



# Online Program Registration “How To” Guide

## Step 1: Find Your Program

### Online Program Registration “How To” Guide

- Click a Program Tag (ex: Youth Sports ) (Only those programs available for online registration will appear.)
- Find your program and check the box beside it
- Click the Register button

## Step 2: Access Your Online Account

### Option 1: Sign In

Sign in with your email address and password. Then click, “Sign In”

### Option 2: Forgot Your Password?

If you know you’ve registered online before but can’t remember your password, choose the reset option.

### Option 3: Never Registered Online?

You must currently be listed in our computer system. Please call 319-753-6734 ext. 113 or 114 and we will enter your information into our system. You may then enjoy the convenience of online registration!

## Helpful Information

*\*HELP: If you receive an error after clicking “Find Me”, and you are currently a Member or have registered for programs before we probably have inaccurate information on your membership account. Contact the Burlington Area Community YMCA-YWCA at 319-753-6734 ext. 113 or 114 to verify your personal information. Once this has been updated, you will be able to login and register for programs online.*

## **Payment Options**

Visa, MasterCard or your bank account currently on file at the Burlington Y.

## **Registration Confirmation**

You will receive a registration confirmation via email. If you do not receive an email confirmation, contact the Burlington Area Community YMCA-YWCA to verify that your email address in our system is correct.

## **Is Joining Required?**

Membership is not required to sign up for classes. Nonmembers may sign up at Open Registration dates. If you have never registered for a program or contributed to our Strong Kids Campaign we may not have you in our system. Please contact the Y at 319-753-6734 ext. 113 or 114 and we will enter your information into our system. You may then enjoy the convenience of online registration!