

Manage Online Account & Schedule a Visit



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Reopening Guide ▾

Schedule

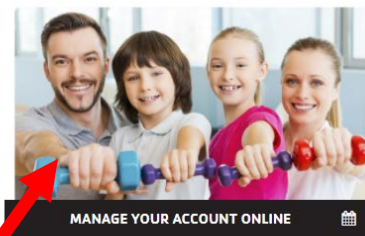
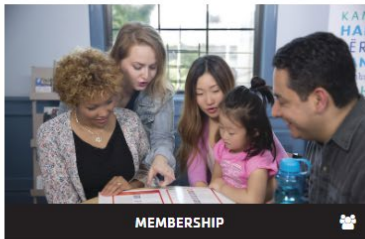
Programs ▾

My Virtual Y ▾

Membership ▾

Our Impact ▾

Contribute ▾



- Go to rgsymca.org
- Scroll down and click on 'Manage Your Account Online'

Manage Online Account & Schedule a Visit

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Reopening Guide Schedule Programs My Virtual Y Membership Our Impact Contribute

- Register for programs faster and easier
- Update or change your billing information
- Update or change contact information
- View or print receipts for previous charges

Welcome, Guest

Login or find your account

Not sure if you have an account? Enter your email or phone number to get started!

Email or Phone Number

johndoe@example.com or 123-456-78

Submit

Browse for Programs

- Scroll down page to the 'Log In' box
- Enter your email address
- Then click 'Submit'
- Once you hit submit, you will see one of the following 2 screens

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Welcome, Guest

Sign up for an account

We could not find an existing account for...

Would you like to sign up for an account?

Sign Up

Already a member? Try another email address or phone

Browse for Programs

If you see this screen:

- If you are a member, Contact our Welcome Center at 724-545-9622 ext. 101 to get an Email address added to your membership.
- If you are not a member, Click 'Sign Up' to join online.
- Once, you are an active member with an Email address on file, follow the next step →

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Welcome, Guest

Enter your password

Password

Keep me logged in

Try another email address or phone

Login

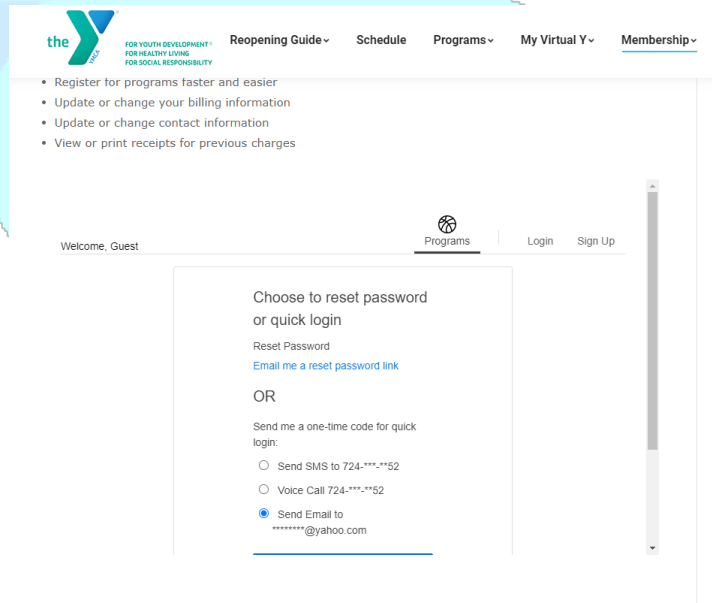
Forgot your password?

Browse for Programs

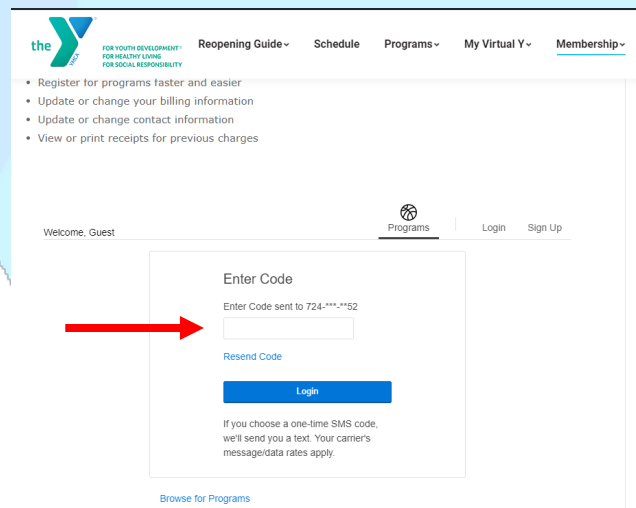
If you see this screen:

- If you have already set up an account, enter your password, and click 'Login'.
- If you haven't set up an account, click 'Forgot your password?'.
- Follow the directions on the next page

Manage Online Account & Schedule a Visit



- Create or set up a password by clicking 'Email me a rest password link'
- Click 'Submit'
 - Check your email and follow the instructions in the email to create/reset your password.
- Follow the directions on the next page.
- For a one time quick access login, click one of the following
 - 'Send SMS to. . .'
 - 'Voice Call. . .'
 - 'Send email to'. . .
- Click 'Submit'
 - Check your text, phone call, or email for an access code and enter it in the box provided on the website. (See picture below) Then click 'Login' to access your account.
 - Follow the directions on the next page.



Manage Online Account & Schedule a Visit

- Now you are logged in and on your account home page.
- To schedule a visit, click the 'My Account' tab in the upper righthand side.
- Next, click 'Schedule a Visit' on the dropdown box. (See below)

the YMCAs FOR YOUTH DEVELOPMENT FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

Reopening Guide Schedule Programs My Virtual Y Membership Our Impact Contribute

Staff Family Membership
1798
Active

Facility Capacity
Richard G. Snyder YMC
28%
Me

Area Capacity
Annex 0%
Child Watch 25%
Circuit Room 25%
Lap Pool 50%

My Account
View Account
Agreements
My Balance \$0.00
Payment History
Registrations
Appointments
Schedule a Visit
Branch Capacity Dashboard
Logout

Share this page

- Please read the info on the next screen and then click the 'Schedule a Visit' button on the bottom right of the screen.

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Reopening Guide Schedule Programs My Virtual Y Membership

Schedule a Visit

We are limiting facility access to keep our community safe.

Select a Branch to Visit
Richard G. Snyder YMCA Campus

What you need to know

- You can book up to 6 visits. Each visit has a maximum length of time.
- You can check in up to 5 minutes before your scheduled time.
- A member forfeits their spot if they are not checked in within the first 15 minutes of their time slot

Schedule a Visit

Share this page

Manage Online Account & Schedule a Visit

- On this screen, you will choose the individual or individuals from your membership that you want to schedule by clicking the box by their names.
- Next, choose the area of the facility that you want to schedule a time in.
 - Note: Only certain areas of our facility require an appointment. If you do not see the area you wish to visit, you do not need an appointment to come to the Y.
 - Note: Child Watch can only be selected for children 8 years old or younger.
- Once you choose the names and the area of the facility, click 'Next' in the lower righthand side of the page.

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Schedule a Visit

Richard G. Snyder YMCA Campus
[Change Branch](#)

Select visiting members and any reservation-only areas you intend to utilize

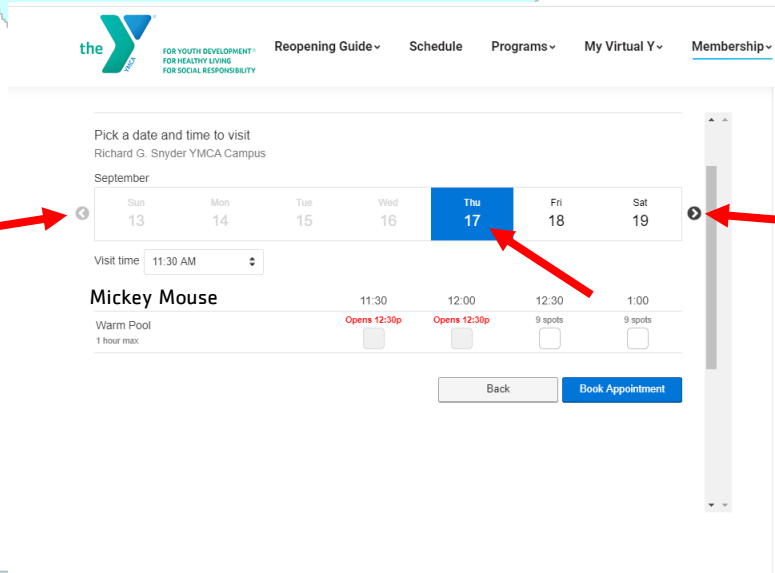
- Mickey Mouse
 - Child Watch (ages 0 to 8)
 - Lap Pool
 - Warm Pool
 - Minnie Mouse

Back Next

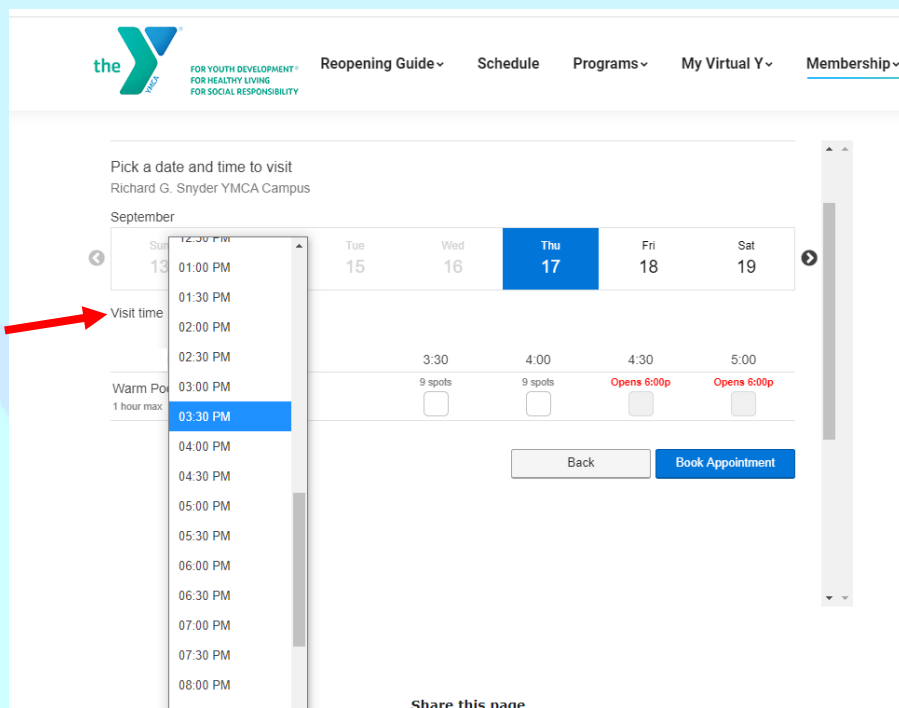
Callout 1 points to the Mickey Mouse checkbox. Callout 2 points to the Warm Pool checkbox. Callout 3 points to the Next button.

Manage Online Account & Schedule a Visit

- Now you can pick a date and time to visit the Y.
- First, use the arrows to scroll to find the date you want. Then click on the date and make sure it is highlighted blue.



- Next, choose the time you want to visit using the up and down arrows by the time slot.



Manage Online Account & Schedule a Visit

- Next, select how many slots you want by clicking the box under the time.
 - Each area in the facility has a time limit. You will not be able to select more time than permitted.
- Then click 'Book Appointment'.

The screenshot shows the booking interface for 'Mickey Mouse' at the 'Warm Pool'. The calendar is set to Thursday, September 17, 2020, with a visit time of 03:30 PM. The interface displays a grid of time slots: 3:30, 4:00, 4:30, and 5:00. Each slot has a checkbox and a note about the number of spots (8 spots) and opening times (6:00p). A red arrow points to the 3:30 slot checkbox, which is checked. Another red arrow points to the 'Book Appointment' button. The 'Back' button is also visible.

- Your appointment is now scheduled.
- On this last page you can choose to do any of the following additional actions.
 - Add your appointment to your calendar
 - Change your visit day/time
 - Book another Visit
- A confirmation will also be sent to your email.

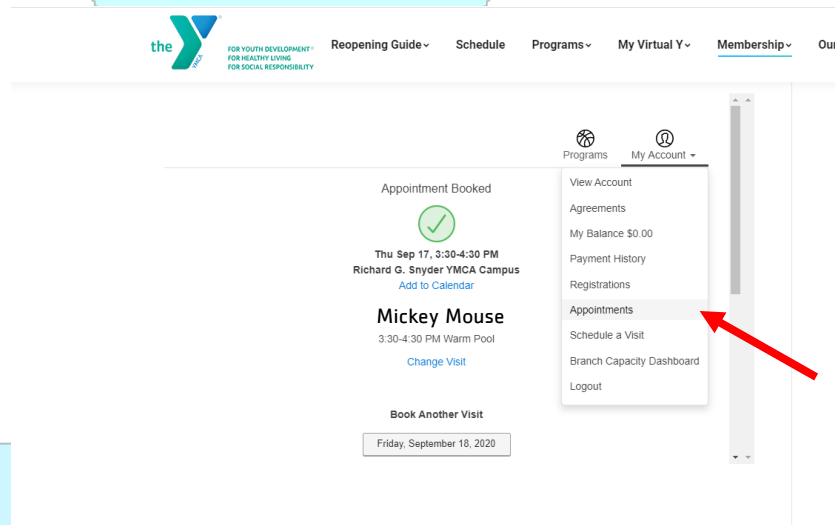
The screenshot shows the appointment confirmation page. It features a green checkmark icon and the text 'Appointment Booked'. The appointment details are: 'Thu Sep 17, 3:30-4:30 PM' at 'Richard G. Snyder YMCA Campus'. There is a link to 'Add to Calendar'. Below this, the activity is listed as 'Mickey Mouse' at '3:30-4:30 PM Warm Pool' with a link to 'Change Visit'. Under the heading 'Book Another Visit', there are buttons for 'Friday, September 18, 2020', 'Saturday, September 19, 2020', 'Sunday, September 20, 2020', and a 'Choose Another Date' button.

Share this page

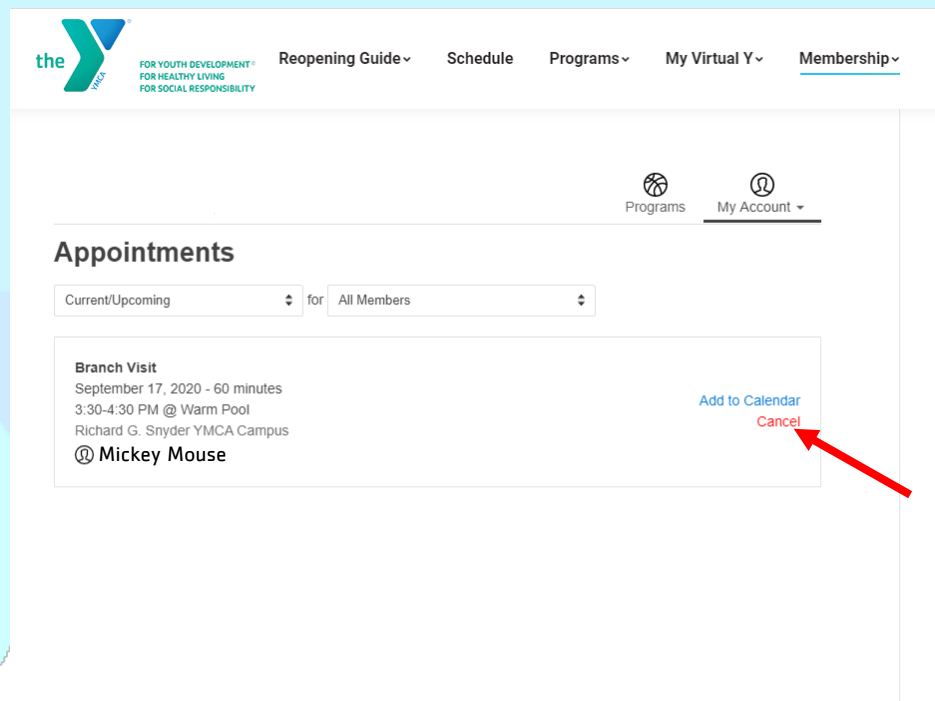
Manage Online Account & Schedule a Visit

How to cancel an appointment

- Log into your YMCA account
- Click 'My Account' in the upper righthand side
- Then click 'Appointments' on the dropdown box

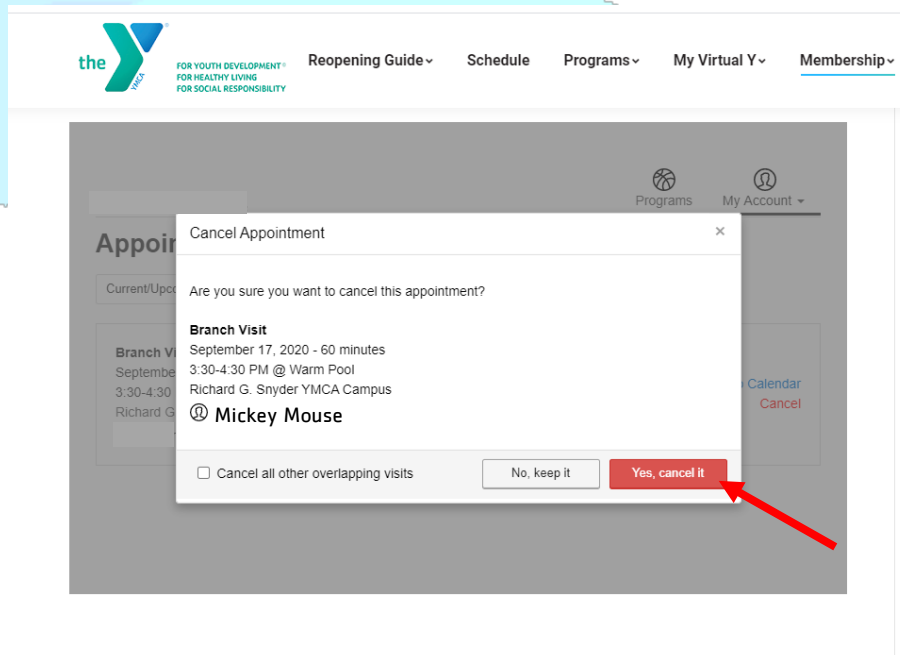


- Next, click the red 'Cancel'

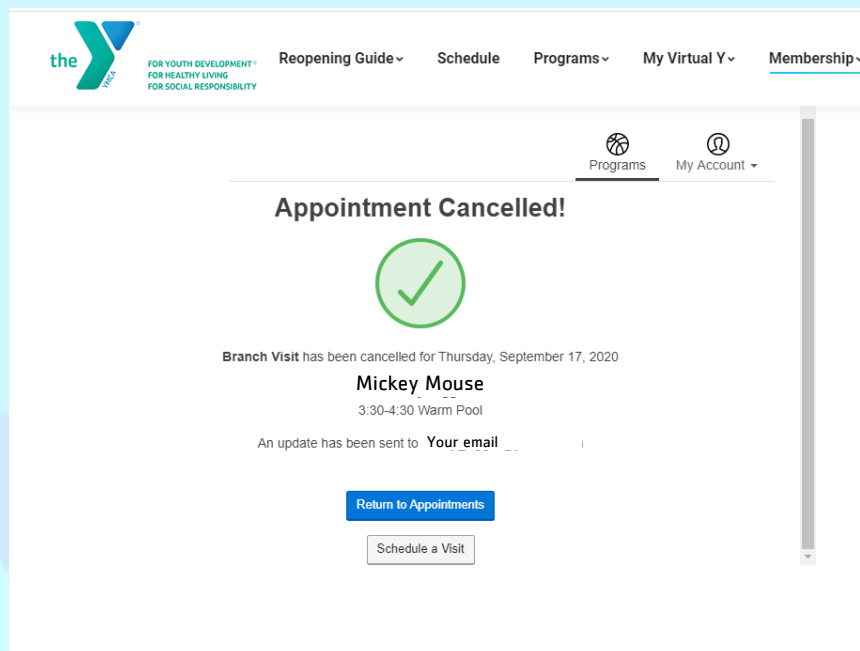


- Next, confirm that you want to cancel by clicking the red 'Yes, cancel it' button.

Manage Online Account & Schedule a Visit



- Next, you will see the following confirmation screen.
- A confirmation will also be sent to your email.



Don't forget to check out the other benefits to your online Y account.

- Register for programs faster and easier
- Update or change your billing information
- Update or change contact information
- View or print receipts for previous charges
- View payment history
- View YMCA Branch Capacity