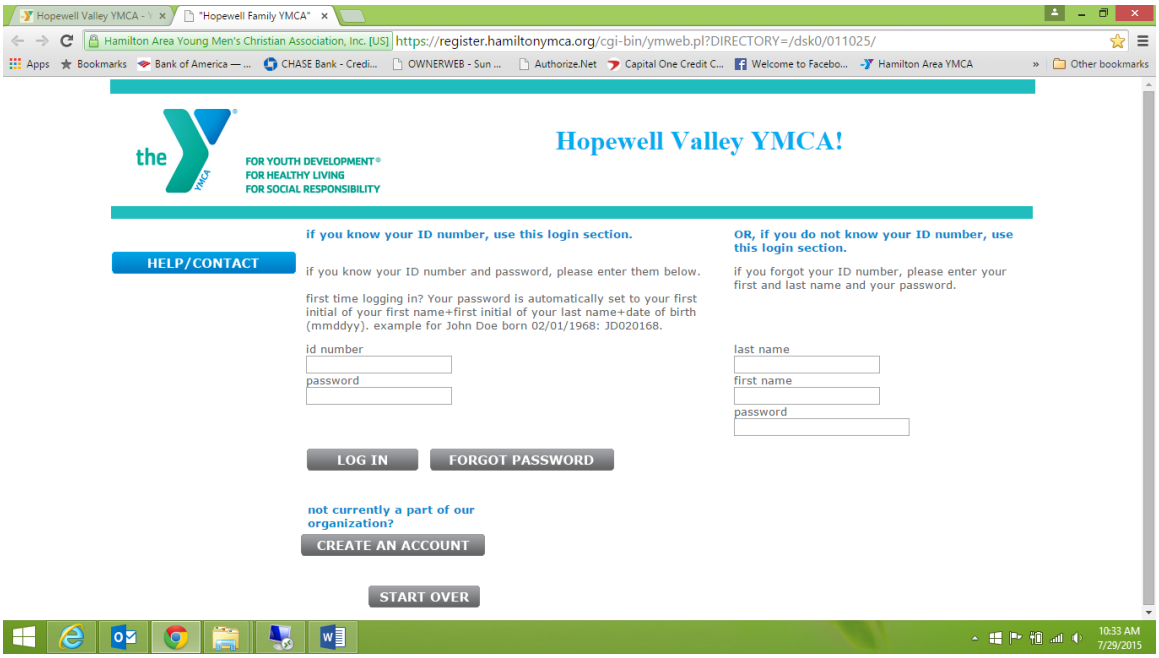
OnLine Registration

Logging In

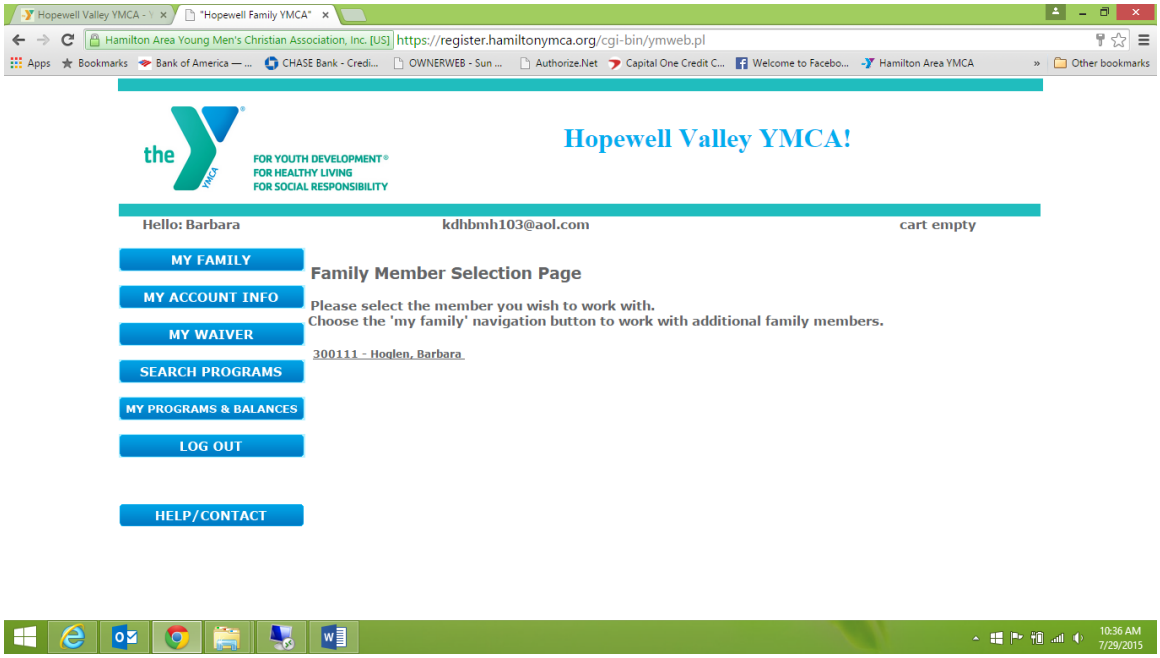
You will need to know at least one family member's name and birth date, **as stored in our data base.** You may also create a new account. You will be asked to enter the **Last Name, First Name** and password. Email address and password do not have to exit in the system prior to the first log-on. The 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 (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.

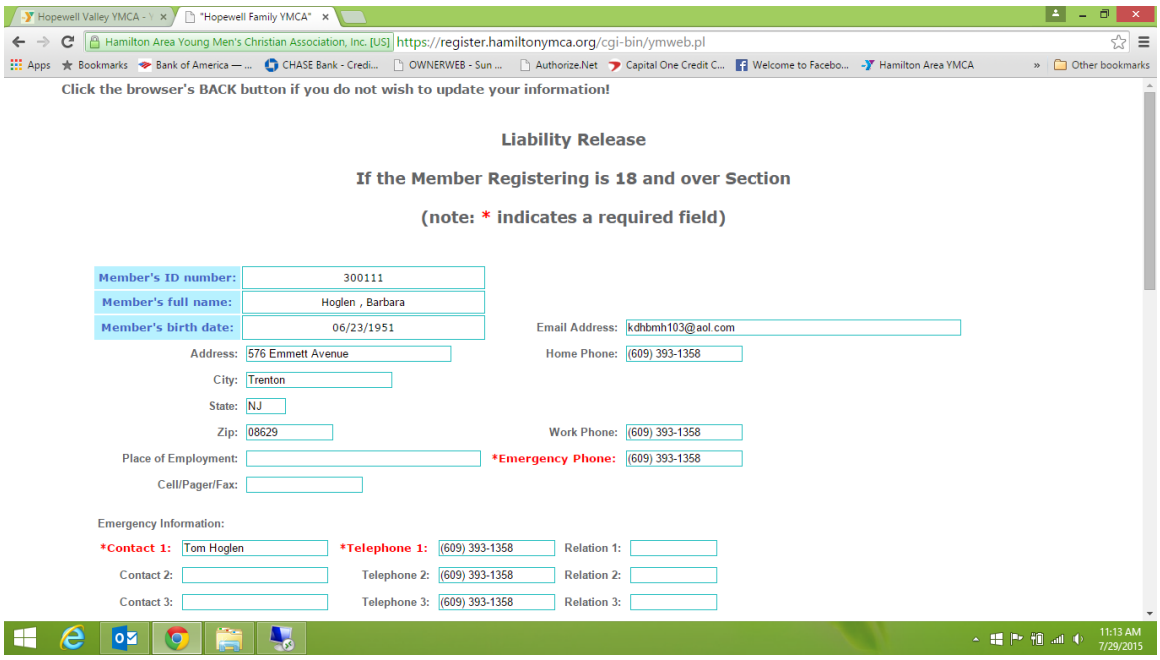


You can update your address, phone number, e-mail address and web password by clicking the "my information" button on the left menu bar. When your information screen comes up, make your changes and click "update info". You cannot change your name and birth date via the web.

We strongly encourage you to change the password. 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.

For new or non-members: The system will request that a liability release waiver be completed, which includes authorization of emergency medical treatment, media release and permission for enrollment and release of Hopewell Valley YMCA from liability. NOTE: If you do not answer "yes" to all questions, your request will be denied.



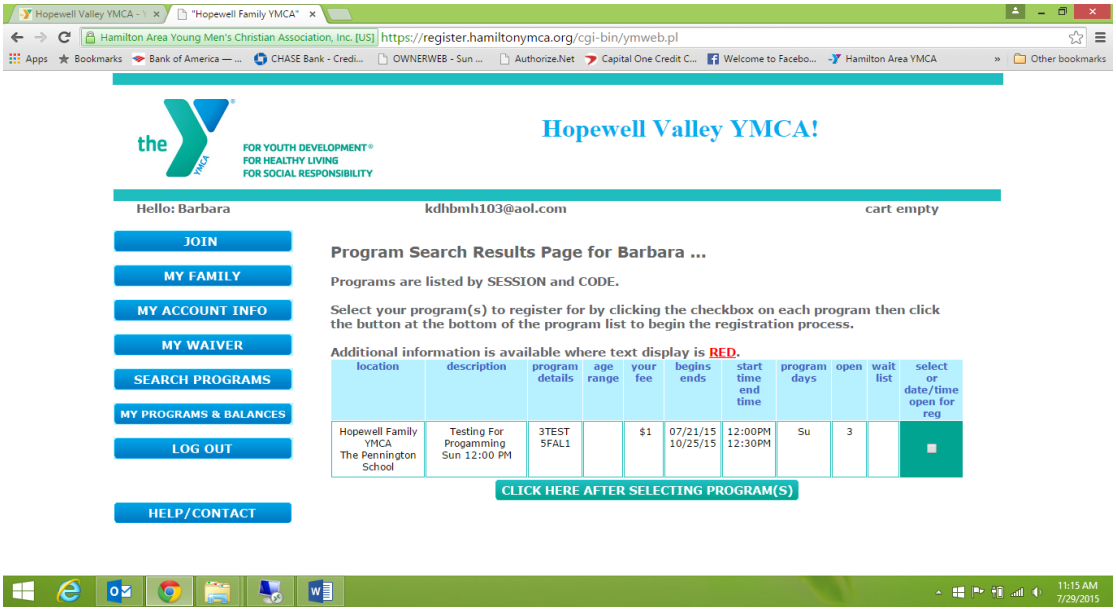


Using On-line Services

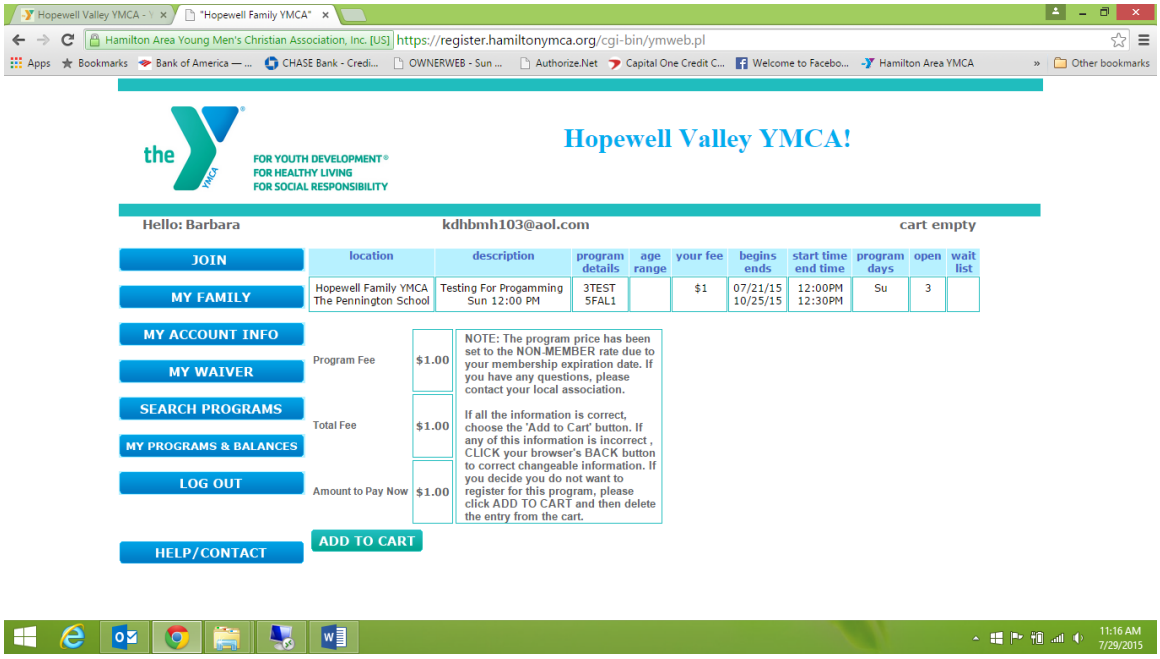
Real time – All transactions done on-line are “real time” meaning that they happen directly on our server along with transactions that are taking place at the Main Branch.

When searching for programs, include a date range or begin date by month. The system also allows for those classes are able to take registrations.

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.

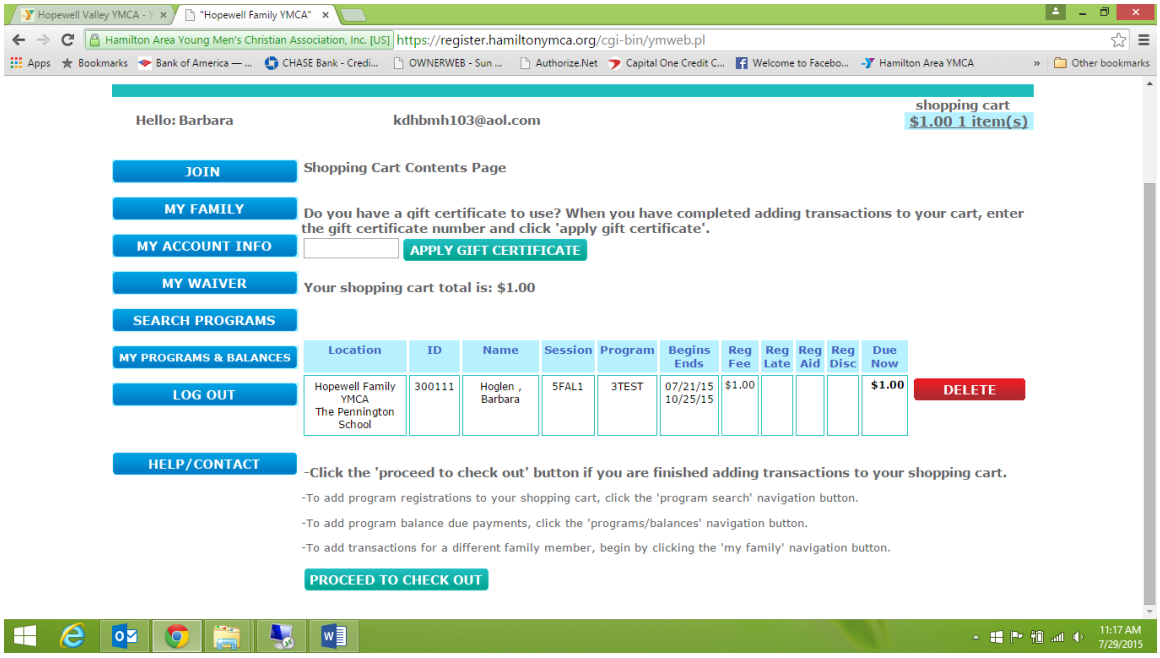


Once program is selected, follow instructions on the screen to complete the registration.



Add to the cart as stated above.

If you have additional family members you wish to register, return to “my family” and repeat the process. As long as the “cart” is updated, your registrations will remain in the cart. However: note that the system will eventually time out after 10 minutes.



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.