

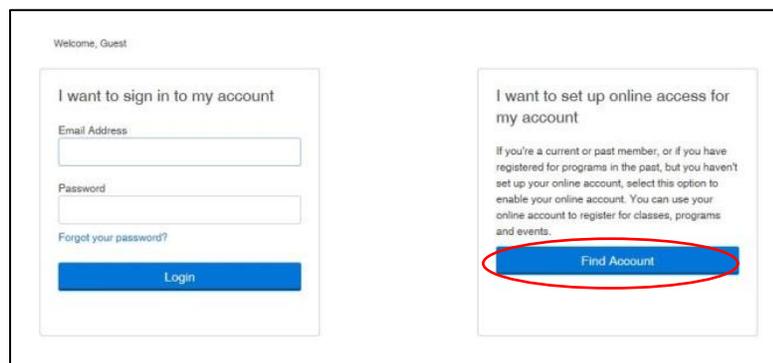
## HOW TO SET UP AN ONLINE ACCOUNT ON THE FSPY WEBSITE

*NOTE: In order to set up an online account, you will need to know the e-mail address that is associated with the membership. If you are registering for a youth or teen member, you will need the e-mail address associated with his/her membership and you will need a unique e-mail address for each family member.*

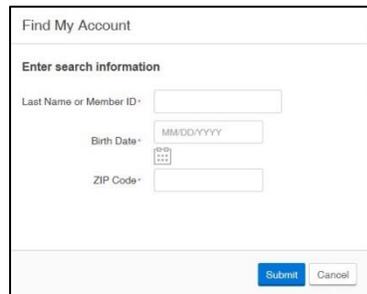
1. Go to our homepage at [fspymca.org](https://fspymca.org) and click on "Register" located directly under the main image on the left side.



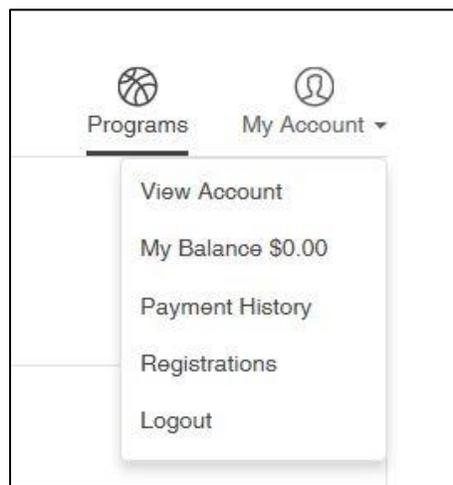
2. Click "Login" located on the right. Then, click on "Find Account" under "I want to set up online access for my account."

The image shows a login and registration interface. On the left is a "Login" form with fields for "Email Address" and "Password", a "Forgot your password?" link, and a "Login" button. On the right is a "Find Account" form with the heading "I want to set up online access for my account" and a "Find Account" button circled in red. The text below the heading reads: "If you're a current or past member, or if you have registered for programs in the past, but you haven't set up your online account, select this option to enable your online account. You can use your online account to register for classes, programs and events."

3. Input your Last Name or Member ID, Date of Birth, and Zip Code and hit "Submit."

A screenshot of a web form titled "Find My Account". The form has a header "Find My Account" and a sub-header "Enter search information". It contains three input fields: "Last Name or Member ID\*", "Birth Date\*" (with a date picker icon and the format MM/DD/YYYY), and "ZIP Code\*". At the bottom right, there are two buttons: "Submit" (in blue) and "Cancel".

4. You will be asked to enter the e-mail address that is linked to the membership. Note: if you are registering your child, you will need the e-mail address associated with his/her membership. Then hit "Submit." You will receive an e-mail with a link to create a password. Your new password must contain at least 1 uppercase letter and be at least 8 characters.
5. Once you have an online account set up you can register for class, check account balances, view payment history, and check upcoming and past registrations for all members associated with your account. You can also pay any outstanding balances, make a donation to the FSPY, and print your year-end child care tax statement.

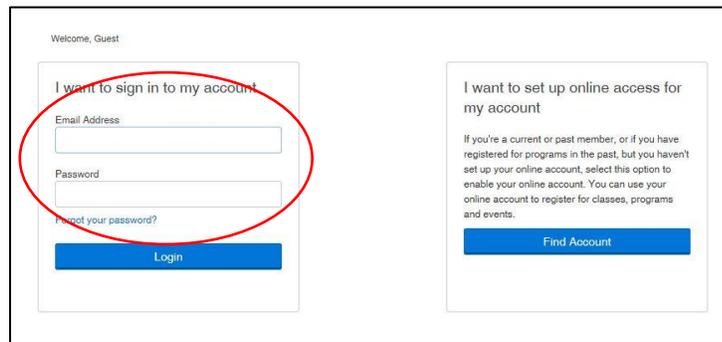
A screenshot of a user interface showing a dropdown menu for "My Account". The menu is open, displaying several options: "View Account", "My Balance \$0.00", "Payment History", "Registrations", and "Logout". Above the menu, there are two icons: a basketball icon labeled "Programs" and a person icon labeled "My Account" with a dropdown arrow.

**Note:** If you have a balance on your account that is past due, registration may not be allowed until your balance is paid.

If you need assistance, please email [Membership@fspymca.org](mailto:Membership@fspymca.org) or call the Welcome Center at 908-889-8880.

## REGISTERING FOR A CLASS ONLINE

1. Click on "Register" and enter your email address and password under "I want to sign in to my account," then click "Login."



Welcome, Guest

I want to sign in to my account

Email Address

Password

Forgot your password?

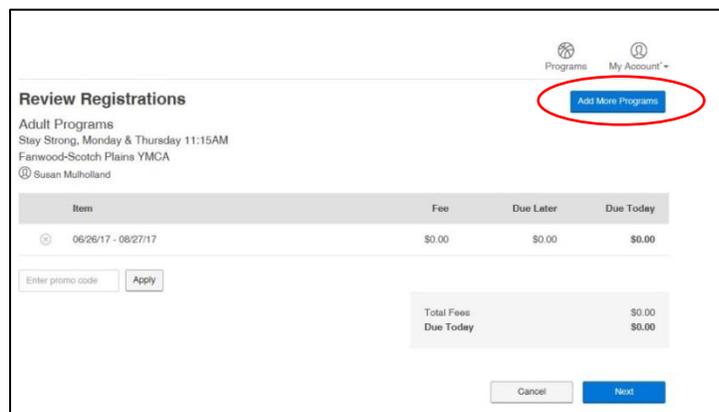
Login

I want to set up online access for my account

If you're a current or past member, or if you have registered for programs in the past, but you haven't set up your online account, select this option to enable your online account. You can use your online account to register for classes, programs and events.

Find Account

2. Once signed in, you can click "browse" to see a full list of all program offerings or use the "search" field to search for a specific program.
3. Select the program(s) you want to register for and click "register." Then, select the member(s) you want to register.
4. If you want to register for more than one class, click "add more programs" on top right. Once you have selected all the programs you want to register for, click "Next."



Programs My Account

**Review Registrations**

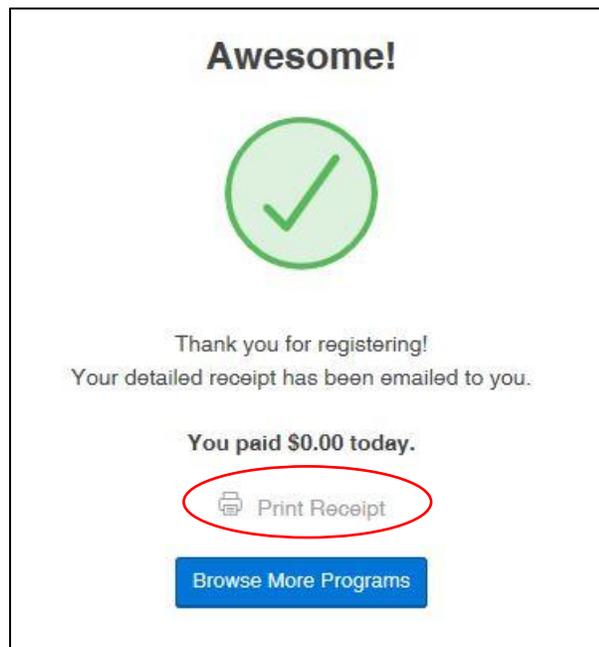
Adult Programs  
Stay Strong, Monday & Thursday 11:15AM  
Fanwood-Scotch Plains YMCA  
Susan Mulholland

Item	Fee	Due Later	Due Today
06/26/17 - 08/27/17	\$0.00	\$0.00	\$0.00

Enter promo code

Total Fees \$0.00  
Due Today \$0.00

5. If there is a fee for the class, select your payment method. You can choose a credit card you have on file or add a new card. Complete the form and click "Pay."
6. You will receive a message confirming that you have successfully registered and you can print your receipt. **Note:** You will only receive an email receipt if you paid a fee for your class. Remember to print a receipt so you have the date and time of the class you signed up for.



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