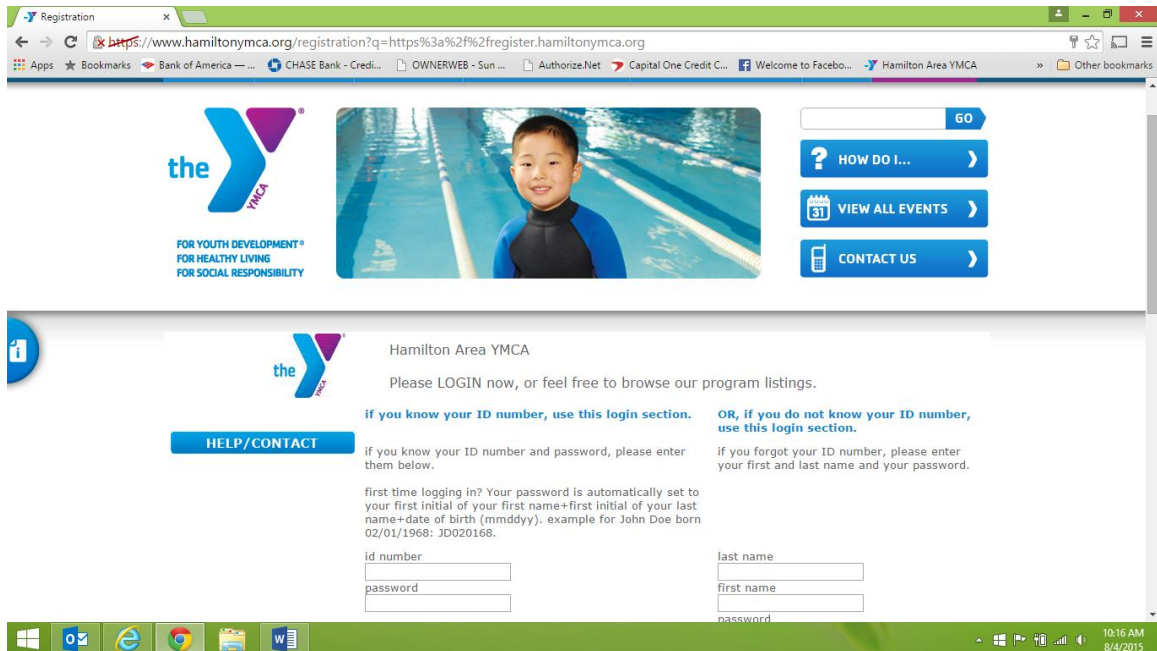


Online Basics

Logging In

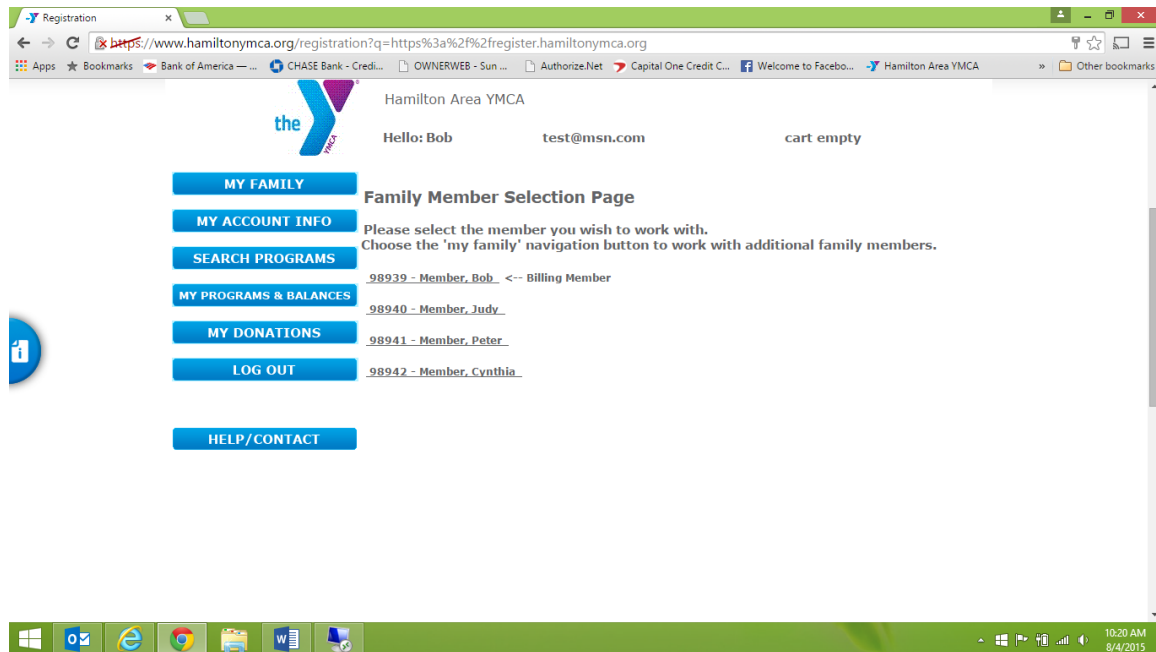
You will need to know at least one family member's name and birth date, **as stored in our data base**. You will be asked to enter the **Last Name, First Name** and password. Email address and password do not have to exist in the system prior to the first log-on. The email address you enter will be stored on the account record of the family member you log in as. Your password is automatically set to the first initial of your first name+first initial of your last name+date of birth (mmddyy), for example for Bob Member born 01/01/1967: BM010167 would be the password. We strongly recommend that you change your password after you log in the first time.



The screenshot shows a web browser window displaying the registration page for the Hamilton Area YMCA. The page features the YMCA logo and a navigation menu with buttons for "HOW DO I...", "VIEW ALL EVENTS", and "CONTACT US". Below the navigation menu, there is a section for logging in. The text reads: "Hamilton Area YMCA Please LOGIN now, or feel free to browse our program listings." There are two login sections: one for users who know their ID number and password, and another for users who do not know their ID number. The first section includes a "HELP/CONTACT" button and instructions: "if you know your ID number and password, please enter them below." The second section includes instructions: "OR, if you do not know your ID number, use this login section. If you forgot your ID number, please enter your first and last name and your password." Both sections have input fields for "id number", "password", "last name", "first name", and "password". A "GO" button is located at the top right of the page. The browser's address bar shows the URL: "https://www.hamiltonymca.org/registration?q=https%3a%2f%2fregister.hamiltonymca.org". The taskbar at the bottom shows the Windows logo, several application icons, and the system tray with the date and time: "10:16 AM 8/4/2015".

You can update your address, phone number, e-mail address and web password by clicking the "my information" button on the left menu bar. When your information screen comes up, make your changes and click "update info". You cannot change your name and birth date via the web.

We strongly encourage you to change the password on each family members' record. To keep things simple you may wish to make the password the same for all family members. If you enter the same e-mail address and password for the entire family, the family member with the lowest numerical ID# (shown to the left of each name on the family list) is the record you will be on when you log in each time.



Using On-line Services

Real time – All transactions done on-line are “real time” meaning that they happen directly on our server along with transactions that are taking place at the Member Service Desk.

Be sure you are on the participant’s record. When using our on-line services, activity is recorded on the record of the person whose name appears after the word “Hello” at the top of the screen. When registering for a program, be sure that the program participant’s name appears at the top of the page when selecting the program. For parent/child programs, we consider the child the participant.

Logging Out

We ask that you always click the “Log Out” button on the left menu bar of our web service site before closing your Internet window. This is especially important if you have placed any programs in a cart but not “checked out”. Programs left in a cart will be left in limbo if the on-line session is closed improperly. This could leave valuable class slots unavailable to anyone, including you if you decide to return later to register.

Search Criteria Tips

Session-based programs can be searched by utilizing the tab under "Programs and Schedules". Other program options are listed across the tool bar.

Registering for Leagues:

For most Youth Leagues, registration can be completed on line. For multi-child discounts, children must be linked as a family. Children can have different membership types, but must be "linked" together. Check with the Member Service Desk for verification. Multiple discount will appear at the end of the "multiple" transaction.

For most Youth Leagues, a number of questions will appear to be answered:

1. Article of Agreement – The child agrees to the items listed in the statement and should be read thoroughly. The answer is Yes or No.
2. Number of years in sport – How many years has the child played?
3. T-shirt size – Select the appropriate size for the child.
4. Request to play on a particular team – If you know the team name or wish to play with another child, please enter the information here.
5. Can you assist by being a Coach, Assistant Coach or Team Parent?
6. Can you or do you know someone who can sponsor a team?

location	description	program details	age range	your fee	begins ends	start time end time	program days	open	wait list
Hamilton Area YMCA Sawmill	Soccer Boys Ages 10-12 Sawmill	SOC10-12B XFLSC	10 years to 12 years	\$55	09/11/10 10/30/10	09:00AM 02:00PM	We	87	

ARTICLES OF AGREEMENT -- PLEASE READ THOROUGHLY To have fun at games and practices, and contact my coach if I cannot attend. To learn, to the best of my ability, the basic sport specific skills. To behave in a sportsmanshiplike manner at all times. To develop, to the best of my ability, a general understanding of teamwork. To respect myself, my teammates, players, my coach, officials, and YMCA. Assistance may be needed of me and my parents for fundraisers.

Please enter Number-of-Years in this sport:

Please select T-Shirt size:

Enter answer text into the box provided or make a selection from the pull down list.

Please enter: Accept Articles of Agreement

Please enter: Request to play on team

Please enter: Coach, Asst Coach, Team Parent

Please enter: Can you sponsor team

Registering

After your search results are displayed, click in the check box for each of the programs that you would like to register for, click on the "click here after selecting your program(s)" button at the bottom of the screen. Programs that have questions or comments in the set up will be presented one at a time for you to respond and send them to the car.

We ask that you always click the "log out" button on the left menu bar of our web services site before closing your internet window. This is especially important if you have placed any programs in a car but not "checked out". Programs left in the cart will be left in limbo if the on-line session is closed improperly. This could leave valuable class slots unavailable to anyone, including you if you decide to return later to register.

When registering for a program, be sure that the program participant's name appears at the top of the page when selecting the program. For parent/.child programs, we consider the child the parent.

Paying a Balance Due

We ask that you always click the "log out" button on the left menu bar of our web services site before closing your internet window. This is especially important if you have placed any programs in a car but not "checked out". Programs left in the cart will be left in limbo if the on-line session is closed improperly. This could leave valuable class slots unavailable to anyone, including you if you decide to return later to register.

NOTE: Child Care Payments made late on line will result in a late fee being added to the balance due for the next billing period.