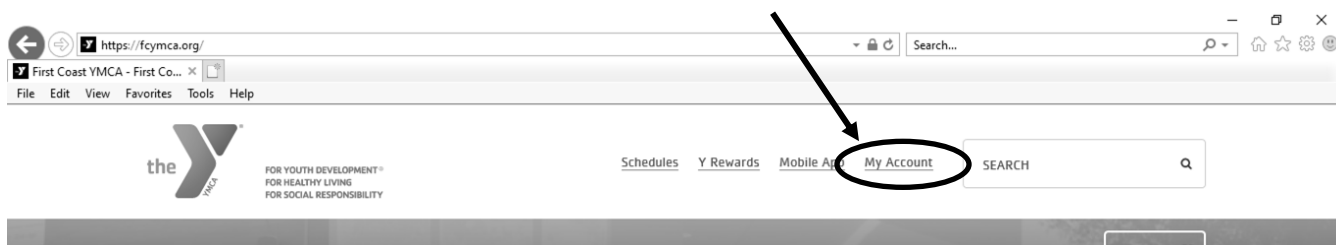


YMCA YOUTH DEVELOPMENT

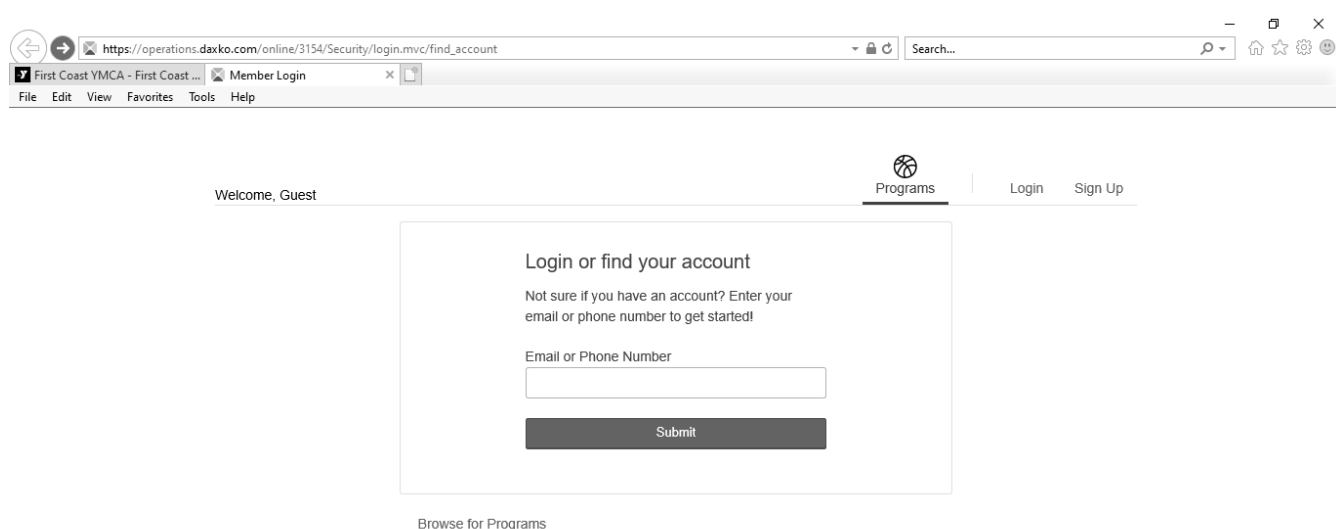
HOW TO ACCESS YOUR ONLINE ACCOUNT



1. Visit www.FCYMCA.org and click on the **My Account** button



2. You will be redirected to the screen below:



3. Once logged in, you will be taken to your account page.
You can register for a program, access your tax statement, edit your profile information, and pay your balances all in one place.

If you have never participated in any Y programs, you will have to create an account.

If you have questions or need access with your Child's Account, please contact our Before and After School Administrative Office.

EMAIL: YD@FCYMCA.org

PHONE: 904.644.0072

YMCA YOUTH DEVELOPMENT

HOW TO ACCESS YOUR ONLINE ACCOUNT



How to register for a YMCA Program:

1. Log-in to your Y account.
2. Once logged in, choose the Activities button, and choose "register for a program" from the drop down menu (or scroll down to the section that says Activities, and click the + next to Registrations.
3. Choose your program!
 - a. Choose "Before & Afterschool" for the Before & Afterschool Programs
 - b. Choose "Day Camp" for Summer Day Camp
 - c. Choose "Holiday Camp" for Day Camps held during the school year
4. Once you choose your program, click "Register".
5. Select the member you wish to register.
6. Verify your Authorized Pick-Ups and make any necessary changes, then click continue.
7. Complete the questionnaire for your child. If your child has attended the program before, simply fill in any empty spots and make any necessary changes to pre-filled spots.
8. Digitally sign the waivers.
9. Payment will be collected in order to finalize your child's registration.

How to make a payment on your child's account:

1. Log-in to your Y account.
2. Once logged in, click on "Account" from top right, then choose "My Balance".
3. Any outstanding balance will be automatically selected, otherwise check the boxes of the payments you wish to make.

How to access your payment history:

1. Log-in to your Y account.
2. Once logged in, scroll down to Billing and choose "History".
3. Once you are on the Payment History page, the payment history from the last 30 days will be visible. If you need anything past the last 30 days, click on the "30 days" next to "View payment history for:" for a drop-down menu to appear. That will allow you to choose different intervals (30, 60, 90, 120 or custom range).

How to add/change your child's Authorized Pick-Up List

1. Log-in to your Y account.
 - A. On a mobile device: scroll down to "Account" and click "Authorized Pickups"

Account



Membership
Staff - First Coast

Authorized Pickups

- B. On a computer, click the "Add Authorized Pickup" button.

