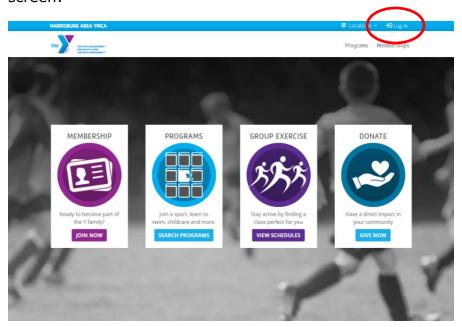
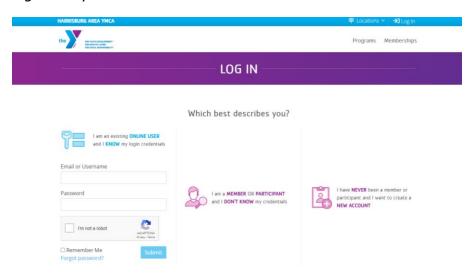
Online Registration at the Harrisburg Area YMCA

LINK: harrisburg.recliquecore.com

To register for programs, click the "Log in" option in the upper right corner of your screen:

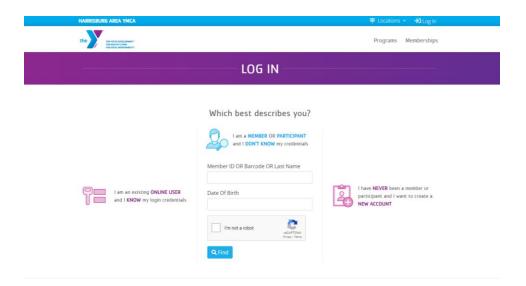


If you are currently a member, and know your online login information, you can sign into your account on this screen:

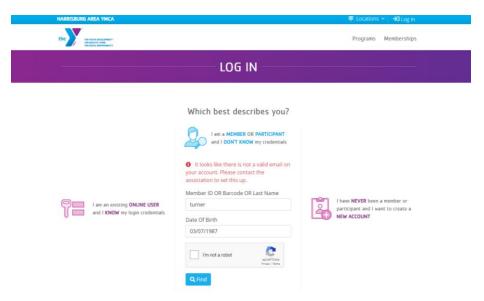


If you do not know your login, but have logged in before, you can use the "Forgot Password" option on the left of the screen below the email and password prompt. This will send you an email reset, and you can update your password to log in.

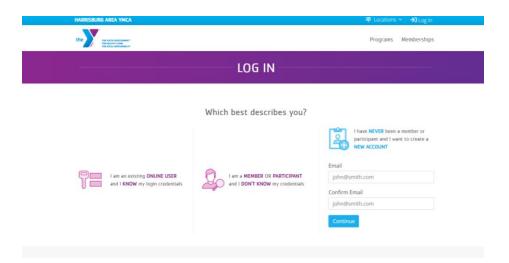
If you don't know your login email, or if you're not sure that you have an account, you can use the middle option to search our database for your information:



If your account is in the system, but there is no email associated with your account, you must contact the YMCA to activate your access. You will see this:



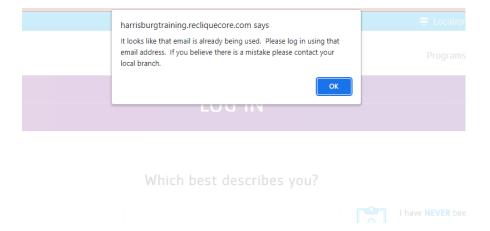
If you are a new family to the YMCA, you will use the option to the far right to create an account.



The email you use for your account is the address the YMCA will use as your primary method of communication. Please use an email address that you access frequently so you don't miss updates related to your child's care.

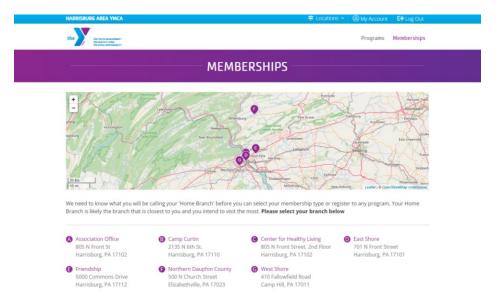
Creating a New Account:

New accounts can only be created if your email has never been used in a YMCA system. If you have an account, or your email is associated with an inactive account, you will receive this alert:

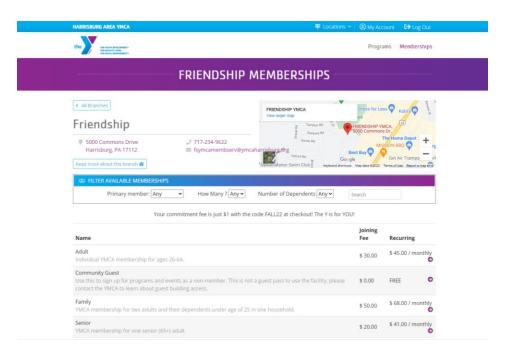


If you receive this alert, please contact the YMCA to continue your registration.

Once you create your email and password, you will select your branch to view the available programs:

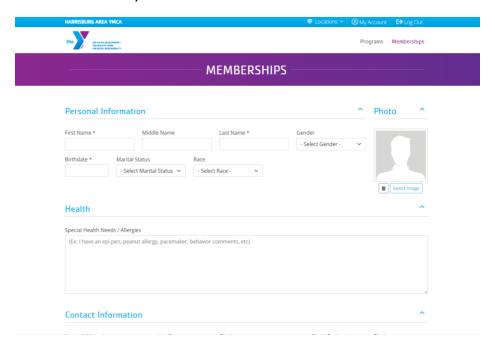


Before you can register for programs, you will be asked to select your membership type:

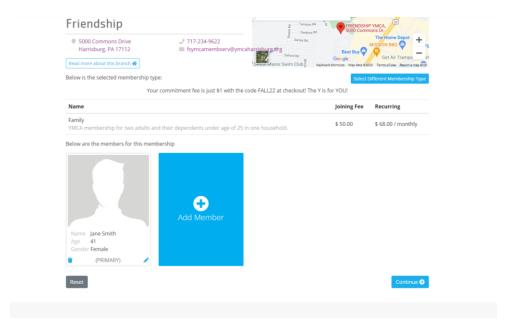


For camp and childcare registrations, you may choose the Community Guest, Family, Family-Annual, or Youth-Annual membership type based on your preference. Note: YMCA Staff will confirm that your membership selection is eligible for the rate plan you select and may reach out to you to adjust if your rate plan is ineligible for the program you select.

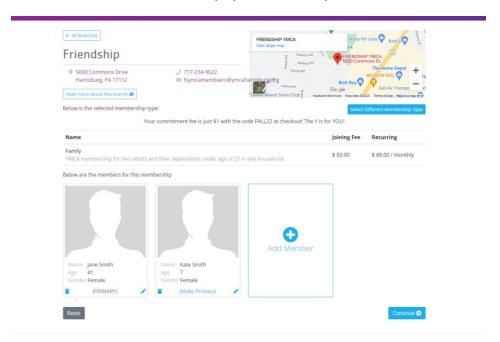
You will be asked to enter your information on the next page to activate your account in our system.



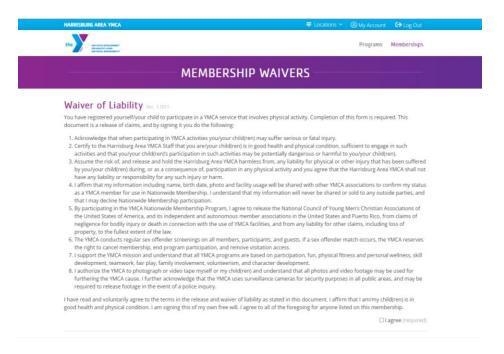
Please enter the primary adult information first. You will add your child(ren) in the next step.



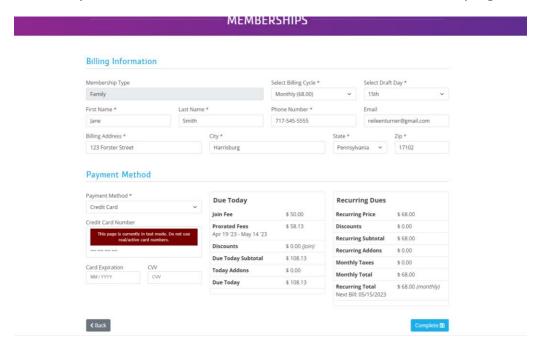
Click "Add Member" on the information page to add your child. You will notice that some information will auto-populate from your initial submission.



Once you have all your information in the system, click "Continue."

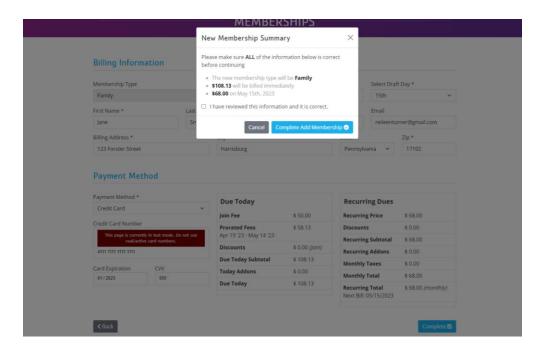


Please read and agree to the YMCA waivers, there are four agreement checkboxes for you to click. Choose "Continue." The system will ask you if you have a Promo Code. If you do not have a Promo Code, click "Continue" keeping this field blank.

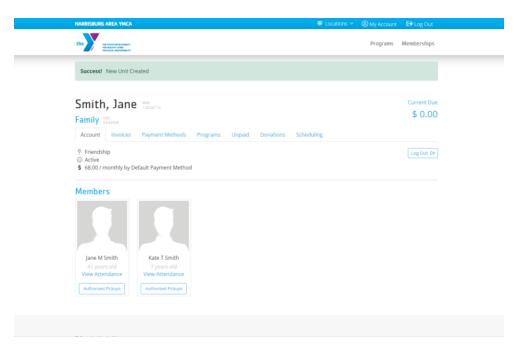


Please choose your method of payment, and enter your details on the billing page.

NOTE: Membership will bill on the 15th of the month to the payment method you enter on this page. Childcare payments can be configured differently, please continue in this process to learn more about controlling your payment method.



This will charge your card/bank account for the fees due today to start your account with the YMCA.



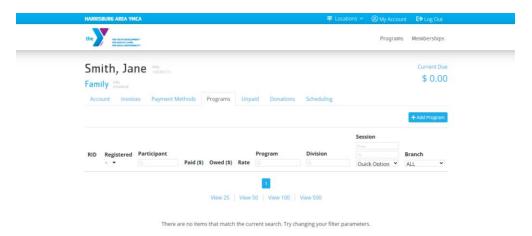
Now, your account is created, and you can register for programs!

Registering for YMCA Programs:

Note: If you are accessing your account and need to add a youth participant to your membership, please complete that step before registering for programs.

In your account, you will see tabs across the top to access different items related to your YMCA membership and programs.

To register for Camp and Child Care, click the "Programs" tab:



"Add Program" is in the top right of the screen. Choose this and look for your program.

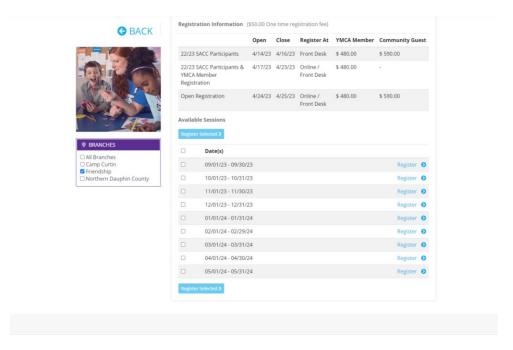


Note: The selections will default to your home branch. Your YMCA Membership allows access to all our YMCA branches for access and programs. Use the toggles at the left of the screen to view all our programs.

Once you've selected your program, you can review your options within that program.

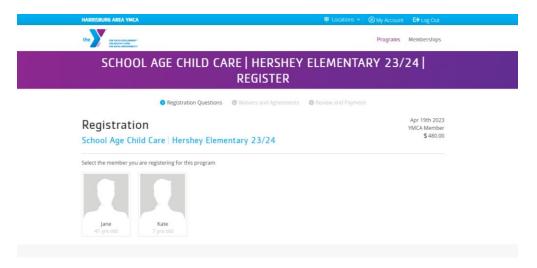


Note: The "FORMS" hyperlink contains the enrollment packet for your program. This will also be emailed to you following the completion of your registration. **THESE FORMS MUST BE RETURNED TO THE YMCA TO COMPLETE YOUR REGISTRATION.** If the YMCA does not receive your enrollment forms, your child will be removed from the program.

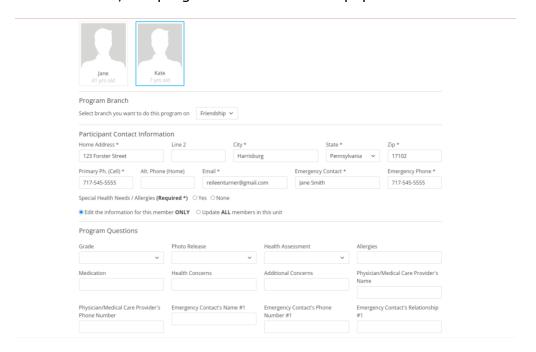


Use the program information to select the months that you'll need care.

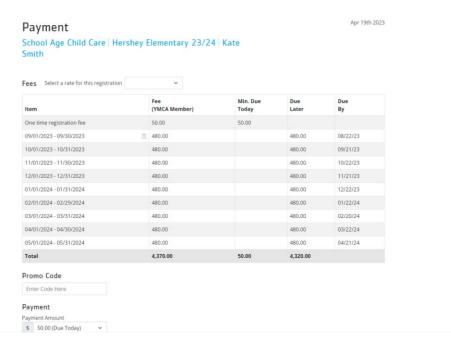
Select the child to be registered for the program. If you have multiple children on the same account, you will need to complete an individual enrollment for each one.



Once selected, the program information will populate:

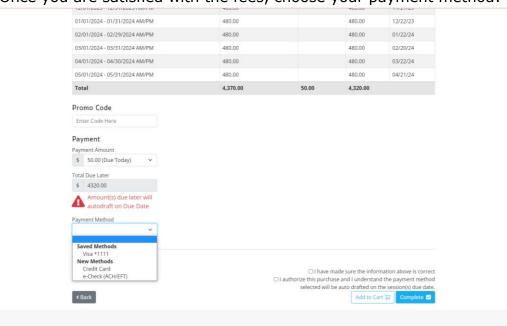


Please take time to review any questions that are required. We encourage you to add as much information as possible to the Program Questions section, but all this information will be requested on your enrollment paperwork as well.



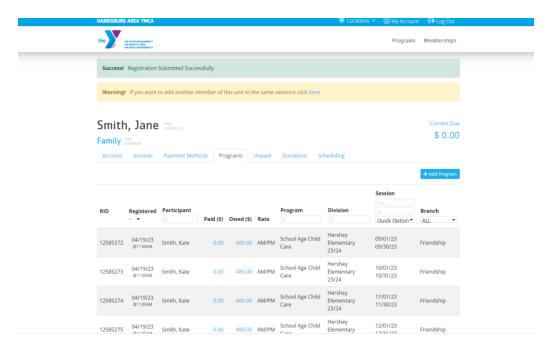
Select your rate plan using the drop down. The system will default to AM & PM Care. Note that the fees and corresponding due dates are available on this chart.

Once you are satisfied with the fees, choose your payment method:



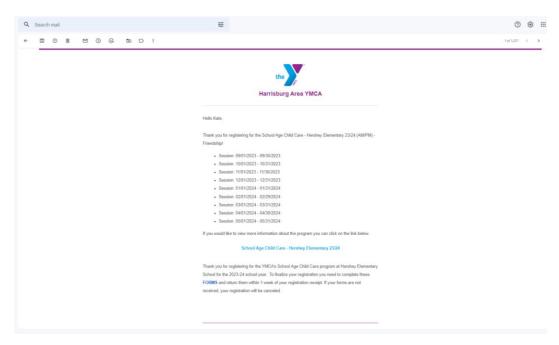
You may use your membership payment method – you'll note that it will auto-fill for you. If you'd prefer to add another card or account, you can do so at this time.

When you click "Complete" you'll be taken to your account:



Note: If you want to add a sibling to the same sessions, there is a shortcut for you at the top in yellow highlight.

Now the program tab will open your child's program information. Following the completion of your registration, you will receive an email from the YMCA with a copy of the enrollment packet:

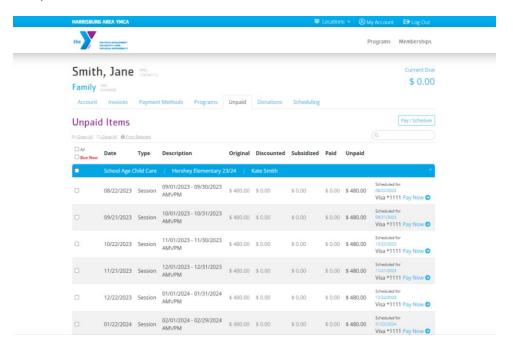


Please remember that your registration is not complete until an enrollment packet is on file with the YMCA.

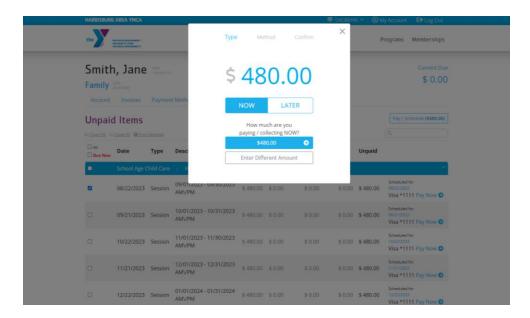
Payment Information:

Note: If your account was set up by the YMCA on your behalf, you will need to access it to manage your payment options. Once the YCMA contacts you that your account is ready for review, you'll need to review this information and apply it to your account. The YMCA also accepts payments via checks and cash. These payments may be made to the YMCA directly, and you can view your account status at any time online. If you are a subsidy participant, your payments will be set up by the YMCA as weekly installments.

If you'd like to add a new payment method, use the "Payment Method" tab to add a new bank account or credit/debit card. To adjust specific payments, you'll use the "Unpaid" tab.



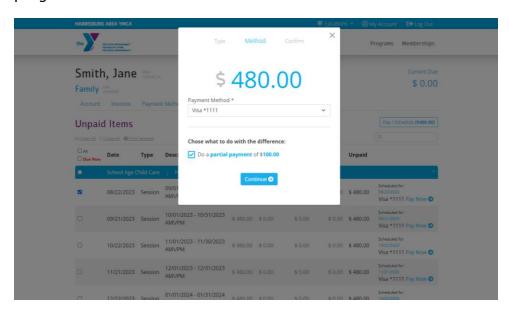
In this tab, you'll see all your upcoming payments, their schedule, and the payment method associated with your account. To adjust a specific payment, click the arrow to the right of the payment you are changing.



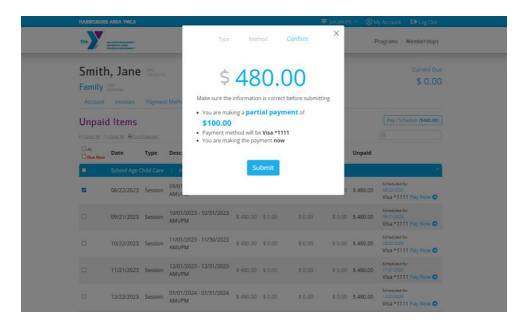
Use the options on this screen to make changes to your unpaid items.

Paying on your account (Past, Current or Future Due): move through the prompts to pay your bills with the click of a button.

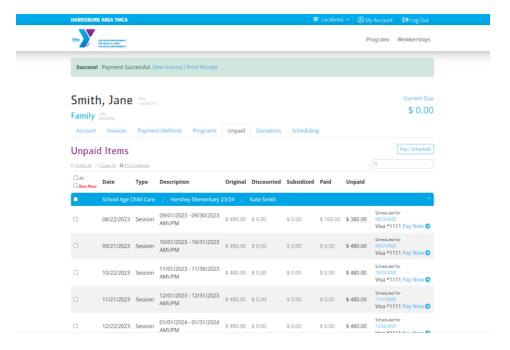
Partial Payments: You can make a partial payment at any time, but keep in mind the session fees are due in full prior to the site listed in the system. Partial payment will not sustain your enrollment past the due date. If you are having payment difficulties, please reach out to the YMCA to learn more about our financial aid program.



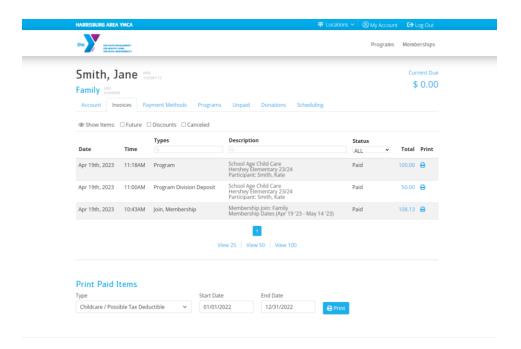
To make a partial payment, enter the amount you wish to pay and follow the prompts.



The partial payment will show in your unpaid tab. A prompt will show at the top of the page if you would like to print a receipt from the system:

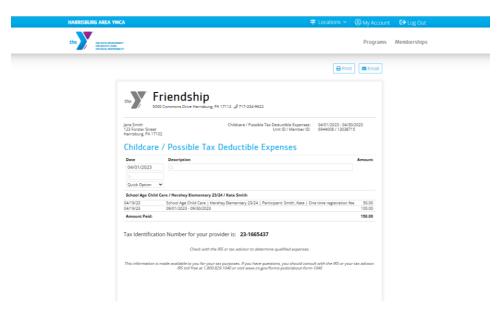


You can also access your receipts at any time through the "Invoices" tab:



Partial payments can also be scheduled for the future by contacting the YMCA to accommodate even payments from a childcare benefit account, two bank accounts, or shared pay arrangements.

If you are looking for tax statements, those can also be accessed in the "Invoices" tab. At the bottom of the page, you can collect your tax-deductible payments and export a document for your end of year fling.



If you require assistance during the enrollment process, please reach out to the YMCA branch that administers your program!