

To Complete the Preregistration Questionnaire

1. Login to your online account using your email address and password.
 - a. <http://www.ymcafoxcities.org/ymca/registration/createaccountlogin.aspx>
2. Click on the Programs icon (basketball) and choose Browse All.
3. Select 'Questionnaire' from the list of programs.
4. From the list of available programs, choose the program called '2017-2018 Preregistration Questionnaire'.
5. Check the box for the location your child will be registered for then click the 'Register' button.
6. Complete all registration requirements and questions and choose Check Out.
7. **Note:** There may be additional questions you need to answer during registration but completing this will help speed up the registration process for you.

To Register for 21st Century School Age

1. Login to your online account using your email address and password.
 - a. <http://www.ymcafoxcities.org/ymca/registration/createaccountlogin.aspx>
2. Click on the Programs icon (basketball) and choose Browse All.
3. Select 'School Age – 21st Century' from the list of programs.
4. From the list of available programs, choose the program called '2017-2018 Appleton YMCA: School Age School Year 21st Century'.
5. Click the hyperlink for the location your child will be attending care at.
6. Check the box next to the correct care you would like to be contracted for.
 - a. **Note:** Any changes to your 'contract' will need to be made via a hand written notification.
7. Once the correct care is selected, click the 'Register' button.
8. Select the child you would like to register.
9. Verify/Answer all the registration information on the screen, then click the 'Next' button.
 - a. **Note:** You must enter in the immunization dates, we will not accept immunization records to be sent to the YMCA.
10. Select a Payment Method to pay the specific amount in the 'Payment Amount' box, then click the 'Pay' box.

To Add a Saved Billing Method

1. Login to your online account using your email address and password.
 - a. <http://www.ymcafoxcities.org/ymca/registration/createaccountlogin.aspx>
2. From the My Account page, scroll down to the Payment Methods section.
3. Click the Add credit card or add bank draft (EFT) hyperlink based on the billing method you want to add.
4. In the popup box, enter all the information, then click the Submit button.
5. **Note: we do not accept American Express credit cards.**