YMCA Application User Manual

Administrators

As an Administrator, you have all of the same account privileges as a Staff Member and will also be considered a member when signing up for programs. In addition to Staff Member privileges, you will be able to create programs, delete programs, and manage registered users.

Creating a Program

In order to create a program, you will want to follow the steps outlined below:

1. Log in to your YMCA staff account.
   a. Click "Log in" in the upper right-hand corner of the website.
   b. Enter your email address and password.
   c. Click "Log in".
2. Select "Programs" found along the upper ribbon of the website.
3. Click "New" found above the programs table towards the left.
4. You should now see a pop up with a program creation form. Fill out all the information fields associated with the program you are adding.
5. Click "Create" in the bottom right-hand corner of the pop-up window.
6. The program should now be created.

All information fields must be filled out in order to create a program. Failing to do so will prompt you with errors below each field you failed to complete.

Deleting a Program

To edit or delete a program as a staff member, you will first want to follow steps 1 and 2 in Creating a Program to navigate yourself to the programs table. Then, follow these steps to edit or delete a program.

1. Click on the program you wish to delete in the program table.
2. The Delete button found above the table should no longer be faded out and you should be able to click on it.
3. Click the "Delete" button.
4. A pop-up window should come up confirming you want to delete the program. Click "Delete" in the bottom right corner of the pop-up window.
5. The program should now be deleted.

Manage Users

In order to manage the registered users of the YMCA application, follow the steps below:

1. Log in to your YMCA staff account.
   a. Click "Log in" in the upper right-hand corner of the website.
   b. Enter your email address and password.

     c.   Click "Log in".

2. Select "Administration" found along the upper ribbon of the website.
3. Click the button "Click here >>" under Manage Users
4. You should now be at a page showing a table of registered users. Click on the user you wish to manage in the table.
5. You should now see the "Edit" button no longer grayed out above the table. If the user's account is currently active, you should see a "Disable" button appear above the table. If the user's account is currently inactive, you should see an "Enable" button appear above the table.
6. If you wish to edit a user's information:
    a. Click the "Edit" button above the user table.
    b. You should now see a pop-up window appear with information fields for the user. Edit the information fields you wish to change.
    c. Click the "Update" button in the bottom right-hand corner of the pop-up window.
    d. The user's information should now be updated.
7. If you wish to disable a user:
    a. Click the "Disable" button above the user table.
    b. You should see a pop-up window appear confirming you wish to disable the user. Click "Disable" in the bottom right-hand corner of this window.
    c. The user should now be disabled.
8. If you wish to re-enable a user:
    a. Click the "Enable" button above the user table.
    b. You should see a pop-up window appear confirming you wish to re-enable the user. Click "Enable" in the bottom right-hand corner of this window.
    c. The user should now be enabled.

Staff Members

As a staff member, you are considered a member, so you will have access to all of the functionality listed under General Users and will pay the Member fee when signing up for programs. You will also have the ability to edit programs and manage program participants.

Editing a Program

In order to edit a program, you will want to follow the steps outlined below:

1. Log in to your YMCA staff account.
    a. Click "Log in" in the upper right-hand corner of the website.
    b. Enter your email address and password.
    c. Click "Log in".
2. Select "Programs" found along the upper ribbon of the website.
3. Click on the program you wish to edit in the program table.
4. The "Edit" button found above the table should no longer be faded out and you should be able to click on it.
5. Click the "Edit" button.
6. A pop-up window with the program information fields should appear. Edit the fields that need to be changed.

7. Click the "Update" button in the bottom right corner of the pop-up window.

Managing Program Participants

To manage your program participants, you will want to first follow steps 1 and 2 in Editing a Program to navigate yourself to the programs table. Then, continue with the steps below.

1. Double click on the program, whose participants you wish to manage, within the programs table.
2. A pop-up window should appear showing the program information. Click "View Participants" in the bottom right-hand corner of the pop-up window.
3. You should not be able to see a table of the program participants.
4. If you wish to remove a participant from the program:
   a. Click on the participant in question within the program participant table
   b. The "Delete" button above the table should no longer be grayed out. Click the "Delete" button.
   c. You should now see a pop-up window confirming you want to delete the participant. Click "Delete" in the bottom right-hand corner of the pop-up window.
   d. The participant should now be deleted from the program.

General Users

In order to make use of our website and sign up for programs at the YMCA, you will need to be a registered user. This will put you in a category of Member, or Non-Member, depending on which option is best for you. Continue reading below to learn how to get registered!

Creating a Non-Member Account

As a non-member, you will get access to all of the world class programs we have to offer, along with access to our state-of-the-art facilities. Non-member's will pay the higher non-member fee when signing up for programs, but do not need to pay the monthly fee associated with being a member. This option is best suited for those looking to sign up for only a few programs over a short period of time. Follow these steps to get your non-member account set up today!

1. Click "Register", located in the upper right-hand corner of our web-page.
2. Fill out all information fields.
3. Click "Register" at the end of the registration form.
4. Congrats! Your account has been created and you can start signing up for programs.
5. If you wish to upgrade to a Member Account, continue reading below.

Creating a Member Account

As a member, you will get access to all of the world class programs and facilities offered to non-members, but at a reduced price! Price reductions may vary from program to program, but you can check the price differences by taking a look at the individual program offerings on our webpage. This option is best suited for those looking to sign up for YMCA programs regularly, for an extended period of time. If that sounds like you, become a member today and take advantage of these awesome savings!

1. If you do not already have a YMCA account with us, follow the instructions on creating a non-member account above.
2. Once you have a YMCA account created, or if you already have one active, call 608.345.6789 to have your account upgraded!

Registering For a Program

Registering for a program is the same for both members and non-members, the only difference is the cost. You will need to make sure you are a registered user before attempting to go through this process (check section: Creating a Non-Member Account).

1. Log in to your YMCA account.
   a. Click "Log in" in the upper right-hand corner of the website.
   b. Enter your email address and password.
   c. Click "Log in".
2. Click "Programs" found along the upper ribbon on the website.
3. You should now see a table of programs on the webpage. Search through the programs until you find one you want to register for.
4. Place your cursor over the program you wish to register for and double click.
5. All of the program information will now be shown in a pop-up window, read it over to make sure you wish to register for the program. Once you are ready to register, click "Register" in the bottom right corner of the pop-up window.
6. If you receive a pop-up that states "Register Complete!" then the registration was a success.

After clicking "Register" in the program information pop-up window, it is possible your registration will be unsuccessful. There are three reasons this could occur.

1. If you get a pop-up window stating "You are already registered for this program", then you most likely already registered and have nothing to worry about. If you believe this is a mistake, then you can try unregistering for the program (check section: Cancelling Program Registration) and then re-registering.
2. If you get a pop-up window stating "There aren't any available spaces for this program…" then that program is currently full, and you will need look for another time the program is available.
3. If you get a pop-up window stating "You are already registered for a program offered at this time…", then there is a time conflict in programs you are attempting to register for. You will either need to cancel your registration for other conflicting programs (you can do so by calling 608.345.6789) or not take the program you are currently trying to register for.

Additional Help

For additional assistance you can call our support number at 608.345.6789. Some common reasons to call are:

1. You wish to upgrade to a member account or downgrade to a non-member account.
2. You wish to have your account deactivated entirely.
3. You wish to cancel your registration for a class.