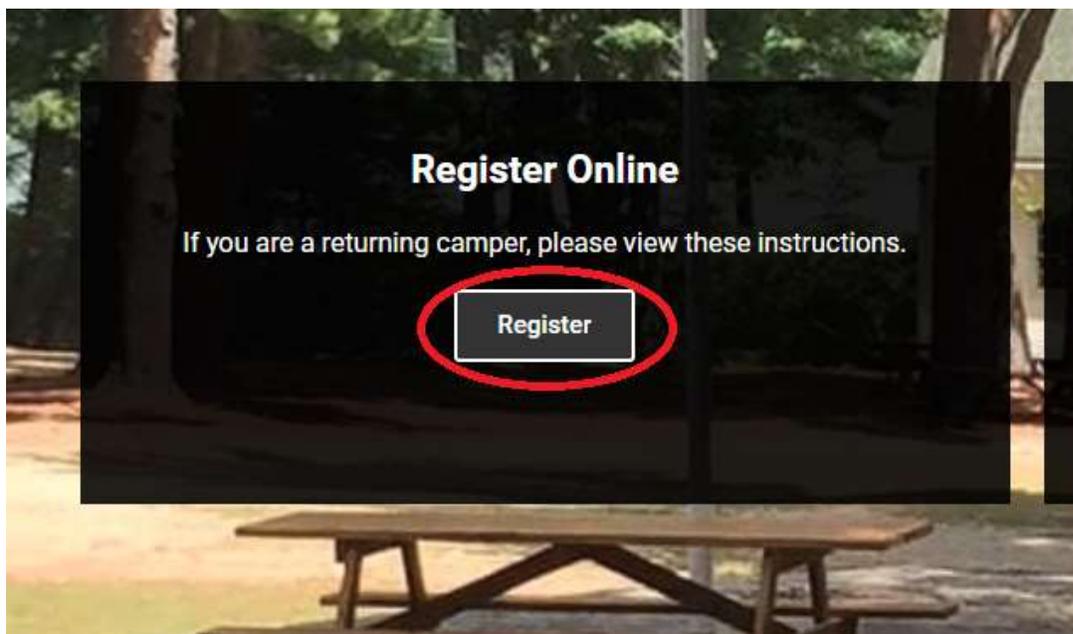


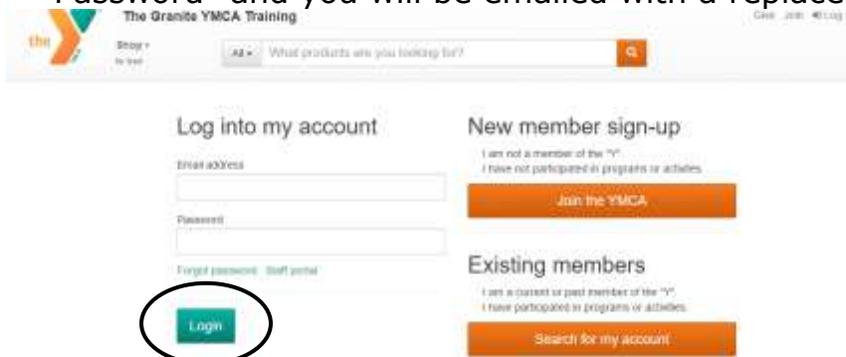
THE GRANITE YMCA ONLINE OVERNIGHT CAMP REGISTRATION GUIDE

This guide has been created in order to help you with the online registration process. Please follow ALL steps listed below in order to ensure your child is registered properly for camp.

1. Click the **"Registration"** button and then click **"Register Online"** link at the bottom of the page.



2. A new screen will open. Here you will choose the option that works best for you. If you have forgotten your password, you can click "Forgot Password" and you will be emailed with a replacement.



NOTE: If you have an existing account and have registered your child for programs online before, enter your e-mail address and password and move to **step #7** once you are logged in.

3. If you are unsure about whether or not you have an existing account, you may click on "**Search for my account**". That will bring you to this page:

The Granite YMCA Training

Shop - by type

All - What products are you looking for?

Give Join Log In

Search for your account

Use either form below to find your account at the "Y".

Use your Email Address

Email Address:

- OR -

Use your Access ID and Birth Date

Access ID: (Found on scan card)

Birth Date:

mm/dd/yyyy

NOTE: To find your account- search using an email address that would be on file. When you enter this, you will automatically see a prompt letting you know that an email has been sent to that email address with further instructions.

The Granite YMCA Training

Shop - by type

All - What products are you looking for?

Give Join Log In

Info:

An email has been sent to ml_marshall@gmail.com with information that will help you gain access to your account.

Search for your account

Use either form below to find your account at the "Y".

Use your Email Address

Email Address:

ml_marshall@gmail.com

- OR -

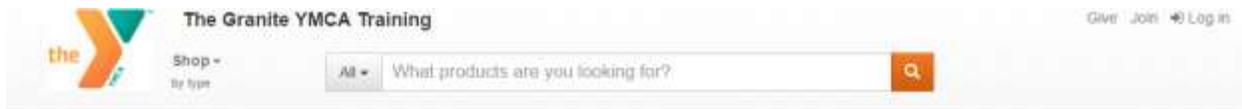
Use your Access ID and Birth Date

Access ID: (Found on scan card)

Birth Date:

mm/dd/yyyy

4. If you have not registered before, you will want to select "Join the YMCA". This will bring you a screen to enter **YOUR** information. You will be able to add your camper's information on a later screen.



Registration - New to the YMCA?

First name	<input type="text"/>	Email address	<input type="text"/>
Last name	<input type="text"/>	Confirm email	<input type="text"/>
Gender	<input type="text" value="Male"/>	Enter a password	<input type="text"/>
Birth date	<input type="text" value="mm/dd/yyyy"/>	Confirm password	<input type="text"/>
Phone Country	<input type="text" value="United States"/>		
Phone number	<input type="text"/>	Extension	<input type="text"/>

[Create account](#)

Already have an account? [Log in](#)

NOTE: If you go to sign up and the system recognizes your email address, you will see the prompt below.

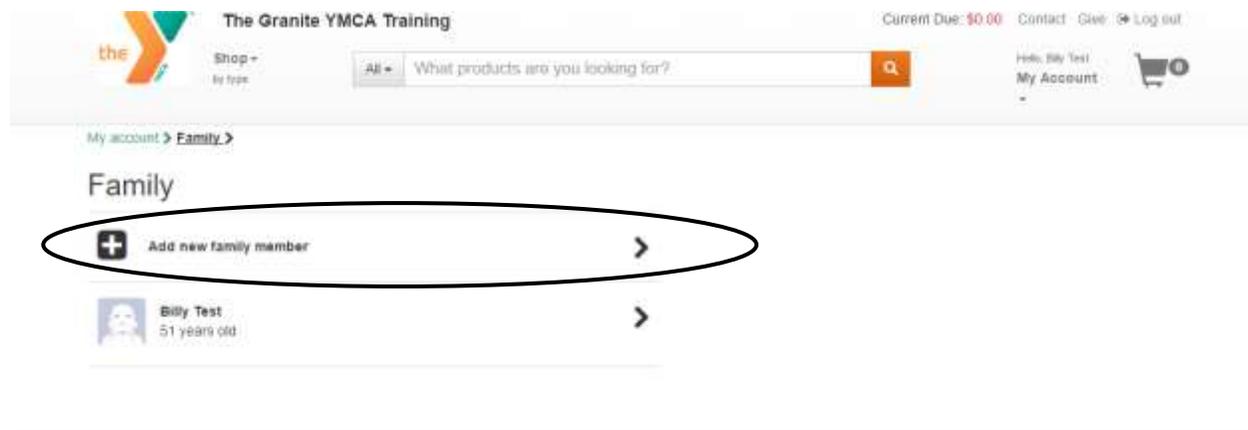
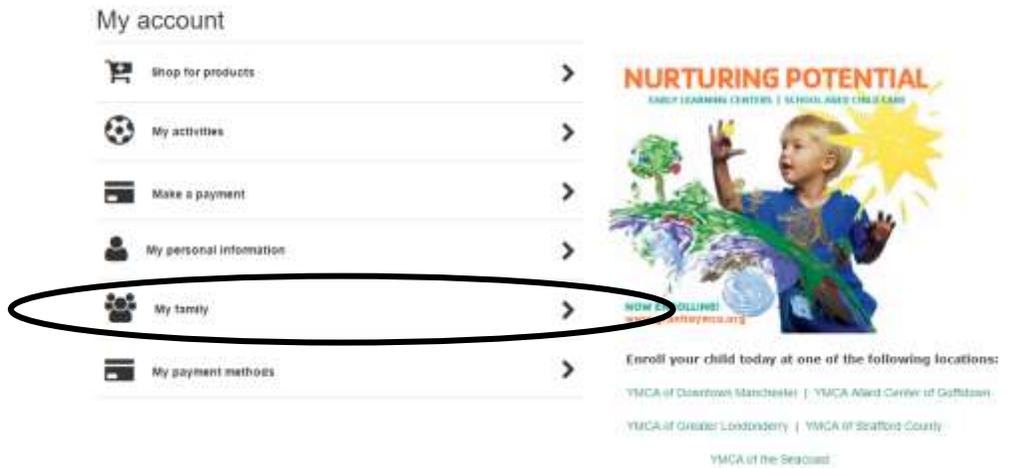
⚠ The following errors were detected in your input. Please correct them and resubmit:

- This email address already exists under another member. If this is your member or your family's member you or a family member must first [login](#) to that member and [hide](#) your member or delete the email address from it. If you do not have login information contact us and we'll do it for you. Once that is done you can register with that email address.

Registration - New to the YMCA?

First name	<input type="text" value="Marsha"/>	Email address	<input type="text" value="test_marshalest@gmail.com"/>
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5. Once you create your account, you will be brought to a new screen, where you will be able to add your camper to your account. Click on **"My family"** and select **"Add a new family member"**. Unless you decide to create a paid membership through our YMCA, the "membership" that will be created will have no additional cost to you or your family.



- You can add as many family members as you please to your account. Be sure to enter the correct information for them before saving.

The Granite YMCA Training

Current Due :

Shop - by type

All - What products are you looking for?

< Back

Add new member to Family

Salutation:	First name:
<input type="text"/>	<input type="text" value="Bobby"/>
Middle initial:	Last name:
<input type="text"/>	<input type="text" value="Test"/>
Suffix:	Nickname:
<input type="text"/>	<input type="text"/>
Gender:	Birth date:
<input type="text" value="Male"/>	<input type="text" value="02/01/2005"/>

Save Cancel

- Don't forget to add your mailing address! You do so by choosing the primary/adult member on the account, and clicking on "**Address Book**". You can enter your mailing address here, and choose it as a "preferred address".

The Granite YMCA Training

Current Due: \$0.00 Contact Give Log out

Shop - by type

All - What products are you looking for?

Help, Billy Test My Account

My account > Family > Personal info >

Manage Billy's personal information

- Billy Test 51 years old >
- Phone book >
- Email addresses >
- Address book** >

Change password

The Granite YMCA Training

Current Due: \$0.00 Contact Give Log out

Shop by type

AE+ What products are you looking for?

Help: Billy Test My Account

< Back

Add mailing address

Address line 1	Address line 2
<input type="text" value="456 Water St"/>	<input type="text"/>
City	State
<input type="text" value="Alton"/>	<input type="text" value="New Hampshire"/>
Zip	Zip extension
<input type="text" value="03809"/>	<input type="text"/>
Country	Address type
<input type="text" value="United States"/>	<input type="text" value="Home"/>

Make preferred mailing address

8. Once you've entered all of the information that you need, you can either start your search by clicking **Shop** in the top left corner and select programs, or through the specific camp you are looking for on the search bar.

The Granite YMCA Training

Current Due: \$0.00 Contact Give Log out

Shop by type

AE+ What products are you looking for?

Help: Billy Test My Account

My account > Family >

Family

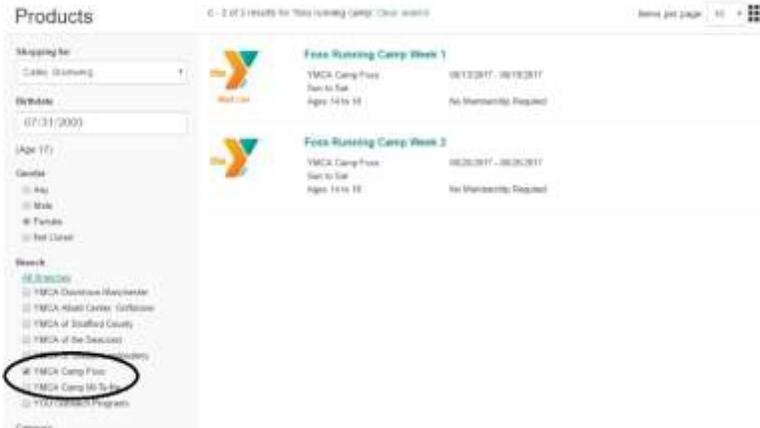
<input type="button" value="+"/>	Add new family member	>
	Billy Test 51 years old	>
	Bobby Test 13 years old	>
	Sally Test 8 years old	>

9. This will bring you to the product page. All searches are done based on age and gender. To be sure you have the correct camper registered, you will want to select your camper from the drop down menu on the left side.

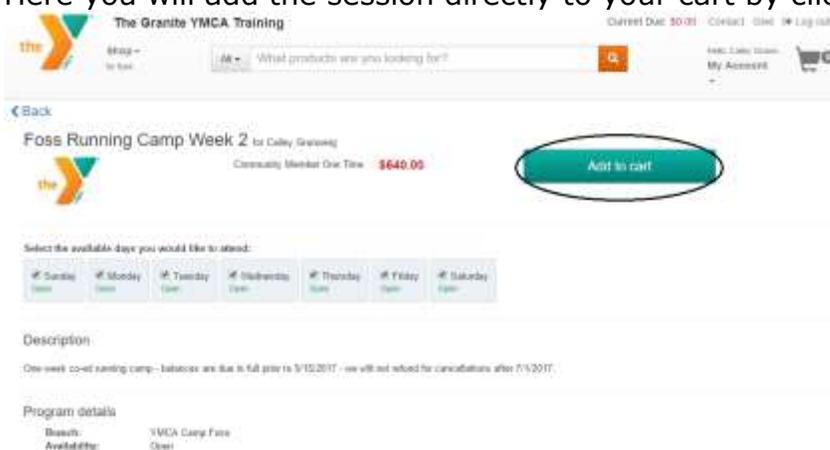
The screenshot shows the top navigation bar of the website. On the left is the logo for 'the Y' with the text 'The Granite YMCA Training' next to it. To the right of the logo is a 'Shop' button. In the center is a search bar with the placeholder text 'What products are you looking for?' and a magnifying glass icon. On the far right, there are links for 'Current Due: \$0.00', 'Contact', 'Give', and 'Log out'. Below the search bar, there are links for 'Help: 581-761-1111' and 'My Account' next to a shopping cart icon.

The main content area is titled 'Products' and shows '0 - 0 of 0 results'. On the left side, there is a filter sidebar. The 'Shopping for' section is circled in black and contains a dropdown menu with the following options: 'Billy Test', 'Bobby Test', 'Sally Test', and '01/10/1953'. Below this, there are sections for 'Gender' (with radio buttons for 'Any', 'Male', 'Female', and 'Not Listed') and 'Branch' (with a list of branches and checkboxes, including 'All Branches', 'YMCA Downtown Manchester', 'YMCA Alford Center, Goffstown', 'YMCA of Strafford County', 'YMCA of the Seacoast', 'YMCA of Greater Londonderry', 'YMCA Camp Foss', 'YMCA Camp Mi-Ti-Na', and 'YOU Outreach Programs'). At the bottom of the sidebar is a 'Category' section with a link to 'All Categories'.

10. Once you choose the correct camper, you will see that all the available sessions that they can attend show up on the right side. You will want to filter by the branch and choose "Camp Foss", and then filter by the category and choose "Resident Camp: Foss Running Camp".



11. Once you choose your week, you will be re-directed to the session page. Here you will add the session directly to your cart by clicking "Add to Cart".



- 12.** When selecting **“Add to cart”**, you will then be prompted to fill out the registration information for that camper. When registering for multiple sessions, this information will only need to be filled out once, per camper. Once you finish, click **“Next”**.

Foss Running Camp Registration (2019)

1 of 1 required forms for Foss Running Camp Week 1

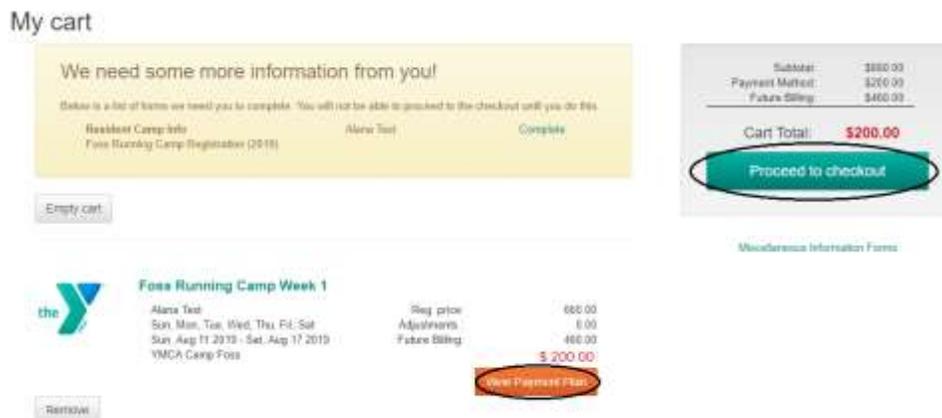
NOTE: If you skip a required question, you will be prompted. Your registration will not be completed until all of the required information is entered.

ADDITIONAL NOTE: Be sure to do this step **BEFORE** setting up a payment plan, otherwise you will be charged for the full amount of the session(s) you are registering for.

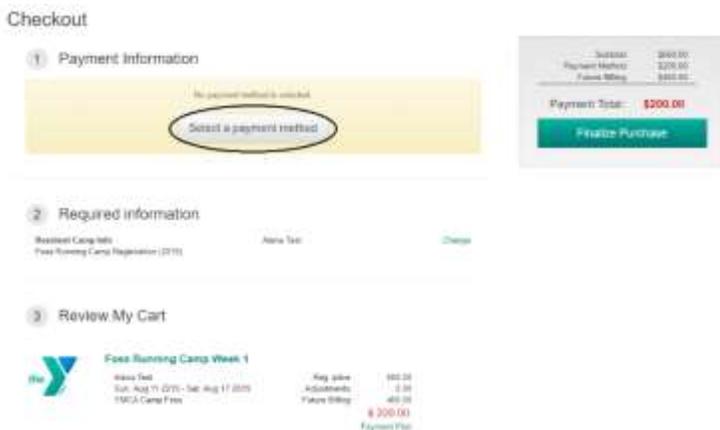
- 13.** Once you enter all of the information required, you will have the option to continue shopping, add more sessions or add sessions for an additional camper. You can do this by clicking **“Continue Shopping”**. If you are done, you will click **“View Cart”**, which will also show the number of items you currently have in your cart.

✓ Added to cart for Alana Test

14. On the next screen, you will see all of the sessions that you registered your camper for, as well as the amount of each session. All session payments are due the month before the start of the session and will AUTOMATICALLY charge to the payment method used for the deposit. To change this, please call or email Lauren Frazier. If you wanted to pay the entire balance upon registration, you can do so by clicking "View Payment Plan" and deleting the payment plan. Otherwise, you can click "**Proceed to Checkout**" and will only be charged the amount for the non-refundable deposit.



15. Once you are on the checkout screen, you will notice that the first thing you see is the screen prompting you to select a payment method. If you have more than one payment method listed on your account, you can choose which one you would like to use. Click "**Select a payment method**" to do so. It will bring you to another screen where all of the payment methods that you have saved on file will be listed for you to choose from. You will also have the option to add a payment method if you do not have one listed on file, or would like to use a different account.



ADDING A PAYMENT METHOD:

The screenshot shows a checkout page with the following elements:

- Header: "Checkout" with a back arrow, "Select or add a payment method", and "Add new payment method" button.
- Payment Method Selection: "Select new payment method type" with options for "Add new credit card" and "Add new bank account".
- Form Section: "Add credit card" with two columns:
 - Payment Information:** Includes logos for American Express, Discover, Mastercard, and Visa. Fields for "Card number", "Expiration date" (Month and Year dropdowns), and "Name on card".
 - Billing Address:** Fields for "Address 1", "Address 2 (Optional)", "City", "State" (dropdown), "Zip", "Country" (dropdown), and "State" (dropdown).
- Footer: "Save" and "Cancel" buttons.

NOTE: Please be sure to choose a payment method to continue to finalize your checkout process.

16. Before finalizing your payment, you will have one last chance to look over all of the information on the account to make sure that it is correct. If you need to change anything, you can click on any of the buttons that say **"Change"**. If there are no changes that need to be made, you can click on **"Finalize purchase"** to proceed.

Checkout

1 Payment Information

Payment Method VISA xxxxxxxx1111 (5/2020)

Billing Address Billy Test
1 Start Dr
Manchester, NH 03101

Mailing Address (Primary) Billy Test
1 Start Dr
Manchester, NH 03101

Email Address test_billy1001@gmail.com

Phone Number 603-232-8642

Promo Code [Apply](#)

[Change](#)

[Change](#)

[Change](#)

[Change](#)

[Change](#)

Subtotal:	\$660.00
Visa:	\$200.00
Future Billing:	\$460.00
Payment Total:	\$200.00

[Finalize Purchase](#)

2 Required information

Resident Camp Info Alana Test [Change](#)
Foss Running Camp Registration (2019)

3 Review My Cart

Foss Running Camp Week 1

17. After finalizing your purchase, you will be directed to invoice page, which will show you how much you paid during the transaction. You also have the option to click "**Show order summary**" to see a full summary of future payments, and a brief description of the session that you registered for. You may also print the page for your records. Congratulations! You successfully registered your camper for Foss Running Camp!

Print this page

Order Confirmation
Order Number: 93692
Payment Amount: **\$200.00**



Dear Billy Test
Thank you for choosing The Granite YMCA!

Order Information			
Order Date:	Oct 15 2018 2:30 PM	Branch:	YMCA Camp Foss
Payment Amount:	\$200.00		38 Mechanic St Manchester, NH 03101
Member Address:	Billy Test	Phone:	603-232-8642
	1 Start Dr	Tax ID:	02-0222248
	Manchester, NH 03101	Member ID:	118229
Payment Information:	VISA xxxxxxxx1111 (6/2020)		
Billing Address:	Billy Test		
	1 Start Dr		
	Manchester, NH 03101		

Show order details

Questions

If you have any questions, please feel free to contact Lauren Frazier, Overnight Camp Registrar, at (603) 232-8642, or lfrazier@graniteymca.org.