

YM MEMBERSHIP™

We build strong kids, strong families, strong communities.

Directions for online registration

1. Go to www.tiffinymca.org and click on membership tab. Then click in the box labeled Registration on the left hand side of the screen.
2. If you know your login and password, go to #5. Otherwise, click on “**Retrieve Login**”
3. **Enter your email address.** This is the address we must have in the system before you are able to register online. If you have not given your address to a Member Service Representative, you will not be able to use the online registration. Your address will not be given to anyone else and will be used for YMCA purposes only.
4. **You will be emailed your user name and password.** (In the event this does not work call the YMCA (419) 447-8711 to make sure we have your email and it is set for online registration.

USERNAME_____PASSWORD_____

5. **Enter** your login and password and select **Submit**
6. Select **Register for classes**
7. Click the drop down arrow to select the branch where you would like to take you classes. **TIFFIN**
8. From here you may select the category and class for which you would like to register. Once you have found the class, click in the box to the far left of the line to put a check mark in it and select “**Add to Cart**”
9. You may continue to add classes until all classes you would like are in your cart. Then, select **View cart.**
10. Click the **+** to the left of each item to select the family member who will be participating in the class. Click in the box to put a check mark in it and select **Check Out.**
11. If you have a **credit**, you will see a “**Credit**” box. If you would like to use the credit, click on it. Then click on “Use online Credit” and enter the amount of credit you would like to use in the Credit Amount box.
12. Click on **submit.**
13. **You will be asked for your credit card information. Our site is secured by PayPal, so all information is safe.**

Our program guide is available on the website so you can view the programs before you register for them. Please, be patient as we work out all the kinks that may come with this new method of registering for classes. Thank you for your ongoing support.