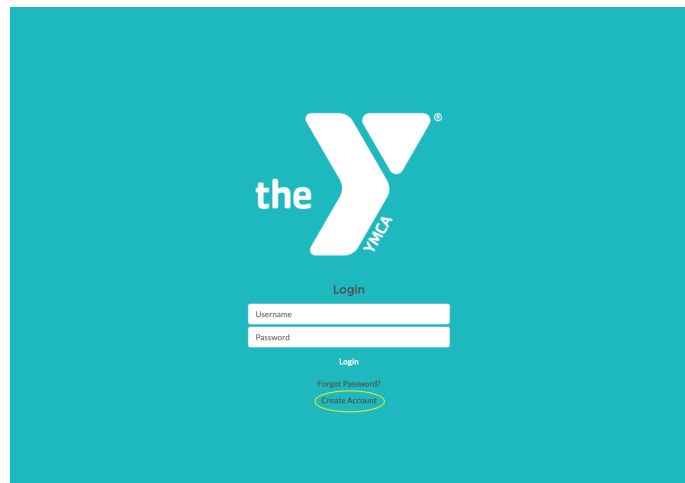
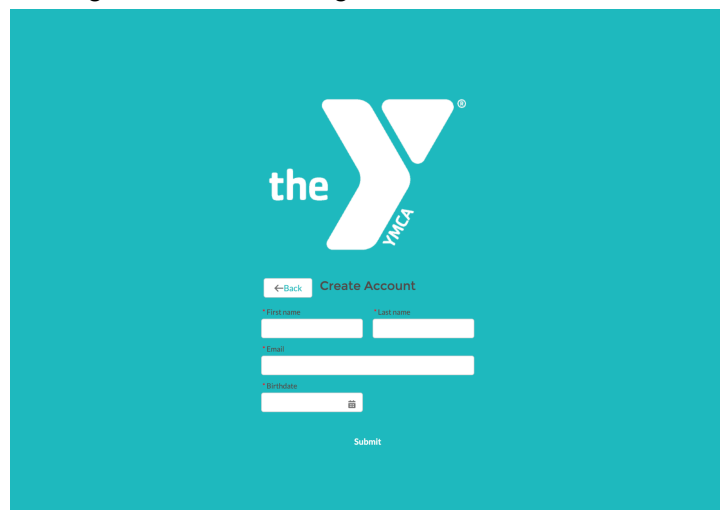


1. Head to our online Membership and Programs portal at <https://wenymca.my.site.com/s/login/?ec=302&startURL=%2Fs%2F>
  - a. This link can be found on the LWYCamp website (Register button) as well as the WenYMCA website (Login button)
2. If they have already registered for programs with us before through the portal, they can login using their username (full email address) and password.
  - a. If they have not used this portal before, they can create an account very easily.
    - i. Create Account



- ii. Fill out the necessary fields and press submit. They will get an email to confirm their account and create a password. They can then go back to the original screen and log in.



- iii. If their email address is associated with a contact/account that is already in our system, they will automatically be brought to the online portal with anyone else that is on their family account. If they are new to our system, they'll start from scratch. As a reminder, all individuals over the age of 6 need to be registered, so they will need to add all of those individuals as contacts on the account by clicking Create a New Contact on the home page.

- iv. Once all necessary contacts are added, navigate to the Register Now button on the top of the page
- v. Select Lake Wenatchee Family Programs in the categories on the left hand side
- vi. The top selection will be Alumni Camp Retreat 2025 and they'll be able to Enroll in either the June or September (or both) retreat options. **Please make sure to read the important information listed.**

- vii. Select all individuals over the age of 5 that will be attending. You will not be able to select individuals who are not “eligible”. Press Save.

- viii. On the next screen, add any add-ons that you would like. Friday Check in, Sunday Check Out, and/or any donations. Press Save.
- ix. Press Next on the top right of the page to be directed to the questions. Answer all necessary questions. Any questions without a drop down list are multi-select. Hold down CTRL and select all applicable answers. Questions are required for each individual. Press Next when complete.

- x. Sign necessary waivers.
- xi. Click Pay Now and enter payment information for the selections that you've made.