

## ONLINE REGISTRATION AT WWW.ELKINSYMCA.COM

To register online, you must have an account in our system. If you have never been a member or registered for a Y program before, you will need to set up an account. The system will guide you through that process. **If you are registering your child for a program, please access your account or set up an account in your name as the primary adult. You can then add your child to your account.**

### Existing Members

In order to successfully complete your online account set-up, **our system must have your correct birth date and zip code on file.** If this information is not in our database, you will need to call the Y at 304-636-4515 or visit the front desk and provide staff with this information in order to gain access to your online account.

1. From the program page, click "Find My Account"
2. Enter the last name, birth date (MM/DD/YYYY format), and zip code associated with your YMCA account and click submit.
3. Verify your account with either the email address, or billing method information, on file with your YMCA account. **NOTE: If you do not have an email on file with your member record, or if your email address is associated with more than one membership record, your online account will not be able to be verified via email** and you will need to call the front desk at 636-4515 to complete this process. We recommend that you do not create a new account as it will create a duplicate record and will not be synced with your existing YMCA account.
4. If you choose to verify your account using your billing information, you will be prompted to create your online account by entering an email address and choosing a password in the next pop-up screen.
5. If you choose to verify your account using your email address, a password re-set link will be sent to your account email address. Follow the link in the email to set your account password and complete the online activation process. Now you can login and begin searching and registering for programs.

### Non-Members

1. Select the "Sign Up" option.
2. Click on the non-member membership type.
3. Complete the information form with YOUR contact information. At the bottom of the screen, you will be able to save your non-member record with the option of adding additional children who you will be registering in programming.
4. Once you have finished adding individuals to your account, click next.
5. You will be prompted to enter an email and select a password on the next screen to complete the creation of your YMCA online account. You can now begin to search and register for programs.