

Creating a Non-Member Unit

If this is your first time at our YMCA, please follow these steps to create a unit in our system:

1. Choose 'Sign Up'
2. Choose 'Bell Family Ba'
3. Select 'Non-member'
4. Fill out all the information for the Primary Adult (Primary Adult must be first)
5. You can add additional adults or children to your Unit
6. Please note that you must have a child on your unit to register for children's programs
7. Once all information is entered for each member of your unit, select 'Complete Registration'

Accessing Your Existing Account

If you currently have a member or non-member unit at our facility (used our facility as a guest, program participant, membership, etc. in the past), please follow these steps to access your account online

1. Click 'Login'
2. Enter your email address or telephone number
3. Tap "Forgot Password"
4. Follow Email instructions

Signing In to Your Account

By signing into your account online, you have access to the following:

1. Register for programs
2. Add / Update Billing Information - Please note: You must contact the Front Desk to have your new billing information linked to your membership / program draft.
3. Pay balances
4. Change Authorized Pickups for our after school and camp programs
5. Print Year End Childcare Tax Statements
6. View and print your payment history

Register for Summer Camp

To register for any program online you must:

- Have your login information
- Have a payment method available or able to add

Participants with CAPS Subsidy are not eligible to register for any programs online, and must fill out a paper registration form.

Please follow these steps to register online:

1. Log in to your account
2. Select 'Programs' at the top right corner beside 'My Account'
3. Choose the category 'Summer Camp - Bell Family Branch'
4. In the gray box, choose '2023 Summer Day Camp - Hartwell'
5. Check the dates you wish to register for
6. Click 'Register'
7. Choose the child who you are registering for
8. The system will not allow you to register if you choose an adult, so double check to see if you have registered correctly
9. Add/Review Authorized Pickups - All information is required
10. Click 'Next'
11. Fill out the Questions section
12. Read and sign the Agreements/Waivers
13. Review Registrations and pay
14. If registering multiple children, please repeat steps 2 - 13