

ON LINE REGISTRATION PROCEDURES

Open the Brainerd Family YMCA Website by typing www.brainerdlakesymca.org into any browser.

On the left-hand side of the home page, click on the “on-line registration” link. Click “Continue” on the bottom of this page to accept the disclaimer and begin the registration process.

I'M ALREADY A MEMBER

WHAT IS A MEMBER? - You are an active member of the YMCA if you have a membership with monthly or annual dues.

OPTION #1: If you have previously registered on-line before and already have your account set up, simply click “Sign In” and enter your e-mail and password. Note: If you click “Forgot Password” your password will be e-mailed to the e-mail address on record.

OPTION #2: If you have never registered online with the YMCA then click: “Start Here” Enter the requested information and click “Find Me” Use this e-mail address and password to sign-in. If you are not found in the system, it will prompt you to “Create a New Account”. **Caution: Do not click “Create New Account”.**

If you are a member you will have an account. Creating a New Account will create an inactive duplicate unit and complicate your normal membership status at the YMCA.

HELP: If you receive a prompt to “Create a New Account” and you are a member, the YMCA may have inaccurate information on your membership unit. Please call the YMCA at 829-4767 or visit us to verify personal information such as address, birth date, and phone number. Once this has been updated, you will be able to login and register for programs online.

I AM A PAST MEMBER OR COMMUNITY MEMBER (n the last 6 months)

You should be in our system. Please follow Option #1 or #2 in “I’m Already a Member” section.

I AM NEW TO THE YMCA AND HAVE NOT REGISTERED ONLINE BEFORE

You will need to create a new account to access online registration. Click “I’m New to Online Registration” and then click “Create a New Account.” Enter the primary member’s account information first. The primary member is an Adult who is responsible for payment. Children may be included after the primary member(s) are added. After the account is created, you will be directed to the online registration login page.

FINDING YOUR PROGRAM

CHOOSE YOUR PROGRAM: Once you've logged in, use the Program Tags to find & choose your program. Click the + to the left of the program to open all available sessions for that program.

CHOOSE YOUR SESSION: Click the box to the left of the session(s) to select that session. Click "View Details" to the right of the program for details. Click "Register" on the bottom of the page.

CHOOSE THE PARTICIPANT: You will now be asked who will be participating in the program. Click the arrow to the right of the person that will be participating. Note: If a member of your family does not appear in this list, contact the YMCA to have them added.

REVIEW: Ensure that the information is correct and select "Next" to advance to the payment screen. Select payment from the account on file with the YMCA or enter a credit card.

WAITING LIST: You will be allowed to register for a program that is full and set-up to accept a waiting list. The payment screen will display "Waiting List #" in the balance due section of the payment screen. YMCA staff will notify you by phone if there is an opening and payment will be made at that time.

REVIEW

Ensure that the information is correct and select "Next" to advance to the payment screen. Select payment from the account on file with the YMCA or enter a credit card.

REGISTRATION CONFIRMATION:

You will receive a registration confirmation via email. If you do not receive an email confirmation, contact the YMCA at 829-4767 to verify that your email address is in our system.

Help: Some email Spam blocking tools require that you allow emails to be received from us before you can receive the confirmation e-mails. Be certain your Spam filter allows e-mails from www.brainerdlakesymca.org and from daxko.com.

Please contact Lori Dobrzynski at the YMCA
if you have any questions or concerns about online registration. She can be reached
at 218-829-4767 or by email at ldobrzynski@brainerdlakesymca.org

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