



How to – Summer Camp Online Registration 2023

- 1) Go to <https://register.ymcanyc.org> .
- 2) **Are you returning to online registration?**
Select *Sign In*. If you're new to the Y, go to Step 3. If you're already a member or program participant, skip to Step 4.
- 3) **Are you new to the Y?**
Select *Create An Account*, so you can register for programs online. Complete all three sections – Personal, Address, and Emergency Contact Information. Select *Continue*. Enter Security Information. Select *Continue*. Add Family.
- 4) **Already a member or program participant?**
Select *Activate Your Account* to quickly and easily locate your account, set (or re-set) your password and activate online registration today. Enter personal information. Select *Activate My Account*. Please answer one of the questions provided. Select *Submit My Answers*. Enter password.
- 5) Once an account is created and/or activated, you can log-in with your email and password to start online registration.
- 6) Under Browse Classes, select Summer Camp. Select a branch to view summer camp offerings.
- 7) Add the camp program(s) to the shopping cart and click on *Proceed to Checkout*. You must put a deposit for each session you would like your child to attend. Check your email for the payment confirmation.
- 8) The YMCA will reach out to the camp family within 3-5 business days with a welcome email and next steps. Next steps will include completing a **Camper Information Form** and **Medical Form**. You can also find these forms on the YMCA website under *Registration and Information* and *Required Paperwork*. Keep in mind, each branch has a different registration link.
- 9) Take advantage of our discounts.
 - 10% Early Bird discount if you pay off your entire balance by April 29, 2023.
 - 10% Sibling Discount for all siblings of the first child registered at full price.
 - *Note: Early Bird and Sibling Discounts cannot be combined. Please connect with the branch's membership desk to apply the early bird or sibling discount.*
- 10) Note on payments:
 - a. The YMCA accepts all major credit cards.
 - b. Online payment is currently not able to process 3rd party payments, early bird discounts, sibling discounts, and financial assistance.
 - c. Financial Assistance: The YMCA of Greater NY awards financial aid to campers based on the family's annual income. Complete an application and submit it to your branch to explore scholarship options.
 - d. Credit Policy: All credit requests related to medical or health emergencies will be honored. All requests for credits or refunds not due to medical or health reasons must be submitted two weeks in advance of camp start date.

11) All forms must be completed and submitted before the child can start camp. Forms should be emailed to the camp leadership staff at the branch. The camper medical form must be completed by a physician and include signature, stamp, and date of exam.