

Jefferson/Fox River Academy YMCA Afterschool Program Registration Instructions

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>
 - b. If you do NOT have an account, please create one using YOUR information (the parent) under "General Public". Then, add your child as prompted after you have set up your own account.
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 Jefferson Elementary (FRA will also choose Jefferson).
6. Check the box next to GRADE LEVEL of your child. Only check one grade level at a time. You will need to do each child's registration separately.
 - 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.
11. You will know you have completed registration when you get to a screen with a green circle with a check mark inside of it.

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.**

If you need assistance with registration or are having issues with your online account, please contact Leah Zwiers at lzwiers@ymcafoxcities.org or (920) 209-0159.