

## **Y-Princess Registration Step-by-Step Instructions**

[Hint: Print this out before proceeding.]

### **Register for the \$90 YMCA Family Membership**

This fee is assessed on a fiscal year beginning when you first join. Note: The website may prorate the fee slightly to create a renewal on the first of the following month.

1. Go to: [http://www.ymcaoc.org/yguides\\_princesses/ygp\\_registration\\_links.php](http://www.ymcaoc.org/yguides_princesses/ygp_registration_links.php)
2. Select "New Members Enroll Here."
3. Select "Become An Online User."
4. Select "Become a New Member."
5. In the box, highlight "Central Orange Coast," then select "Next."
6. In the box, highlight "Family Program Membership," then select "Next."
7. Fill out the Personal Information screen for yourself, then select "Add Submember."
8. Fill out Personal Information screen for your Princess daughter. (Click "Add Submember" and repeat this step for every member of your family.) Then select "Next."
9. The \$90.00 fee should show up in the next screen. Click "Pay Now"
10. Complete the credit card information and select "Submit Payment."

### **Register for the \$60\*-per-member Y-Princesses Program Fee (aka "OBN Fee")**

- \* If you sign up on or before Aug. 1, 2009, this \$60 fee is discounted to an early-bird rate of **\$50**. If you sign up after the Oct.1 deadline, the fee increases to **\$75**.

This fee is assessed for each program season and covers program-specific administrative costs.

1. Go to: [http://www.ymcaoc.org/yguides\\_princesses/ygp\\_registration\\_links.php](http://www.ymcaoc.org/yguides_princesses/ygp_registration_links.php)
2. Select "New Members Enroll Here." *If you registered last year then simply use your id and password to log in at this point and skip to step 6.*
3. Select "Become An Online User."
4. Select "Existing Members."
5. Enter Member Number, other fields and create a USER ID and PASSWORD. Select "Submit." (Note: The Member number is either received via email after Family Membership setup or call Maria Brunker (Program Coordinator) or Oscar Berber at YMCA (949/642-9990 x107).
6. On the left hand side of the screen, look for "Program Registration" and select "Click Here to Register."

7. Scroll down (to the bottom) to the “Central Orange Coast” [YMCA] section and select the button called “YGuidePrinc 9/09-6/10.”
8. Scroll down to the “YGP Orng Blossom No” [Orange Blossom **North**] section and select “View Courses.”
9. In the “OBN Fee” box, select “View Programs.”
10. Scroll down and find our tribe box – “**Shawnee**-OBN Fee-sept-june.” Select “Add to Cart.”

Note: As of this writing on 7/24/09, this box says “\$25.00 Members” in the upper right hand corner. Ignore that. You will be billed the correct (higher) per-person fee at checkout. (The \$25 fee applies only if you joined the Central Orange Coast YMCA as a FACILITY Member, which costs you more up front. If you are interested in a Facility Membership, which gets you full-time access to the YMCA facilities, call the phone number below).

11. In the box at the top of the screen, check the boxes for each family member in the Princesses program only (i.e. you and your daughters). [If your daughter is not listed, select “Add a Submember” and sign her up!] Once the boxes have been checked, select “Continue to Cart.”
12. Check to see that the system is set to charge you for each family member who is joining Princesses (e.g., Dad + 1 daughter). If so, select “Checkout.” [Note: If you want to sign up for a campout concurrently, select “Select More Programs” and find the activity with the OBN specifically, then Checkout.”
13. If you agree with the liability waiver language, scroll down and select “I Agree.”
14. Complete the payment information and select “Submit.” You should receive an email confirmation shortly thereafter. [If at anytime you want to see what you’ve signed up for during the season, just log in and view “Registered Programs” in the left hand sidebar.]

**Note:** If you need additional assistance with signing up or registering for specific events, please **contact Maria Bruner or Oscar Berber at the YMCA (949) 642-9990**. Your tribe chief should also be able to assist you.