



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BE PREPARED

Keys to a successful registration LAKEWOOD FAMILY YMCA

REGISTRATION PROCEDURES:

- ▶ Fee based classes will open at 6am on Monday and are not limited. Included classes will open at 7am on Monday and members may register for one class per child.
- ▶ If a member accidentally registers for the wrong class, they will need to email the Registrar by end of day on Monday with the following information:
 1. Name and date of birth of the program participant
 2. Name of the class the member would like to keep
- ▶ Registration will then be closed to allow for roster assessment.
- ▶ If a member is registered for more than one included class, they will be notified and dropped from additional classes.

TIPS FOR REGISTRATION SUCCESS:

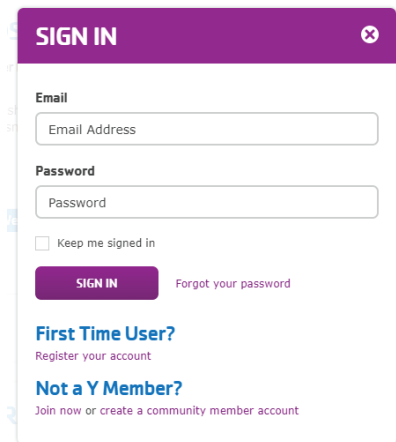
- ▶ Login a few days prior to registration to ensure your username and password are working correctly.
- ▶ Prepare for registration by reviewing the class schedule and prioritize options for your family.
- ▶ On the first day of registration, select your first priority included class for each child. On Wednesday, you will have the opportunity to register for additional classes.
- ▶ Click the **CHECK OUT** button to complete the registration process. Your registration will not be finalized without doing so.

TIPS FOR REGISTRATION SUCCESS CONTINUED:

- ▶ Waitlists are not a part of our first-come, first-served process. You are encouraged to login and register at your earliest convenience from the start time of registration. If you do not find a class that suits your specific needs on Monday, we ask that you check back on Wednesday for additional openings.

HOW TO REGISTER:

1 SIGN INTO YOUR ACCOUNT



If you do not have an email address on file with us, please call 253-584-9622.

2 SEARCH FOR YOUR PROGRAM

Search by location and session, keyword, ages, category and day of week.

3 SELECT MEMBER

Select the member on your account you are registering.

4 REVIEW YOUR REGISTRATION

At this point you can complete your registration and check out, or continue to register for more programs.

▶ **IMPORTANT: IF YOU REGISTER FOR MORE THAN ONE INCLUDED CLASS FOR EACH MEMBER, ON THE FIRST DAY OF REGISTRATION, YOU WILL BE DROPPED FROM THE ADDITIONAL CLASSES.**

5 MAKE A PAYMENT FOR FEE BASED PROGRAMS (IF APPLICABLE)

Review your registrations, select a payment method, and click "Pay Now."

6 CONFIRMATION

You will be emailed a payment receipt and a registration confirmation shortly after you have completed your registration.