



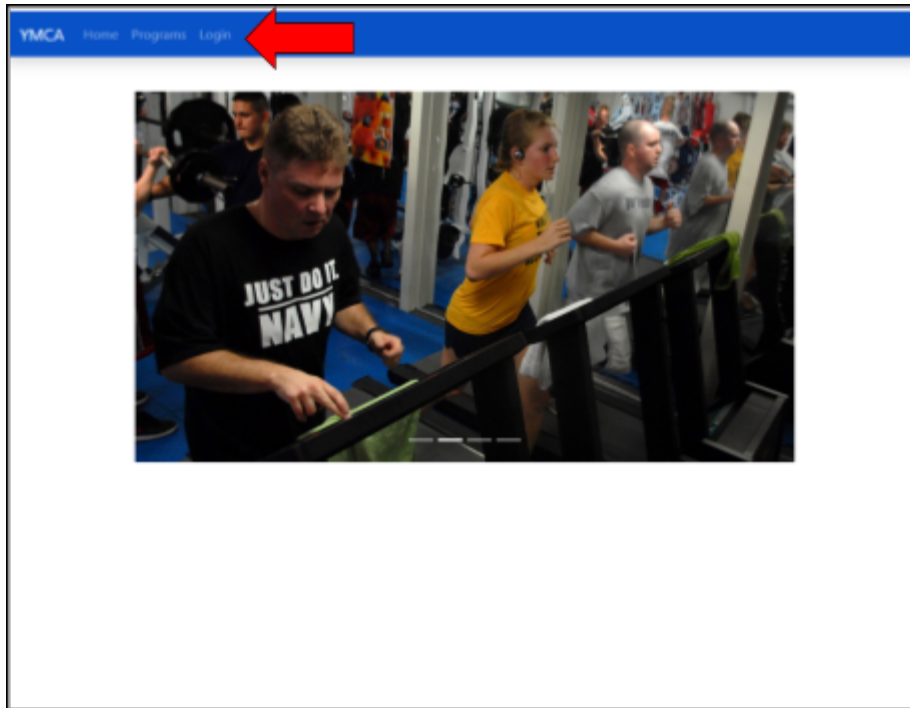
YMCA Help Documentation

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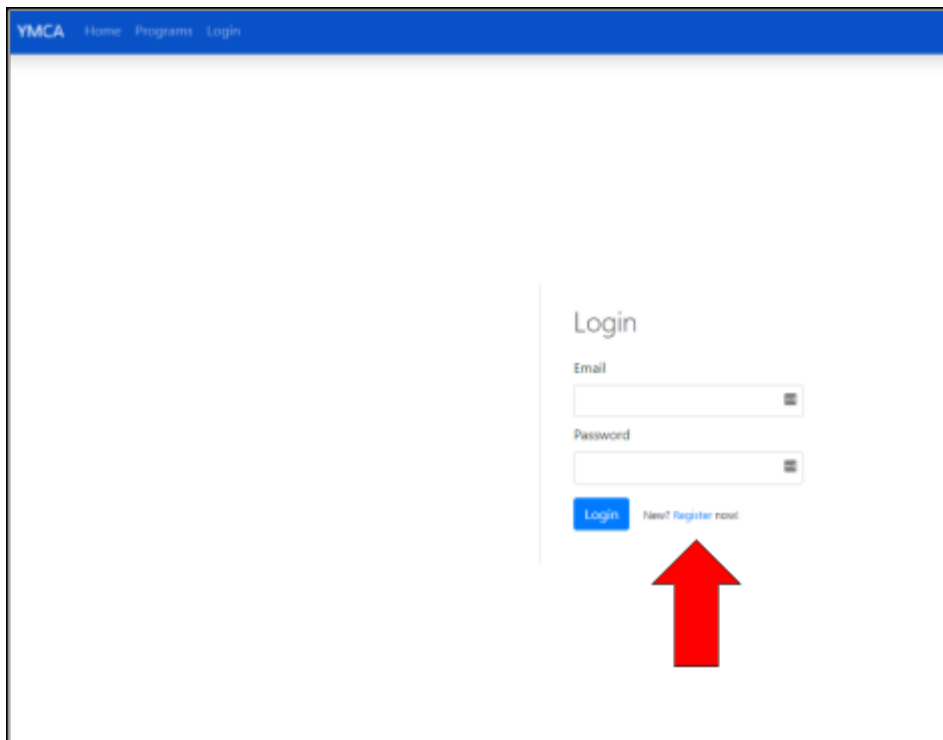
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1.1 Registering/Making an Account

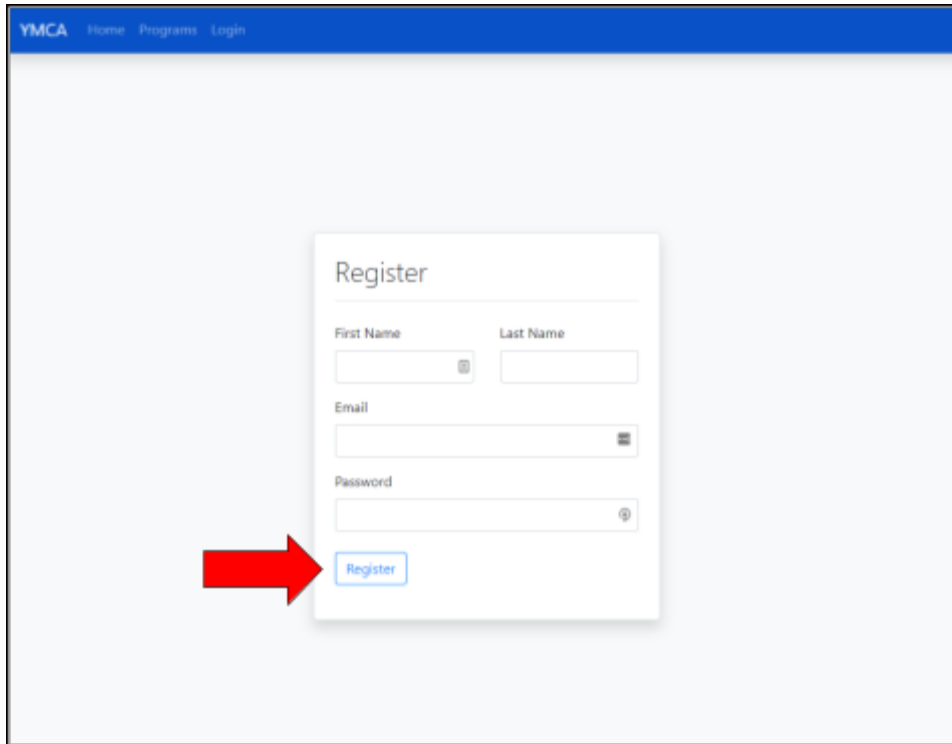
Navigate to the Login page by clicking the “Login” button in the top left.



Click “Register”.



Fill out your personal information and click the “Register” button.



The image shows a web browser window with a blue header bar containing the text "YMCA Home Programs Login". The main content area is light gray and features a white "Register" form. The form has the title "Register" at the top, followed by two input fields for "First Name" and "Last Name". Below these are fields for "Email" and "Password". A red arrow points to the "Register" button at the bottom of the form.

YMCA Home Programs Login

Register

First Name Last Name

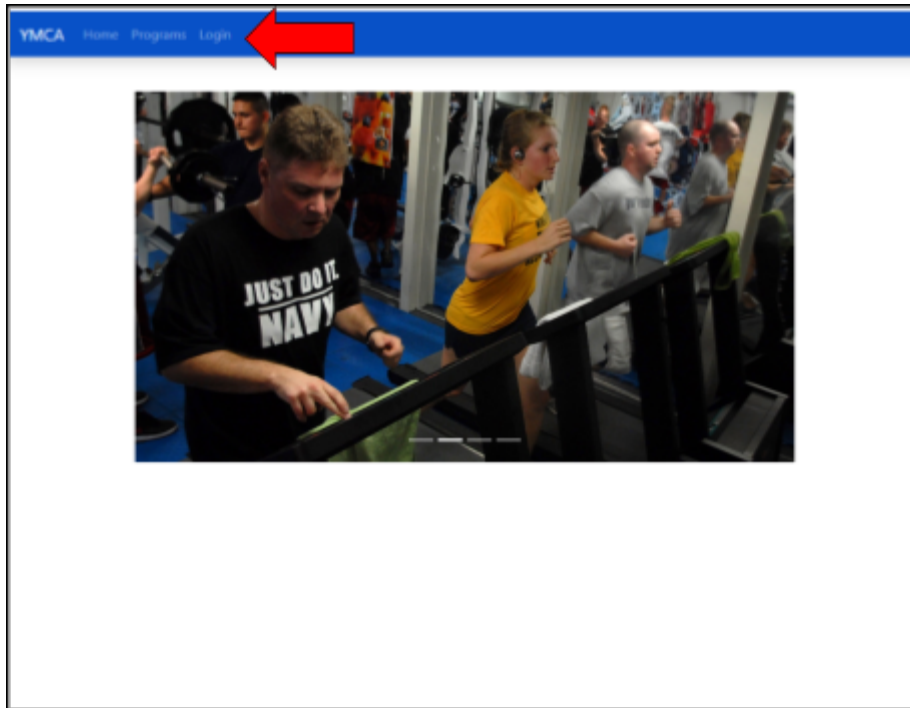
Email

Password

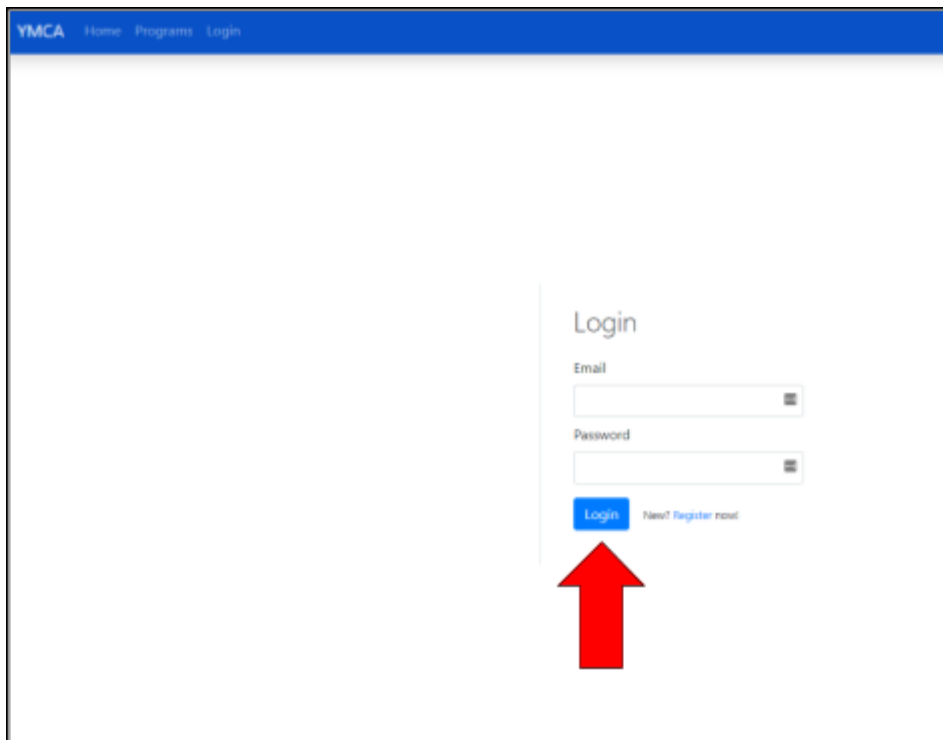
Register

1.2 Logging In

Navigate to the Login page by clicking the “Login” button in the top left.



Fill out your email and password in the appropriate boxes, and click the “Login” button.



1.3 Updating Account

Log in to your user account, then click on your name in the menu bar.

YMCA Home Programs Luke Logout

System Notifications

Shark	Log Rolling
Participants must have passed pike level before.	Log Rolling.
YMCA Onalaska Pool	YMCA Onalaska Pool
Nov, 15 2020 to Dec, 13 2020	Nov, 15 2020 to Dec, 13 2020
Wednesday's, 6:00 PM - 6:40 PM	Sunday's, Tuesday's, 5:00 PM - 5:40 PM
Member Fee: \$65 Non Member Fee: \$130	Member Fee: \$100 Non Member Fee: \$200
Cancel Registration	Cancel Registration

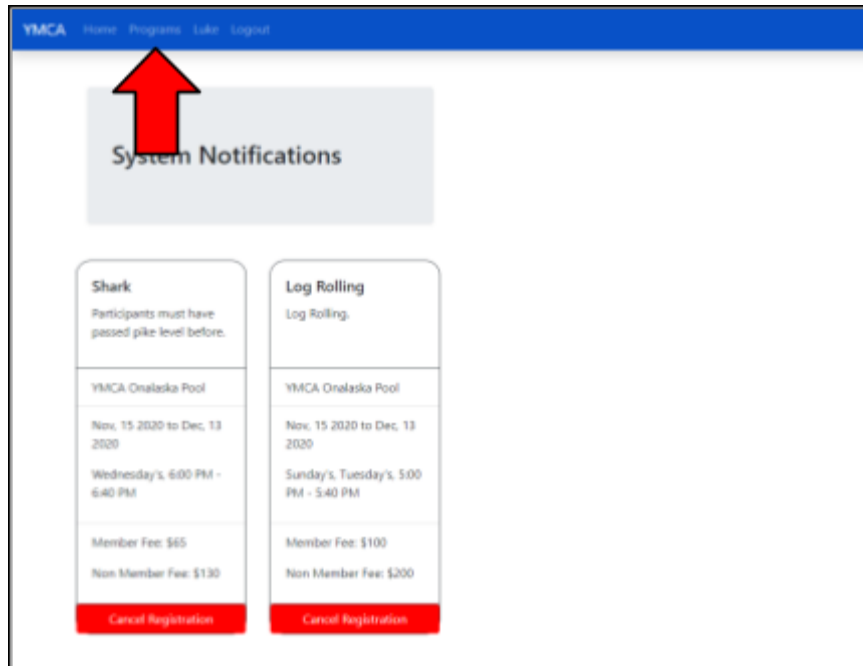
Click "Update" button.

Update the existing information and click "Done".

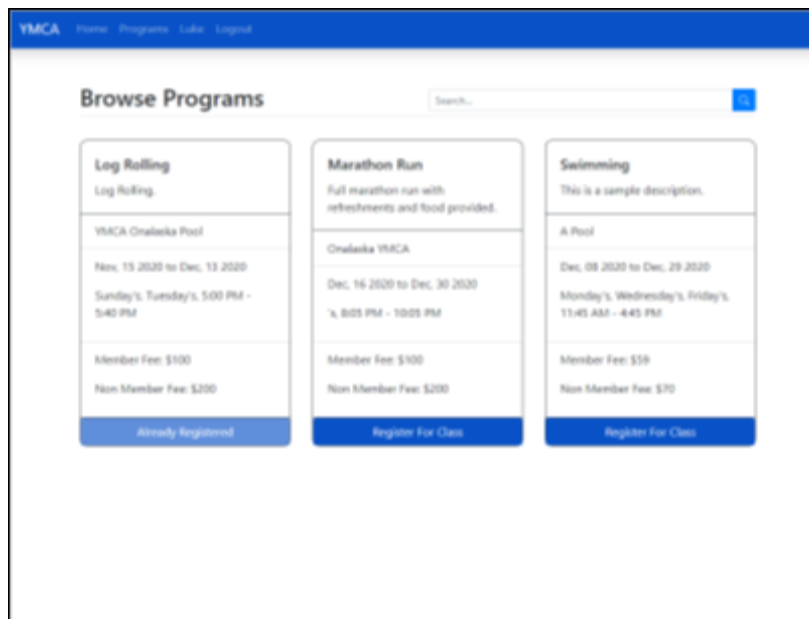
1.4 Browsing/Registering for Programs

*note: You must be logged in to register for programs. See section 2 Logging In.

Click on the “Programs” button on the menu bar in the top left of the screen.

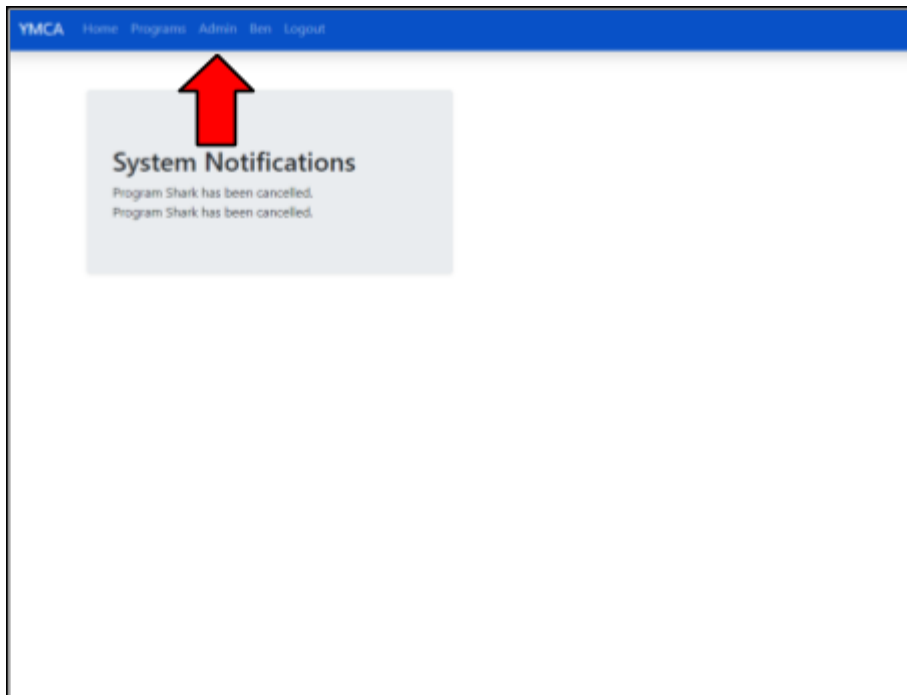


Click the “Register For Class” button at the bottom of any class to register for it. If the program is full, you have already registered for it, or there is a time conflict with a program that you are registered for. This will be displayed instead of “Register For Class”.

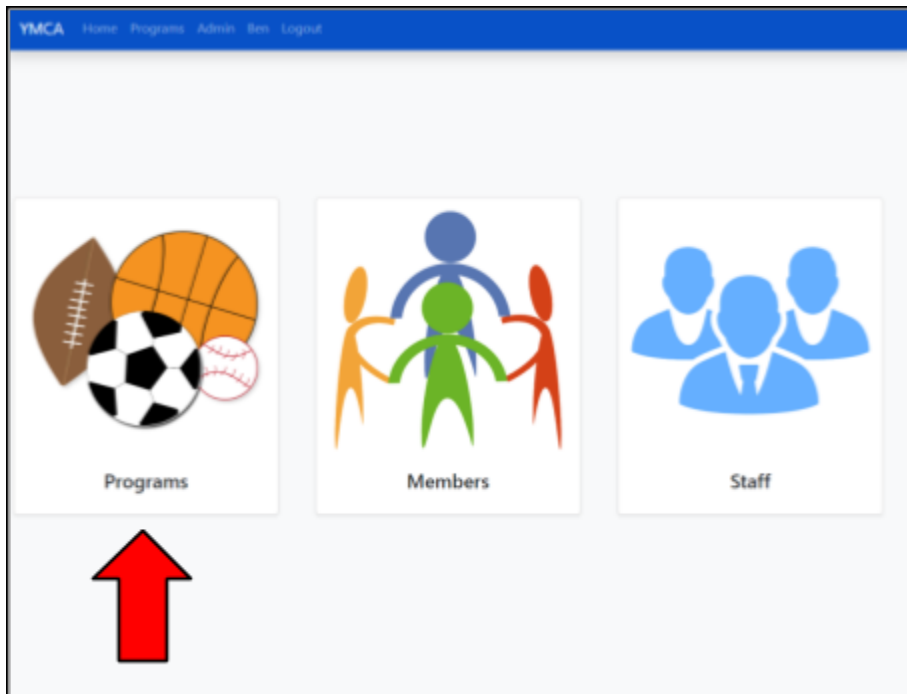


2.1 Creating a Program

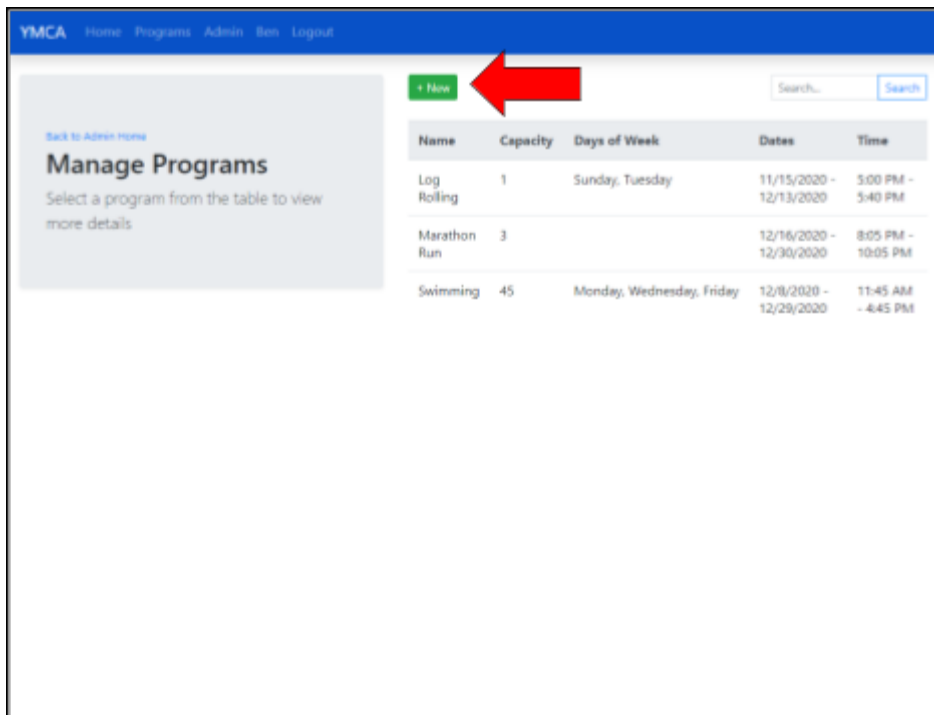
Click on the “Admin” button on the navigation bar.



Click on the “Programs” button.



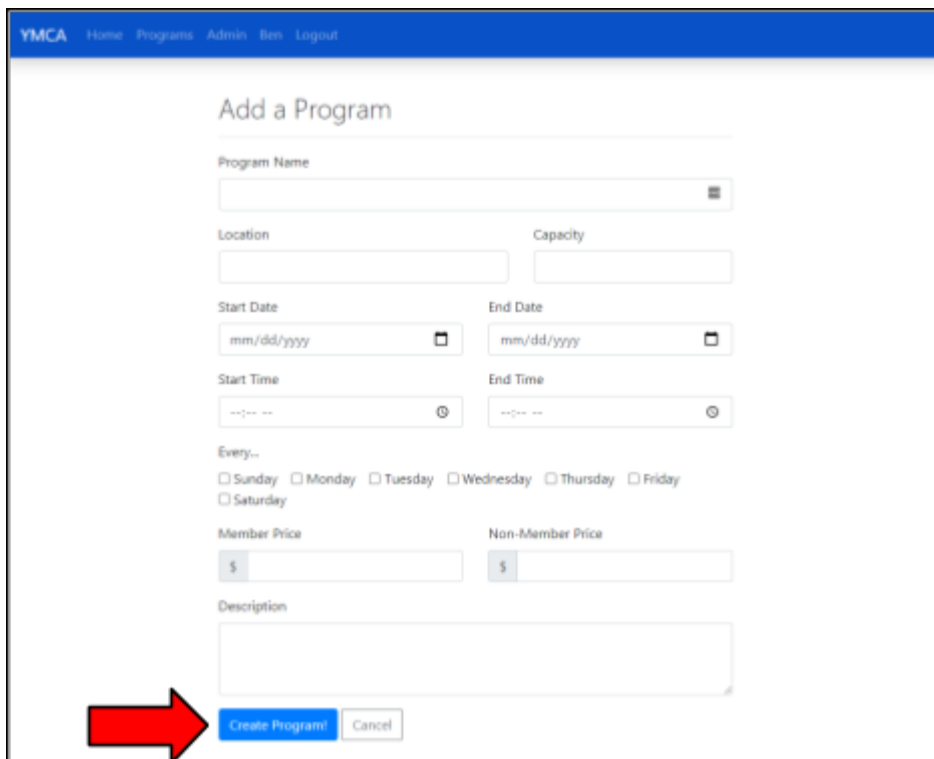
Click the “+ New” button.



The screenshot shows the 'Manage Programs' page in the YMCA system. On the left, there is a sidebar with a 'Back to Admin Home' link and the title 'Manage Programs' with the instruction 'Select a program from the table to view more details'. On the right, there is a table of existing programs and a '+ New' button. A red arrow points to the '+ New' button.

Name	Capacity	Days of Week	Dates	Time
Log Rolling	1	Sunday, Tuesday	11/15/2020 - 12/13/2020	5:00 PM - 5:40 PM
Marathon Run	3		12/16/2020 - 12/30/2020	8:05 PM - 10:05 PM
Swimming	45	Monday, Wednesday, Friday	12/8/2020 - 12/29/2020	11:45 AM - 4:45 PM

Fill out the program information and click “Create Program!”.



The screenshot shows the 'Add a Program' form. It contains several input fields for program details. A red arrow points to the 'Create Program!' button at the bottom.

Add a Program

Program Name:

Location: Capacity:

Start Date: End Date:

Start Time: End Time:

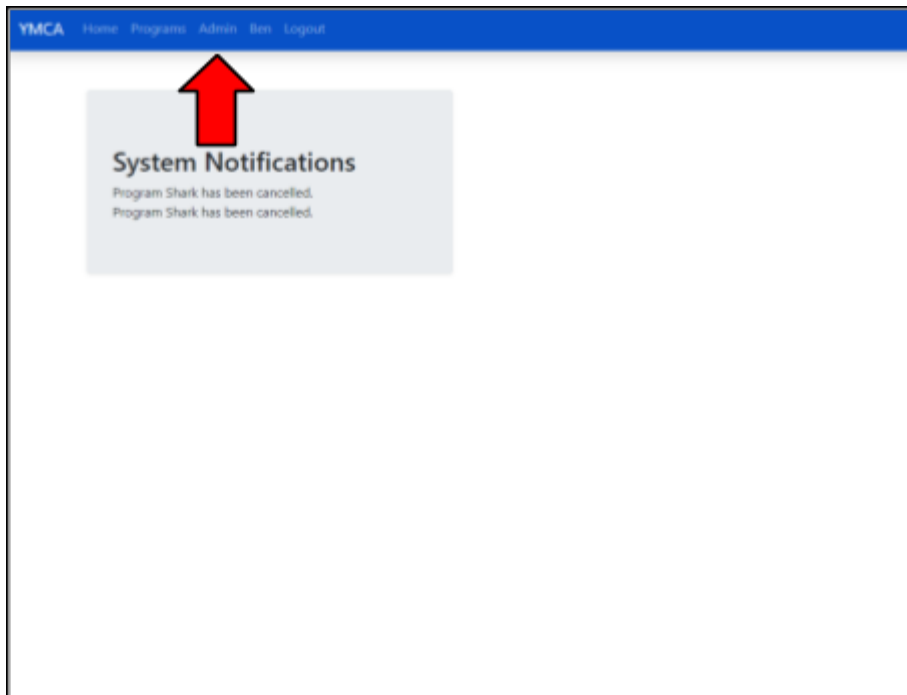
Every...
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday
☐ Saturday

Member Price: \$ Non-Member Price: \$

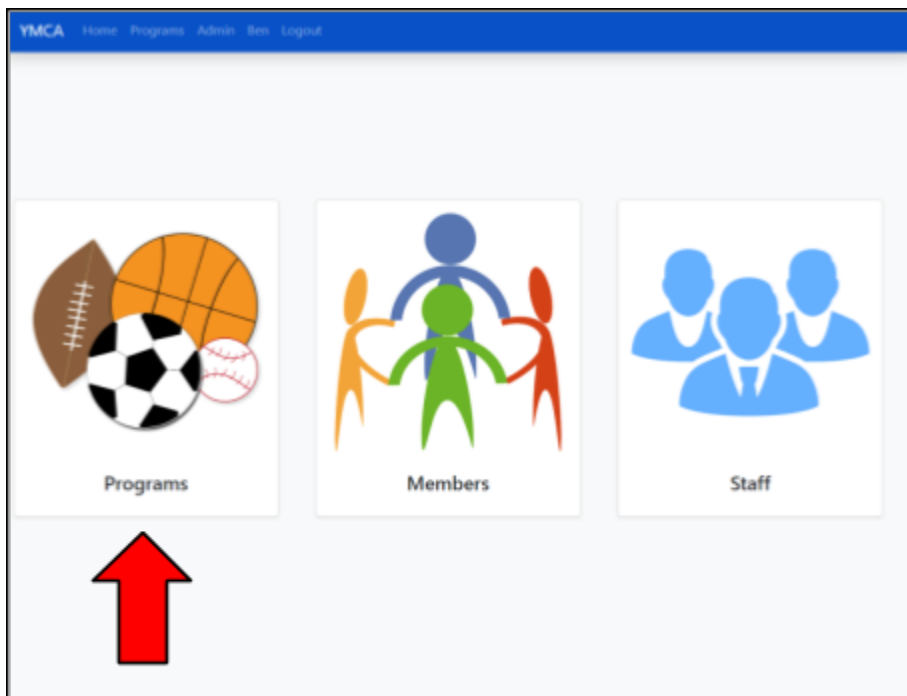
Description:

2.2 Edit a Program

Click on the “Admin” button on the navigation bar.



Click on the “Programs” button.



Click on the program that you wish to edit and then click the “edit” button.

The screenshot shows the 'Manage Programs' page in the YMCA system. On the left, a sidebar for the 'Log Rolling' program displays details: Location (YMCA Onalaska Pool), Member Fee (\$100.00), Non-Member Fee (\$200.00), Days of the Week (Sunday, Tuesday), Capacity (1), Date Range (11/15/2020 - 12/13/2020), and Time Range (5:00 PM - 5:40 PM). At the bottom of this sidebar are three buttons: 'View Roster' (green), 'Edit' (blue), and 'Cancel' (red). A large red arrow points directly to the 'Edit' button. On the right, a table lists other programs: 'Log Rolling' (Capacity 1, Sunday/Tuesday, 11/15/2020 - 12/13/2020, 5:00 PM - 5:40 PM), 'Marathon Run' (Capacity 3, 12/16/2020 - 12/30/2020, 8:05 PM - 10:05 PM), and 'Swimming' (Capacity 45, Monday/Wednesday/Friday, 12/8/2020 - 12/29/2020, 11:45 AM - 4:45 PM).

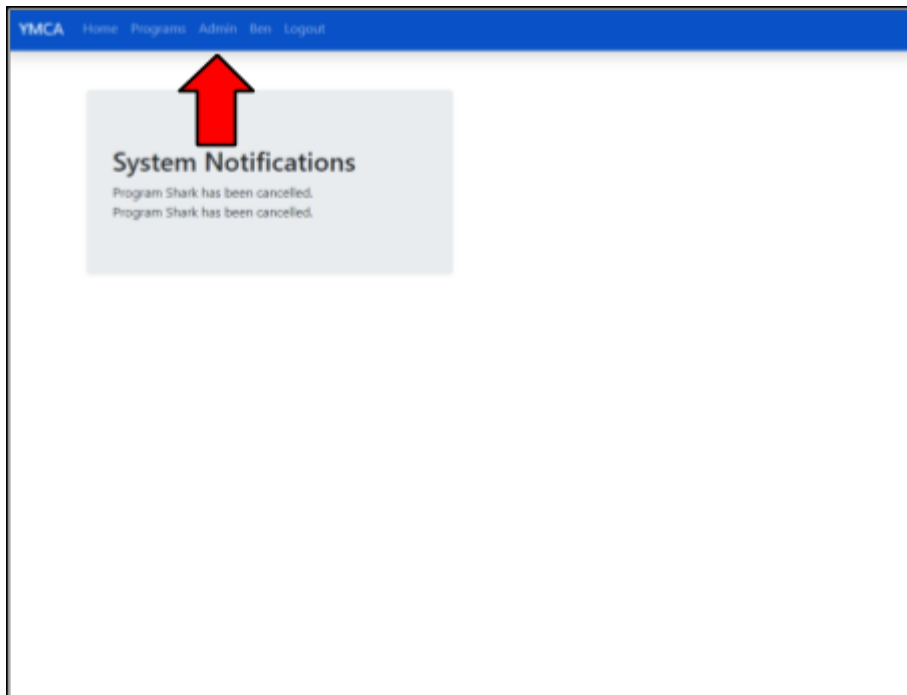
Name	Capacity	Days of Week	Dates	Time
Log Rolling	1	Sunday, Tuesday	11/15/2020 - 12/13/2020	5:00 PM - 5:40 PM
Marathon Run	3		12/16/2020 - 12/30/2020	8:05 PM - 10:05 PM
Swimming	45	Monday, Wednesday, Friday	12/8/2020 - 12/29/2020	11:45 AM - 4:45 PM

Update the program information and click the “Save Changes” button.

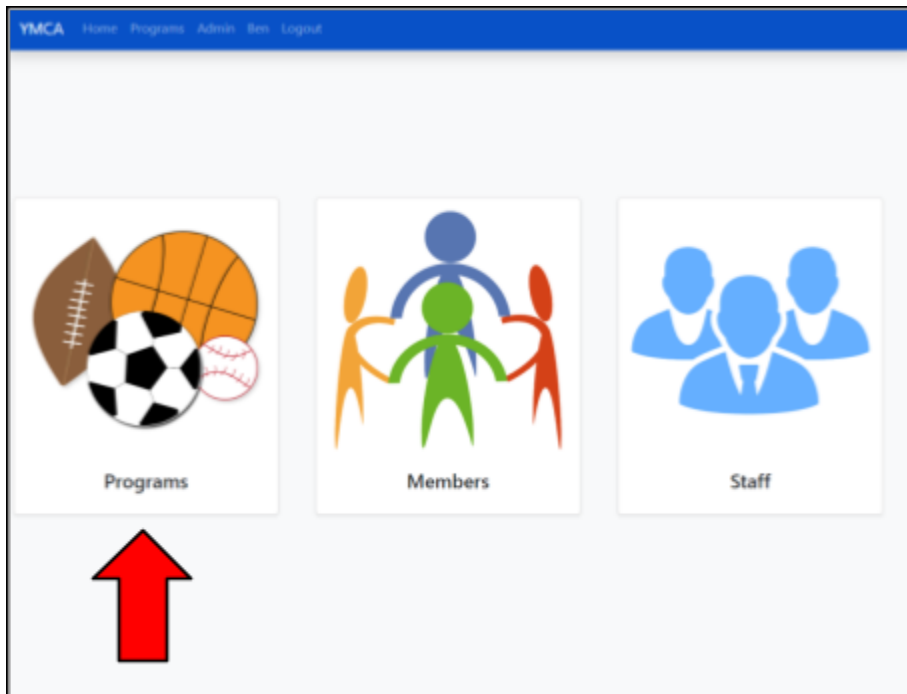
The screenshot shows the 'Edit a Program' form. Fields include: Program Name (Log Rolling), Location (YMCA Onalaska Pool), Capacity (1), Start Date (11/15/2020), End Date (12/13/2020), Start Time (05:00 PM), End Time (05:40 PM), Days of the Week (checkboxes for Sunday through Saturday, with Sunday and Tuesday selected), Member Price (\$ 100), Non-Member Price (\$ 200), and Description (Log Rolling). At the bottom, there are 'Save Changes' (blue) and 'Cancel' (grey) buttons. A large red arrow points to the 'Save Changes' button.

2.3 Viewing Program Roster

Click on the “Admin” button on the navigation bar.



Click on the “Programs” button.



Click on the program that you wish to edit and then click the “View Roster” button.

YMCA

[Home](#) [Programs](#) [Admin](#) [Ben](#) [Logout](#)

[Back to Admin Home](#)

Manage Programs

Select a program from the table to view more details

Log Rolling

Log Rolling.

Location:

YMCA Onalaska Pool

Member Fee:

\$100.00

Non-Member Fee:

\$200.00

Days of the Week:

Sunday, Tuesday

Capacity:

1

Date Range:

11/15/2020 - 12/13/2020

Time Range:

5:00 PM - 5:40 PM

View Roster

Edit


Cancel

+ New

Search...

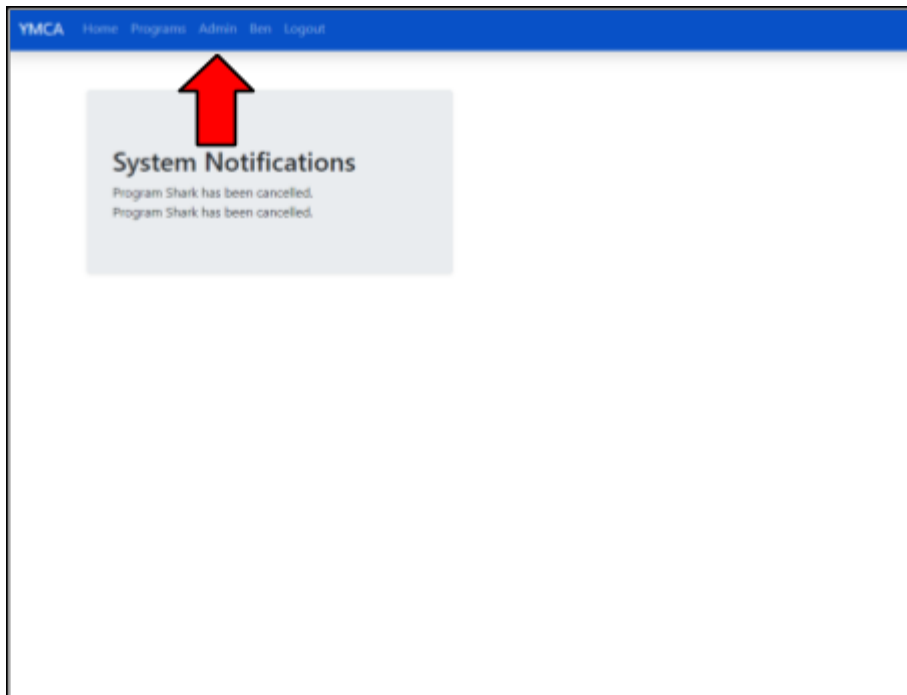
Search

Name	Capacity	Days of Week	Dates	Time
Log Rolling	1	Sunday, Tuesday	11/15/2020 - 12/13/2020	5:00 PM - 5:40 PM
Marathon Run	3		12/16/2020 - 12/30/2020	8:05 PM - 10:05 PM
Swimming	45	Monday, Wednesday, Friday	12/8/2020 - 12/29/2020	11:45 AM - 4:45 PM

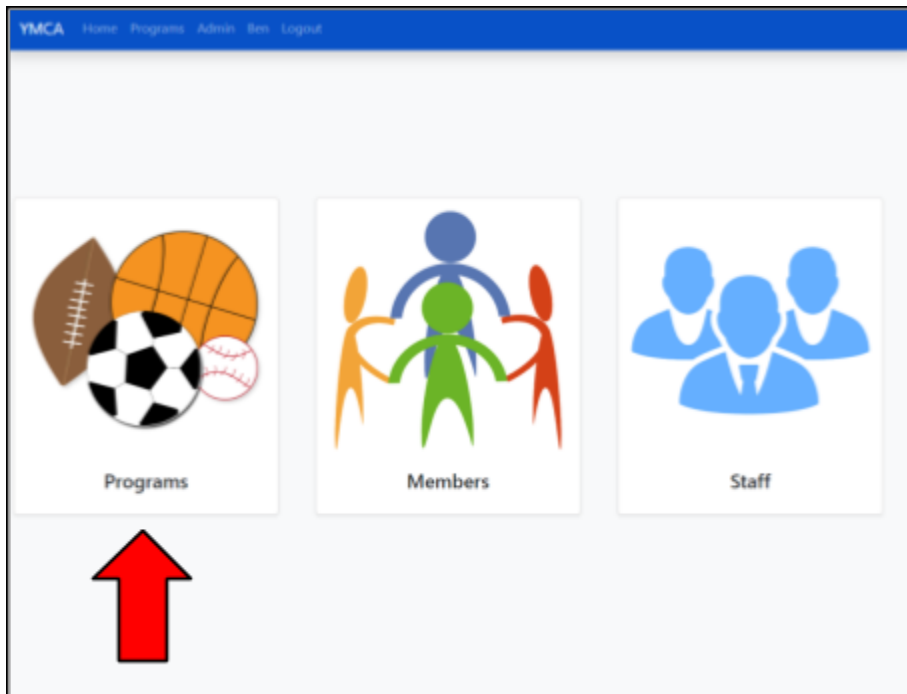


2.4 Canceling a Program

Click on the “Admin” button on the navigation bar.



Click on the “Programs” button.



Click the program in the table that you wish to cancel and press the “Cancel” button.

YMCA

[Home](#) [Programs](#) [Admin](#) [Ban](#) [Logout](#)

[Back to Admin Home](#)

Manage Programs

Select a program from the table to view more details

Log Rolling

Log Rolling.

Location:

YMCA Onalaska Pool

Member Fee:

\$100.00

Non-Member Fee:

\$200.00

Days of the Week:

Sunday, Tuesday

Capacity:

1

Date Range:

11/15/2020 - 12/13/2020

Time Range:

5:00 PM - 5:40 PM

View Roster

Edit

Cancel

+ New

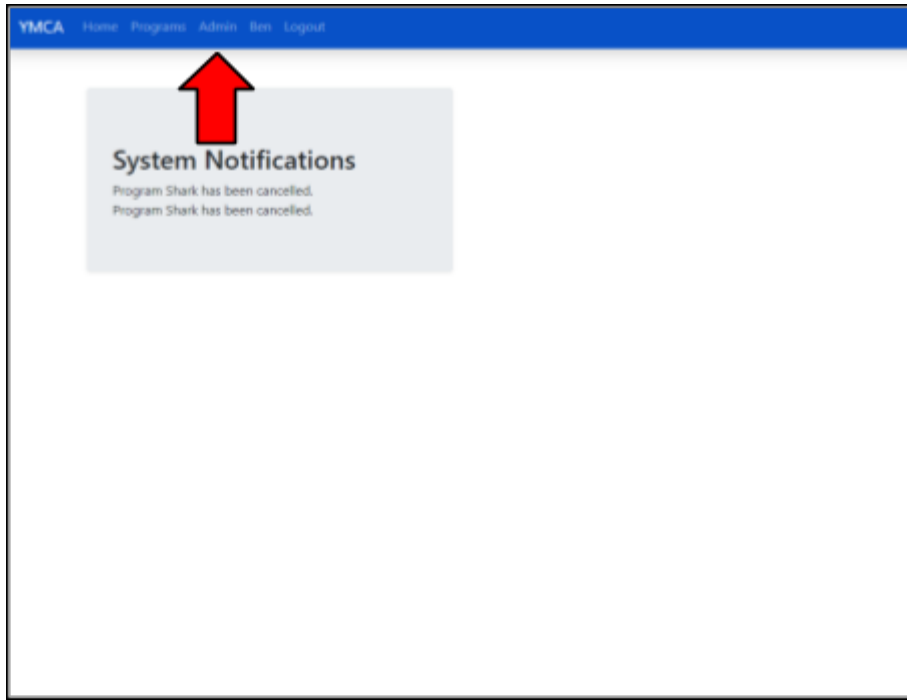
Search...

Search

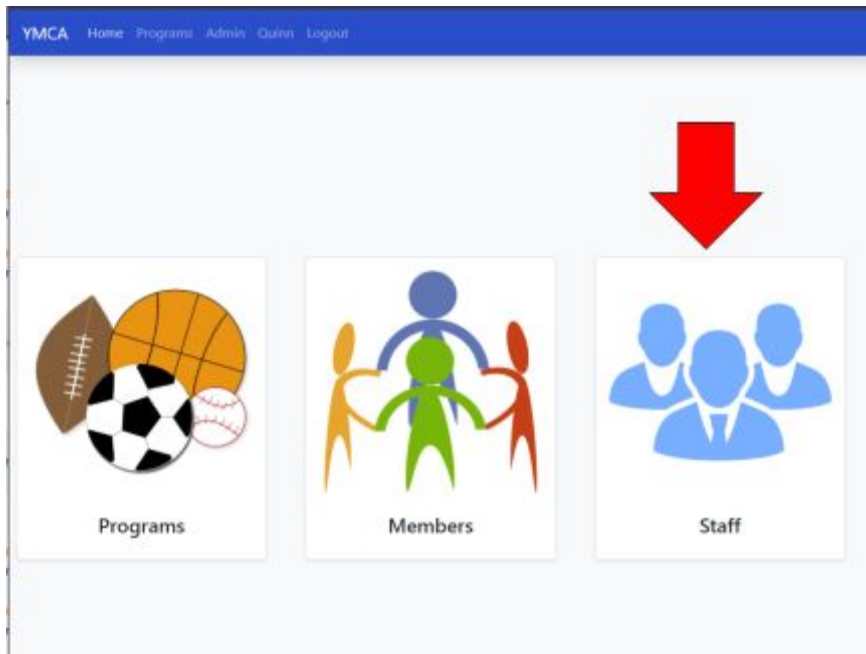
Name	Capacity	Days of Week	Dates	Time
Log Rolling	1	Sunday, Tuesday	11/15/2020 - 12/13/2020	5:00 PM - 5:40 PM
Marathon Run	3		12/16/2020 - 12/30/2020	8:05 PM - 10:05 PM
Swimming	45	Monday, Wednesday, Friday	12/8/2020 - 12/29/2020	11:45 AM - 4:45 PM

2.5 Adding a Staff Member

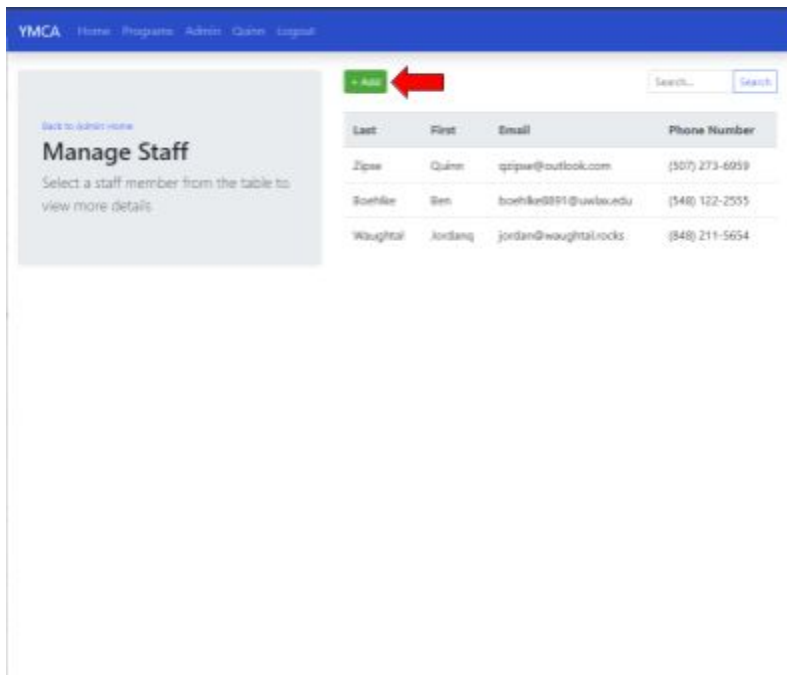
While logged in as a staff member, click on the “Admin” button on the navigation bar.



Click “Staff”



Click “Add”



YMCA Home Programs Admin Quinn Logout

[Back to Admin Home](#)

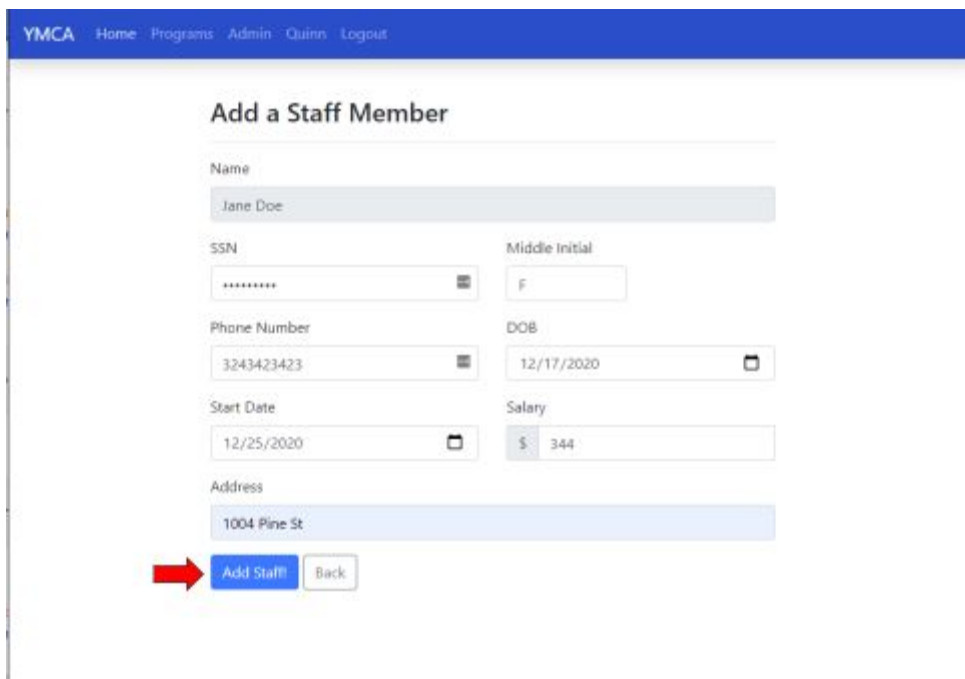
Manage Staff

Select a staff member from the table to view more details.

[+ Add](#)

Last	First	Email	Phone Number
Zipse	Quinn	qzipse@outlook.com	(507) 273-6959
Boehlke	Ben	boehlke8891@uwisau.edu	(548) 122-2555
Waughtal	Jordan	jordan@waughtal.rocks	(848) 211-5654

Select the user to add, Key in the staff information and click the “Add Staff!” button.



YMCA Home Programs Admin Quinn Logout

Add a Staff Member

Name
Jane Doe

SSN

Middle Initial
F

Phone Number
3243423423

DOB
12/17/2020

Start Date
12/25/2020

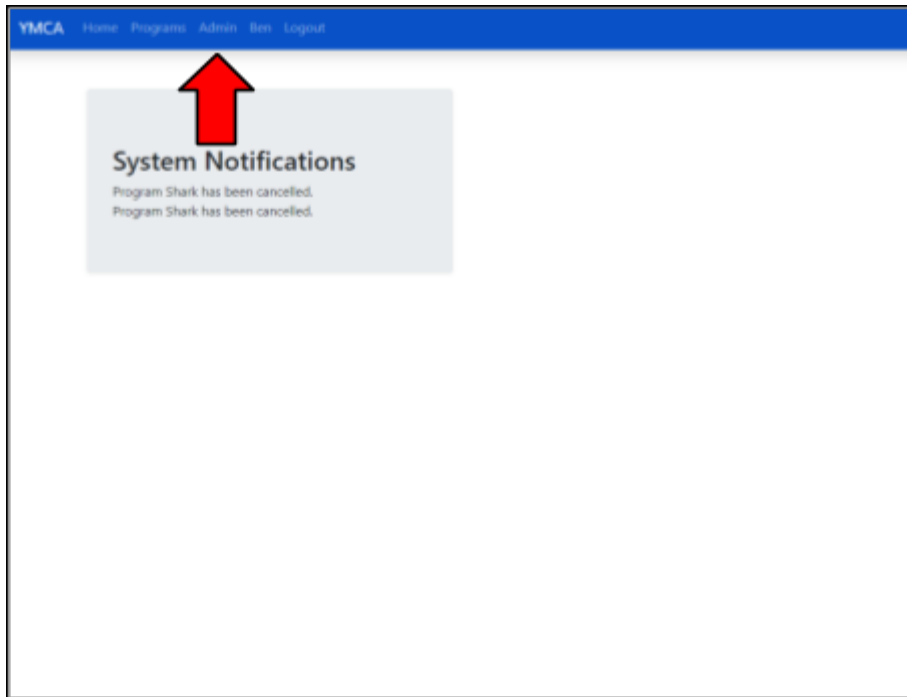
Salary
\$ 344

Address
1004 Pine St

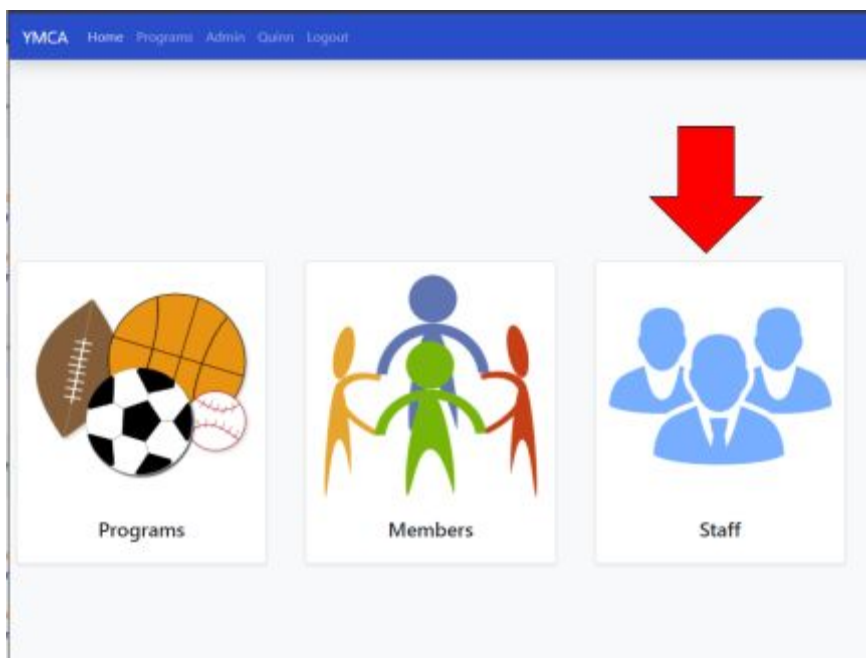
[Add Staff!](#) [Back](#)

2.6 Editing a Staff Member

While logged in as a staff member, click on the “Admin” button on the navigation bar.



Click “Staff”



Click the staff member you wish to edit, then click the “Edit” button.

The screenshot shows the 'Manage Staff' interface. On the left, a sidebar for 'Boehlke, Ben B' contains contact, work, and personal information. On the right, a table lists staff members. A red arrow points to the 'Edit' button at the bottom of the Ben Boehlke sidebar.

Last	First	Email	Phone Number
Zipse	Quinn	qzipse@outlook.com	(507) 273-6959
Boehlke	Ben	boehlke8891@uwfax.edu	(548) 122-2555
Waughtal	Jordan	jordan@waughtal.rocks	(548) 211-5654

Boehlke, Ben B

Contact Info:
Email: boehlke8891@uwfax.edu
Phone: (548) 122-2555

Work Info:
Start Date: 10/21/2020
Salary: \$100.00

Personal Info:
DOB: 10/21/2020
SSN (Last 4): XXX-XX-3256
Address: 1085

[Edit](#) [Remove](#)

Update the information and click the “Make Changes” button.

The screenshot shows the 'Edit a Staff Member' form for Ben Boehlke. The form contains fields for Name, SSN, Middle Initial, Phone Number, DOB, Start Date, Salary, and Address. A red arrow points to the 'Make Changes' button at the bottom.

Edit a Staff Member

Name: Ben Boehlke

SSN: [Redacted] Middle Initial: B

Phone Number: 5481222555 DOB: 10/21/2020

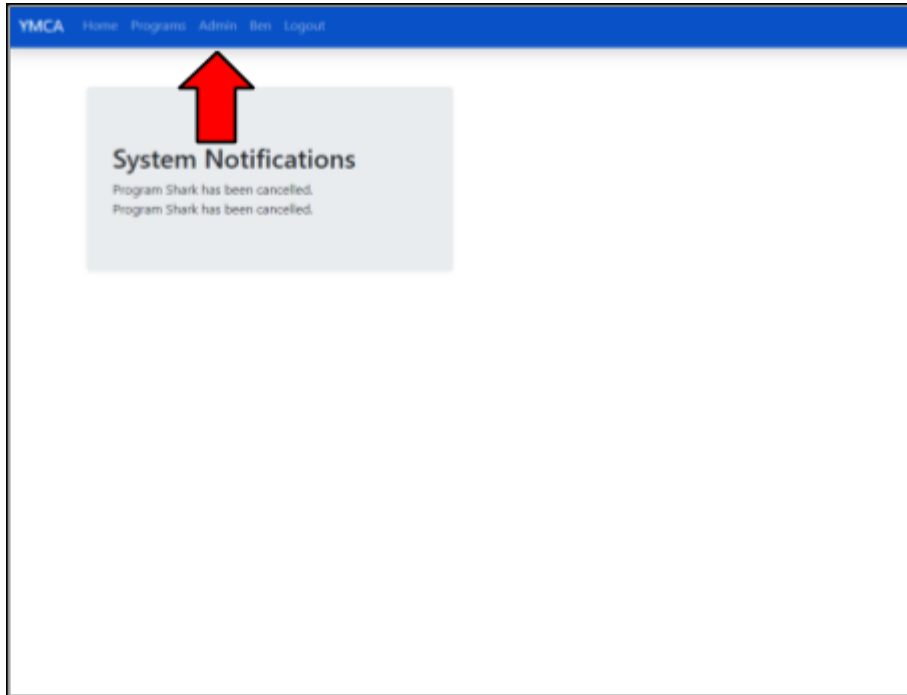
Start Date: 10/21/2020 Salary: \$ 1

Address: 1085

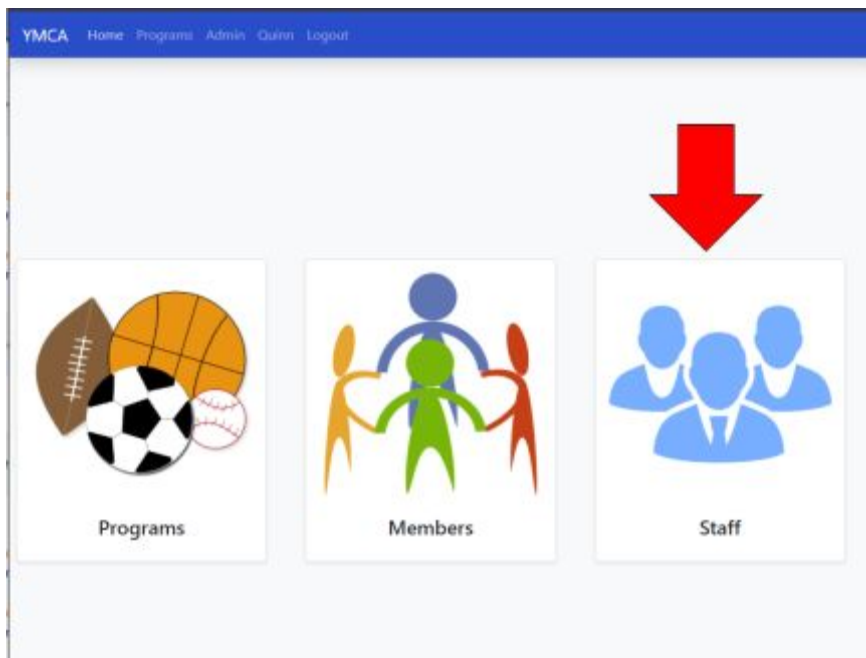
[Make Changes](#) [Cancel](#)

2.7 Revoking Staff Access

While logged in as a staff member, click on the “Admin” button on the navigation bar.



Click “Staff”



Click the staff member you wish to revoke privileges, then click the “Remove” button.

The screenshot shows the YMCA Manage Staff interface. At the top is a blue navigation bar with links: Home, Programs, Admin, Ben, Logout. Below the navigation bar, on the left, is a sidebar with a 'Back to Admin Home' link and a 'Manage Staff' section with the instruction 'Select a staff member from the table to view more details'. In the center, there is a table of staff members. To the right of the table is a search bar. Below the table, a detailed view for 'Boehlke, Ben B' is shown, containing contact, work, and personal information. At the bottom of this detailed view are 'Edit' and 'Remove' buttons. A large red arrow points to the 'Remove' button.

YMCA Home Programs Admin Ben Logout

[Back to Admin Home](#)

Manage Staff

Select a staff member from the table to view more details

[+ Add](#) [Search](#)

Last	First	Email	Phone Number
Zipse	Quinn	qzipse@outlook.com	(507) 273-6959
Boehlke	Ben	boehlke8891@uwfax.edu	(548) 122-2555
Waughtal	Jordanq	jordan@waughtalrocks	(848) 211-5654

Boehlke, Ben B

Contact Info:
Email: boehlke8891@uwfax.edu
Phone: (548) 122-2555

Work Info:
Start Date: 10/21/2020
Salary: \$100.00

Personal Info:
DOB: 10/21/2020
SSN (Last 4): XXX-XX-3256
Address: 1085

[Edit](#) [Remove](#)