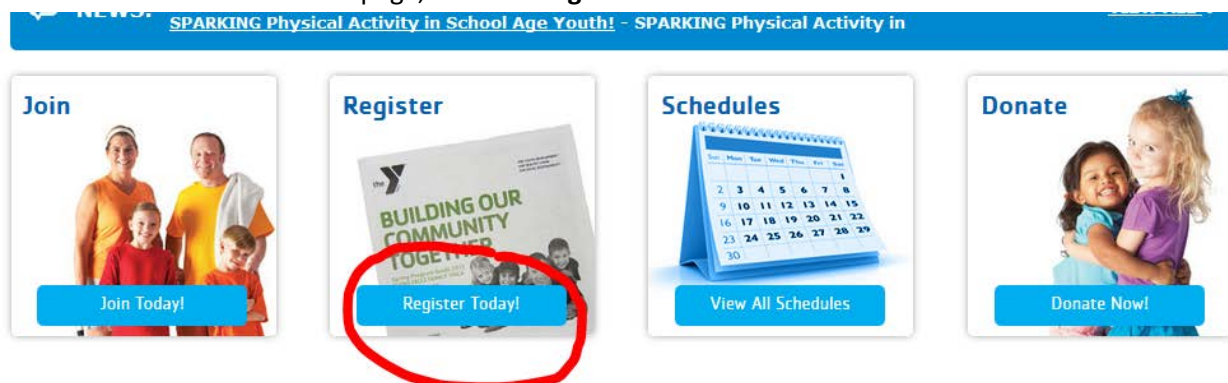


Paying for SWIM MEETS Online

1. Using your internet browser, go to our website at www.glensfallsymca.org.
2. Near the bottom of the home page, click the **Register** button:



3. This will bring you to our online registration system, which looks like this:

A screenshot of the online registration system interface. At the top left is the "the Y" logo and "MemberLink". At the top right are links: "[Home | View Cart: 0 Item \$0.00]" and "[Sign Into MemberLink | Register an Account]". Below the logo is a navigation bar with tabs: "Programs", "Transactions", "Balance Due(s)", "DONATE", and "My Account". The main section is titled "Find Your Program" and contains a "Search" link and an "Advanced Search" link. Below these are search criteria: "Branch" (All), "Department" (All), "Keywords" (input field), and "Class ID" (input field). There is an "OR" option between the keywords and class ID fields.

4. If you have not created an account yet, select the **Register an Account** link in the top right section of the above page. If you already have an account click **Sign Into MemberLink** and skip to step #7.
5. To **Register an Account** you will see two options:
 - a. If you have transacted with the Glens Falls YMCA before or are a current member, use one of the "Find Me" options on the left side of the page. Once your account is located, the system will pull up the login screen and either pre-populate it with your online username, or prompt you to create one.
 - b. If the system prompts you with a user ID but you have forgotten your password, click the link for assistance just below the login fields.

6. Once you are logged in, you can search for the Swim Meet by entering some of the meet name here (it must be the exact beginning text per the swim meet schedule):

Due(s) DONATE My Account Find Your Program

Search

Search Criteria

Branch All

Department All

Keywords IMX

Class ID

OR

Search

Tip: To search for an exact phrase, put quotation marks around your se

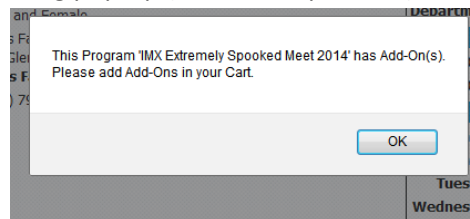
[Need Help? Have a suggestion? Email Us!](#)

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7. Here is what the meet will look like initially:

Dates	Day	Time	Age	Location	Fee	Status	Class#
IMX Extremely Spooked Meet 2014 [ID:36050]							
10/25/14 - 10/25/14	Not Specified	-	0 to 999	Glens Falls Family YMCA	\$0.00	Open	36050
				View Program Details			
				Add to Cart			
				View Add-On(s)			

8. You must first click **Add to Cart** here in order to select the number of events you are paying for. This will generate the following pop-up (click **OK** to proceed):



9. Now you select **Add to Cart** for the number of events you have declared in your Team Unify meet registration. For example, 50 Fly and 100 Free = 2 Events.

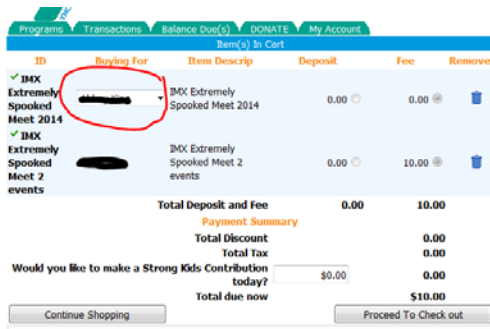
Program Add-Ons

Dates	Day	Time	Age	Location	Fee	Status	Class#
IMX Extremely Spooked Meet 1 Event [ID:36051]							
10/25/2014 - 10/25/2014	-	-	0 to 999	Glens Falls Family YMCA	\$5.00	Open	36051
				View Program Details			
				Add to Cart			
IMX Extremely Spooked Meet 2 Events [ID:36052]							
10/25/2014 - 10/25/2014	-	-	0 to 999	Glens Falls Family YMCA	\$10.00	Open	36052
				View Program Details			
				Add to Cart			
IMX Extremely Spooked Meet 3 Events [ID:36053]							
10/25/2014 - 10/25/2014	-	-	0 to 999	Glens Falls Family YMCA	\$15.00	Open	36053
				View Program Details			
				Add to Cart			
IMX Extremely Spooked Meet 4 Events [ID:36054]							
10/25/2014 - 10/25/2014	-	-	0 to 999	Glens Falls Family YMCA	\$20.00	Open	36054
				View Program Details			
				Add to Cart			
IMX Extremely Spooked Meet 5 Events [ID:36055]							
10/25/2014 - 10/25/2014	-	-	0 to 999	Glens Falls Family YMCA	\$25.00	Open	36055
				View Program Details			
				Add to Cart			
IMX Extremely Spooked Meet 6 Events [ID:36056]							
10/25/2014 - 10/25/2014	-	-	0 to 999	Glens Falls Family YMCA	\$30.00	Open	36056
				View Program Details			
				Add to Cart			

10. Once you have selected your number of events, they will be added your **Cart** and you can click here (top right of page) to check out:



11. When checking out, double check that the right member (the swimmer you are registering) is listed under the “buying for” column. If not, there is a drop-down field that you can use to select the swimmer. Here’s where that is:




12. Click **Proceed to Check Out** once everything is accurate which will bring you to the payment screen below. You can enter your credit card info here and note the circled option to save this card info on file for future use (optional).

Payment info

Gift Card Number Pin Available amount \$0.00

Gift Card Amt \$0.00

Today \$10.00 will be charged on credit card.

Bill To: 

Use already saved card(s) [Click here to use Visa XXX XXX XXX-1111 Exp Date: 12/2016](#)

☒ Save credit card for future online transactions?

Card Holder's Name

Card Holder's Zip Code

Credit Card Type

Credit Card Number CVV [What's this?](#)

Expiration Date (MM/YYYY) /

13. Click **Continue Check Out** to proceed.
14. Once payment is processed you will be notified and a receipt will be generated and emailed to the email your account is linked to.