

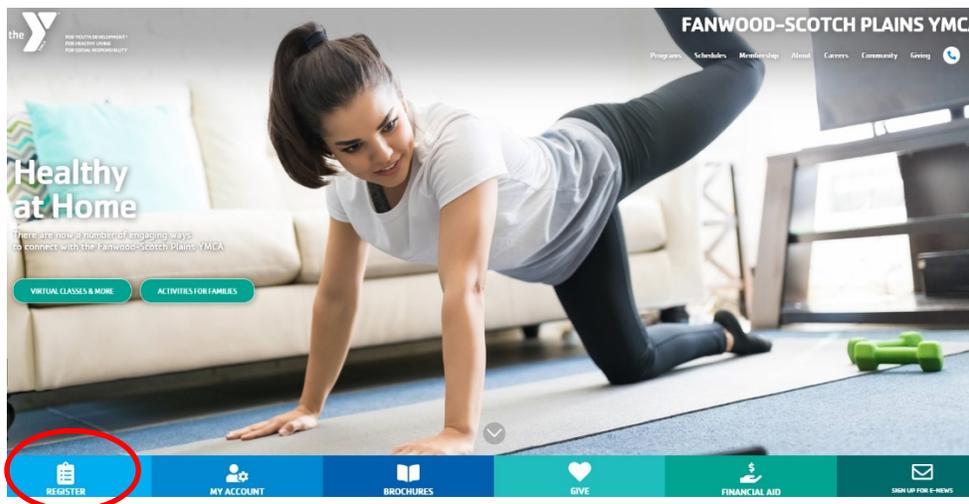


## HOW TO LOGIN TO YOUR ACCOUNT AND REGISTER FOR FSPY PROGRAMS

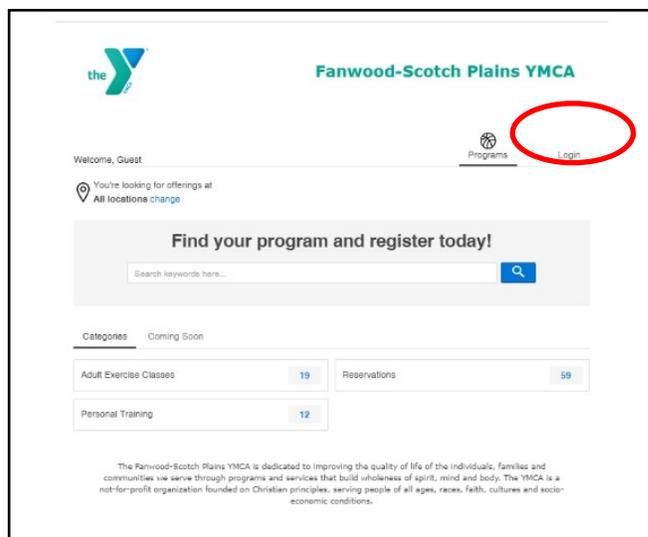
*NOTE: In order to login to your account, you will need to know the e-mail address or phone number that is associated with the membership.*

### Login or Find Your Account

1. Go to the FSPY homepage at [fspymca.org](http://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.**

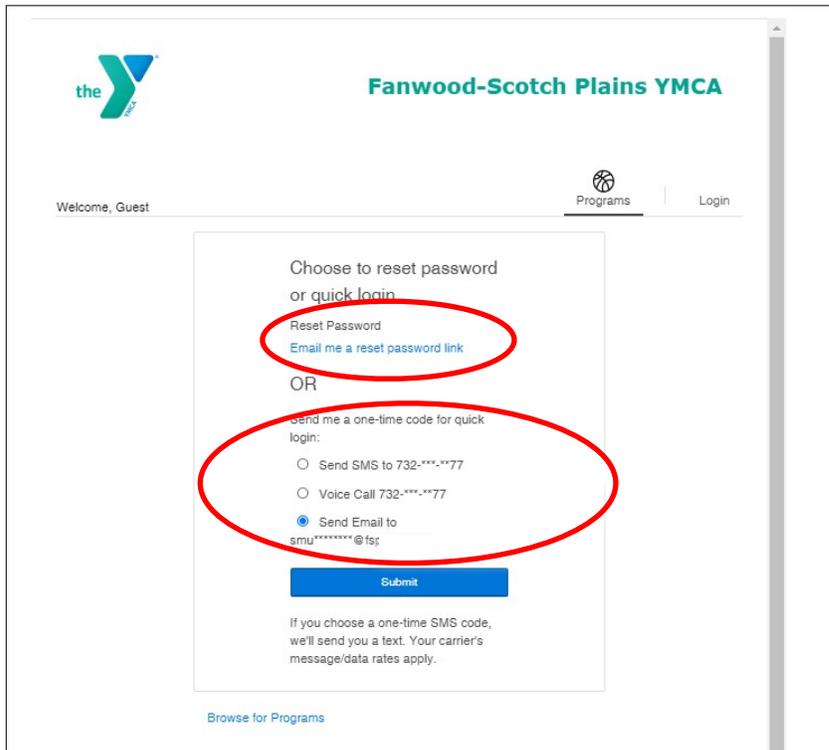


2. On the register page, scroll to the bottom of the page, where it says “Find your program and register today!” Click “Login” on the top right.



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:**



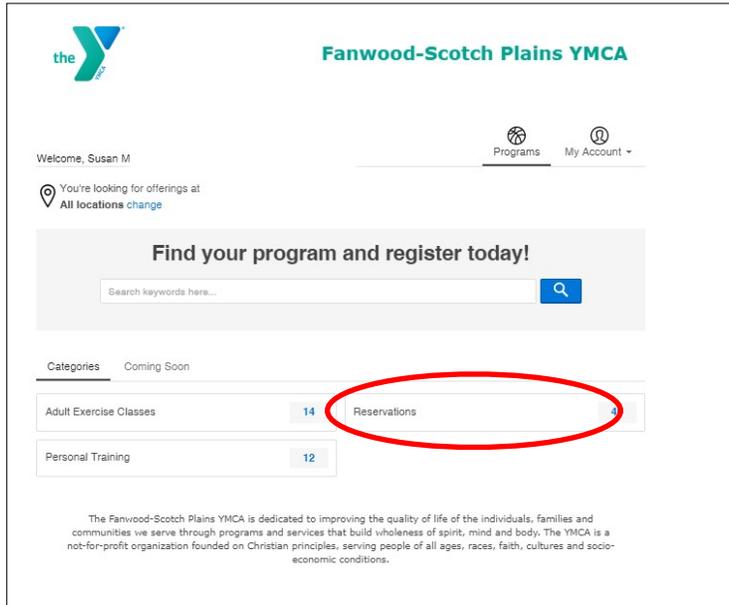
The screenshot shows the login page for the Fanwood-Scotch Plains YMCA. The page features the YMCA logo in the top left and the organization's name in the top center. Below the logo, there is a navigation bar with "Welcome, Guest", "Programs", and "Login" links. The main content area is a white box with a light gray border. It contains the heading "Choose to reset password or quick login". Under 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.

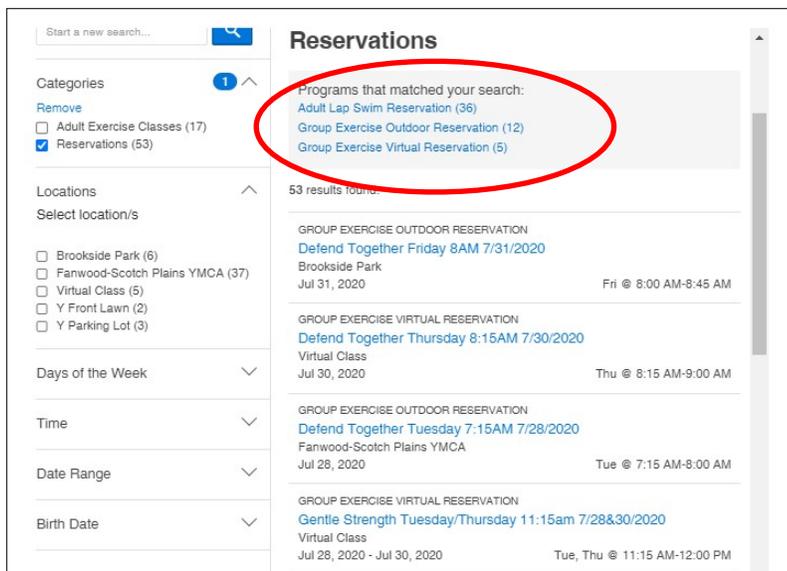


## MAKE A RESERVATION

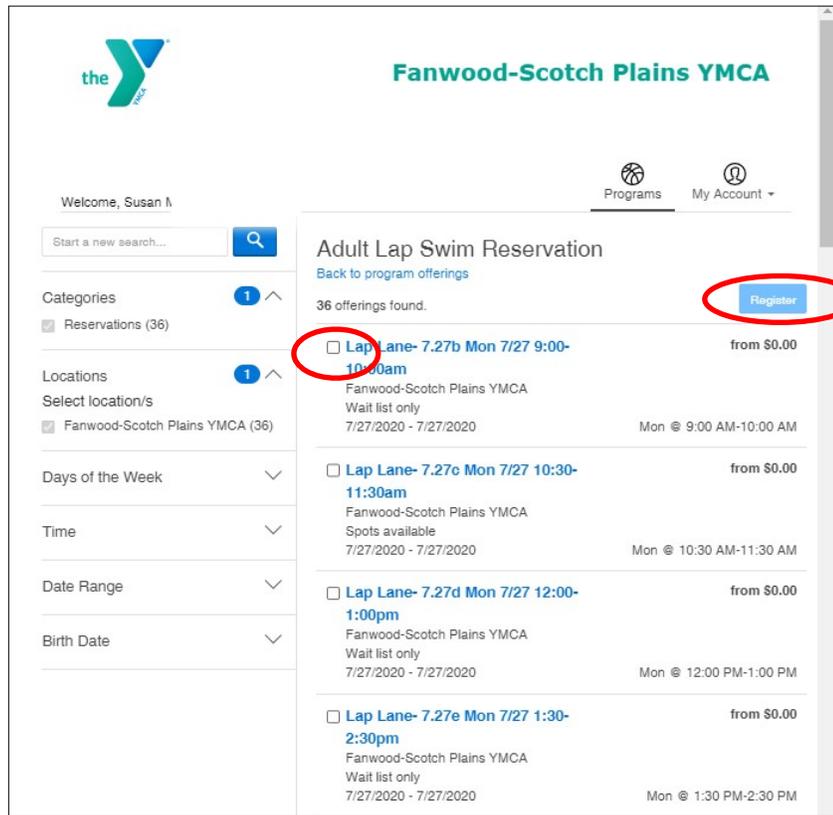
1. Once you are logged in, you can click on “Reservations.”



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.



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

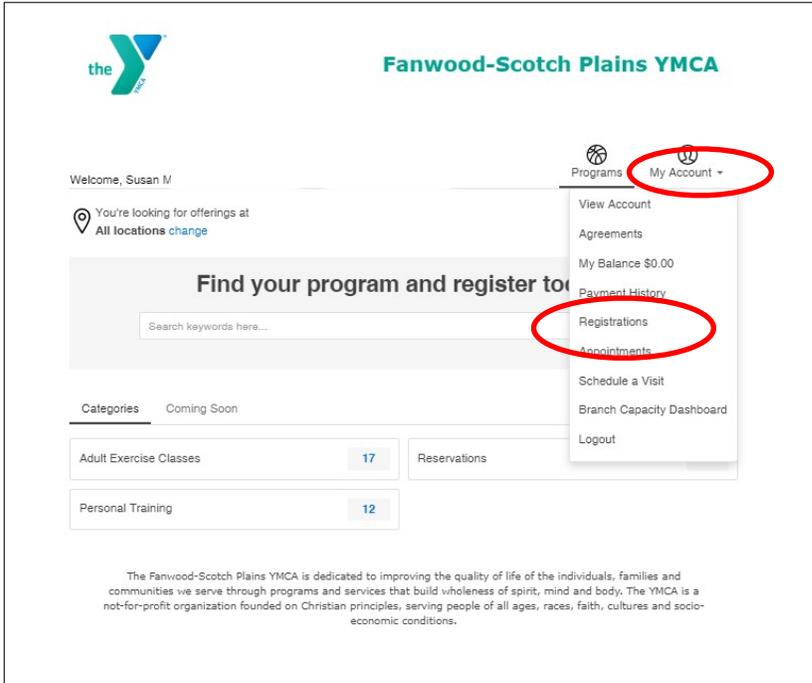
Enter promo code

Total Fees	\$0.00
Due Today	\$0.00

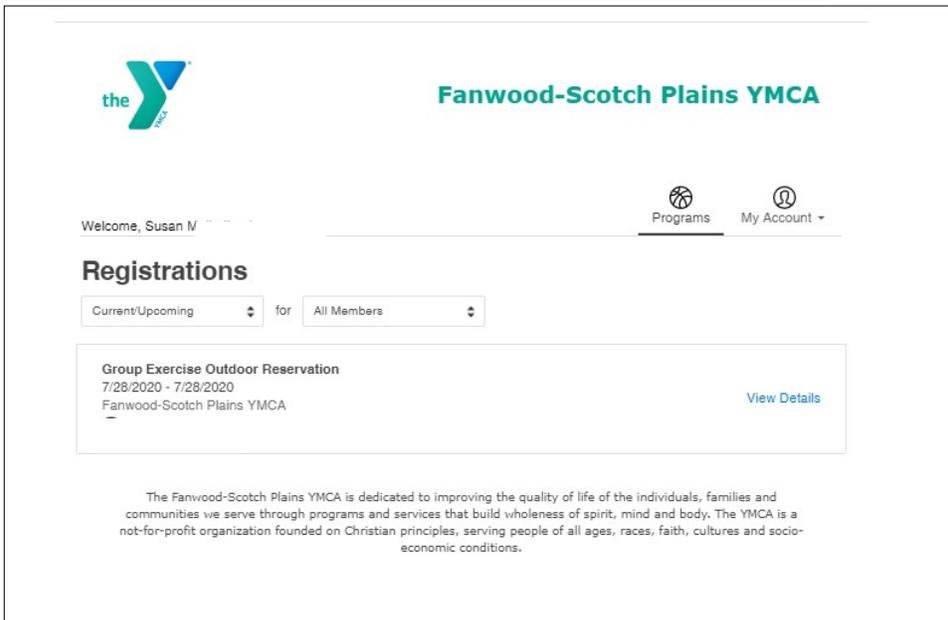
6. You will receive a confirmation that says “Awesome! Thank you for registering,” which you can print. You will also receive an email confirmation. **If you do not receive an email confirmation for your registration, please call the Welcome Center at 908-889-8880 during business hours (7:30am-5:30pm 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 bar of the Fanwood-Scotch Plains YMCA website. The logo is on the left, and the name 'Fanwood-Scotch Plains YMCA' is on the right. Below the logo, it says 'Welcome, Susan M'. A search bar is present with the text 'Find your program and register to...'. A dropdown menu is open under 'My Account', with 'Registrations' highlighted. Other options in the menu include 'View Account', 'Agreements', 'My Balance \$0.00', 'Payment History', 'Appointments', 'Schedule a Visit', 'Branch Capacity Dashboard', and 'Logout'. Below the search bar, there are categories like 'Adult Exercise Classes' (17) and 'Personal Training' (12). At the bottom, there is a mission statement.



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 this, there is a list of registrations. The first entry is 'Group Exercise Outdoor Reservation' for the dates '7/28/2020 - 7/28/2020' at 'Fanwood-Scotch Plains YMCA'. A 'View Details' link is next to it. At the bottom, there is a 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.**