

# **Greater Burlington YMCA Online Registration Instructions**

Now, day or night, you can register for your favorite programs at the **Greater Burlington YMCA!** We are excited to bring you online program registration, giving you the ability to search for GBYMCA programs, check availability, and enroll with immediate confirmation. Your GBYMCA online account will allow you to access our Online Program Registration System and **will insure your privacy and credit card security.** And as always, you can register in person at our facility at 266 College Street.

## **Step by Step Instructions**

### **A. Initial Steps**

If you choose to participate in online registration we recommend that you stop by the Welcome Center before registration begins to:

1. Verify that your personal information in our database is correct (i.e. spelling of names, current address).
2. Check on the status of your or your child's membership. Does it expire within the term you wish to register for? If so, you will need to renew before using the online registration service.

**The system is user-friendly and will walk you through what you need to do!**

### **B. Setting Up a User ID and Password**

PLEASE NOTE: This only needs to be done once. Make sure to record your user ID and password when you set it up so you can easily register for programs in the future! Between now and when registration is open; you can set up your user ID and password and browse our class offerings so you are ready to go!

1. Visit <http://www.gbymca.org>
2. Click on the Online Program Registration link. Click on Please Log On at the top, then Sign Up. Carefully read the important tips given, then click on the Next button.
3. Enter all the required personal information. Please check to make sure spelling is accurate, then click on Next.
4. Choose a username and password and enter them in the appropriate fields. Click on Continue.
5. The next page displays your information as it appears in our membership database, including family members. Please verify info and click where it says, Click Here To Continue to begin the process.

### **C. Registering (after completing the above)**

1. To find the class you are looking for, you can search by branch, category, keyword, or program code (from brochure), click on Search by Keyword (for example). Enter keyword or program code into the box and click on Search. Any matching classes will be pulled up.
2. Once you find your desired class, click on the Description to make sure it is the class you want. If you want to register, click on the Icon to the right of the description, then select the family member you are registering for this particular class.
3. Add to shopping cart then click on Continue Shopping to add more classes, or you can Check Out to finish the registration process.
4. Enter your credit card payment information (Visa, MasterCard & American Express only).
5. A receipt page will show you exactly what you are registering for and how much you are being charged. If you agree, click on **Commit** (JUST ONCE) in order to complete receipting process. Print your receipt and you are done! You should also receive a receipt/confirmation by email. **Please do not hesitate to contact the Greater Burlington YMCA Welcome Center (802) 862-9622 if you have additional questions.**