



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# READY TO REGISTER? HERE'S HOW!

Open Registration for the 2019–2020 school year at the West Essex YMCA, a branch of the Metropolitan YMCA of the Oranges, will begin Wednesday, May 29, at 10am.

To ensure a smooth process for you and your family, please review these steps prior to the day registration begins.

## STEP 1

Visit our new account management and registration site – [apm.activecommunities.com/metroymcas](http://apm.activecommunities.com/metroymcas) on your tablet, laptop or desktop computer and create your account. Upon completion, you will receive an email with instructions on how to activate your account.

## STEP 2

After you have created and activated your new account, log in and click **Register for Activities** under the **Online Services** section of your account.

## STEP 3

At the top of the **Filter by** section on the left side of your screen, use the **Site** filter option to select the West Essex YMCA. Locate your desired program in the search results page and click **Add to Cart**.

## STEP 4

Click **Enroll Now**, select the child you wish to register and click **Continue**.

## STEP 5

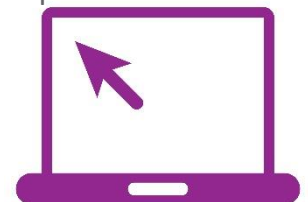
Select the session for the grade your child will be entering in September and click **Add to my Cart**.

**PROGRAM FULL?** If the program you wish to register your child for is full, you will see **Full** next to or below the dates on the calendar. To add your child to the waitlist, select the session you would like to register for and click **Add to my Cart**. Your screen will refresh and you will see a message that states "You will be added to the waiting list for the indicated dates after you've completed your registration process." **Full** will change to **Waitlist** on the calendar on your screen. You will need to click **Add to my Cart** one more time.

**PLEASE NOTE:** Registration cannot be guaranteed for a child registered for an incorrect grade. If the session for the grade your child will be entering in September is full, please add your child to our waitlist. While we cannot guarantee a space in our program, we will make every effort to accommodate your child if possible.

### WEST ESSEX YMCA

321 South Livingston Avenue, Livingston, NJ  
973.992.7500  
[metroymcas.org](http://metroymcas.org)





**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **STEP 6**

Select your desired payment plan (pay in full or weekly installments) and click **Continue** at the bottom of the page.

**PROGRAM FULL?** If your child is being waitlisted, this step will not apply.

## **STEP 7**

Answer any required questions, agree to required waiver(s) and click **Continue**.

**REGISTERING MORE THAN ONE CHILD?** If you are registering an additional child, click **Activities** on the banner at the top of the screen and repeat steps 3-6. Once you have registered all of the children in your family, proceed to step 8.

## **STEP 8**

Click **Check Out**, enter your desired payment method, and click **Pay**. Your payment method will be used for both your initial payment and your scheduled tuition installments. If paying with a credit/debit card, your card must have an expiration date of June 2020 or later.

**PROGRAM FULL?** Click **Finish** to secure your child's spot on our waitlist. No payment to register for a waitlist is required. If a space becomes available, payment will be collected when your child is enrolled. While we cannot guarantee a space in our program, we will make every effort to accommodate your child if possible.

## **NEED HELP?**

For assistance with online registration, email Online Support at [onlinesupport@metroymcas.org](mailto:onlinesupport@metroymcas.org) or call 973-758-YMCA (9622). We'll be happy to help. Online Support is available Monday through Friday from 10am to 5pm.

For questions regarding Before School and After School programs, please call our West Essex team at 973-992-7500 during regular business hours.

**PLEASE NOTE: If your child is a current member of a branch of the Metropolitan YMCA of the Oranges, your membership is not yet active in our new system. After you have completed the full checkout process, please email [onlinesupport@metroymcas.org](mailto:onlinesupport@metroymcas.org) to let us know. We will adjust your tuition to our Member rate (\$3 less per installment) and your \$6 overpayment for the installments due at the time of registration will be credited to your September 1 installment.**

### **WEST ESSEX YMCA**

321 South Livingston Avenue, Livingston, NJ  
973.992.7500  
[metroymcas.org](http://metroymcas.org)

