

South Shore YMCA

Online Registration Instructions

[Quick Reference Instructions for Members](#)

[Detailed Step by Step Instructions for Members](#)

Quick Reference Instructions for Members

1. Click: **Login** (you must be over 18 to Login)
2. [Enter Your Password. Password is your birth date in this format-yyymmdd. \(i.e. 19550905\) - no slashes](#)
3. Enter the program code or select the program from the drop down menu.
4. Select the YMCA branch.
5. Click **Submit**
6. Select the class from the Program List.
7. Click **Register** at the bottom of the page.
8. Select the participant taking the class. Participant must be a member. (see detailed instructions below for non-member camp registration)
9. Click **Add to Cart**
10. If registration is complete click **check out** or to continue click **add another**

Detailed Step-by-Step Instructions (for Members registering for programs or camp)

You must be over 18 to Login as the responsible payor.

Log In

1. **If you are a member**, enter your user ID (your user ID is the number on your key tag or your member ID #).
2. Enter your password.
Your **Default** password is your birth date as we have it recorded.
Enter your password in this format-*yyyymmdd* using no slashes.
3. [Click here for registration instructions](#) if you know your user ID and Password.
4. **If you are a member and forgot your user ID and/or Password**
You must create a user ID
At the login screen click the "Forgot Your User ID and /or Password"
Enter the required information. An email with your user ID and/or password will be sent to you.
5. You will receive two emails the first email will contain the link to the registration page the second email will contain your user ID and Password.
6. Record your user ID and Password and **Follow the link in the first email to finalize your account set – up.**
7. You will be redirected to the YMCA login page.
8. Enter your User ID and Password and click on the LOG IN button.

Registering for programs

9. Enter the program code or select the program from the drop down menu.
This can be done by entering the exact code as it appears in the [downloadable branch program guide](#) **OR**
Use the drop down boxes to select program and branch.
10. The program search results are shown (A Key to color-coded symbols is at the top of each page).

11. Select the class you are interested in by clicking on the underlined program code in the first column.
12. The Class Detail screen appears. Confirm that this is the class, day and time that you are interested in.
13. Click **Register**. The "Registration Confirm" page appears.

Note: You will be unable to register a person who is outside the age range specified for the program. You must contact the branch and speak to the director of the program for this.

If there are other reasons that you are unable to register a person for the class selected, an explanation will be provided in the "Sorry" line (i.e. this participant is too old for this class, etc.).

If registering a person *other* than the participant indicated at the top of the page, go to the "select different participant" section (midway down the page). Use the drop down box to select a person in your household **OR** Enter the key tag number or user ID of the person that is taking the class if they are not part of the household membership.

14. If there are other reasons that you are unable to register a person for the class selected, an explanation will be provided in the "Sorry" line (i.e. this participant is too old for this class, etc)
15. If registering a person *other* than the participant indicated at the top of the page, go to the "select different participant" section (midway down the page).
16. Use the drop down box to select a person in your household **OR** Enter the key tag number or User ID of the person that is taking the class.
Click **Continue**.
For instructions on how to obtain a User ID.
[click here](#)
17. Once a participant is selected who meets the class criteria (i.e. age, membership etc) the "Add to Cart" Button will show on the bottom of your screen. Click **Add to Cart**.
18. If registration is complete, click **Check Out**, or to continue click **Add Another**. You will be directed to the "Program Search" page to begin the process again.
19. Once all registrations have been completed Click **Check Out**. This will bring you to the "Credit Card Payment" screen.

20. Enter the required information and Click **Submit**.
Once submit is clicked, an "Order Confirmation" screen appears.
21. Print this page (button at bottom of page) and bring a copy to your first class.
22. A confirmation email will also be sent to the address that you supplied in the credit card payment section.