

### How to Register Online for YPHD Step-By-Step

## \*\* If you require financial assistance or are setting up split billing do not register online, please email Brittany.alminayan@halifax.ymca.ca\*\*

1.) Click on the link below (Hold down your control key and then click link)

YMCA of Greater Halifax/Dartmouth (activecommunities.com)

2.) Click on "Sign-In" at the top right-hand side of the page. <u>If you are returning to the</u> <u>YPHD program, be sure not to create a new account as accounts are automatically</u> <u>created when enrolled in our program.</u>



**3.)** Enter your email address and password or click on "forgot your password". If you are new to the program, choose "create an account".

*Email address (Required) Enter your Email address	
*Password (Required)	
Forgot your password?	
I'm not a robot	reCAPTOHA Privacy - Terms

**4.)** Once you are logged into your account, click on "Programs" located at the top of the screen.

Y	YMCA of Greater Halif	ax/Dartmouth	Welcome, Brittany	My Account   My Wish List   Sign Out
Home	Programs Reservat	ions Memberships		📜 My Cart
Home >	My Account			
		6 B W		

5.) In the search bar type "YPHD" and click "search"

me > YMCA Program Search				
MCA Program Search				
L yphd			8	Search
hen Where Who Activities				
progress / Future				
Found 110 matching results	Sort by: N	lame 🗸	Map	view

6.) Select which YPHD location you would like to register you child/children to and select "Enroll Now". <u>Note: We have two offsite locations one for Westmount</u> <u>Elementary and one for LeMarchant. If you are enrolling for Westmount your</u>

# location will be Apostles, and if you are registering for LeMarchant, your location will be Halifax Central.

ound 1 matching results	Sort by:	Name	~	Map view
YPHD-Apostles 0			View	fee details
#5023 / Age At least 4 but less than 13			E	nroll Now
Cmty YMCA			), <mark>k</mark>	
🖻 Start from Tue, Sep 1				$\heartsuit$

#### 7.) Select "Enroll Now" again on the next page that opens.

Home > Programs Search > FlexReg Program Detail

<b>YPHD-Apostle</b>	s 🛇	Starting at
#5023		\$1,377.60 / session
🛗 Sep 1, 2020 - Jun 30, 2021	YPHD-Apostles	View price details
🛔 4 - 12 yrs Coed	School Age Youth	Online enrollment is available now!
Description: School Aged Child Care	ages 4-13	Enroll Now
2 Sessions		
YPHD-Apostles - AM 🕄		
🛗 Sep 1, 2020 - Jun 30, 2021	O Weekdays 7:30 AM - 9:00 AM	
Exception date(s): 1, 2, 3, 4, 25 Sep 20 r 2021 / 21 May 202	220 / 11 Nov 2020 / 23, 24, 28, 29, 30, 31 Dec 2020 / 15, 16, 17, 18, 19 Ma 11	
YPHD-Apostles - PM ()		
🛱 Sep 1, 2020 - Jun 30, 2021	<b>O</b> Weekdays 2:30 PM - 5:30 PM	
Exception date(s): 1, 2, 3, 4, 25 Sep 20 r 2021 / 21 May 202	120 / 11 Nov 2020 / 23, 24, 28, 29, 30, 31 Dec 2020 / 15, 16, 17, 18, 19 Ma 11	

8.) Under the participant drop down, either choose who you would like in the program or select "add new family member" from the drop down. (If you have multiple children not to worry, just select one child at this step).

ACTIVE

Home > Programs Search > FlexReg Program Detail > Enroll Program Form

Enroll in Y	PHD-Apostles		Fee Summary	
			Subtotal	\$0.00
Who are you e	nrolling? 🔨		Taxes	\$0.00
Participant	Select Participant	~	Total	\$0.00
Sessions you a	re enrolling 🗸		Add t	o cart
Enrollment De	tails 🗸			

**9.)** Once you have selected a participant, you will now select if you want morning, afterschool, or both. You will click on the circle beside what you would like. It is selected when the circle turns blue with the checkmark. Then you will fill in the enrollment details at the bottom.

YPHD-Apostles - PM 📵		
🛗 Feb 24, 2021 - Jun 30, 202	<b>O</b> Weekdays 2:30 PM - 5:30 PM	
Exception date(s): 15, 16, 17, 18, 19 M	ar 2021 / 21 May 2021	
YPHD-Apostles - AM 🕄		
🛗 Feb 25, 2021 - Jun 30, 202	<b>O</b> Weekdays 7:30 AM - 9:00 AM	
Exception date(s): 15, 16, 17, 18, 19 M	ar 2021 / 21 May 2021	

• Who is authorized to pick up Zaid Alminayan (Required)

Enrollment Details 🔺

**10.)** Then you are going to select "add to cart"

sions you are enrolling as	View Details	У
YPHD-Apostles - PM ()	Subtotal	\$1,572.64
Teb 24, 2021 - Jun 30, 2021 O Weekdays 2:30 PM - 5:30 PM	Taxes	\$0.00
Exception date(s): 15, 16, 17, 18, 19 Mar 2021 / 21 May 2021	Total	\$1,572.64
YPHD-Apostles - AM 🚯		
Feb 25, 2021 - Jun 30, 2021 O Weekdays 7:30 AM - 9:00 AM	Ad	d to cart
Exception date(s): 15, 16, 17, 18, 19 Mar 2021 / 21 May 2021		

**11.)** If you are enrolling another child after you select "add to cart" repeat steps 5-11. If you are not enrolling another child proceed to step 13.

#### **12.)** Once you have added to your cart you will select "Check Out"

YPHD-Apostles - 5023	\$1,572.64 ¥	Due Now	\$0.00
IG7 dav(s) added from Feb 24, 2021 through Jun 30, 2021		Enter coupon code	Apply
	<b>6 1</b>		
Use Payment Plan		Check Out	
Due date	Amount due		
Mon 1 FEB 2021	\$49.84		
Mon 1 MAR 2021	\$338.40		
Thu 1 APR 2021	\$394.80		
Sat 1 MAY 2021	\$376.00		

**13.)** You will now choose if you want your monthly payment to come off of a credit card or electronic cheque. Your monthly payment will automatically come out on the first of every month.

# **Check Out**

_	F
Credit Card	Electronic Cheque

Pay	
Due Now	\$0.00
Deferred to Payment Plan	-\$1,572.64
Subtotal	\$1,572.64
Order Summary	

**14.)** If you are unsure how to enter your bank account info, hover over the blue question marks.

Account Type * (Required)	Select account type	~
ccount Number * (Required)		0
Routing Number * (Required)		0
	Saving Electronic Cheque Security Guarantee	~
	Save the electronic cheque for future use	
	Add	

**15.)** Once you have entered your banking details, click "Pay" and you're all done. You will receive a confirmation email of your enrollment.

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Payment Information		Order Summary	
		Subtotal	\$1,572.64
		Deferred to Payment Plan	-\$1,572.64
		Due Now	\$0.00
Credit Card	Electronic Cheque	Pay	

#### **Additional Information**

\*\*Please note that AM/PM and Sibling discounts will automatically be applied. \*\*

\*\* The total amount is broken down into monthly payments that will be taken out on the 1<sup>st</sup> of every month, starting Sept 1<sup>st</sup>, 2022. \*\*

\*\* 30 days notice is required to withdrawal/amend your enrollment \*\*