



Creating an Account

Navigating the YMCA Online Portal

Step One

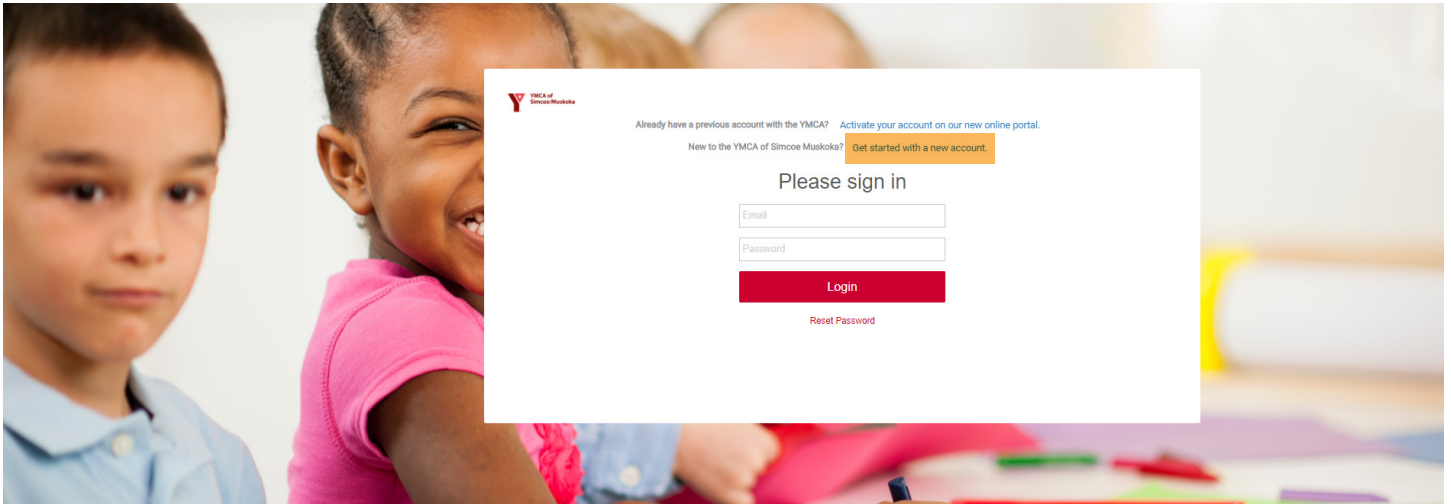
To get started, please go to **YMCAOnlinePortal.ca**. You will be taken to the YMCA Online Portal home page, where you can view association news, updates, and upcoming events. To create an account, please select **Login/Create Profile**.

The screenshot shows the YMCA Online Portal home page for user Alyssa Gelineau. The page features a navigation bar with links for Home, Memberships and Passes, Programs & Bookings, and Financial Assistance. A search bar is located at the top left, and a user profile dropdown is at the top right. The main content area includes a welcome message, navigation buttons for My Memberships and Services, My Programs and Bookings, My Schedule, and My Profile. A News and Information section highlights a Thursday, October 2020 update titled 'WELCOME TO THE NEW & IMPROVED ONLINE PORTAL!'. The update text reads: 'The new Online Portal is an innovative online system that allows you to easily access services, register for programs, and update account information! Through the Online Portal, you can easily manage your YMCA account including: • Buying YMCA memberships and services • Registering for Health, Fitness, and Aquatic programs, bookings, and services • View up-to-date messages and offerings • Viewing invoices, managing payment options, and making online payments for Child Care, Memberships, Programs, and other services • Updating contact information, payment information, and communication preferences. To learn more about navigating the portal, please visit www.YMCAHowTo.ca. -- Join the Y -- At the Y, you are part of something more than a gym -- you're part of a community. We're here to help improve your health every step of the way by becoming more physically active. For continuous bi-weekly memberships, select "YMCA Memberships & Passes" in the blue menu bar at the top of your screen. • Choose your centre. • Choose your membership type. • Choose the person on your account you'd like to assign that membership to. • Follow the steps to complete your order. To learn more about Y Membership options please click here.'



Step Two

If you don't already have an account, please select **Get Started with a New Account**.



Step Three

Complete the following fields (First/Last Name, Email, and Password) to create your account. Once all the fields have been filled, please select **Ok**.

A pop-up will immediately appear detailing that your account has been successfully created. A confirmation email will be sent which will give you full access to the Online Portal! Thanks for joining the Y Community.

A screenshot of the YMCA of Simcoe Muskoka "Create a Profile" form. The page has a red header with the YMCA logo and navigation links: Home, Log in to Become a Member, Programs & Bookings, Financial Assistance, and Log in/Create Profile. The main heading is "Create a Profile". Below the heading, there is a sub-heading "About you" and a form with three input fields: "First Name", "Last Name", and "Email address". The "Email address" field has a placeholder ".@example.com". Below this, there is a section "Create your password" with a list of requirements: "Your password must have at least: 8 characters, 1 letter, 1 number". There are two input fields for "Password" and "Verification". At the bottom, there is a section "Email Preferences" with a checkbox "I would like to receive occasional email notifications from the YMCA about programs and events." and a red "OK" button.