

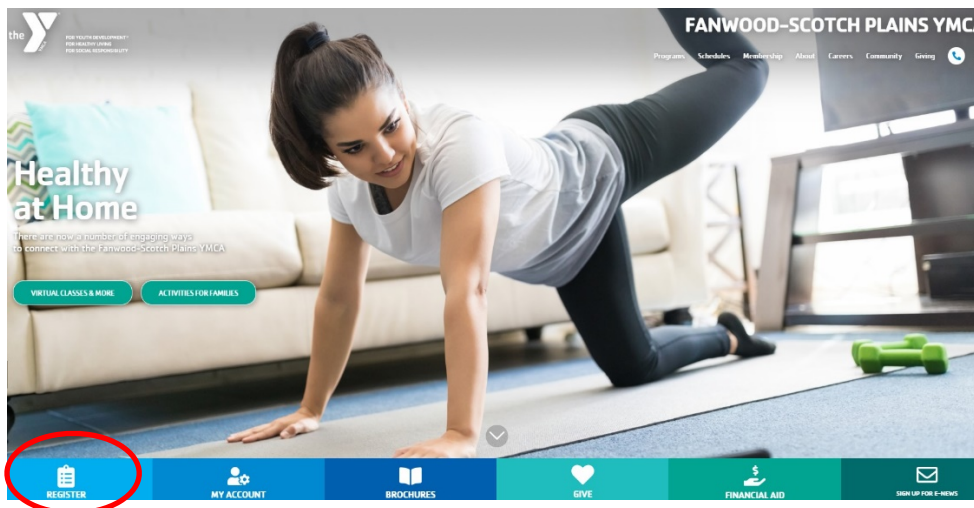


HOW TO LOGIN TO YOUR ACCOUNT AND REGISTER FOR FSPY PROGRAMS

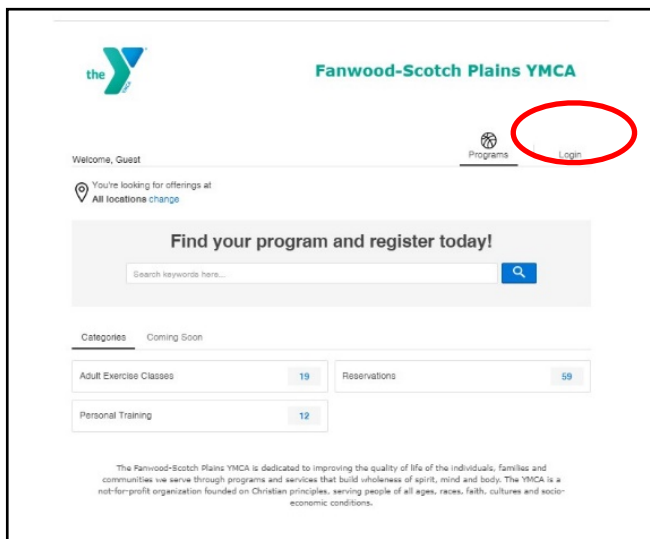
NOTE: In order to login to your account, you will need to know the e-mail address or phone number that is associated with the membership.

Login or Find Your Account

1. Go to the FSPY homepage at fspymca.org and click on “Register” located directly under the main image on the left side. **Note: Images will change, but the link is always located directly under the main image.**

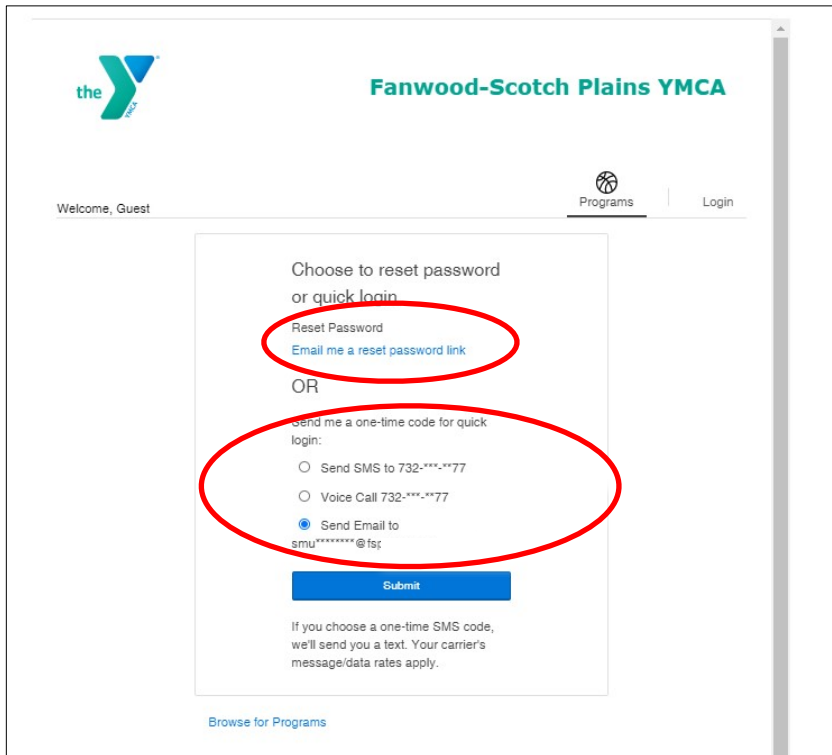


2. On the register page, scroll to the bottom of the page, where it says “Find your program and register today!” Click “Login” on the top right.



3. Enter the email address or phone number associated with your membership to login, then, enter the password associated with your account.

**If you do not have a password, you can choose “forgot your password?”
You can request a reset password link or a one-time code for quick login:**



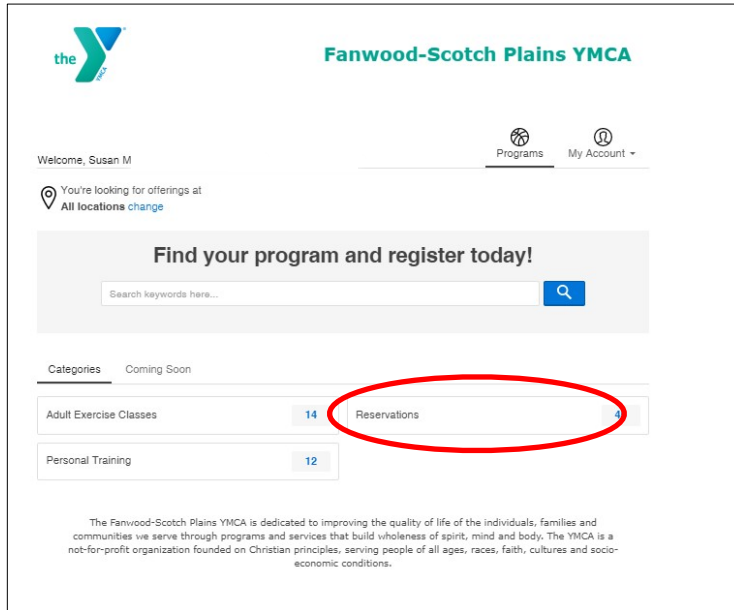
The screenshot shows the login page for the Fanwood-Scotch Plains YMCA. The page features the YMCA logo in the top left and the organization's name in the top center. Below the logo, there is a navigation bar with "Welcome, Guest", "Programs", and "Login" links. The main content area is a white box with a light gray border. It contains the heading "Choose to reset password or quick login". Below this heading, there are two main options: "Reset Password" and "Send me a one-time code for quick login:". The "Reset Password" option is circled in red and includes a sub-link "Email me a reset password link". The "Send me a one-time code for quick login:" option is also circled in red and includes three radio button choices: "Send SMS to 732-***-***77", "Voice Call 732-***-***77", and "Send Email to smu*****@fsj". The "Send Email to smu*****@fsj" option is selected. Below these options is a blue "Submit" button. At the bottom of the white box, there is a small note: "If you choose a one-time SMS code, we'll send you a text. Your carrier's message/data rates apply." Below the white box, there is a link "Browse for Programs".

4. Once your credentials are entered, you will be asked which member is logging in if there are multiple members on the account.

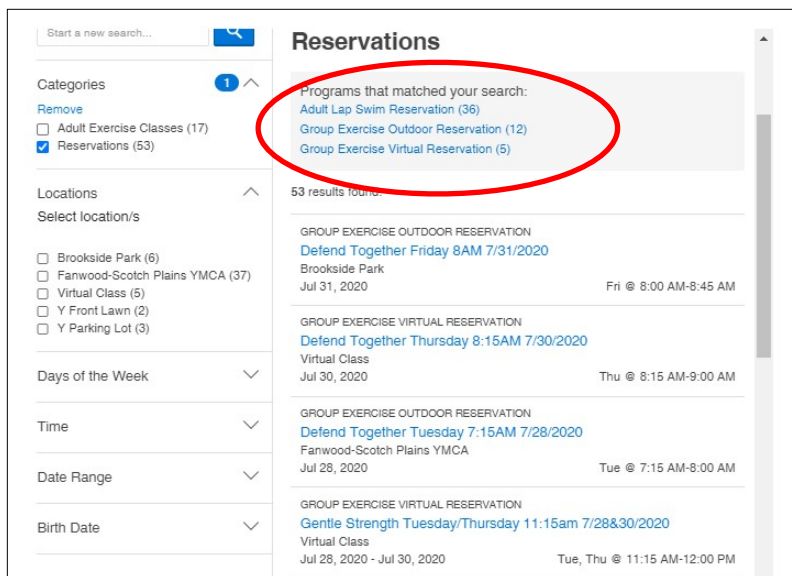


MAKE A RESERVATION

1. Once you are logged in, you can click on “Reservations.”



2. Click on the program area you would like to register for:



3. You will see the available times and whether there are spots available or a waitlist. Select the class/time you would like to register for and click “Register” to sign up for an available spot or add yourself to the waitlist. We will notify you as soon as possible if a spot becomes available. After you click Register, you will be asked to choose which family member is registering for the class.

The screenshot shows the 'Adult Lap Swim Reservation' page on the Fanwood-Scotch Plains YMCA website. The page features a search bar, navigation links for 'Programs' and 'My Account', and a sidebar with filters for Categories, Locations, Days of the Week, Time, Date Range, and Birth Date. The main content area displays a list of four reservation options for Monday, 7/27/2020, each with a checkbox, time slot, location, and status (waitlist only or spots available). A red circle highlights the 'Register' button in the top right corner, and another red circle highlights the first reservation option.

Reservation Option	Time Slot	Location	Status	Price
<input type="checkbox"/> Lap Lane- 7.27b	Mon 7/27 9:00-10:00am	Fanwood-Scotch Plains YMCA	Wait list only	from \$0.00
<input type="checkbox"/> Lap Lane- 7.27c	Mon 7/27 10:30-11:30am	Fanwood-Scotch Plains YMCA	Spots available	from \$0.00
<input type="checkbox"/> Lap Lane- 7.27d	Mon 7/27 12:00-1:00pm	Fanwood-Scotch Plains YMCA	Wait list only	from \$0.00
<input type="checkbox"/> Lap Lane- 7.27e	Mon 7/27 1:30-2:30pm	Fanwood-Scotch Plains YMCA	Wait list only	from \$0.00

4. If you are making a lap lane reservation, you will be asked if a household member will be swimming in a lane with you. You can enter the member’s name and hit “Next” or hit “Next” without entering a name if no one is swimming with you.



5. You can review your registrations and “add more programs” to select another class/lap time. Once you have selected all the programs you wish to register for, click “Next” to submit your registration. **Note: Your registration is not complete until you click “Next.”**

Welcome, Susan Iv

Programs Cart My Account

Review Registrations

[Add More Programs](#)

Checking out will add you to the waiting list. The fee will not be charged until you are moved to the roster. For more information please contact the association.

Group Exercise Outdoor Reservation
LaBlast Wednesday 10:15AM 7/29/2020
Fanwood-Scotch Plains YMCA (Brookside Park)
Susan Mulholland

Item	Fee	Due Later	Due Today
⊗ 07/29/20 - 07/29/20	\$0.00	\$0.00	\$0.00

Adult Lap Swim Reservation
Lap Lane- 7.29e Wed 7/29 4:30-5:30pm
Fanwood-Scotch Plains YMCA
Susan Mulholland

Item	Fee	Due Later	Due Today
⊗ 07/29/20 - 07/29/20 (Waiting list)	Waiting list	\$0.00	\$0.00

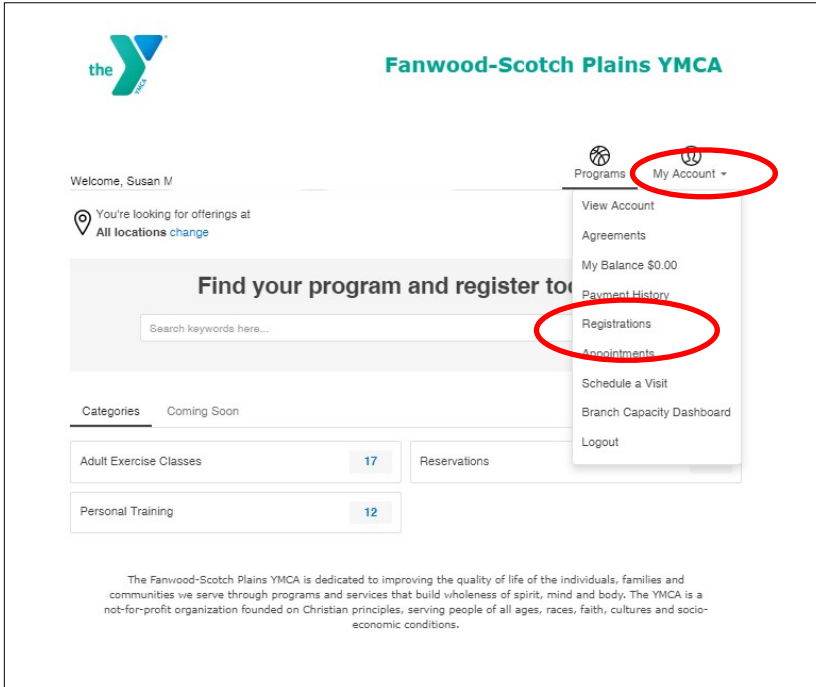
Enter promo code

Total Fees	\$0.00
Due Today	\$0.00

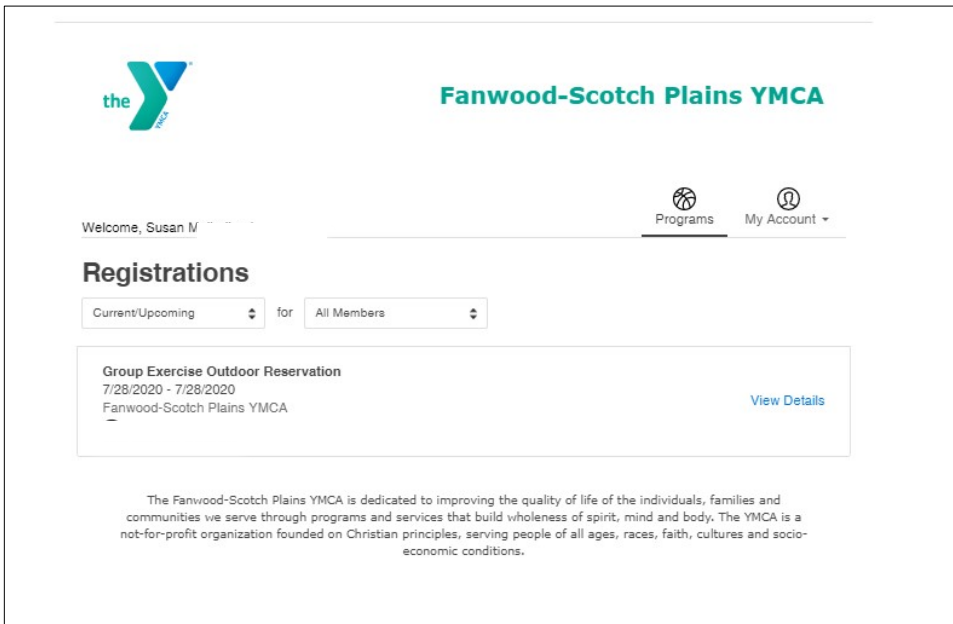
6. You will receive a confirmation that says “Awesome! Thank you for registering,” which you can print. You will also receive an email confirmation. **If you do not receive an email confirmation for your registration, please call the Welcome Center at 908-889-8880 during business hours (7:30am-5:30pm Monday-Friday and Saturday 8am-12:00pm) to confirm.**

VIEW REGISTRATIONS

1. When you are logged into your account you can view your current registrations. Click on “My Account” at the top right to get a menu of options. Then click on “Registrations” and all of your upcoming registrations will be presented.



The screenshot shows the top navigation area of the Fanwood-Scotch Plains YMCA website. The user is logged in as Susan M. The 'My Account' dropdown menu is open, and the 'Registrations' option is highlighted with a red circle. Other options in the menu include View Account, Agreements, My Balance \$0.00, Payment History, Appointments, Schedule a Visit, Branch Capacity Dashboard, and Logout. The 'Programs' icon is also circled in red. Below the navigation, there is a search bar for programs and a list of categories: Adult Exercise Classes (17) and Personal Training (12). A 'Reservations' button is also visible.



The screenshot shows the 'Registrations' page on the Fanwood-Scotch Plains YMCA website. The page title is 'Registrations'. There are two dropdown menus: 'Current/Upcoming' and 'All Members'. Below these, there is a list of reservations. The first reservation is 'Group Exercise Outdoor Reservation' for the dates 7/28/2020 - 7/28/2020 at the Fanwood-Scotch Plains YMCA. A 'View Details' link is provided for this reservation. The page also includes a footer with the organization's mission statement.

If you need assistance, please call the Welcome Center at 908-889-8880 during business hours, 7:30am-5:30pm Monday-Friday and Saturday 8am-12:00pm.