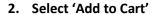
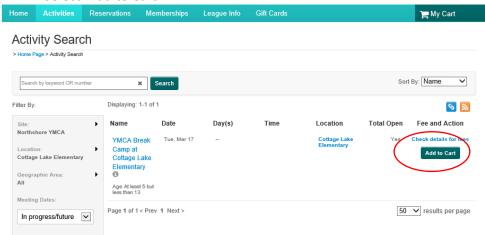
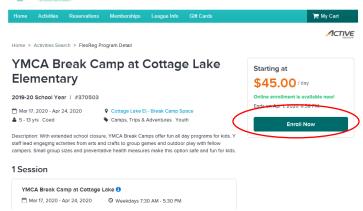
Instruction Guide for Enrolling into Break Camp Programs

1. Select link to program from email that best fits your location need

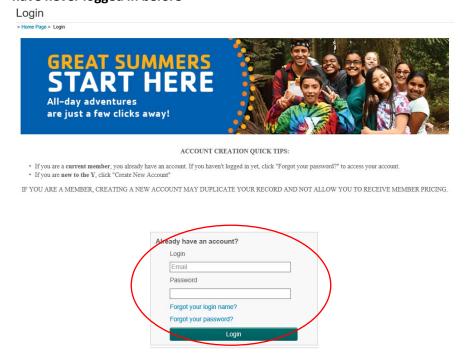




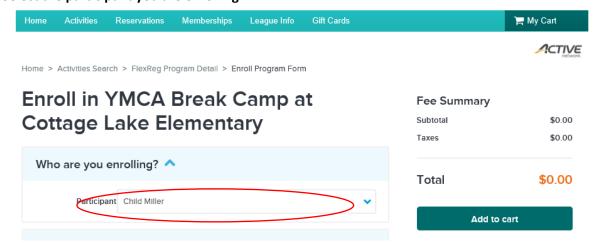
3. Select 'Enroll Now'



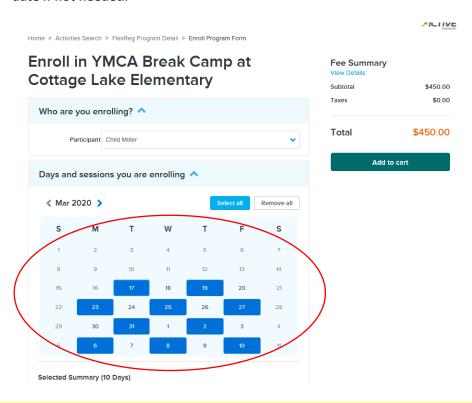
4. Sign into your YMCA account – use the email address this email was sent to as your login name. You can use the 'Forgot your password' reset if you do not know your password or have never logged in before



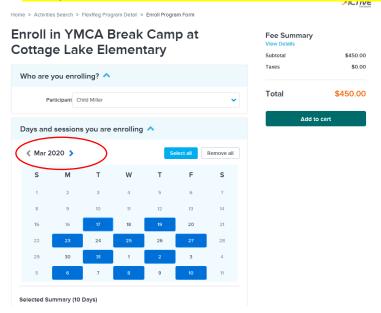
5. Select the participant you are enrolling.



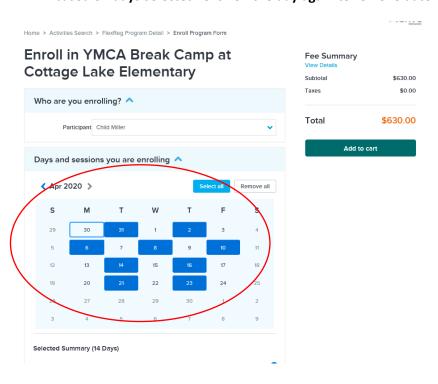
6. Calendar showing the first month of program will load. Select the specific days of break camp you will need; price will calculate based on days selected. Click on the day again to remove date if not needed.



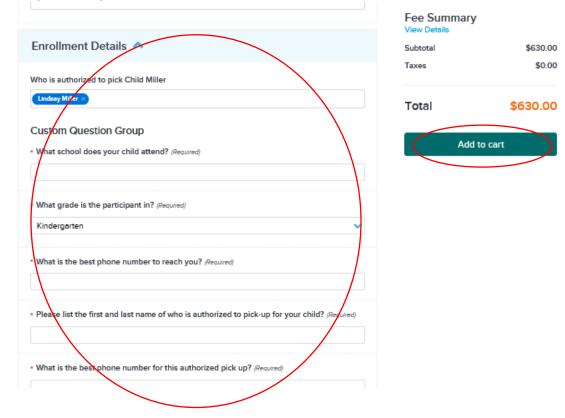
7. IMPORTANT: the calendar will only load the first 4 weeks of the program, select the arrow at the top of the calendar to move to the next month and continue selecting days to register.



8. Continue selecting days needed on the next month of program. Price will continue to calculate based on days selected. Click on the day again to remove date if not needed.



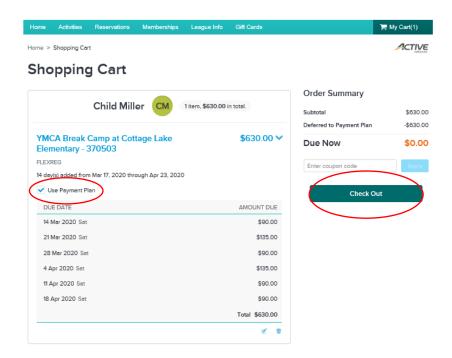
9. Complete the questions listed in enrollment details and select 'Add to cart'



10. Payments will default to a payment plan by the week. If you are currently receiving YMCA scholarship it will automatically apply on this screen. Select 'Check Out' to follow steps to complete transaction

If you have any credits on your account, they will auto-apply to the total due in this step as a "Payment from Account". If you have not received system credits for March care yet, Y staff will go in and apply before your next payment.

Unchecking payment plan will default full payment to the day of transaction



11. Complete payment information and select 'Pay' to complete transaction.

