

# Manage Online Account



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Reopening Guide ▾

Schedule

Programs ▾

My Virtual Y ▾

Membership ▾

Our Impact ▾

Contribute ▾



MEMBERSHIP



FACILITY SCHEDULE



ONLINE PROGRAM REGISTRATION



MANAGE YOUR ACCOUNT ONLINE



HEALTHY LIVING INITIATIVES



Barbara A Snyder  
Memorial  
Scholarship Fund

BARBARA A. SNYDER MEMORIAL SCHOLARSHIP  
FUND

- Go to [rgsymca.org](https://rgsymca.org)
- Scroll down and click on 'Manage Your Account Online'

# Manage Online Account

The screenshot shows the top navigation bar with the logo and menu items: Reopening Guide, Schedule, Programs, My Virtual Y, Membership, Our Impact, and Contribute. Below the navigation is a list of links: Register for programs faster and easier, Update or change your billing information, Update or change contact information, and View or print receipts for previous charges. On the right, there is a 'the Y' logo and the text 'Advancing Our Cause June 2020 June 1, 2020'. The main content area has a 'Welcome, Guest' message and a 'Login Sign Up' button. The central form is titled 'Login or find your account' and contains the text 'Not sure if you have an account? Enter your email or phone number to get started!'. Below this is a text input field labeled 'Email or Phone Number' with the placeholder text 'johndoe@example.com or 123-456-78' and a blue 'Submit' button. At the bottom of the form is a link that says '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

This screenshot shows the 'Sign up for an account' form. It features the same top navigation and links as the previous screenshot. The main content area has a 'Welcome, Guest' message and a 'Programs Login Sign Up' button. The central form is titled 'Sign up for an account' and contains the text 'We could not find an existing account for:'. Below this is a text input field for an email address. The form asks 'Would you like to sign up for an account?' and has a blue 'Sign Up' button. At the bottom of the form is a link that says 'Browse for Programs'.

If you see this screen:

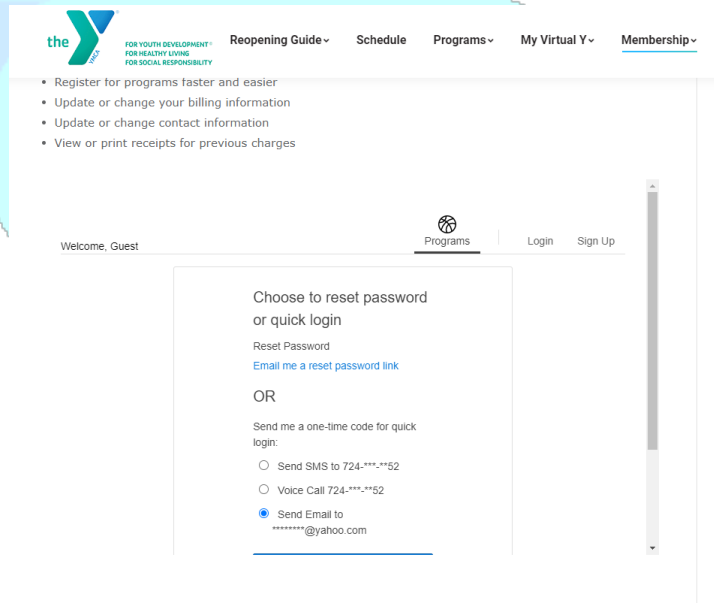
- If you are a member, Contact our Welcome Center at 724-545-9622 ext. 101 to get an Email address added to your membership.
- If you are not a member, Click 'Sign Up' to join online.
- Once, you are an active member with an Email address on file, follow the next step →

This screenshot shows the 'Enter your password' form. It features the same top navigation and links as the previous screenshots. The main content area has a 'Welcome, Guest' message and a 'Programs Login Sign Up' button. The central form is titled 'Enter your password' and contains a 'Password' text input field. Below the input field is a checkbox labeled 'Keep me logged in' and a link 'Try another email address or phone'. There is a blue 'Login' button and a link 'Forgot your password?' at the bottom of the form. At the bottom of the form is a link that says 'Browse for Programs'.

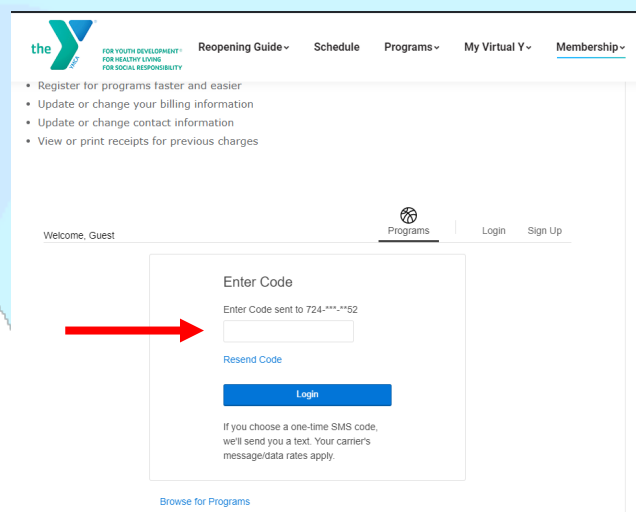
If you see this screen:

- 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



- 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.
- Once you follow the email instructions, you should have access to your account.
- 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.



**\*Please contact the Welcome Center at 724-545-9622 ext. 101 if you have any questions. \***