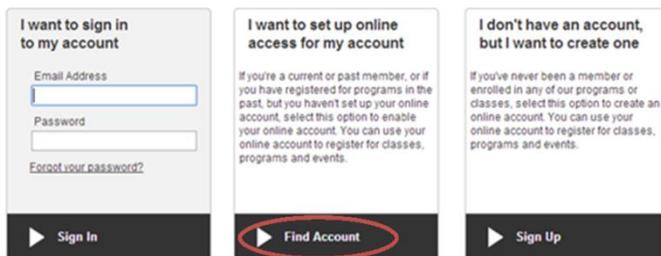# SSYMCA & SSNSC Online Registration Getting Started Guide

Before you are able to complete the online registration process, you will be prompted to either log-in to or set up an online account. Existing YMCA & SSNSC members and program participants must activate online access to their YMCA or SSNSC account when registering online for the first time. Non-members can register for programs online by creating a new account. Follow the instructions below to set-up your online account. Once you're logged in, you can complete the registration process.
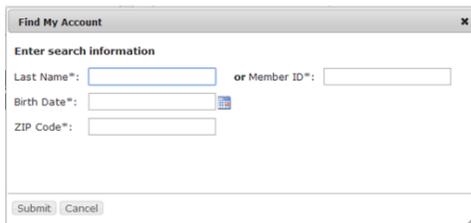
Existing Member and Program Participant Online Account Set-up:

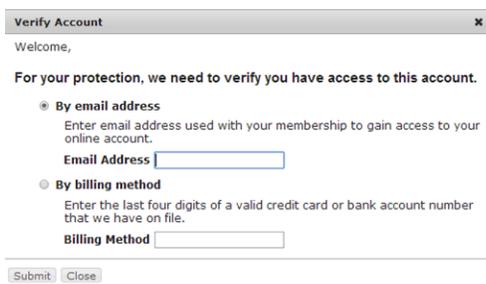1. Click the middle box "Find My Account" option

2. Enter the last name, birthdate (MM/DD/YYYY format), and zip code associated with your YMCA or SSNSC account record and click submit to find your account.

3. Verify your account with either the email address, or billing method information, on file with your existing YMCA or SSNSC account.

4. If you choose to verify your account using your billing information, you will be prompted to create your online account by entering an email address and choosing a password in the next pop-up screen.

5. If you choose to verify your account using your email address, a password re-set link will be sent to your account email address. This email will come from 'DONOTREPLY@ssymca.org' with the subject 'Requested Password Reset'.

6. Follow the link in this email to set your account password and complete the online activation process. Now, you can log-in and begin searching and registering for programs.

Non-member Online Account Set-up

1. Select the third box "Sign Up" option

2. On the next screen, select the branch you will be registering for programs at in the Membership Options drop-down list

3. Click on the Non-member membership type

4. Complete the information form with YOUR contact information. At the bottom of the screen, you will be able to save your non-member record with the option of adding any additional adults or children for whom you will be registering.

5. Once you have finished adding additional individuals to your account, click next.

6. You will be prompted to enter an email and select a password on the next screen to complete creation of your YMCA online account. You can now begin to search and register for programs.