



ONLINE REGISTRATION INSTRUCTIONS

Part 1: Account Setup

- If you have never had membership or registered for programming at The YMCA of Klamath Falls, create a new account. For membership type, choose "Non-Member" at the bottom of the page.
- If you have had membership and/or have participated in programming, but do not have a password or do not remember your password, please use the prompts on the log in screen to access it. If you are still unable to access your account, contact Nancy Riens at nancy.riens@kfallsymca.org to request a password reset.
- If you have an active account and password, please proceed to part 2.

Part 2: Registration

1. On <http://kfallsymca.org>, select "Program Registration" under the "Home" tab. If you are not already logged in, do so from the link in the top right corner. NOTE: Verify that your child is listed on the account by selecting the dropdown menu under "My Account" and then "View Account". Scroll to the bottom of the page and see the additional members listed on your account. If your child/the participant is not listed on account, please contact us at 541-884-4149 to add the child to your account.
2. From the gray box, select the desired program. To determine the desired program, please refer to the program guide.
3. From there, choose the person in your family attending the program.
6. The Questionnaire page will feature information in our paper packet. Please answer all questions.
7. Read through the Agreements and Waivers on the following page. Press the "Accept and Sign" button to sign using either a mouse, finger, or stylus.
8. To add additional registrations (either for the same child or another child in your family), click the "Add More Programs" button on the Review Registrations page.
9. Once everything is set, click "Next" on the Review screen and continue onto payment. Here you can assign a card currently on file for payment, or add a new one.
10. Once complete, you will see a green check on screen. **If you do not see the green check, registration has not been completed.**

If you have any questions regarding online registration, please contact Kelly at
kelly.alvarez@kfallsymca.org