

the MANAGING YOUR ONLINE ATHENS YMCA ACCOUNT

The Athens YMCA is excited to offer online program registration, payment, and account management in addition to our in-house services.

Below is an outline of the options you have through your online account and how to use them.

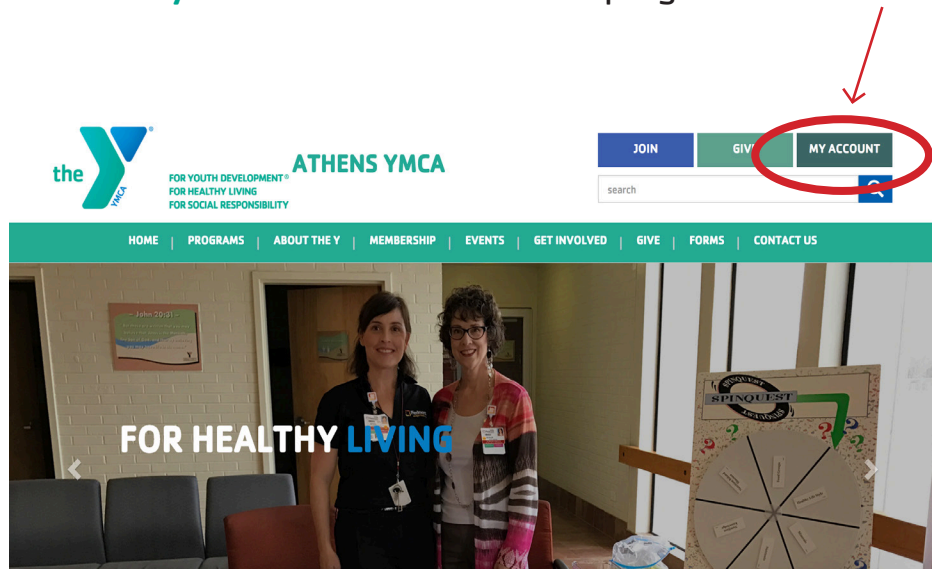
For assistance setting up your online account, you can call or come by the Athens YMCA during our business hours: 9am to 6pm, Monday through Friday. We are able to help you set up and show you how to use your online account.



Where to find the online account portal

To get to your online account, go to the Athens YMCA's website:
athensymca.org

Click on the **My Account** button on the top right of the screen



Once you click on the Online Account Portal button, you will be redirected to the page below.



Athens YMCA

Program Search

I want to sign in to my account

Email Address

Password

[Forgot your password?](#)

Login

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.

Find Account

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.

Sign Up

Find Account or Sign Up?

Which of the following best applies to you?

You are either currently or have been affiliated with the Athens Y:

You or your child(ren) are current members or program participants, or have been in the past.

Go to
page
3

You are not and have never been affiliated with the Athens Y:

You or your child(ren) are not current members or participants, and have never been so in the past.

Go to
page
4

You are currently or have been affiliated with the Athens Y

1. Select “Forgot your password?” at the bottom of the first box on the screen.

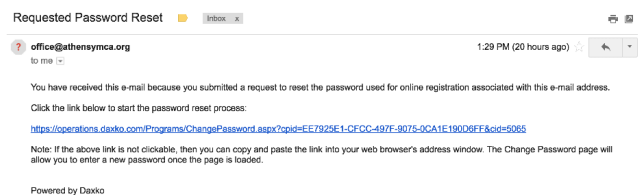
The screenshot shows the Athens YMCA login interface. The first section, 'I want to sign in to my account', contains fields for 'Email Address' and 'Password', with a 'Forgot your password?' link at the bottom. A red circle highlights this link, and a red arrow points to it from the left. The second section, 'I want to set up online access for my account', includes a 'Forgot Account' button. The third section, 'I don't have an account, but I want to create one', includes a 'Sign Up' button. The Athens YMCA logo is in the top left, and the text 'Athens YMCA' is in the top right.

2. You will then be redirected to the screen you see on the right. Enter the **email address** on file with your current or past Athens YMCA account.

The 'Forgot Password' form is titled 'Forgot Password' and includes a close button (X). Below the title, it says: 'If you have forgotten your password, enter the e-mail address registered with your association and you will be sent a new password via that e-mail address.' There is an 'Email' input field with a red asterisk indicating it is required. At the bottom right, there are 'Submit' and 'Cancel' buttons.

Please note: If you do not have an email on file with your account, or if your email address is associated with more than one membership record, your online account will not be able to be verified via email and you will have to call the Athens YMCA to complete this process. We ask that you do not create a new account as it will create a duplicate record in the system and will not be attached to your existing information.

3. A password reset link will be sent to your email address. The email will come from office@athensymca.org with the subject line “Requested Password Reset.”



4. After you complete your Athens YMCA account setup, you can begin to search and register for programs.



Welcome, Jane Doe

Program Search | My Account | My Balance \$0.00 | Payment History | Registrations | Logout

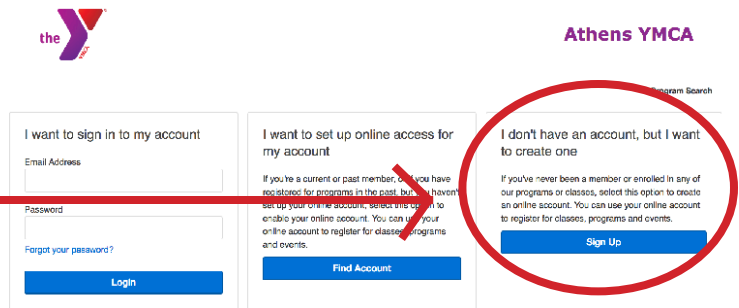
My Balance

There are currently no outstanding fees for this account.

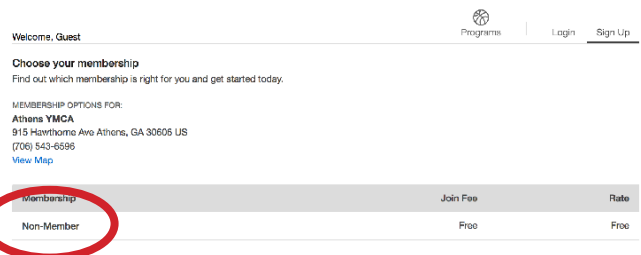
Make A Donation >

You are not and have never been affiliated with the Athens Y

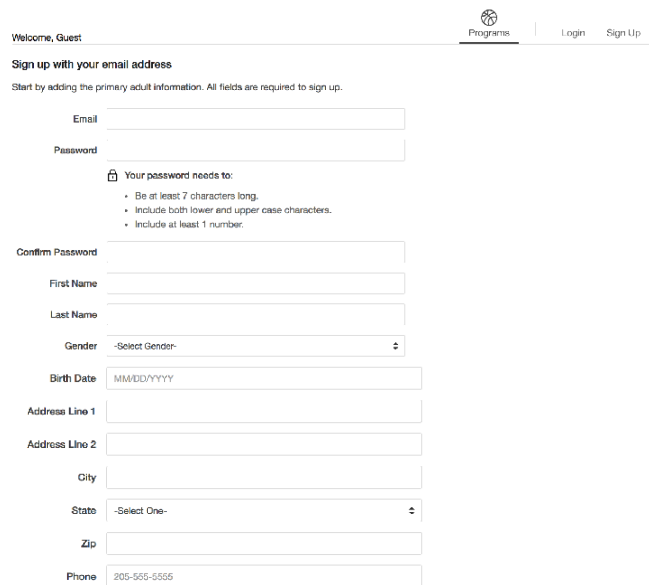
1. Select the third box on the screen, the one closest to the right-hand side, that states "I don't have an account, but I want to create one."



2. You will be directed to the screen you see to the right. Click on the **Non-Member** membership type. *Tip: You must hover over it to click.*



3. You will then be directed to a page, pictured to the right, where you choose login information, and input all of **your** information. Once you complete this information, you will be able to continue on and add any additional adults or children you will be registering for programs.



Next

4. Once you have finished adding all participants, click "next."

5. After you complete your Athens YMCA account setup, you can begin to search and register for programs.

