

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 pass word is automatically set to the first initial of your first name+first initial of your last name+date of birth (mmddy), 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.

Hamilton Area YMCA Online!

[help/contact](#)

if you know your ID number, use this login section.

OR, if you do not know your ID number, use this login section.

if you know your ID number and password, please enter them below.

if you forgot your ID number, please enter your first and last name and your password.

first time logging in? Your password is automatically set to your first initial of your first name+first initial of your last name+date of birth (mmddy). example for John Doe born 02/01/1968: JD020168.

id number

password

last name

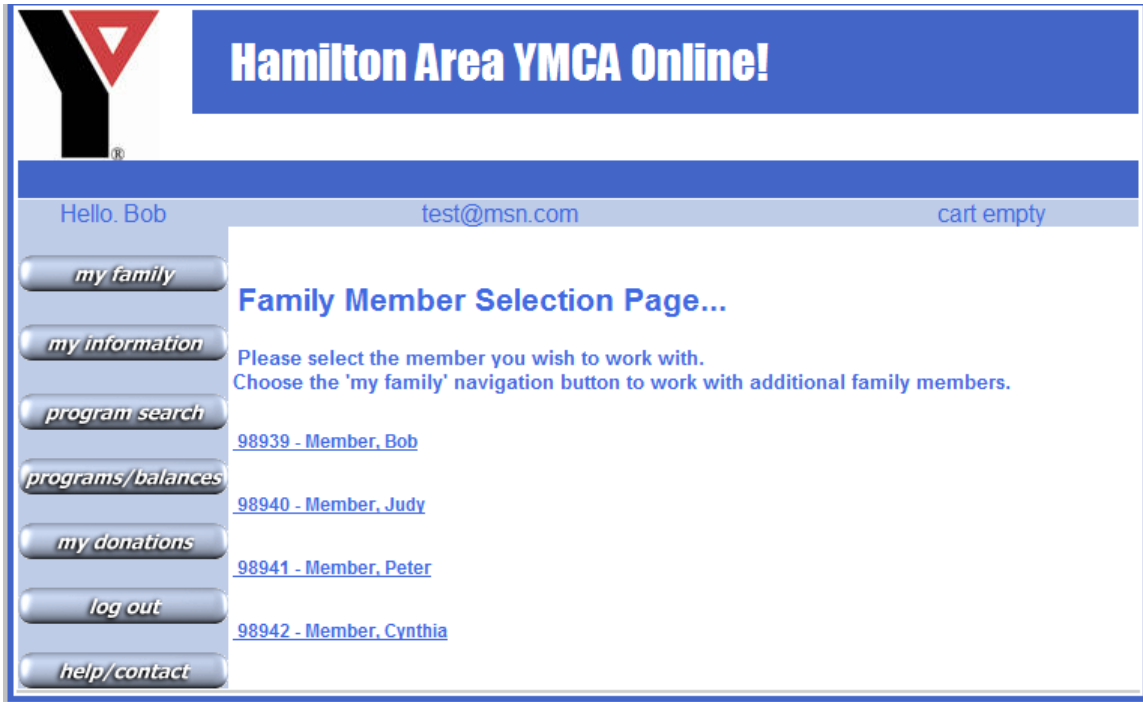
first name

password

[log in](#) [forgot password](#) [start over](#)

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.



The screenshot shows the Hamilton Area YMCA Online website. At the top left is the YMCA logo (a stylized 'Y' with a red triangle). To its right is a blue banner with the text "Hamilton Area YMCA Online!". Below the banner is a navigation bar with "Hello. Bob" on the left, "test@msn.com" in the center, and "cart empty" on the right. A vertical sidebar on the left contains several buttons: "my family", "my information", "program search", "programs/balances", "my donations", "log out", and "help/contact". The "my family" button is highlighted. The main content area is titled "Family Member Selection Page..." and contains the following text: "Please select the member you wish to work with. Choose the 'my family' navigation button to work with additional family members." Below this text is a list of four family members, each with a blue underlined link: "98939 - Member, Bob", "98940 - Member, Judy", "98941 - Member, Peter", and "98942 - Member, Cynthia".

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 Services Desk.

The screenshot shows the Hamilton Area YMCA Online search page. At the top left is the YMCA logo. A blue banner at the top right says "Hamilton Area YMCA Online!". Below the banner, a navigation bar shows "Hello. Bob", "test@msn.com", and "cart empty". A left sidebar contains buttons for "my family", "my information", "program search", "programs/balances", "my donations", "log out", and "help/contact". The main content area has a search instruction: "Enter your search criteria below and click the Search button. Note: More criteria equals fewer results." Below this is a date range selector: "Select a range of Program BEGIN DATES below to limit the number of Programs displayed." with "Begin Date FROM:" and "TO:" dropdowns, both set to "2010". A "Select Category:" dropdown is set to "All Program Categories". There are input fields for "Program Code:", "Session Code:", "Start time:", "thru Start time:", "Description:", and "Age:". The "Age:" field has a sub-label "(8 yrs 3 mths=8.3)". A checkbox for "Show OPEN programs only:" is unchecked. A green "search" button is at the bottom.

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.

Searching for Programs

You do not have to log in to search for and view program information, however, if after searching you intend to proceed with registering for the program, we recommend logging in first as you can register only when logged in. The program search screen offers many criteria options for locating a program.



The screenshot shows the Hamilton Area YMCA Online search interface. At the top left is the YMCA logo. A blue banner at the top right reads "Hamilton Area YMCA Online!". On the left side, there are two buttons: "log in" and "help/contact". The main search area contains the following elements:

- Instructional text: "Enter your search criteria below and click the Search button. Note: More criteria equals fewer results."
- A box for date selection: "Select a range of Program BEGIN DATES below to limit the number of Programs displayed." with "Begin Date FROM:" and "TO:" dropdown menus, both currently set to "2010".
- A "Select Category:" dropdown menu currently set to "All Program Categories".
- Input fields for "Program Code:" and "Session Code:".
- Dropdown menus for "Start time:" and "thru Start time:".
- An input field for "Description:".
- An input field for "Age:" with a note "(8 yrs 3 mths=8.3)".
- A checkbox labeled "Show OPEN programs only:" which is currently unchecked.
- A green "search" button.

Search Criteria Tips

Programs can be searched by one or all of the following:

Program Category, Start Time, End Time, Description (listed on charts) and Age. By utilizing all selections, all classes would be listed.

By selecting only item (Category for example – Aquatics), the system will pull all programs that are within the “aquatics” category, but if you entered additional information (ages 6 only) to narrow the search, only classes for “age 6” will be listed.

For example, Category selection “Aquatics”, “4:00 PM”, “6:00 PM”, “Mon”, “6”. By entering all the above information, swim classes for a 6 year old held on Monday between 4 and 6 PM would be listed.

You can utilize one or more of the selection criteria.

NOTE: Session and Program codes are currently not available.

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?

Hello. Peter
test@msn.com
cart empty

[my family](#)
[my information](#)
[program search](#)
[programs/balances](#)
[my donations](#)
[log out](#)
[help/contact](#)

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

[continue](#)

Search Results

- Any programs that match all of the criteria entered will appear in rows with various columns of information about the program(s).
- If you are not logged in, the last column will read “browse only”.
- If you are logged in, the last column’s offering will be based on the status of the program:
 - Check box – This means that the program is open for registration for members of your status and there is space available in the program to register. Clicking in the check box is the first step toward registering.
 - Check Box with WAITLIST – This means the program is open for registration for members of your status but it is filled. Clicking in the check box is the first step toward being added to the waitlist.
 - Date – If a date appears, registration does not open for members of your status until the date shown.
 - IN CART – This appears if you already have the program in your cart.
 - REG CLOSED – The program is still current but registrations are no longer being accepted.
 - DISPLAY ONLY – The registration for this program must be done in person at the Y.

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.

The Small But Mighty “I’m Ready For On-Line Registration” Checklist of our recommendation for how to prepare to take advantage of on-line registration is always available.

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.