

FOR YOUTH DEVELOPMENT® FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY

## **REGISTERING FOR PLC DAYS**

This process enrolls your child in PLC Days for the entire school year. If you have any issues with registration, please send an email to <u>yclubsupport@kansascityymca.org</u>.

- 1. Click on the registration link provided for your child's school.
- 2. Select Add to Cart.
  - a. If you already have a YMCA Account, use your email address to sign in. If you have never accessed your online account, click the **Forgot your password?** Link to have a new password sent to the email address linked to your account. PLEASE DO NOT create a new account, as this would prevent access to your previous account information.
  - b. If you do not already have a YMCA Account, select the Create
    New Account button. You must first add yourself as the adult on the account before adding your child(ren). Once you have created your account, log out and then click on the registration link to start the registration process again.
- 3. Once you have logged in, select the child you wish to enroll then click **Next.**
- 4. Answer or initial all required questions then click Next.
  - a. If you need to register another participant, click the **Register Another Participant for this Activity** link.
- 5. Click **Proceed to Shopping Cart.**
- 6. Click Finish.