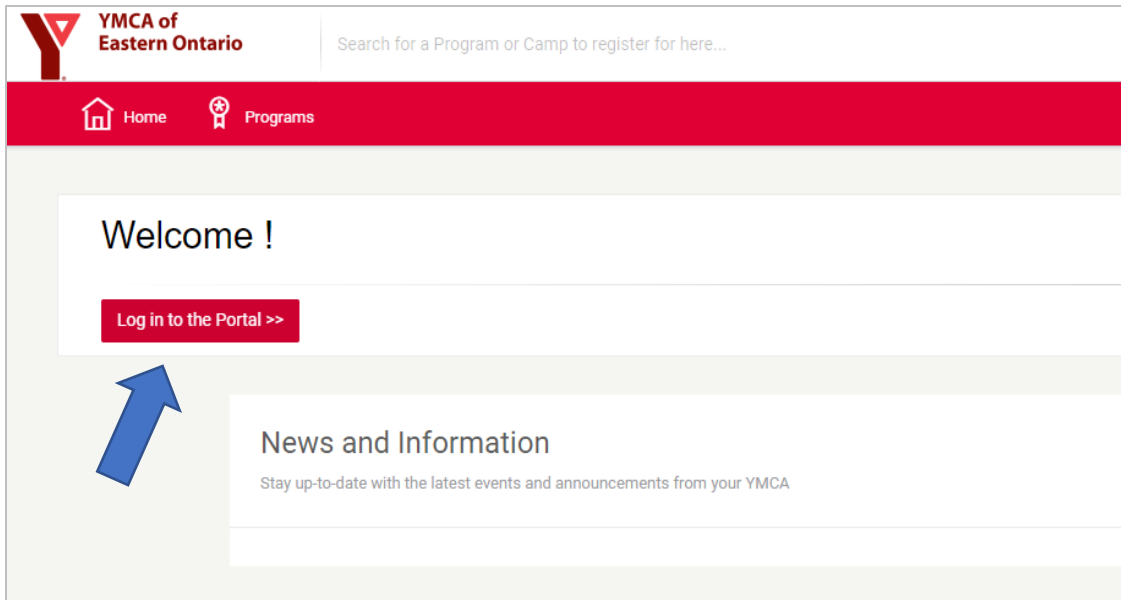


Welcome to the YMCA of Eastern Ontario Online Registration Portal!

To begin, head to yeo.force.com

or follow the link on our website: eo.ymca.ca



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

If you have a membership but you have not set up your account, click **log in to the portal**, then **activate your account with Avocado** and skip ahead to page [4](#)

If you are not a member and do not have an account, please continue

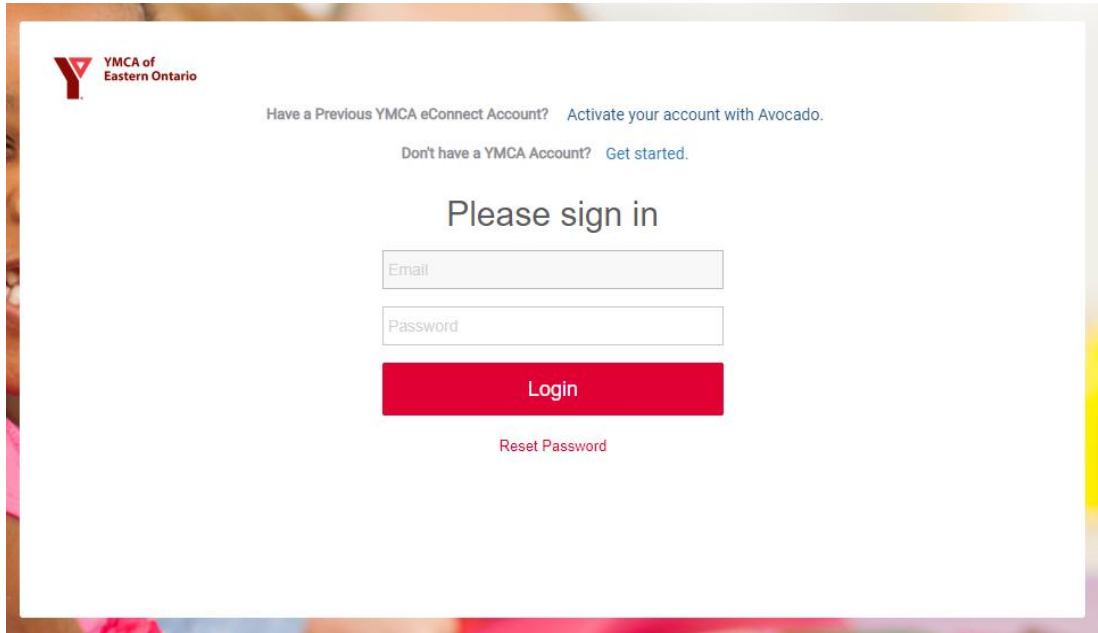
Welcome to the YMCA of Eastern Ontario Online Registration Portal!

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Get Started

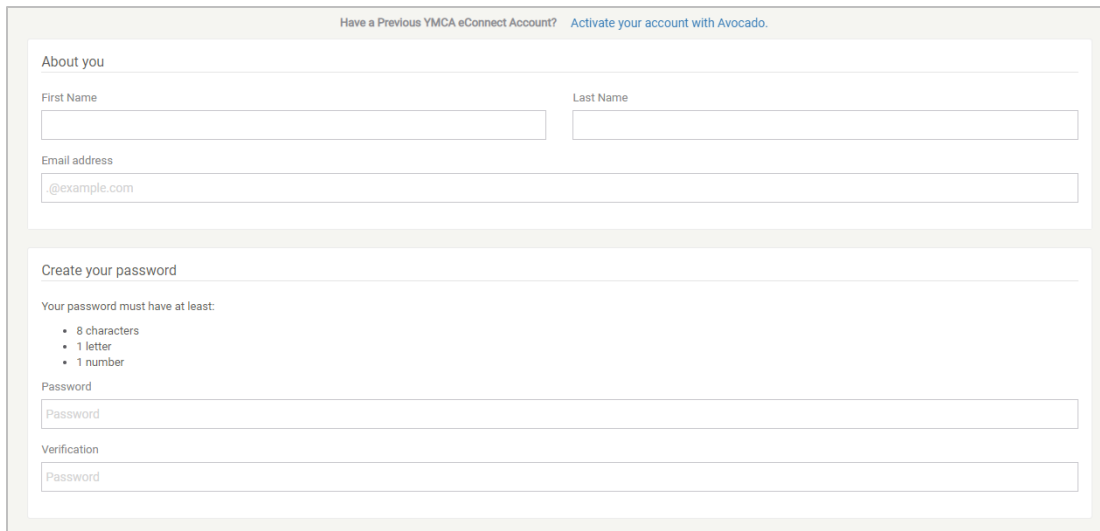
If you have an email and password, enter them here and skip to page [7](#)
If you've never visited the YMCA of Eastern Ontario before, click on **get started**



The screenshot shows the login interface for the YMCA of Eastern Ontario. At the top left is the logo and name. Below it are two links: "Have a Previous YMCA eConnect Account? Activate your account with Avocado." and "Don't have a YMCA Account? Get started.". The main heading is "Please sign in". There are two input fields: "Email" and "Password". Below these is a red "Login" button and a "Reset Password" link.

Create a Profile

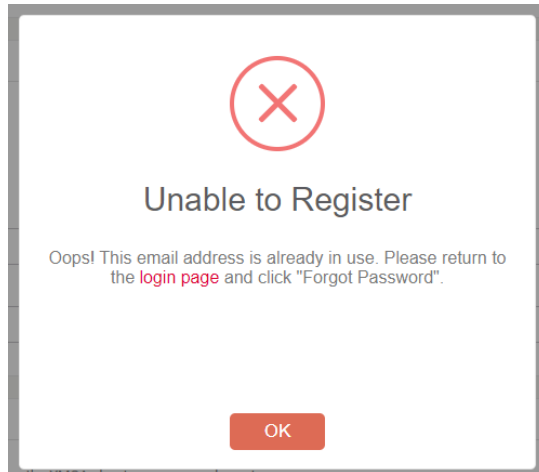
On the **Create a Profile** screen it will ask you to enter your information, including first/last name, email address, and a password



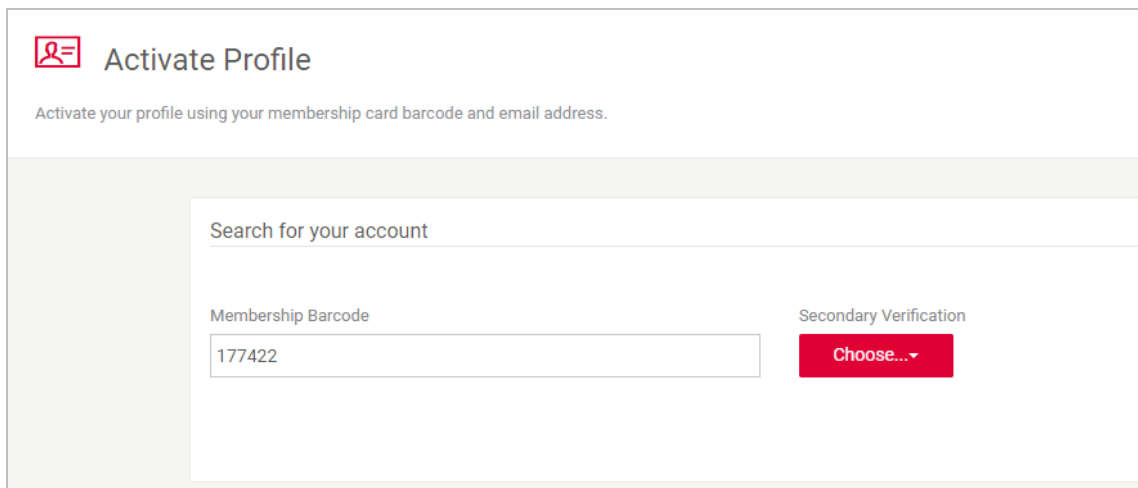
The screenshot shows the "Create a Profile" form. At the top, it has the same navigation links as the login page. The form is divided into two sections. The first section, "About you", contains fields for "First Name", "Last Name", and "Email address" (with a placeholder "@example.com"). The second section, "Create your password", lists requirements: "Your password must have at least: 8 characters, 1 letter, 1 number". It includes a "Password" field and a "Verification" field (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 **activate your account with Avocado**



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

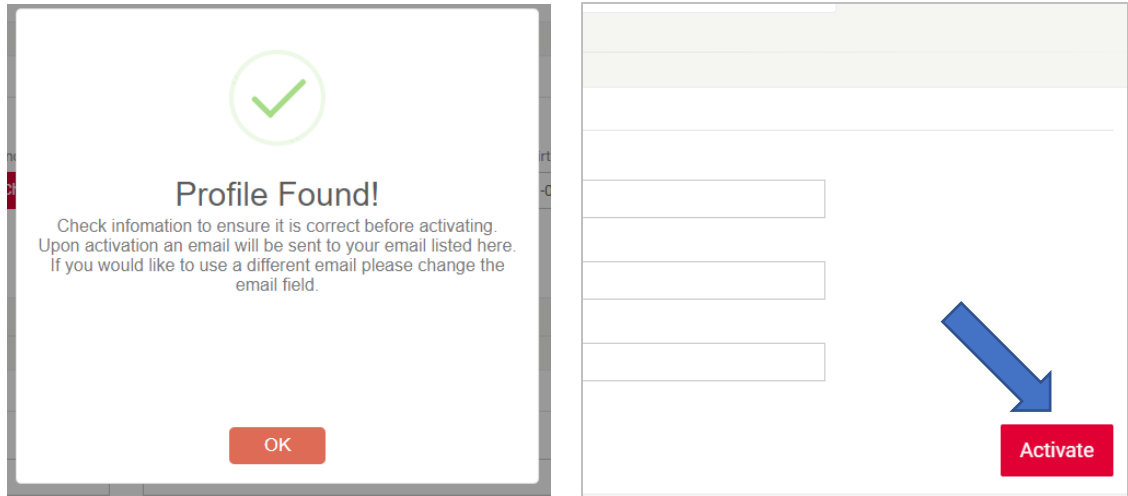


Your membership barcode can be found on your YMCA swipe card:

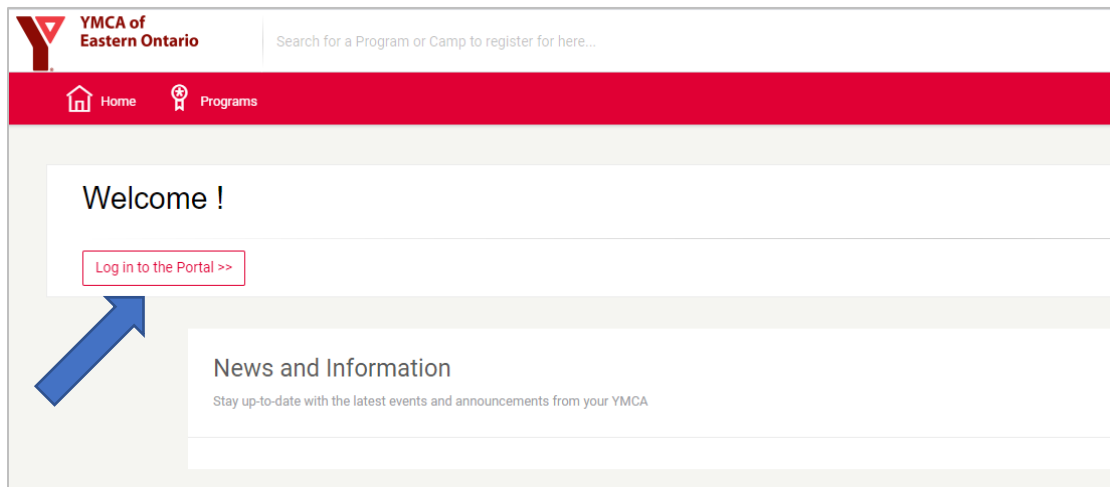


Activate Your Account

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



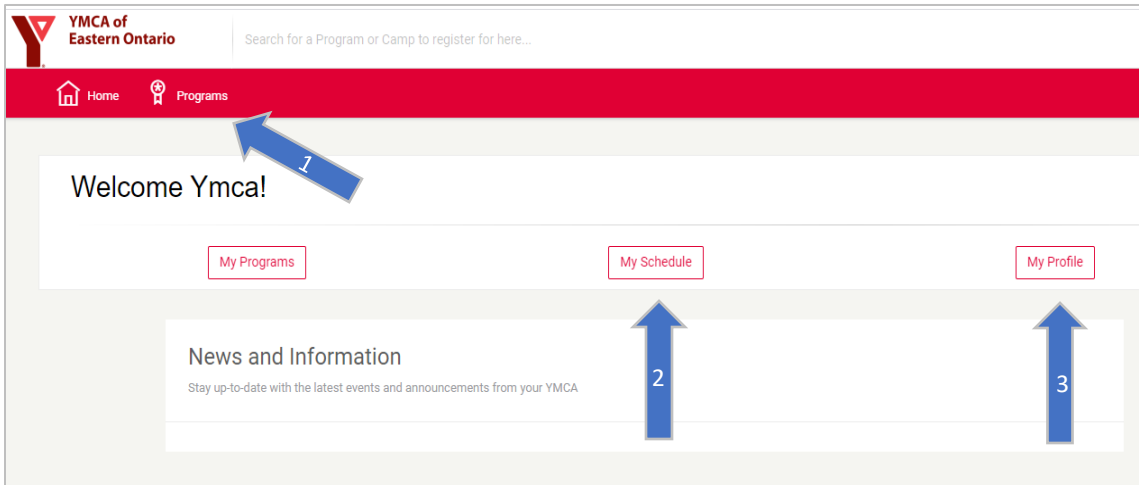
You will then be taken back to the **Welcome** screen. Click **log in to the portal** and enter your new credentials



Home Screen

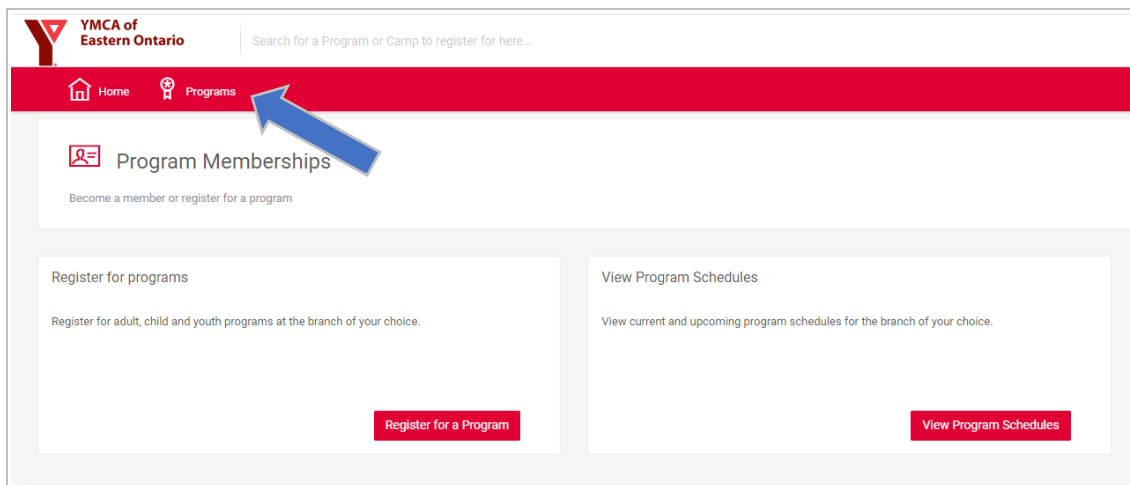
On the **Home Screen** you can see news and information updates from the YMCA, and

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



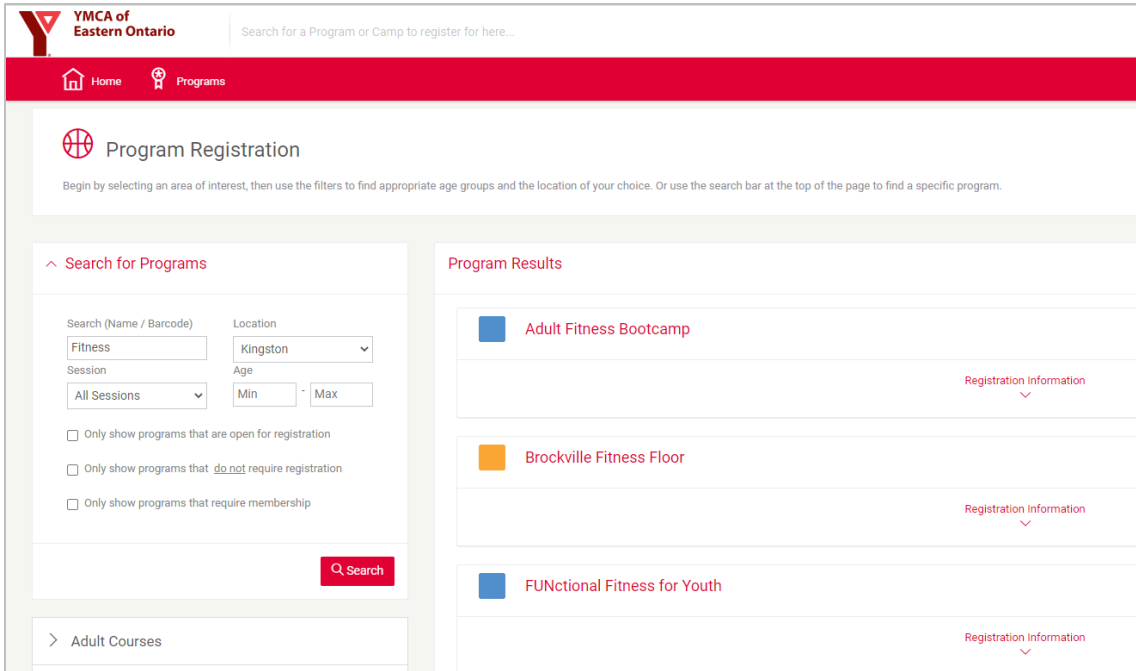
Program Registration

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



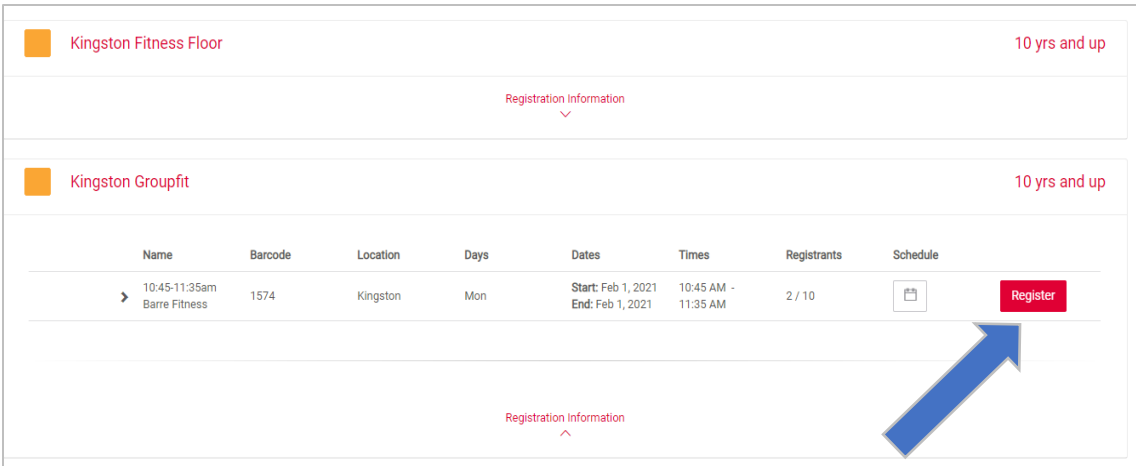
Program Registration

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 (with 'Min' and 'Max' input fields). 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 entry has a red 'Registration Information' link with a downward arrow.

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



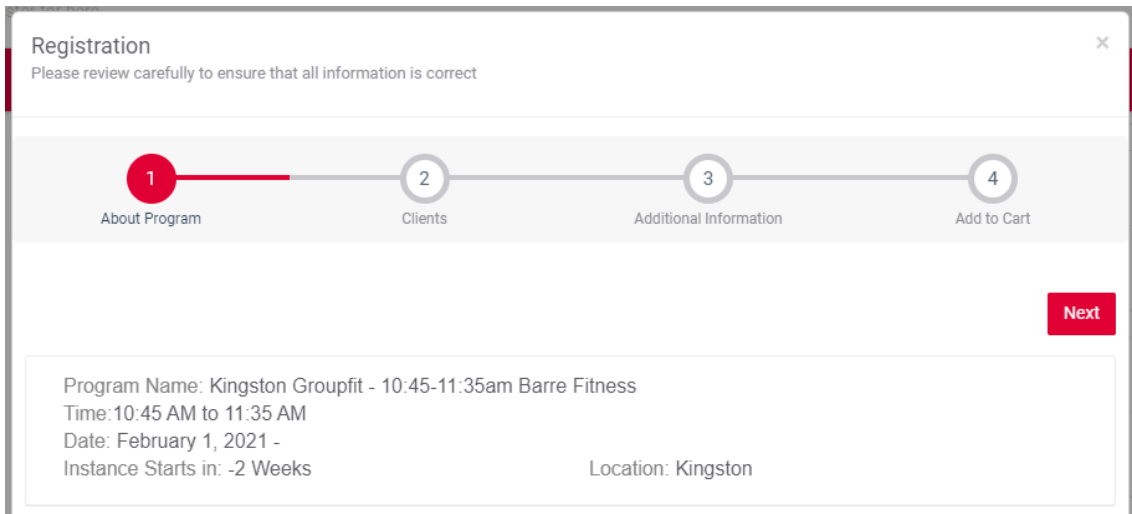
The screenshot shows the details for the 'Kingston Groupfit' program. It includes a table with the following data:

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	 Register

A large blue arrow points to the red 'Register' button. Below the table is a red 'Registration Information' link with an upward arrow.

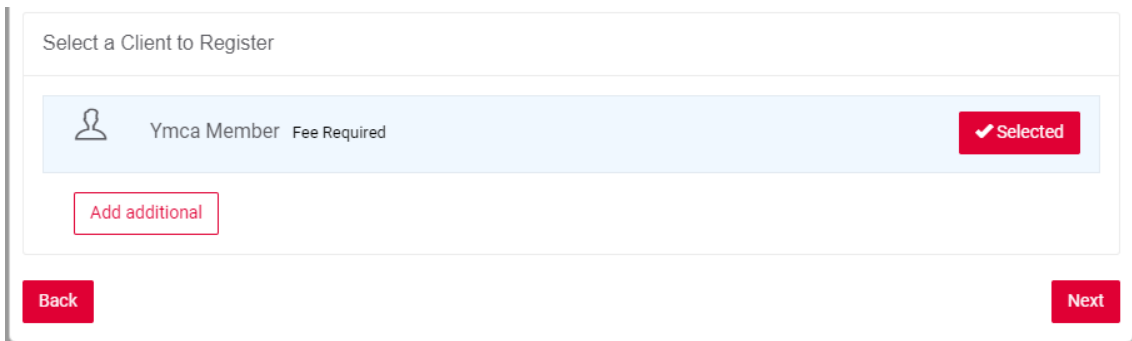
Program Registration

In the **Registration** pop-up window, ensure the program information is correct, then click **next**



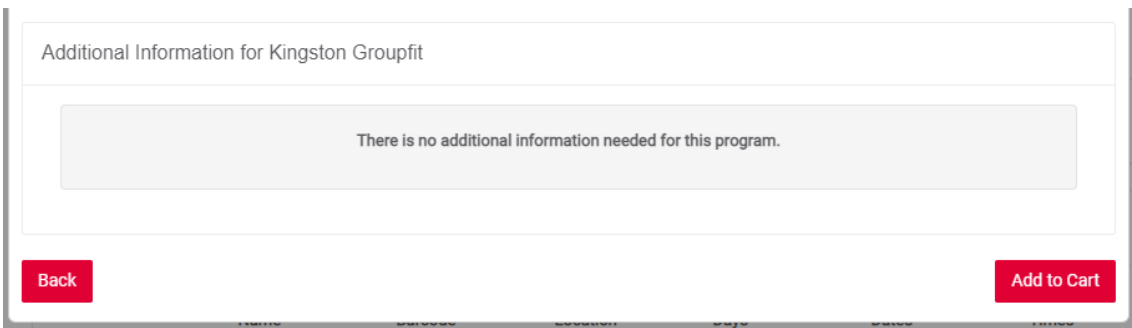
The registration pop-up window has a title bar with 'Registration' and a close button. Below the title bar is a message: 'Please review carefully to ensure that all information is correct'. A progress bar at the top shows four steps: 1. About Program (highlighted in red), 2. Clients, 3. Additional Information, and 4. Add to Cart. A red 'Next' button is located in the top right corner. The main content area displays the following program details: Program Name: Kingston Groupfit - 10:45-11:35am Barre Fitness, Time: 10:45 AM to 11:35 AM, Date: February 1, 2021 - Instance Starts in: -2 Weeks, and Location: Kingston.

Select the person who will be participating in the program, and click **next**



The 'Select a Client to Register' screen features a search bar at the top. Below it, a list of client options is shown. The first option is 'Ymca Member Fee Required', which is highlighted in light blue and has a red 'Selected' button with a checkmark to its right. Below this list is a red 'Add additional' button. At the bottom of the screen, there are red 'Back' and 'Next' buttons.

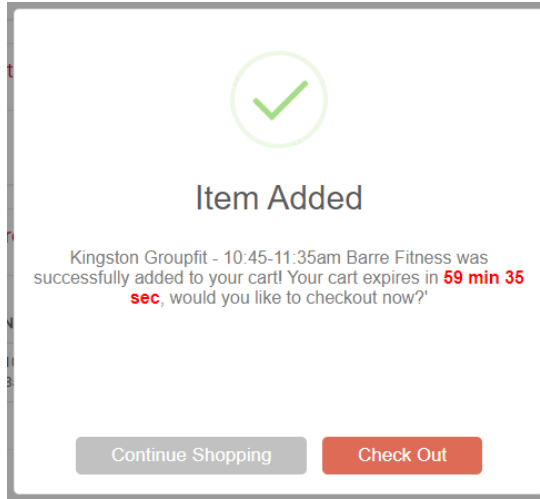
You may be asked for additional information and to agree to facility rules, terms and conditions. If no additional information is needed, click **add to cart**



The 'Additional Information for Kingston Groupfit' screen has a title bar with the program name. Below the title bar is a large grey box containing the text: 'There is no additional information needed for this program.' At the bottom of the screen, there are red 'Back' and 'Add to Cart' buttons.

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](#)

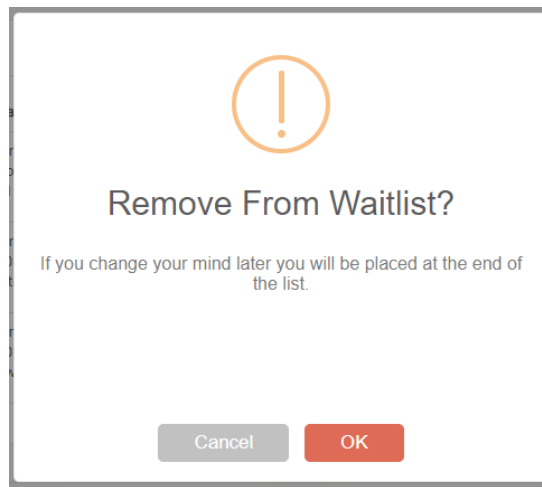


When you are on a waitlist, you will be contacted by phone before the program begins if space becomes available. If we can't reach you, we will move to the next person on the waitlist.

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 		



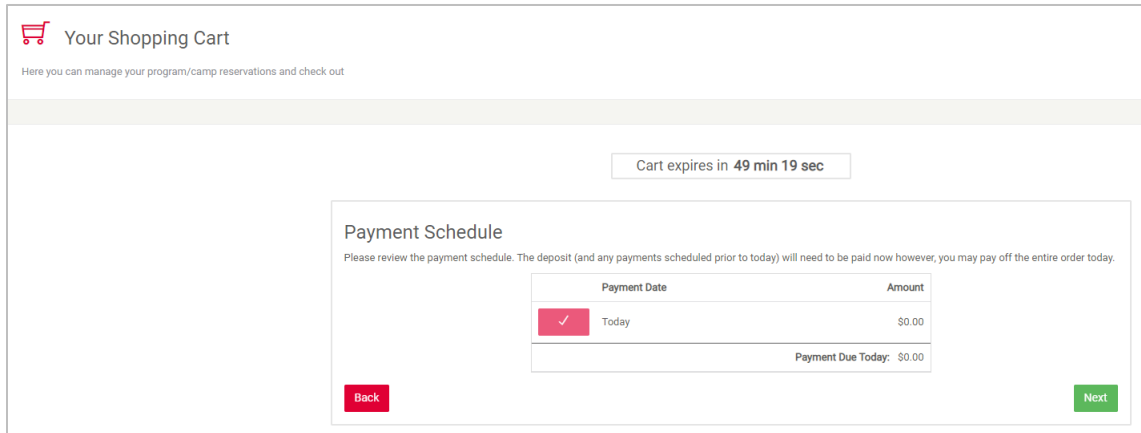
Your Shopping Cart

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	
Clear Cart	Proceed to Checkout

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

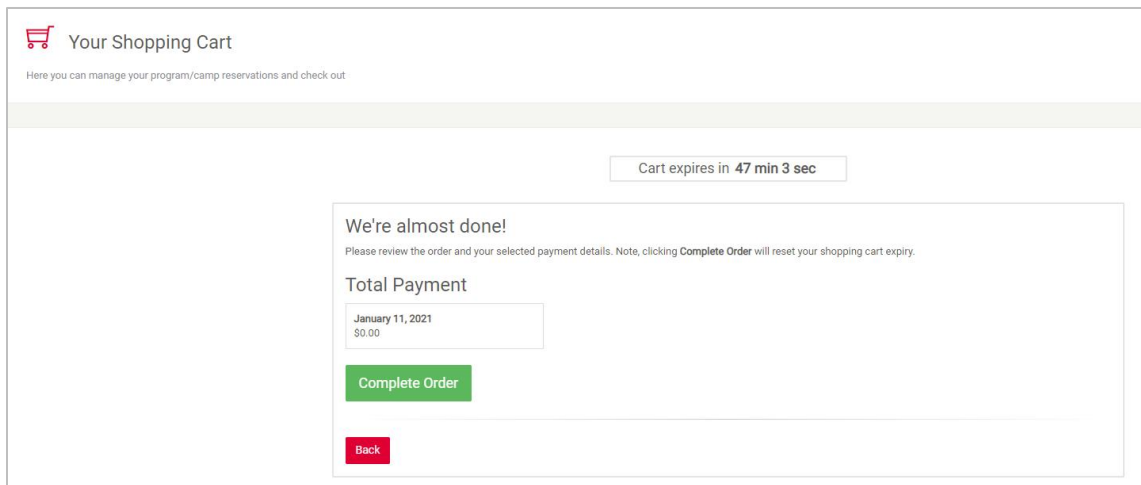
Payment Schedule

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
Payment Due Today: \$0.00	

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

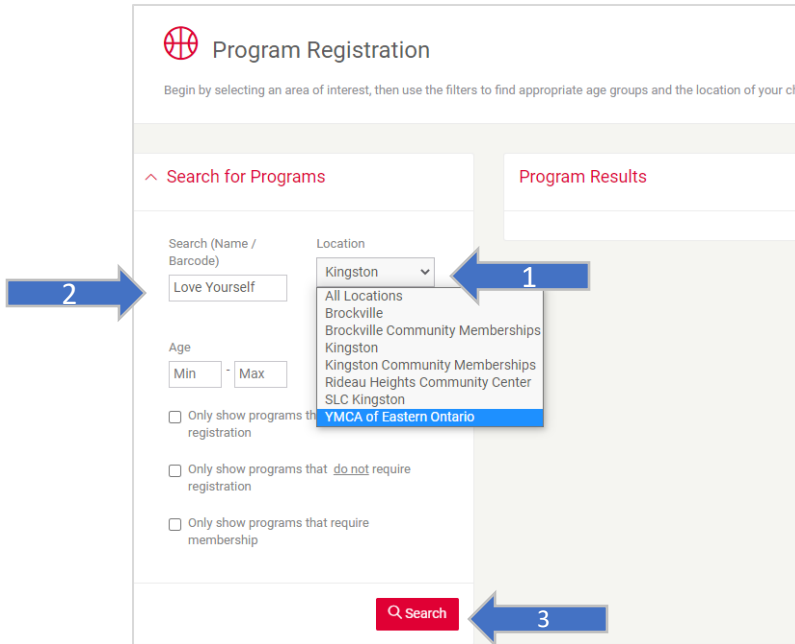
Back

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

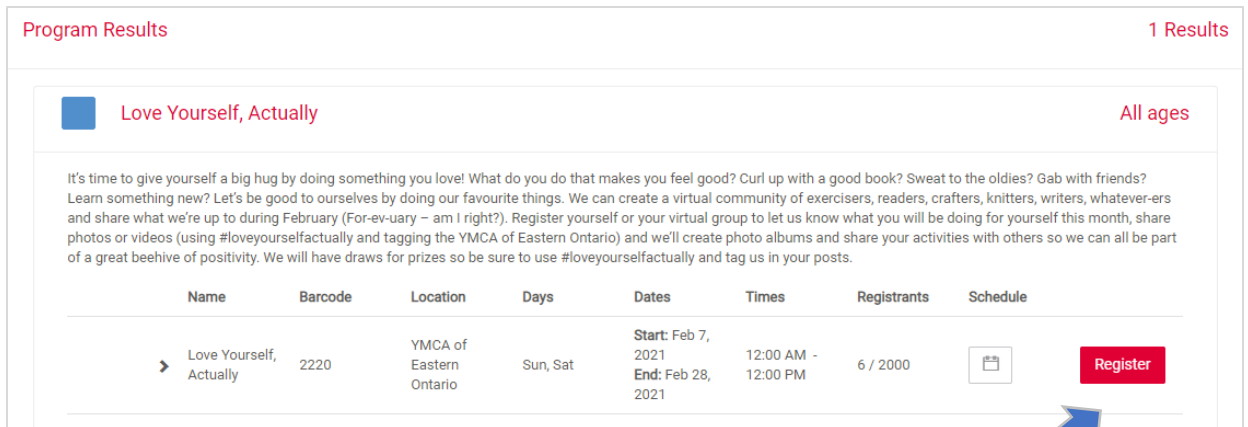
On the **Program Registration** screen, you can search for challenges like the "Love Yourself, Actually" challenge. From your **Home** screen, click **programs** in the top left corner, then click **register for a program** as outlined on page 6.

In the location field, select YMCA of Eastern Ontario. Type "Love" or "Love Yourself" in the search field, then click **search**.




The screenshot shows the 'Program Registration' search interface. It includes a search bar with 'Love Yourself' entered, a location dropdown menu with 'Kingston' selected and 'YMCA of Eastern Ontario' highlighted in the list. A red 'Search' button is at the bottom right. Blue arrows with numbers 1, 2, and 3 point to the location dropdown, the search bar, and the search button respectively.

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

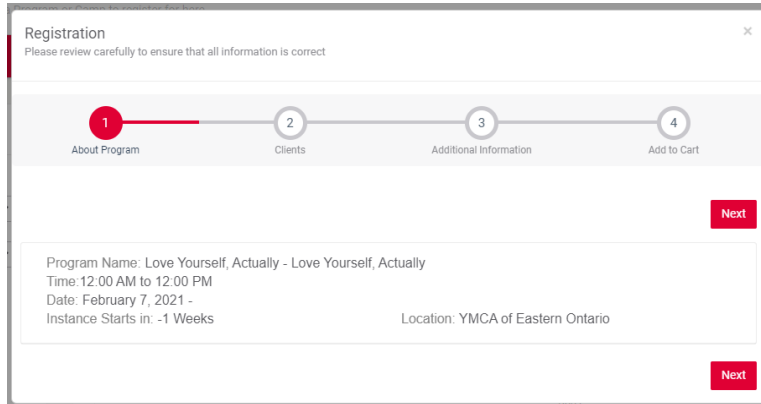


The screenshot shows the 'Program Results' page for the 'Love Yourself, Actually' challenge. It includes a table with columns: Name, Barcode, Location, Days, Dates, Times, Registrants, and Schedule. A red 'Register' button is visible next to the challenge entry. A blue arrow points to the 'Register' button.

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	 Register

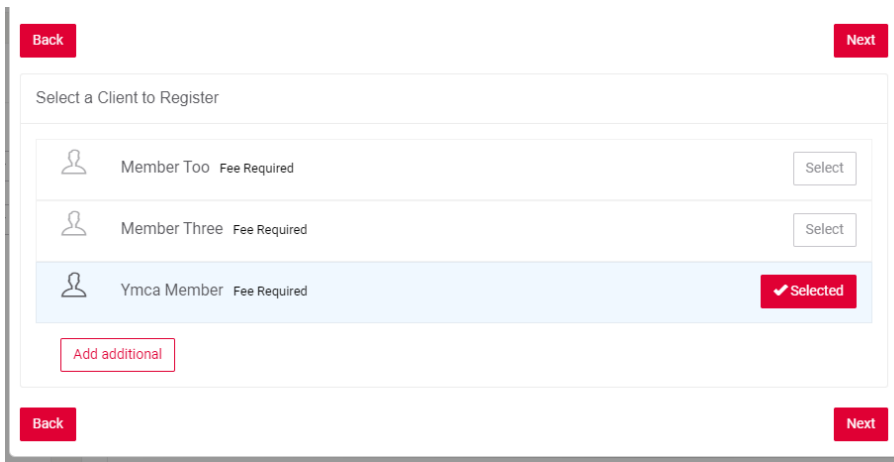
Challenge Registration

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



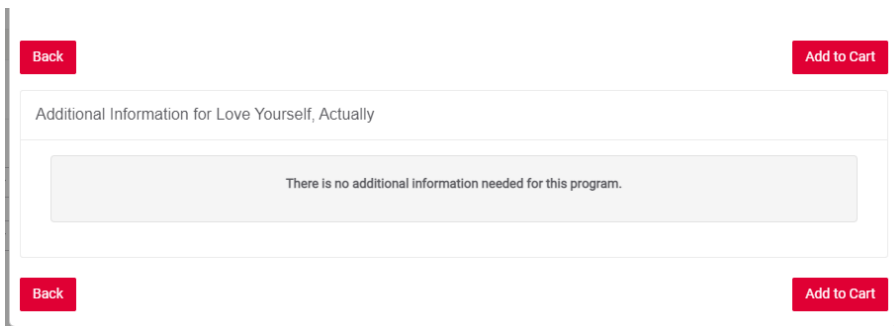
The screenshot shows a 'Registration' window with a progress bar at the top. The progress bar has four steps: 1. About Program (highlighted in red), 2. Clients, 3. Additional Information, and 4. Add to Cart. Below the progress bar, there is a 'Next' button. The main content area displays the following information: 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. There is another 'Next' button at the bottom right of the content area.

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



The screenshot shows a 'Select a Client to Register' window. It has 'Back' and 'Next' buttons in the top corners. The main content area lists three members with a 'Select' button next to each: Member Two (Fee Required), Member Three (Fee Required), and Ymca Member (Fee Required). The 'Ymca Member' option is highlighted in blue and has a red 'Selected' button with a checkmark next to it. There is an 'Add additional' button at the bottom left of the list.

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 'Back' and 'Add to Cart' buttons in the top corners. The main content area contains a grey box with the text: 'There is no additional information needed for this program.' There are 'Back' and 'Add to Cart' buttons in the bottom corners.

Congratulations! You've completed your YMCA Challenge Registration.