How to Create Your Account

Welcome to the YMCA of Northern Alberta! Please follow the steps below to create your online YMCA account and add your family members and payment information to it.

Please note, screen layouts will vary depending on the brand of your device and screen size.

STEP 1   Visit **northernalberta.ymca.ca/signup** to start creating your YMCA account. **If you have not logged into your online account since July 2020,** please visit **northernalberta.ymca.ca/myaccount** to learn more about your online account.

STEP 2   Fill in all of your information and click "OK". Your account will then be created!

About you

First Name

Last Name

Email address

.@example.com

Create your password

Your password must have at least:

- 8 characters
- 1 letter
- 1 number

Password

Password

Verification

Password

Email Preferences

☐ I would like to receive occasional email notifications from the YMCA about programs and events.

OK

Email us at ContactCentre@northernalberta.ymca.ca if you need any help!

STEP 3 Click your username at the top right, and choose "My Profile".
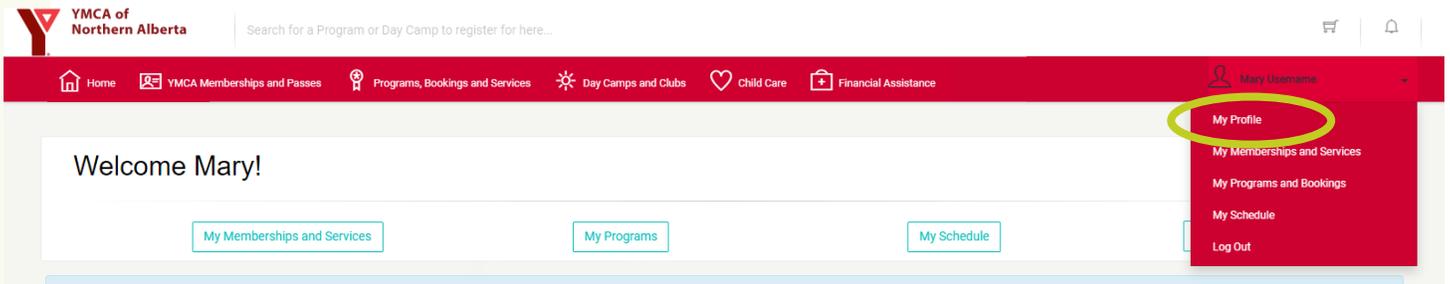
STEP 4 Click the "Edit Account" tab to add your personal information. Make sure as the primary account holder, you're putting in your own information here, not your child or dependent's information.

Email us at ContactCentre@northernalberta.ymca.ca if you need any help!

STEP 5

Click the "Overview" tab, and click the "Clients" box. Then click "Add additional" to add your family members or children to your account.

| Notifications | Clients | Forms | Payment Method | Order History | Transaction History |

Current account balance = $0.00

Account Clients

	Name	Age	Relation	Permission	Memberships and Services	Details
👤	Mary Username	Edit Birth date	Self	Primary		

Add additional

STEP 6

Complete the form for each family member or child, and click "Save".

Choose file   No file chosen

First Name
_____

Last Name
_____

Date of Birth
_____

Phone
(__) __-____

Cell Phone
(__) __-____

Email
_____

Gender
_____ ⌄

Relation to Primary Account Holder
_____ ⌄

Relationship (if 'Other')
_____

Role
_____ ⌄

Approved to Pick-up
_____

Emergency Information

Emergency Contact Name
_____

Emergency Contact Phone
(__) __-____

Emergency Contact Relationship
_____

Emergency Medical Conditions
_____

✕ Cancel   💾 Save

Email us at ContactCentre@northernalberta.ymca.ca if you need any help!

STEP 7   To add your credit card or bank account information, click the "Payment Method" box.
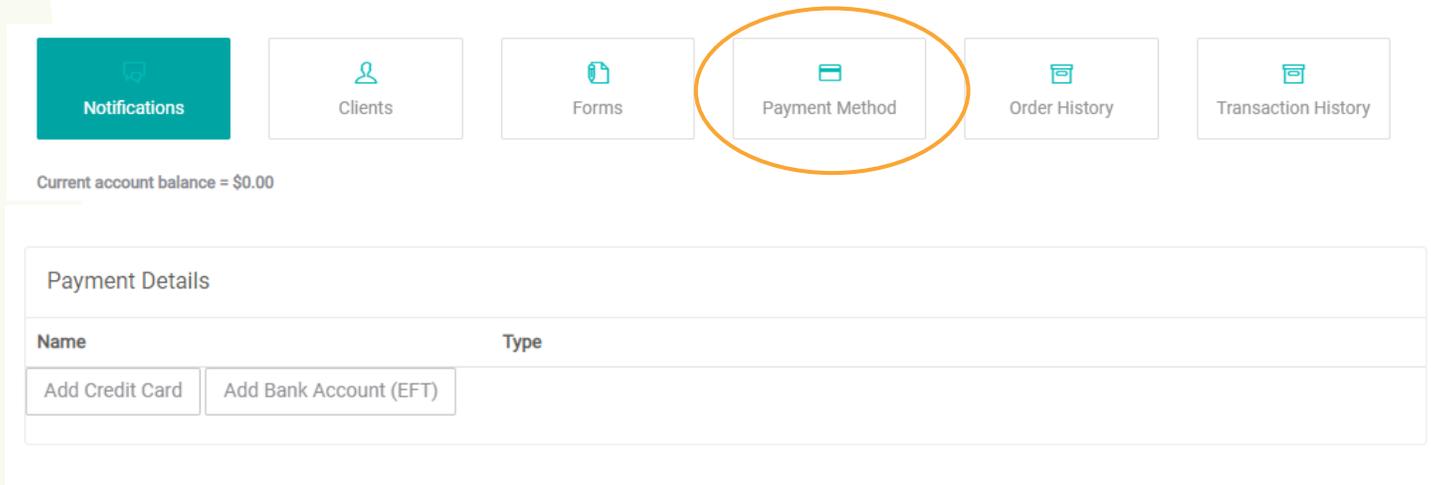
| Notifications | Clients | Forms | Payment Method | Order History | Transaction History |

Current account balance = $0.00

Payment Details

Name	Type
Add Credit Card Add Bank Account (EFT)	

STEP 8   When adding a credit card, it will ask you for the card's "Friendly Name". In that field, you can put a description of your card so you'll remember which one it is; for example: "Mary's Mastercard".

Credit Card

Friendly Name

> Friendly Name

Name of Cardholder

> Name of Cardholder

Card Number

Expiry Date

CVD

Submit

Thank you for creating your online YMCA account!

Email us at **ContactCentre@northernalberta.ymca.ca** if you need any help!