

# Greater Philadelphia YMCA

Parent Help Guide for Camp/Child Care Registration Forms

After completing your child(ren)'s Day Camp, Early Learning or Before/After School registration and paying applicable deposits & fees, you will receive a confirmation email with a link to complete additional registration forms. These forms are required for all participants and must be complete before your child's first day.

- The email will be sent to the email address on record for the primary contact on your account.
  - If you are unsure who is the primary on your account or need to switch the primary contact, please contact your YMCA or email <u>membership@philaymca.org</u>, or call 215-220-9199
- The email with the link for the additional registration forms will be sent from <u>membership@philaymca.org</u>, with the subject: *Greater Philadelphia YMCA: Complete your Child's Camp or Child Care Registration Forms!*
- If you registered more than one child, you will receive an email for **each child**.

## Accessing & completing your child(ren)'s required forms

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- Follow the instructions in the email to be directed to your online account or visit philaymca.org and click My Account.
  - If you are **not** logged in to your online account, you will be prompted to enter your email and password for your Y online account.
  - If you do not know your password, click FORGOT PASSWORD for an email to be sent to you with a temporary password. Once you login, make sure to update your password.
  - Once logged in, click on **My Forms**, or the link in the **Notifications** section on the right side of the screen with a link to complete your forms.

Welcome	
My Memberships My Schedule My Forgrans	My Profile
SIGN UP FOR TEXT ALERTS! connected to the Y'sy repting in to second text advant emergency updates, breach discurse, and more Clock have to reptin.	
ews and Information	Notifications Messages for your attention
	Camp 2022 Registration Form Required for ©7 days ago Citck Here to complete your camp registration form?
	Child Care 2022-2023 Registration Form Required for O a month ago Click Hare to complete your camp registration form!

Click Start Form or Continue Form to complete each required registration form.

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Complete each section of the form. As each section is completed, you will see a green check mark on that section. Upload your
additional documents under Additional Required Uploads.

ne Join Programs Camps Child Ca	re Financial Assistance			
Emergency Info for	at Greater Philadel	ohia YMCA: Camp		
Participant's Details	Participant's Medical History	Additional Required Uploads		
about the participant.	information, insurance provider, primary care physician, allergies, medications and special requests.	Fee Agreement - Camp		
Time Estimate: 3 Minu Start Now 🕃	Time Estimate: 10 Min Start Now 🔀	*Required* Please download, complete and sign the Fee Agreement. A		
Walvers & Consents Required signatures for consents and parent acknowledgements required to narricinate in Greater	Emergency Contacts & Authorized Pick-up People Please add a minimum of two emergency contacts and as many	completed Fee Agreement must be uploaded or turned in to your camp site before you child can attend camp. Once done, please upload by clicking "Choose		

• You can return to your **My Registrations Forms** page at any time by clicking on any of the notifications regarding required forms or the **My Forms** button. Each form will be listed with the current status of each form.

# Notes on completing your child(ren)'s required forms

- While the forms can be completed on a mobile device, we suggest you complete them on a desktop or laptop computer where possible for the best performance.
- Complete each page of the form, clicking Save and Continue each time you complete a section.
- Be sure to save each page before moving to another page of the form. Do not close your browser window before saving the form or you will have to start that section over.
- If you must stop and come back to the form later you may, just click SAVE and revisit your My Forms page and continue filling it out.
- Required fields are marked by a red asterisk (\*)
- A completed Fee Agreement, Child Health report and any other applicable forms must be uploaded on the Shared Files section.
  - Files larger than 3MB will not be uploaded. If you're unable to upload your files, please email them to <u>membership@philaymca.org</u> and we'll upload them for you.
- Information required on the form that you may want to gather before starting include:
  - $\circ$  Health insurance information
  - Medical History and Primary Care Physician details
  - o Emergency or pick-up list contact information

# Frequently Asked Questions

### I don't see the forms on my portal (I have no notifications for forms in my portal either)

If you don't see any notifications regarding forms, and you click on the My Forms link but there are no forms listed, you most likely have a duplicate account. Contact the Camp or Child Care Leader at your child's site, email us at <u>membership@philaymca.org</u> or give us call at 215-220-9199. We can merge the duplicates and ensure you have access to your forms.

#### I see notifications for my child's form, but I don't see the forms when I click the links

Currently, only the primary contact for the account can access the forms. If your partner or another adult on your account is the primary, they can log in to their portal and complete the forms. If you would like to change the primary contact and form owner for your account, contact the Camp or Child Care Leader at your child's site, email us at <u>membership@philaymca.org</u> or give us call at 215-220-9199.

#### I'm trying to upload a required file under Additional Required Uploads but the status wheel is just spinning

The file you are trying to upload is too large to upload through our portal. Please email the file(s) to the Camp or Child Care Leader at your child's site or <a href="mailto:membership@philaymca.org">membership@philaymca.org</a> and we'll upload them for you.

### I need to update my form or remove an emergency contact/authorized pickup but my changes are not saving.

In order to help ensure we are aware of the changes, please contact the Camp or Child Care Leader at your child's site, email us at <u>membership@philaymca.org</u> or give us call at 215-220-9199. We can help make the updates to your form and ensure we have the most up-to-date information in our files.

Need Assistance? Contact the Camp or Child Care Leader at your YMCA branch, email us at <u>membership@philaymca.org</u> or give us a call at 215-220-9199. We're happy to help!

Page 2 of 2 Updated: 3/27/2024