# **How To Register for Gymnastics**

#### **Deadlines:**

- -Registration opens a week before the session starts.
- -Registration closes two weeks after the session starts.
- If possible, online registration is preferred, but you can also call to register over the phone, 402–371–9770.

### **Notes:**

- Emma will not be available by phone or email when registration opens, as she is busy taking registrations with the Y staff.
- -In order to register your child for gymnastics, they will need to have their own YMCA account.
- -There are age restrictions on the classes.
- -If your child does not have an account, please go to the YMCA front desk and register them for an account BEFORE registration day.

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# You can register from:

### > Desktop computer:

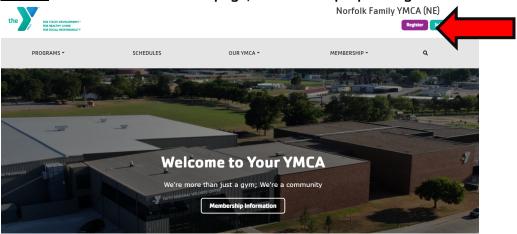
- 1. Visit www.norfolkymca.org
- 2. On the homepage, click purple "Register" button (this will take you to the "Welcome, Guest" page)
- 3. Follow the Steps below (shown in screenshots).

## ➢ 'Norfolk Family YMCA' mobile app:

- 1. Download 'Norfolk Family YMCA' app from your Play Store;
- 2. In the app, click on the "Programs" tab at the bottom;
- 3. Click on the Gymnastics category and select the session;
- 4. Click on the class that you want to register for;
- 5. Proceed through, you'll have a blue 'register' button;
- 6. You'll enter your Login information (email & password);
- 7. Answer the registration questions;
- 8. Submitting payment will complete your registration transaction.

The screenshots below follow the <u>Desktop Computer steps</u>. The **Mobile App method does the steps** in reverse, prompting you to select the program first before you enter your Logins.

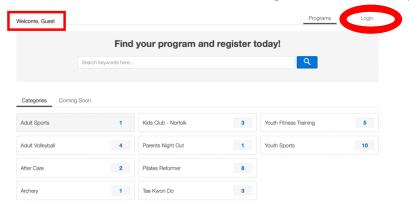
**STEPS:** This is the YMCA's homepage; click on the purple "Register" button in the upper right corner.



The 'Register' button takes you to our program registration site - Daxko.

Direct Link - <a href="https://ops3.operations.daxko.com/Online/3071/ProgramsV2/Home.mvc">https://ops3.operations.daxko.com/Online/3071/ProgramsV2/Home.mvc</a>

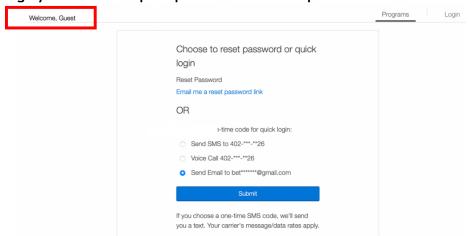
Once here, you'll see "Welcome, Guest." Then click the "Login" button in the top right corner.



To Login: use the phone number or email that you have on file with your member/nonmember account.

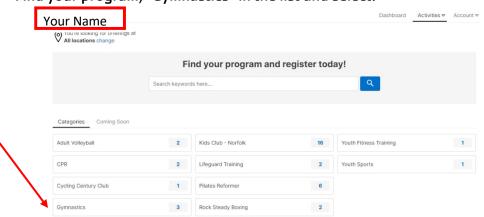
Next, you'll enter your password. If you have forgotten your password or don't recall setting one up, click "Forgot your password?" link under the blue "Login" button.

Choose to reset your password by clicking "Email me a reset password link". You'll be notified through your email and prompted to enter a new password.

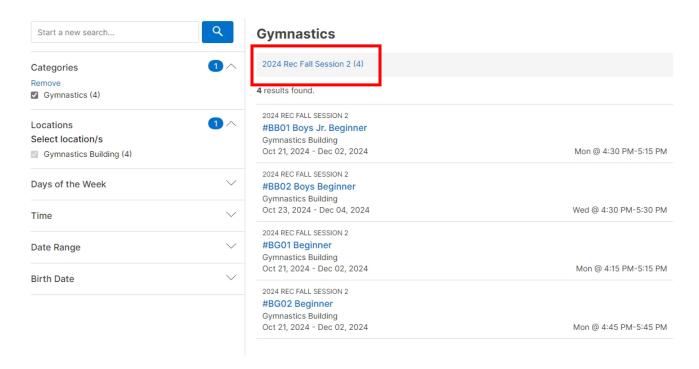


Once you've set your new password, login and notice your name now in the top left corner.

Find your program, "Gymnastics" in the list and select.



In the Gymnastics Category, select the session that you want.

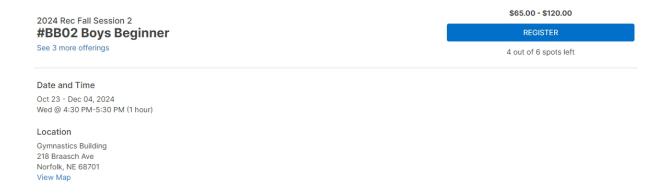


Once you're in your chosen session, select the class you want.



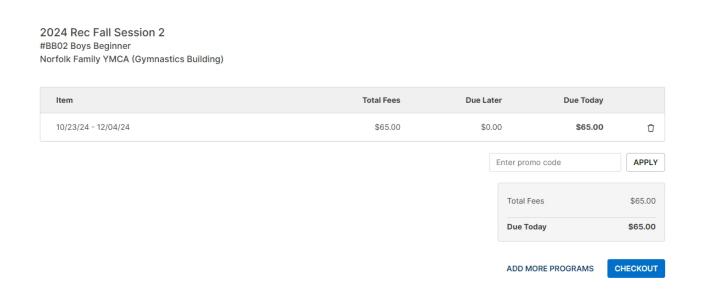
Wed @ 4:30 PM-5:30 PM

Once you have chosen your class, click the blue register button.



Complete the registration with parent name, e-mail address, phone number, and select if you agree to our photo release agreement. After filling out the Information, the next page will ask you to agree to our Release and Waiver of Liability and Indemnity agreement.

The next page will give you a summary of what class you are registering for and give you the total amount due. This Is where you need to double check the class that you selected Is the correct one!! Continue to checkout by hitting "checkout" or continue registering for other programs by selecting "add more programs"



Once in checkout, select your payment method, and complete the registration by clicking PAY NOW. Registration Is not complete until payment has gone through.

