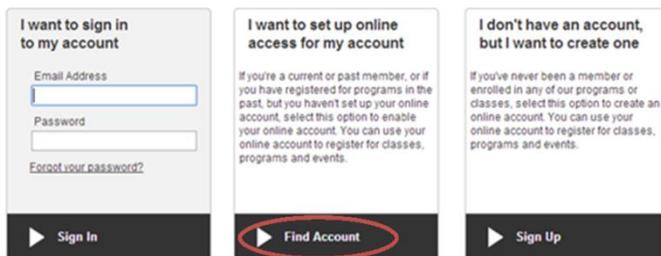


## SSYMCA & SSNSC Online Registration Getting Started Guide

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.

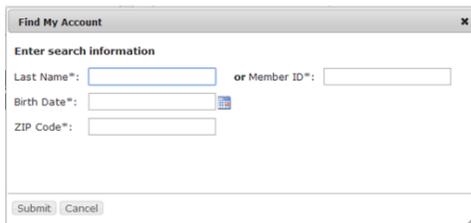
### Existing Member and Program Participant Online Account Set-up:

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



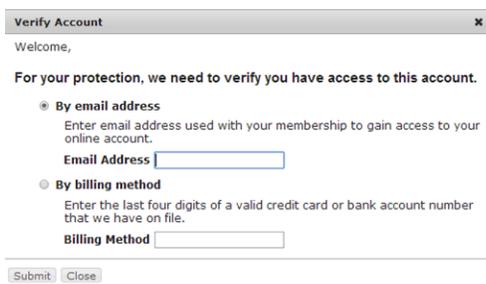
The image shows three vertical panels representing different account options. The first panel, titled "I want to sign in to my account", contains fields for "Email Address" and "Password", a "Forgot your password?" link, and a "Sign In" button. The second panel, titled "I want to set up online access for my account", contains explanatory text and a "Find Account" button, which is circled in red. The third panel, titled "I don't have an account, but I want to create one", contains explanatory text and a "Sign Up" button.

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.



The "Find My Account" form has a title bar with a close button. Below the title bar is the heading "Enter search information". It contains three input fields: "Last Name\*" with a search icon, "or Member ID\*" with a search icon, "Birth Date\*" with a calendar icon, and "ZIP Code\*" with a search icon. At the bottom are "Submit" and "Cancel" buttons.

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



The "Verify Account" form has a title bar with a close button. Below the title bar is the heading "Verify Account" and a "Welcome," message. It states "For your protection, we need to verify you have access to this account." There are two radio button options: "By email address" (selected) and "By billing method". Under "By email address", there is a text field for "Email Address". Under "By billing method", there is a text field for "Billing Method". At the bottom are "Submit" and "Close" buttons.

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.

**Create Account** x

Welcome,  
Please take just a moment to create your online account. You can use your account to log in quickly the next time you visit our site.  
**Note:** The password must be at least 7 characters in length, contain at least one lower case letter, one upper case letter, and one number.

E-mail Address:

Password:

Confirm:

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

**I want to sign in to my account**  
Email Address   
Password   
[Forgot your password?](#)

**I want to set up online access for my account**  
If you're a current or past member, or if you have registered for programs in the past, but you haven't set up your online account, select this option to enable your online account. You can use your online account to register for classes, programs and events.

**I don't have an account, but I want to create one**  
If you've never been a member or enrolled in any of our programs or classes, select this option to create an online account. You can use your online account to register for classes, programs and events.

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

Welcome, Guest Program Search | Login

**Membership options**

Quincy  79 Coddington Street Quincy, MA 02169 (617) 479-8500

Membership	Join Fee	Rate	
Non Member	None	None	<input type="button" value="Select"/>

[Cancel](#)

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.

Welcome, Guest Program Search | Login

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Branch **Quincy**  
79 Coddington Street Quincy, MA 02169 (617) 479-9500

Membership Type **Non Member**

Join Fee **None**

Membership Rate **None**

Name	Type	Edit	Remove
	Adult		

[+ Add Another Adult Member](#) [+ Add a Child Member](#) Next >

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.

Welcome, Guest

**Create Account Password**

**Note:** The password must contain at least 7 characters, 1 upper case letter, 1 lower case letter, and 1 numeric value.

E-mail address:

Enter Password:  \*

Confirm Password: