

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 membership@philaymca.org and we'll upload them for you.
- Information required on the form that you may want to gather before starting include:
 - Health insurance information
 - Medical History and Primary Care Physician details
 - 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 membership@philaymca.org 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 membership@philaymca.org 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 membership@philaymca.org 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 membership@philaymca.org 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 membership@philaymca.org or give us a call at 215-220-9199. We're happy to help!