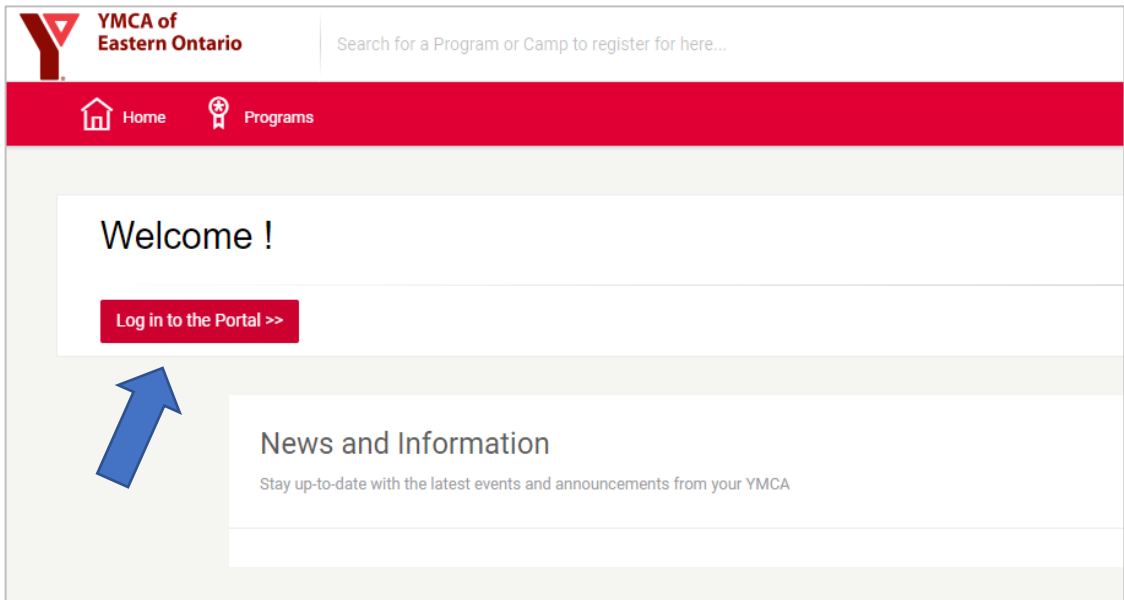


# Welcome to the YMCA of Eastern Ontario Online Registration Portal!

To begin, head to [yeo.force.com](https://yeo.force.com)

or follow the link on our website: [eo.ymca.ca](https://eo.ymca.ca)



If you have visited our YMCA before, you do not need to set up a new account. Click [log in to the portal](#), then click [link up your account here](#) and skip ahead to page [4](#).

If you have already created your account, log in and skip ahead to page [6](#).

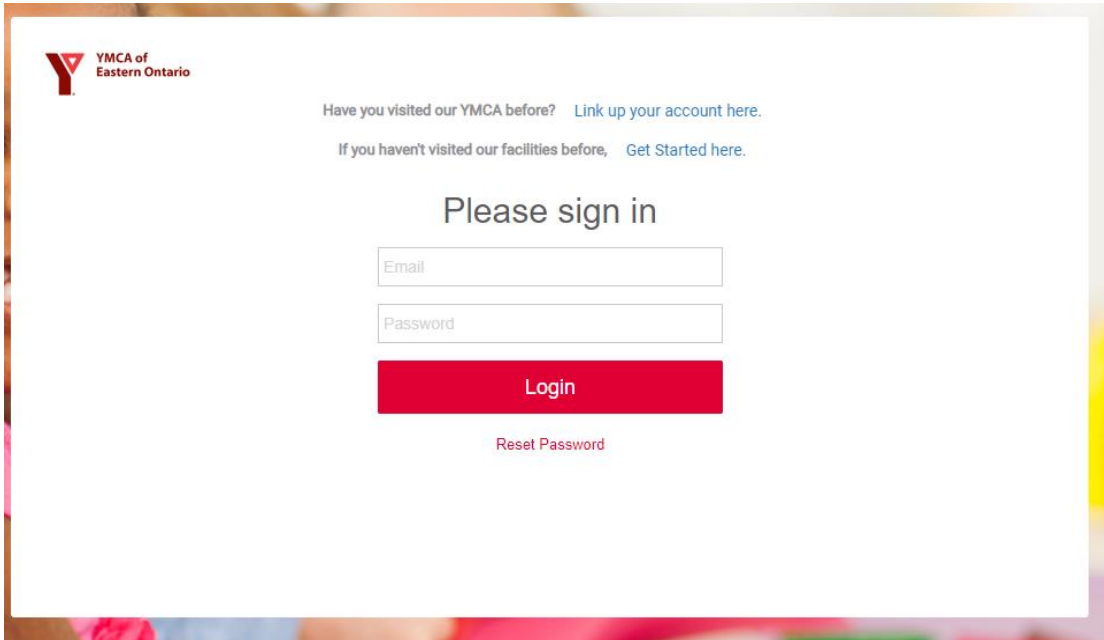
# Welcome to the YMCA of Eastern Ontario Online Registration Portal!

## Index

Get Started.....	3
Create a Profile.....	3
Activate Your Account.....	4-5
Home Screen.....	6
Program Registration.....	6-9
Waitlists.....	10
Your Shopping Cart.....	10-11
Challenge Registration.....	12-13

## Get Started

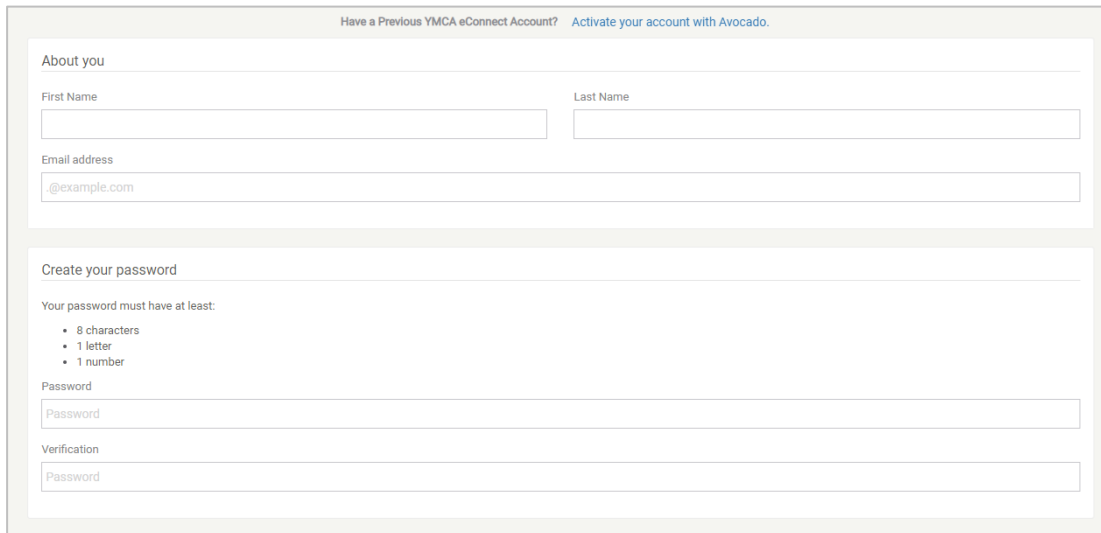
If you already have an email and password, enter them here and skip to page [7](#)  
If you have visited the YMCA of Eastern Ontario before, click [link up your account here](#).  
If you have never visited the YMCA of Eastern Ontario before, click [get started here](#).



The screenshot shows the login page for the YMCA of Eastern Ontario. At the top left is the logo. The main heading is "Please sign in". Below it are two input fields: "Email" and "Password". A red "Login" button is centered below the fields. A link "Reset Password" is located below the "Login" button. At the top of the page, there are two links: "Link up your account here" and "Get Started here".

## Create a Profile

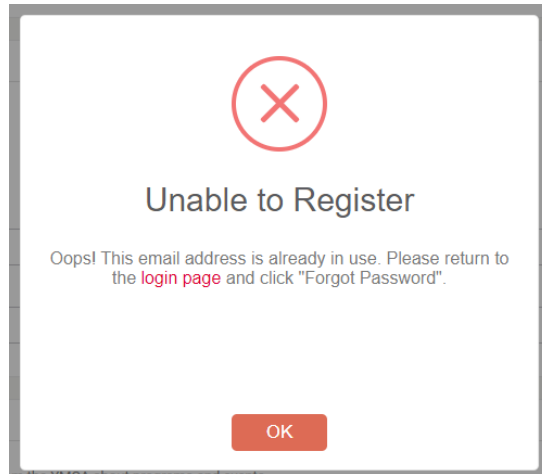
On the **Create a Profile** screen it will ask you to enter your information, including first/last name, email address, and a password



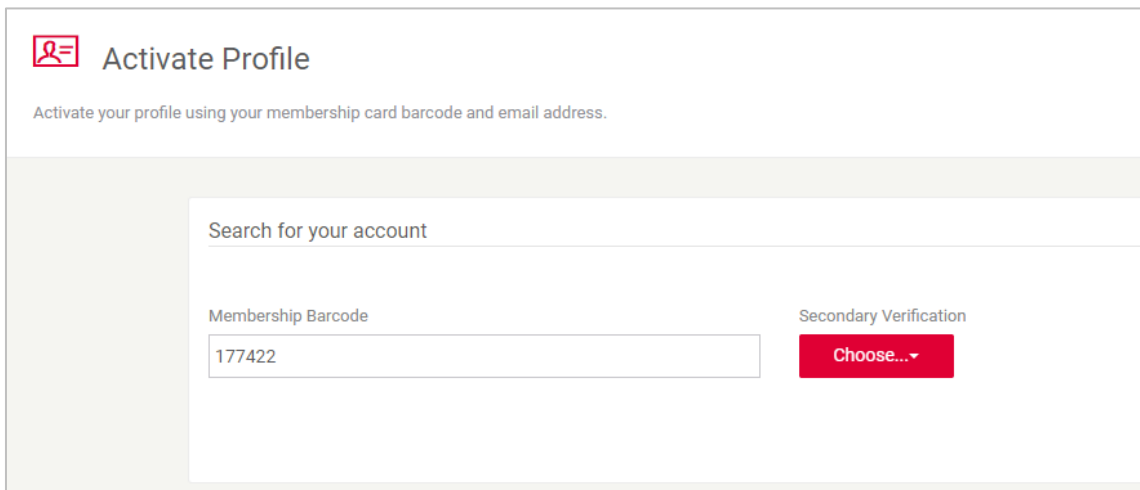
The screenshot shows the "Create a Profile" page. At the top, there is a link: "Have a Previous YMCA eConnect Account? [Activate your account with Avocado.](#)". The page is divided into two main sections. The first section is titled "About you" and contains three input fields: "First Name", "Last Name", and "Email address" (with a placeholder "@example.com"). The second section is titled "Create your password" and contains a list of requirements: "Your password must have at least:" followed by "8 characters", "1 letter", and "1 number". Below these requirements are two input fields: "Password" and "Verification" (with a placeholder "Password").

## Activate Your Account

If you get an error message saying “unable to register,” you already have an account. Click **OK**, then scroll to the top of the page and click [link up your account here](#)



On the **Activate Profile** page, enter your membership barcode, and choose a secondary verification method (date of birth or street address), then click **search**

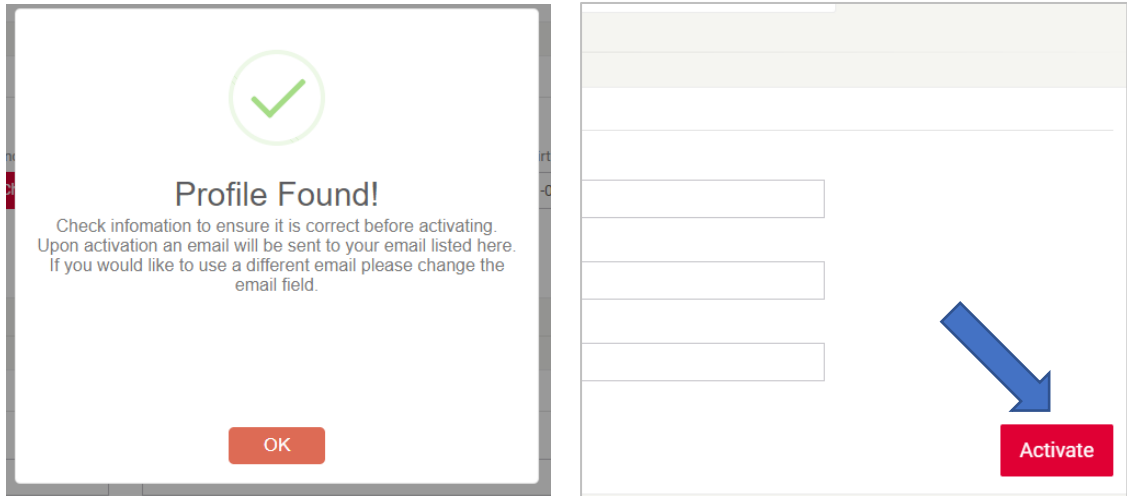


Your membership barcode can be found on your YMCA swipe card:

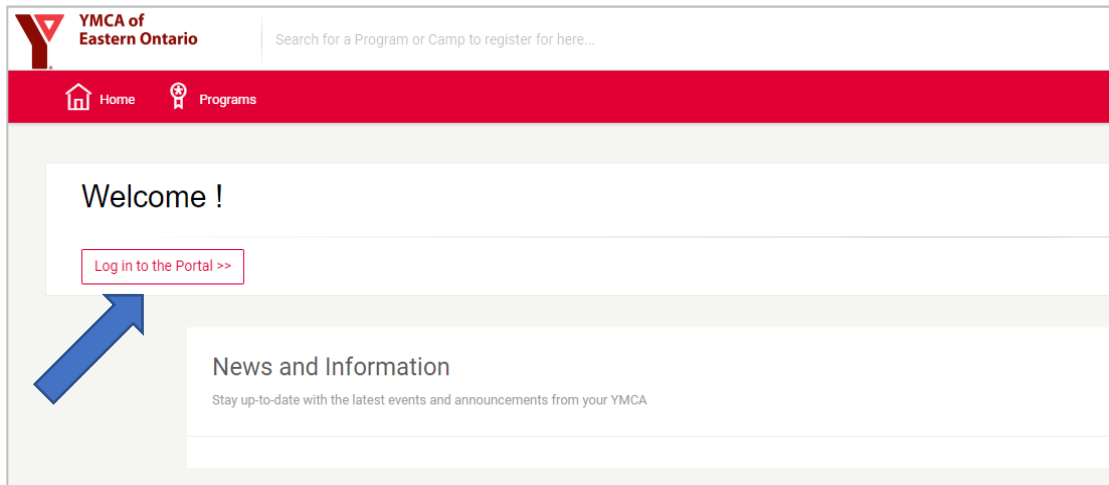


## Activate Your Account

After your profile is found, click **OK** and review your information, then click **activate** in the bottom right-hand corner of the screen



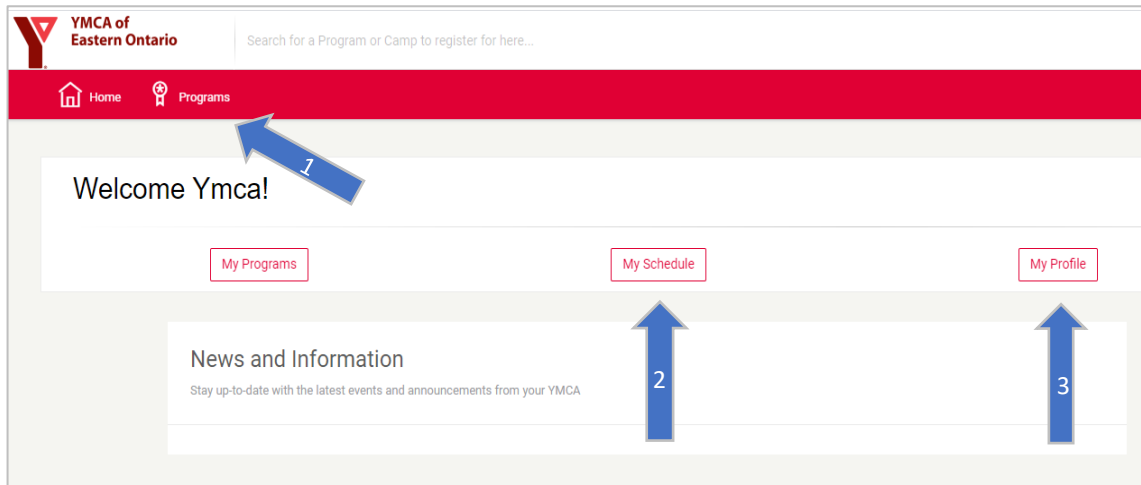
You will then be taken back to the **Welcome** screen. Click **log in to the portal** and enter your new credentials



## Home Screen

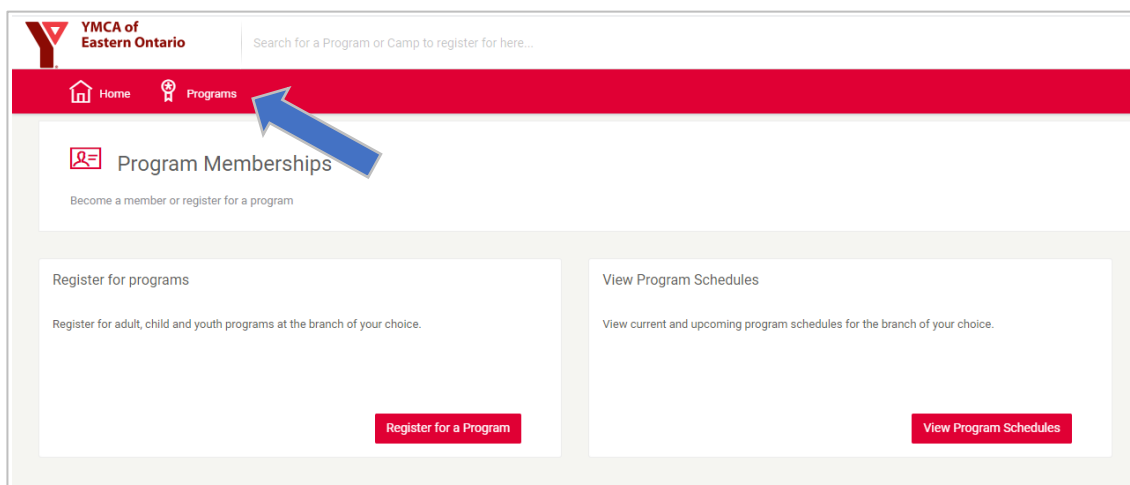
On the **Home Screen** you can see news and information updates from the YMCA, and

- 1) Register for programs
- 2) View a schedule of the programs you have already registered for
- 3) View/edit your profile



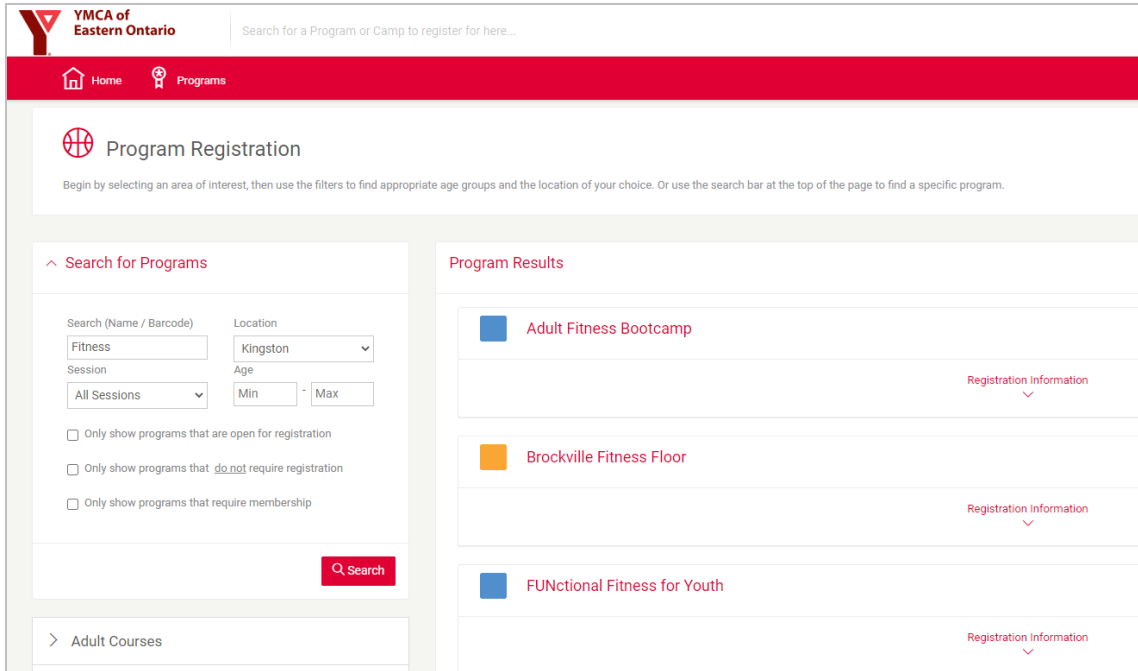
## Program Registration

After clicking the **programs** icon in the top left corner, you can register for a program or view program schedules



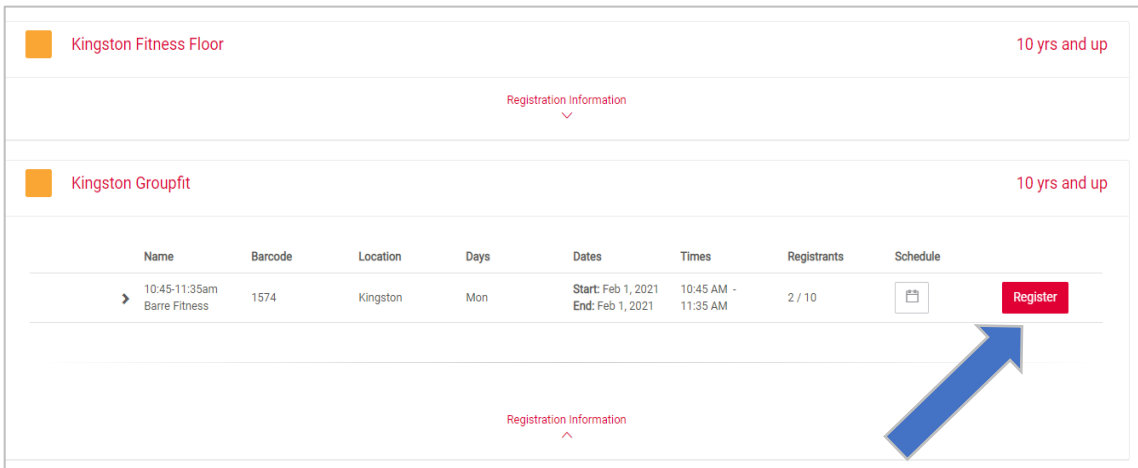
## Program Registration

On the **Program Registration** screen, search for programs by name (fitness floor, pool, groupfit, squash etc.) then click the **registration information** drop-down menu to select your program.




The screenshot shows the 'Program Registration' page. On the left, there is a 'Search for Programs' section with filters for Name/Barcode (set to 'Fitness'), Location (set to 'Kingston'), Session (set to 'All Sessions'), and Age (Min/Max). Below these are three checkboxes: 'Only show programs that are open for registration', 'Only show programs that do not require registration', and 'Only show programs that require membership'. A red 'Search' button is at the bottom right of the filter section. Below the filters is a breadcrumb for 'Adult Courses'. On the right, the 'Program Results' section lists three programs: 'Adult Fitness Bootcamp', 'Brockville Fitness Floor', and 'FUNctional Fitness for Youth'. Each program has a 'Registration Information' link with a downward arrow.

You will see all available times. Click the red **register** button to select your time.



The screenshot shows a detailed view of a program registration. At the top, it lists 'Kingston Fitness Floor' and 'Kingston Groupfit', both with a '10 yrs and up' age requirement. Below this is a table with the following columns: Name, Barcode, Location, Days, Dates, Times, Registrants, and Schedule. The table contains one row for '10:45-11:35am Barre Fitness' with a barcode of 1574, located in Kingston on Mondays. The dates are from Feb 1, 2021 to Feb 1, 2021, and the times are 10:45 AM - 11:35 AM. There are 2 registrants out of 10. A red 'Register' button is located to the right of the table row, and a blue arrow points to it. Below the table is a 'Registration Information' link with an upward arrow.

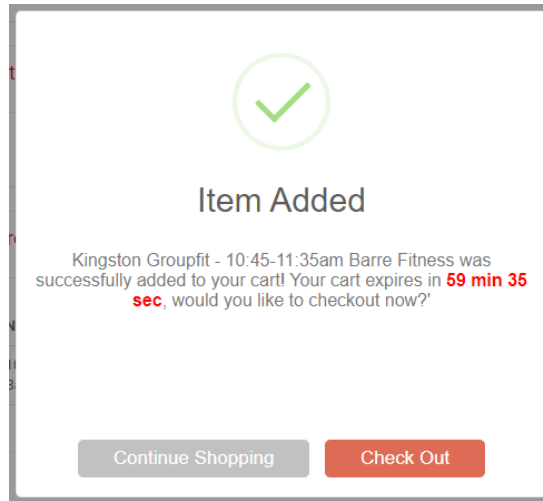
Name	Barcode	Location	Days	Dates	Times	Registrants	Schedule
10:45-11:35am Barre Fitness	1574	Kingston	Mon	Start: Feb 1, 2021 End: Feb 1, 2021	10:45 AM - 11:35 AM	2 / 10	 <a href="#">Register</a>





## Program Registration

After the program registration has been added to your cart, you can check out or continue shopping to register another member of your household, or register for another day. **The items in your cart will expire after 1 hour, so be sure to check out before the time is up!**















On the **Program Registration** screen, you may see a waitlist option. This means that the program is full, and you have the option to go on a waitlist if space becomes available. Click the **waitlist** button to proceed. Continue with the registration as you would on page [8](#)

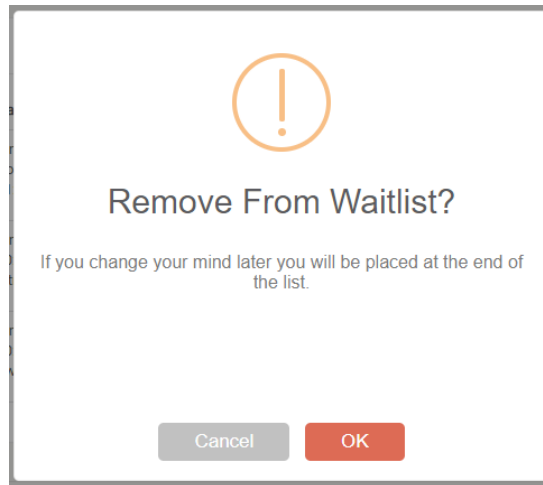


When you are on a waitlist, you will be contacted by phone before the program begins if space becomes available. If we can't reach you, we will move to the next person on the waitlist.

## Waitlists


To remove yourself from the waitlist, go to the My Programs screen and click the **trash can icon** beside the status column of your program registration, then click **OK**

Barcode	Name	Member	Dates	Start Time	Location	Status	Schedule	Forms
1937	Kingston Squash Courts - 10:40-11:20am Court 1	 Ymca Member	Start: Sun Feb 7, 2021 End: Sun Feb 7, 2021	10:40 AM	Kingston	Waitlisted 		
1574	Kingston Groupfit - 10:45-11:35am Barre Fitness	 Ymca Member	Start: Mon Feb 1, 2021 End: Mon Feb 1, 2021	10:45 AM	Kingston	Registered 		
1810	Kingston Lap Pool - 10:00-11:00am Lane Swim	 Ymca Member	Start: Tue Feb 2, 2021 End: Tue Feb 2, 2021	10:00 AM	Kingston	Registered 		




## Your Shopping Cart

On the **Item Description** screen, you will see all items that you added to your cart. You may click the **trash can icon** to delete them, or **proceed to checkout** to complete your transaction.

Item Description	
Ymca Member for: Kingston Groupfit - 10:45-11:35am Barre Fitness	\$0.00 
Sub-Total: \$0.00	
Tax: \$0.00	
Total Cost: \$0.00	
<a href="#">Clear Cart</a>	<a href="#">Proceed to Checkout</a>

## Your Shopping Cart

On the **Payment Schedule** screen, review the amount due (if any), select your payment method and click **next**.

 Your Shopping Cart

Here you can manage your program/camp reservations and check out

---

Cart expires in **49 min 19 sec**


**Payment Schedule**

Please review the payment schedule. The deposit (and any payments scheduled prior to today) will need to be paid now however, you may pay off the entire order today.

Payment Date	Amount
✓ Today	\$0.00
<b>Payment Due Today: \$0.00</b>	

[Back](#)
[Next](#)

Review your order once more, then click **complete order**

 Your Shopping Cart

Here you can manage your program/camp reservations and check out

---

Cart expires in **47 min 3 sec**

**We're almost done!**

Please review the order and your selected payment details. Note, clicking **Complete Order** will reset your shopping cart expiry.

**Total Payment**

January 11, 2021  
\$0.00

[Complete Order](#)

[Back](#)

Congratulations! You've now completed your YMCA Program Registration. If you are unable to attend, please cancel your registration by contacting member services at **613-546-2647** (Kingston) or **613-342-7961** (Brockville).

## Challenge Registration

On the **Program Registration** screen, you can search for challenges. From your **Home** screen, click **programs** in the top left corner, then click **register for a program** as outlined on page 6.

In the location field, select YMCA of Eastern Ontario. In the **Search** field type in the name of the challenge (in this example, the "Love Yourself, Actually" challenge) then click **search**.

When you see the challenge in the program results, click the red button to **register**

**Program Results** 1 Results

---

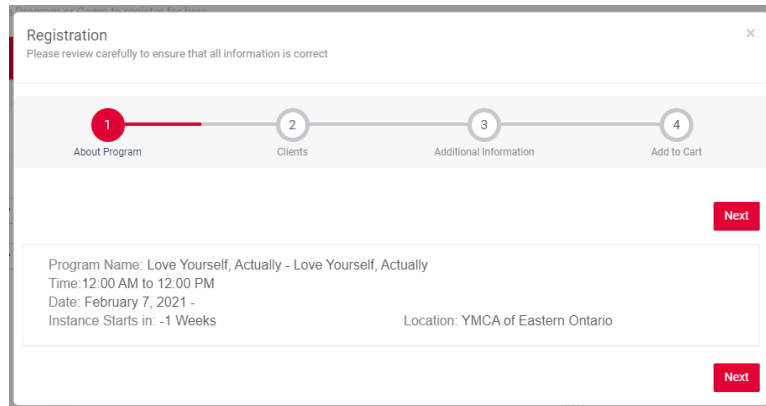
**Love Yourself, Actually** All ages

It's time to give yourself a big hug by doing something you love! What do you do that makes you feel good? Curl up with a good book? Sweat to the oldies? Gab with friends? Learn something new? Let's be good to ourselves by doing our favourite things. We can create a virtual community of exercisers, readers, crafters, knitters, writers, whatever-ers and share what we're up to during February (For-ev-uary – am I right?). Register yourself or your virtual group to let us know what you will be doing for yourself this month, share photos or videos (using #loveyourselfactually and tagging the YMCA of Eastern Ontario) and we'll create photo albums and share your activities with others so we can all be part of a great beehive of positivity. We will have draws for prizes so be sure to use #loveyourselfactually and tag us in your posts.

Name	Barcode	Location	Days	Dates	Times	Registrants	Schedule	
Love Yourself, Actually	2220	YMCA of Eastern Ontario	Sun, Sat	Start: Feb 7, 2021 End: Feb 28, 2021	12:00 AM - 12:00 PM	6 / 2000		<b>Register</b>

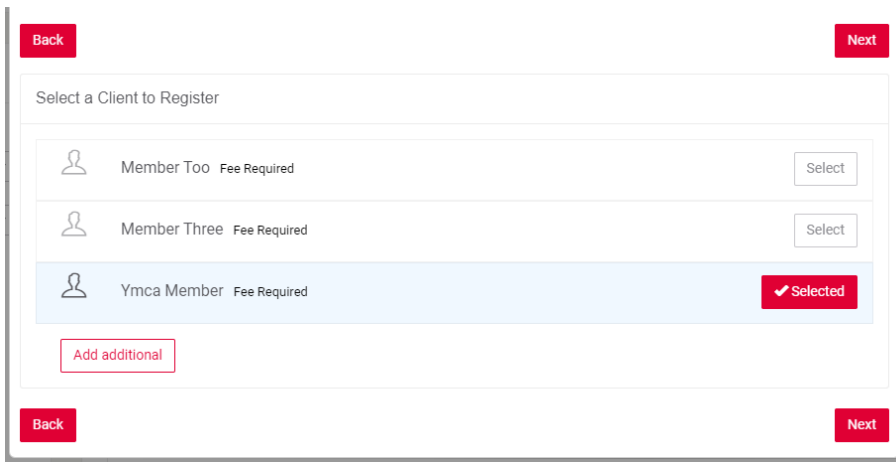
## Challenge Registration

In the **Registration** window, review the information and then click **next**.



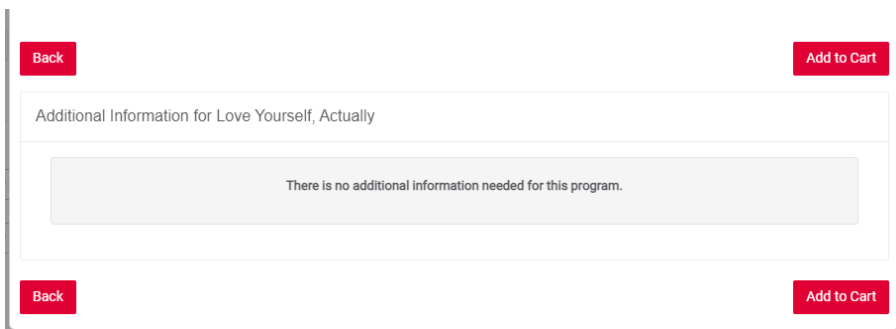
The screenshot shows a 'Registration' window with a progress bar at the top. The progress bar has four steps: 1. About Program (highlighted in red), 2. Clients, 3. Additional Information, and 4. Add to Cart. Below the progress bar, there is a 'Next' button. Underneath, the registration details are displayed: Program Name: Love Yourself, Actually - Love Yourself, Actually; Time: 12:00 AM to 12:00 PM; Date: February 7, 2021 - Instance Starts in: -1 Weeks; Location: YMCA of Eastern Ontario. A second 'Next' button is located at the bottom right of the details section.

Select the Member who will be participating and click **next** again



The screenshot shows a 'Select a Client to Register' window. It features a list of three members, each with a person icon, a name, and a 'Fee Required' status. The first member is 'Member Too', the second is 'Member Three', and the third is 'Ymca Member'. Each member has a 'Select' button to its right. The 'Ymca Member' row is highlighted in light blue and has a red 'Selected' button with a checkmark. At the bottom left of the list is an 'Add additional' button. 'Back' and 'Next' buttons are located at the top and bottom corners of the window.

Review any additional information needed for the program, then click **add to cart**. Follow the instructions for **your shopping cart** to complete your order, as outlined on page 11.



The screenshot shows an 'Additional Information for Love Yourself, Actually' window. It has a 'Back' button at the top left and an 'Add to Cart' button at the top right. The main content area contains a grey box with the text: 'There is no additional information needed for this program.' At the bottom left is another 'Back' button and at the bottom right is another 'Add to Cart' button.

Congratulations! You've completed your YMCA Challenge Registration.