



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA PROGRAM REGISTRATION GUIDE

Getting Started:

[Click Here to
Create New Account](#)

Creating a New Account

Due to a new system upgrade, ALL registrants must create a new account, if they have not done so already. Fill in First Name, Last Name, Birthdate, Email, and Phone to begin creating your account. Once you have clicked "Submit", You will see a green verification as well as a prompt to check your email to verify your account.

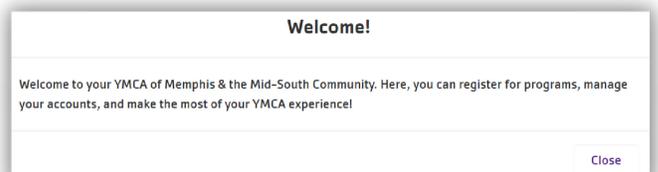
Note: Use the same email address you have previously used to enroll in YMCA programs or YMCA memberships.

Email Verification

Check your email inbox and [click the link provided](#) to verify and complete your account creation. Once you [complete the additional information](#), you will be taken to your new YMCA Community. From here, you can enroll in programs and manage your accounts.



**Welcome to your
YMCA Community!**

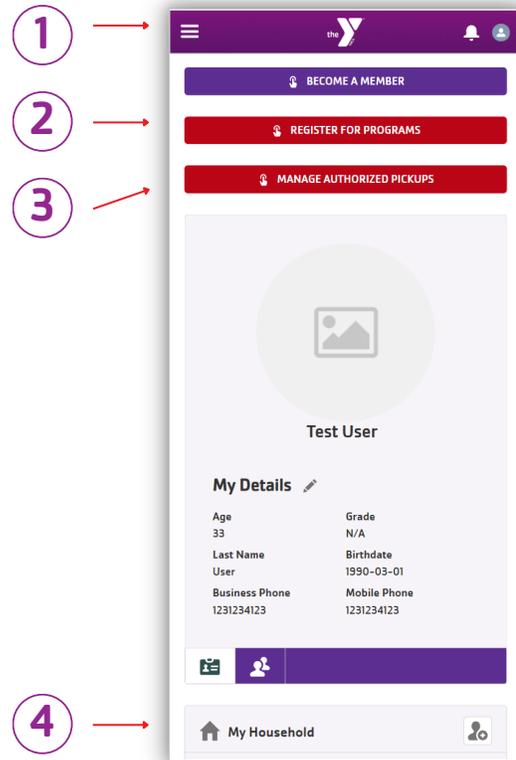


Community Quick Guide

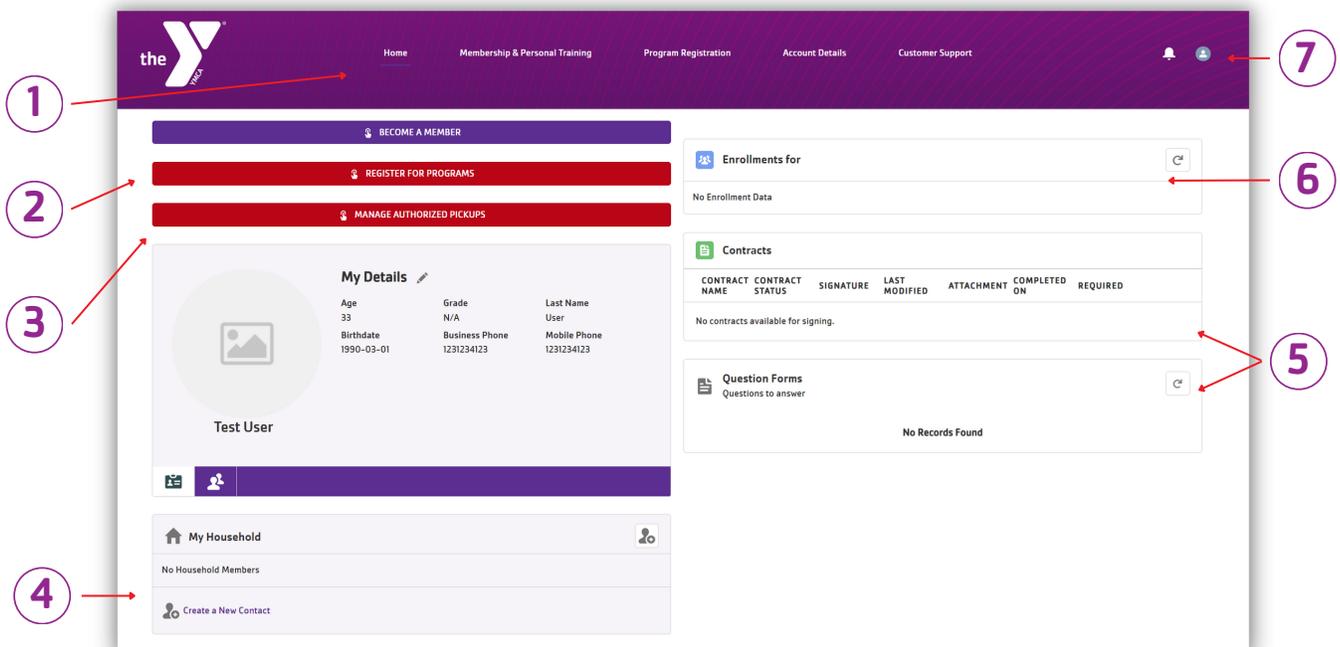
1. Main Navigation
2. Registration Quick Link
3. Add Authorized Pickups
4. All Household Member Information
5. Outstanding Forms and Waivers to Complete
6. All Household Enrollments
7. Notifications

(Mobile Users, scroll down to see additional features)

Mobile



Web Browser

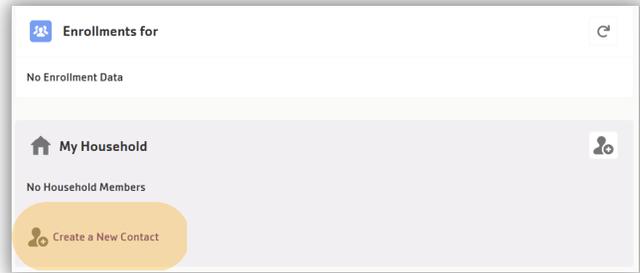


Adding Contacts

Confirm that all participants that you are looking to enroll in programs are listed in "My Household", including children. If you need to add new household members that are not listed, [click on "Create a New Contact"](#).

Fill out all of the required fields for each new contact.

[Click "Save"](#) after each addition. You can confirm the new contacts by refreshing and looking at "My Household"



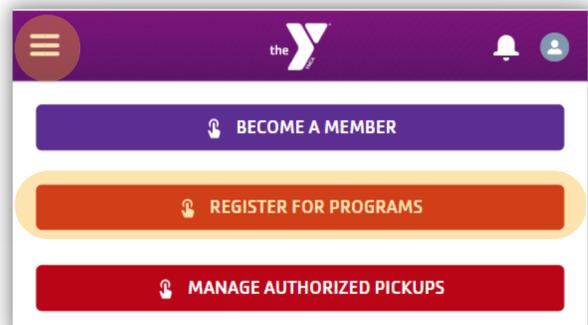
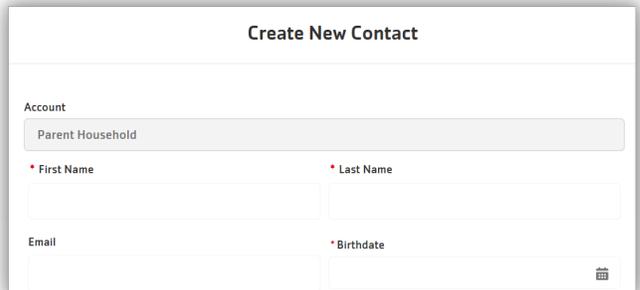
Beginning the Registration Process

There are two ways to begin the registration process: By [clicking the red "Register for Programs"](#) button, or by selecting ["Program Registration"](#) from the menu options.

Note: Any individual you wish to have the ability to pick your child up from a Childcare Program, **MUST** be listed as an Authorized Pickup. Details on how to do this can be found at the end of this guide.

The entire registration process can take 15-25 minutes, depending on how many participants you plan on enrolling. We encourage you to set aside at least this amount of time in order to fully complete registration.

If you need more time during registration, you can extend the timer length up to a total of 40 minutes.

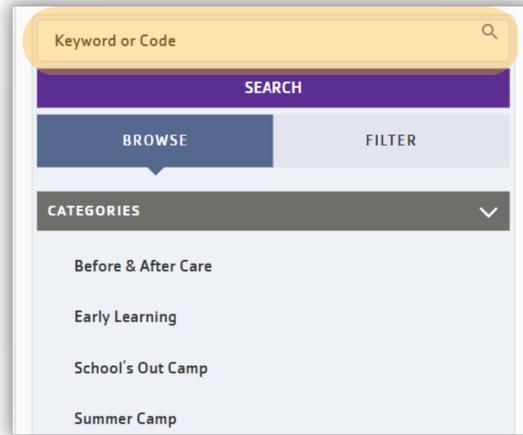


Finding Your Program

It is recommended that you locate your program or school site by using the "Keyword" search function. You may also browse down the categories to locate your programs.

For Web users: All available enrollment options will appear to the right of the search bar.

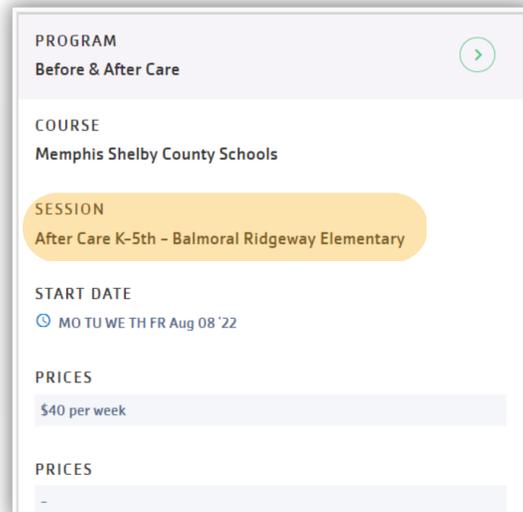
For Mobile users: All available enrollment options will appear BELOW the search bar. (Scroll down to view them)



Enrollment Selection

Review the available enrollment options for your program. Take care to read the "Session" content carefully.

Note: Some of the options are only Before OR After care, while others are Before AND After care. If you wish to enroll in both Before AND After care, select to option that specifically states that in the "session".



If you do not see an option for both Before and After care, your site may only offer one of those as options.

COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES
After Care K-5th - Balmoral Ridgeway Elementary	MO TU WE TH FR Aug 08 '22	\$40 per week	- ENROLL
Before & After Care K-5th - Balmoral Ridgeway Elementary	MO TU WE TH FR Aug 08 '22	\$65 per week	- OPTIONS ↓
Before Care K-5th - Balmoral Ridgeway Elementary	MO TU WE TH FR Aug 08 '22	\$25 per week	- ENROLL

Once you have determined your selection, [click "Enroll"](#) for that option.

Note: You will enroll for both options if you are registering for Before AND After care.

BEFORE CARE K-5TH - BALMORAL RIDGWAY ELEMENTARY 2022-2023	AFTER CARE K-5TH - BALMORAL RIDGWAY ELEMENTARY 2022-2023
Aug 08 '22 - May 26 '23 Mon/Tue/Wed/Thu/Fri 6:00 AM - 8:00 AM	Aug 08 '22 - May 26 '23 Mon/Tue/Wed/Thu/Fri 3:15 PM - 6:00 PM
48 spots remaining	48 spots remaining
👤 Ages 5 to 12	👤 Ages 5 to 12
Location: Balmoral Ridgeway Elementary School	Location: Balmoral Ridgeway Elementary School
Included in Session Price	Included in Session Price
ENROLL	ENROLL

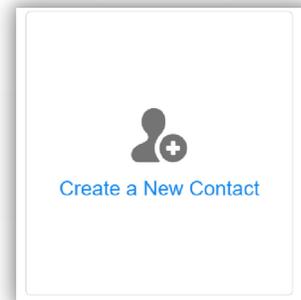
Participant Selection

After you have selected "Enroll", you will be prompted to confirm which person should be enrolled. If you have multiple people being enrolled for the same registration option, [click "Select" on all that apply.](#)

If someone indicates "ineligible", they do not fit the correct age range/criteria for this registration option.

Note: If you have multiple participants that need to be enrolled in different options, they will be completed as separate registrations.

If you do not see a household member listed as an option, you can "Create a New Contact" to add them to your list to choose from. Once you have made your selections for enrollment, [Click Next](#) in the top right.



Questions and Acknowledgements

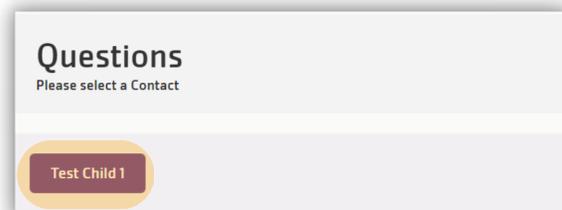
You will now need to fill out the appropriate questionnaires and waivers for ALL people being enrolled. If there are none, you may continue forward.

Note: If you are registering more than one person for the same program, you will fill out these questions for each of them. Click on each child listed to ensure the questions have been filled out for each.

All fields with a red asterisk are required fields and must be completed.

All emails and phone numbers must be valid.

Take the time to read the question instructions thoroughly in order to provide the correct information for your child.

A screenshot of a form with two required fields. The first field is labeled 'Parent/Guardian 1 Email Address' with a red asterisk and a red border. Below it is the text 'Requires an answer.'. The second field is labeled 'Parent/Guardian 1 Cell Phone' with a red asterisk and a red border. Below it is the text 'Requires an answer.'.

If you are registering a child who requires medication during care, Download the Medication Authorization Form with the link provided.

After completing all of the questions, [select and agree](#) to all of the Acknowledgements that apply.

After this has been completed for all participants, click "Next" to move on to the next section.

Note: If you receive an error or are unable to continue, double-check that you have filled out all required fields for all children.

Waivers (Contracts)

Read, acknowledge, and [electronically sign each](#) of the required waivers.

Each waiver will have an electronic signature section at the bottom of them. Fill out your full name, and sign within the signature box.

For mobile users, you can use a finger or a stylus meant for touch screens.

For web users, hold down the left button on your mouse and complete your signature.

Click "Confirm" after you have signed each waiver.

After you have completed ALL waivers, click "Next" to see a summary of your registration or click "Pay Now" to move on to the payment section.

[Click here to download the Medication Authorization Form:](#) You must turn a physical copy of this form in to the Site Director at your child's site. You must also, upload the signed form to your account. Look for the Medication Authorization Form on your account home page.

CHILDCARE ACKNOWLEDGEMENTS

The completion of the Child Information Form and payment of fees officially enrolls my child in the YMCA Childcare Program(s). It is my responsibility to update the information contained in this form as needed. I understand that the parent handbook which outlines these procedures is available at www.ymcamemphis.org or by emailing or calling YMCA Customer Support at 901-766-7677. By enrolling in this program, I agree to abide by the policies and procedures as listed in the handbook. I have also received the Department of Human Services Regulations for Child Care Centers (if applicable).

Acknowledge: Parent Handbook *

I Agree

Contracts

Please complete all contracts

CONTRACT NAME	CONTRACT STATUS	SIGNATURE
Parent, Child 1 and Parent 2 Household - Childcare Waiver & Liability Release	Draft	Sign
Parent, Child 1 and Parent 2 Household - TN DHS Influenza Form	Draft	Sign
Parent, Child 1 and Parent 2 Household - TN Personal Safety Curriculum Notifica	Draft	Sign

Please Fill in to Agree with the Above Text

* Full Name

* Sign Here

Clear Signature



Sign Above

Next

\$25.00

12:34

Pay Now

Setup Payment

There are two main sections of this portion:

1. Due Now

2. Future Due

Due Now

Begin by [selecting "Make Payment"](#) under the "Due Now" section. A pop-up window will appear with a total, as well as a payment method drop-down menu.

If you already have a payment method on file, you can select your preferred method of payment. If you do not have a payment method on file, [choose between either a "Credit Card" or an "ACH" \(bank draft\).](#)

For Credit Cards & ACH (bank draft):
[Check the "Save on File" box.](#) Give the card/account a nickname (ex. Household Card) that you can remember for future use. [Select the box next to "use this for future payments too".](#)

Input card or account information in the required fields, and [Click "Process Transaction"](#)

Future Dues

If you did not wish to save your "Balance Due Now" payment method for future use, add a different payment method by [clicking "Setup Payment Method"](#) and repeating the steps above. (You can also select any other saved payment methods)

1 DUE NOW - YMCA CHILDCARE

This section has the amounts that are payable today for your purchase. The Make Payment button will allow you to enter your payment information or you can select from any active Stored Accounts that are available for your household.

Purchase Test Child 1 - After Care K-5th - Balmoral Ridgeway Elementary \$25.00

Balance Total: \$25.00

Make Payment

Make Payment

Pay Amount
\$25.00

Payment Method
-- Select Payment Method ---

Cancel Next

Payment Method
Credit Card

Save on File
Nickname *
Test Account

Use this for future payments too

2 FUTURE DUE - YMCA CHILDCARE

The amounts in this section comprise the amount of your purchase that will be due at a later time. Using the Setup Payment Method button, you can create a new Stored Account to be used when these are due or you can select from a list of active Stored Accounts that have been previously been created by members of your household.

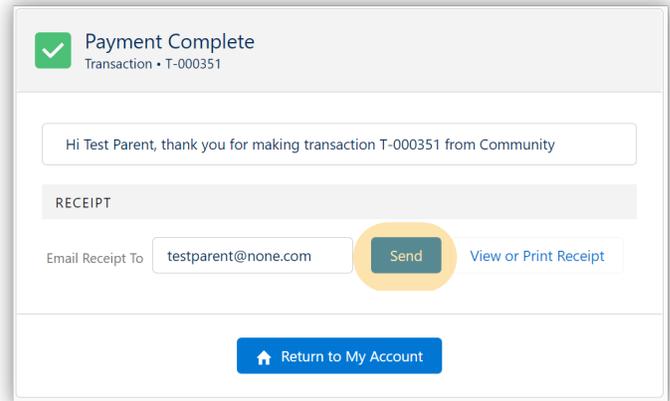
Purchase Test Child 1 - After Care K-5th - Balmoral Ridgeway Elementary
\$1,850.00 over 11 months. First payment of \$50.00 due on Jul 29, 2022

Pay Future Due Setup Payment Method

Payment Complete

After you have completed all payment requirements, you should receive this confirmation page.

From here, you can email yourself, or anyone else, the receipt for this transaction. If you wish to download or print this receipt for your record, [click "View or Print Receipt"](#)



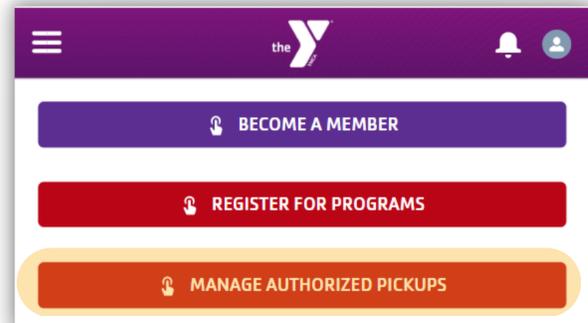
Registration Complete

At this time, you have completed the registration process. You may still have forms to complete or outstanding items needed before your program begins.

Be sure to check your YMCA Community Home to see any outstanding items, and check your email periodically leading up to your program start date for more information.

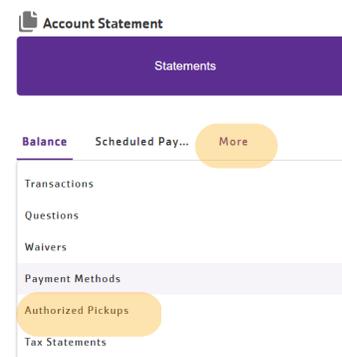
Shortly before your program begins, you will receive information via email regarding more information on what to expect during your program.

If at any point you wish to add more Authorized Pickups for your child, you can add them on the home page of your YMCA Community. Remember, all individuals you wish to pick up your children from Childcare Programs MUST be listed as Authorized Pickups. Detailed directions can be found below.



You will be directed to "Account Details", from there, select "Authorized Pickups". For Mobile, this can be found under "More".

To view recent payments click below.



Adding Authorized Pickups

Under "Add New Authorized Pickups", follow the prompts in order:

If your Authorized Pickup contacts are already in your household, you can select "Yes" on the first question: "Does this new Authorized Pickup live in your household?"

If you selected "No", you will be prompted to enter the new contact's information. Fill out the required information and [click "next" when completed.](#)

If you selected "Yes", or after you have completed adding the new contact, you will now confirm the pickup details.

Select all children from the list that you wish to be picked up by this Authorized Pickup.

You can set date ranges on when you would like for them to be picked up. [Click "Next"](#)

Once you have completed this addition, you will receive a confirmation page. [Click "Next"](#).

At this time, you will need to set a 4-digit PIN, unique to this Authorized Pickup. They will need this PIN in order to pick up the child. [Click "Next"](#).

Once complete, [click "Finish"](#).

Questions?

If you have any questions or need assistance regarding registration, please contact us at the following:

Phone: 901-766-7677

Email: customersupport@ymcamemphis.org

Web: ymcamemphis.org

Add New Authorized Pickups

Add Authorized Pickups

Follow the steps below to add an Authorized Pickup for your child(ren). Any person eligible to pick up your child must be added as an authorized pickup. It is recommended that you complete this entry prior to program registration.

•

Does this new Authorized Pickup live in your Household?

--None--

Next

Create New Contact

Please enter the details for your new Authorized Pickup Contact.

* First Name
Test

* Last Name
Member

* Birthdate
Mar 1, 1967

* Mobile Phone
1551781985

* Email
example@example.com

Previous Next

Contact Pickup Details

Select child(ren) for pick-up

	First Name	Last Name	Gender	Birthdate
<input checked="" type="checkbox"/>	Test	Child		Mar 5, 2015

Clear Selection

* First Date they can pick-up
Mar 2, 2023

* Last Date they can pick-up
Dec 31, 2032

Previous Next

Authorized Pickups - Community

Please set the PIN you will use to pick up the dependent

* PIN

Previous Next