contact Information, Membership Information, Billing Methods and Additional Members.
- Select each piece of information to update accordingly.



The screenshot shows a 'Login Information' dialog box with the following fields and controls:

- E-Mail:** A text input field containing 'jshores@daxko.com' with a yellow lock icon to its right. Below the field is the text 'Click lock to edit e-mail address'.
- Old Password:** A text input field.
- New Password:** A text input field with a green checkmark icon to its right.
- Confirm Password:** A text input field.
- Buttons:** 'Cancel' and 'Update' buttons are located at the bottom right of the dialog.

- To update your email address or online password click Update Password.
- Click the lock symbol to edit your email address.
- Enter your old password.
- Enter a new password.
- Confirm your password.
- Click Update.

Update Your Contact Information

- To update your contact information click "Update contact information".
- Update as needed and Click Submit.

Profile Information

Member Name
First: * **Middle:** **Last: ***
Name: Josh Shores


Member Address
Address: * 100 5th ave
City: * Birmingham
State: * Alabama
Zip Code: * 35173
Country: * United States
 Update address for all members.

Member Phone
Phone: (999) 999-9999

Cancel Submit

Welcome, Josh Shores Home | My Account | My Balance | Logout


My Account







Josh Shores
sdf
sf, MI 45345

(345) 345-3453
jshores@daxko.com
[Update contact information](#) [Change password](#)

Membership type: Family_DG test
Status: Active
Billing cycle: Monthly
Next draft: 07/28/2010
This draft will be charged to the payment method listed below.
For the amount of this draft, see My Balance.


Billing method: xxxx6780 xxxx6546 (EFT) 

Payment Methods

	xxxxxxx1111 (3/2014) 
	xxxxx6780 xxxx6546 (Checking) 

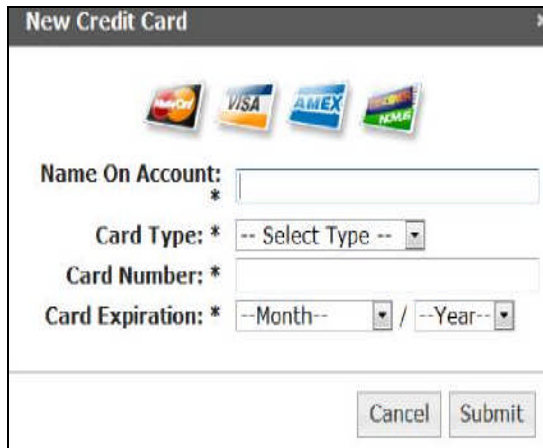
[Add credit card](#) [Add bank draft \(EFT\)](#)

Additional Members



Melanie Shores (adult) 

[Add additional adult](#) [Add additional child](#)

Adding a New Form of Payment



New Credit Card



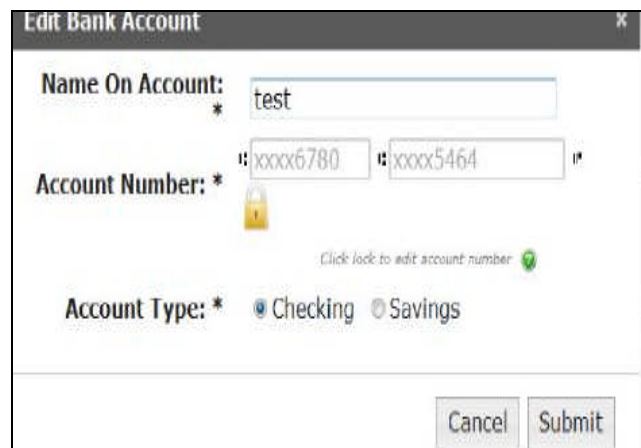
Name On Account: *

Card Type: * -- Select Type --

Card Number: *

Card Expiration: * --Month-- / --Year--

Cancel Submit



Edit Bank Account

Name On Account: * test

Account Number: *

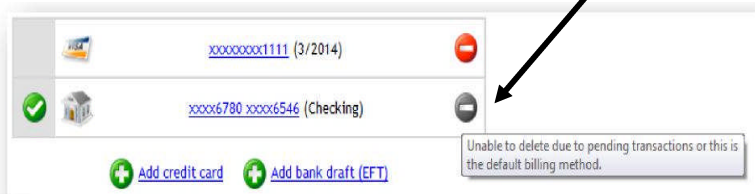
Account Type: * Checking Savings



Click lock to edit account number




Cancel Submit

- To add a new CC or EFT to your account, go to the Payment Management section.
- Click Add Credit Card or Add Bank Draft.
- Enter the needed billing method information and click Submit.
- To update an existing CC or Bank Draft go to the billing methods section, select each billing method to edit the information. Update as needed. Click Submit.
- Select the red icon next to each billing method if you would like to completely remove the CC or Bank Draft from your record

If a gray icon appears then the CC or Bank Draft on file cannot be deleted due to pending transactions associated with that method.

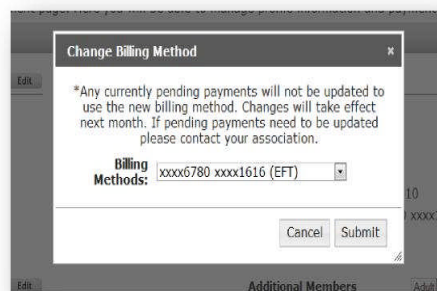


 [xxxxxxxx1111 \(3/2014\)](#) 

  [xxxx6780 xxxx6546 \(Checking\)](#) 

[Add credit card](#) [Add bank draft \(EFT\)](#)

Unable to delete due to pending transactions or this is the default billing method.



Change Billing Method

*Any currently pending payments will not be updated to use the new billing method. Changes will take effect next month. If pending payments need to be updated please contact your association.

Billing Methods:

Cancel Submit

- To update the billing method associated with your membership select the edit pencil next to the billing method within the Account Summary section.
- Select the new billing method from the drop down list. Click Submit.
- If you do not see the billing method you would like to use go to the Payment Management section and add a new billing option as needed.

Adding Additional Family Members

- To add additional members to your membership select Adult or Child from the drop down list within the Additional Members section.
- Once selected click Add and enter the needed information for that member. Click Submit.

- To edit the contact information for each member on your account select the edit pencil next to the member's name.
- Update the Address, Phone or email address as needed.
- Click Submit.

* Indicates a required field.

Your Information			
Personal Information			
Name	First Name	Middle Name	Last Name
	Melanie		Shore
Contact Information			
Home Address*	sdf Address Line 1		
	Address Line 2		
	sf	City	
	Michigan	State	
	45345	ZIP Code	
Home Phone*	(345)	345-3453	
E-mail			

Make or Schedule a Payment On Your Balance Due

- To pay your balance, Login to Online> My Balance.
- Select the payments you would like to pay.
- Click Pay Fees Now or Schedule payment for a later date.
- You can only schedule payments for fees that are not currently due.
- If a partial payment is needed select the necessary amount. Click Continue.
- Select the payment method. Click Continue.
- Verify that the billing method and payment amount is correct.
- Click Pay Fees Now

Welcome, Josh Shores Home | My Account | My Balance | Payment History | Logout

My Balance

Josh Shores

Description	Due Date	Fee	Balance
Annual Report Program > Session 1			
<input checked="" type="checkbox"/> 08/09/10-08/15/10	11/06/2010	\$10.00	\$10.00
<input type="checkbox"/> 05/01/11-05/31/11	5/1/2011	\$10.00	\$10.00
<input type="checkbox"/> 06/01/11-06/30/11	6/1/2011	\$10.00	\$10.00
<input type="checkbox"/> 07/01/11-07/31/11	7/1/2011	\$10.00	\$10.00
<input type="checkbox"/> 08/01/11-08/31/11	8/1/2011	\$10.00	\$10.00
<input type="checkbox"/> 09/01/11-09/30/11	9/1/2011	\$10.00	\$10.00
<input type="checkbox"/> 10/01/11-10/31/11	10/1/2011	\$10.00	\$10.00
<input type="checkbox"/> 11/01/11-11/30/11	11/1/2011	\$10.00	\$10.00
<input type="checkbox"/> 12/01/11-12/31/11	12/1/2011	\$10.00	\$10.00
<input type="checkbox"/> 01/01/12-01/31/12	1/1/2012	\$10.00	\$10.00
<input type="checkbox"/> 02/01/12-02/29/12	2/1/2012	\$10.00	\$0.00
			\$100.00
Grand total			\$100.00

Scheduled Payments

<input checked="" type="checkbox"/> To be paid 10/28/2010	\$10.00
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Don't want to pay right now?
 You can schedule a payment for a later date by selecting the fees you want to pay later and clicking Schedule payment for a later date. Past due balances must be paid today; they cannot be scheduled for a future date.

Or schedule payment for a later date

- To update a scheduled payment, select Cancel or Reschedule next to each scheduled payment to be changed.
- Enter a new date as needed.
- Click Update Schedule.

- To View Payment History, Login to Online>Payment History.
- Select the drop down list for the date range needed.
- Click the arrow next to see the details of the fees that made

Welcome, Josh Shores Home | My Account | My Balance | Payment History | Logout

Payment History

View payment history for: 30 days

Date Paid	Payment Description	Amount								
10/28/10 05:04 am	EFT xxxxxx6780 xxxxxxxx6546 (4934) Draft Date : 10/29/2010	\$10.00								
<table border="1"> <thead> <tr> <th>Date Charged</th> <th>Item Description</th> <th>Fee Amount</th> <th>Paid Amount</th> </tr> </thead> <tbody> <tr> <td>10/14/10 05:53 am</td> <td>(20) Annual Report Program - Session 1 (08/02/10 - 08/08/10)</td> <td>\$10.00</td> <td>\$10.00</td> </tr> </tbody> </table>			Date Charged	Item Description	Fee Amount	Paid Amount	10/14/10 05:53 am	(20) Annual Report Program - Session 1 (08/02/10 - 08/08/10)	\$10.00	\$10.00
Date Charged	Item Description	Fee Amount	Paid Amount							
10/14/10 05:53 am	(20) Annual Report Program - Session 1 (08/02/10 - 08/08/10)	\$10.00	\$10.00							
10/27/10 07:30 pm	EFT xxxxxx6780 xxxxxxxx6546 (4933) Draft Date : 10/28/2010	\$209.50								