



Online Program Registration for Members

Program Registration

1. **LOG ON TO YOUR ACCOUNT.** Browsing from MY ACCOUNT is the **EASIEST** way to see all programs and classes offered as opposed to searching from the home page of the website.
 - **Go to philaymca.org** and click MY ACCOUNT in the top right hand corner
 - **Sign in** using your e-mail address & password. If you are a first time user, then please refer to "*Online Account Management Directions for Members.*"
2. Click **Program Search.** You can now search:
 - For a specific Branch by selecting Browse by location
 - By selecting Browse All
 - Or by entering into the search field a specific program name (i.e. Pike)
3. Once you have found the program, select the program link
4. Now click the box next to the Program Session you would like.
5. Click the "REGISTER" button on the upper right of the screen.
6. Select the individual to attend the program. This could be anyone who is actively on your membership.
7. To finish click the "Check out" button. All programs require you to check out even if there is no cost for the program.
8. You may continue registering for other programs by selecting the "Register for more Programs" link.

How to pay for online purchases:

- Use your existing stored account
- Add an additional account. Note: If you add an additional account it will be stored online and can be used for additional purchases at a later time.

Select the "Finish" button when you are ready to complete the purchase.

Finally, you will see a confirmation screen so that you know you have registered for the program. We recommend you print this for your records.

Important Notes Regarding Online Program Registration:

- Online registration becomes available at **1 A.M. EST** on the first day of registration.
- Programs are only available for registration during a specific time period. If you cannot find the program you are looking for, it may not be available for registration yet, or the registration deadline may have expired.
- Not all programs are currently available for online registration. If there is a specific program you would like to register for and you do not see it online, please call or stop by the Hatboro Area YMCA.
- When finished, please remember to log off your account!

2/1/2016

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