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Central Branch (808) 941-3344
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Kaimuki Branch (808) 737-5544
Leeward Branch (808) 671-6495
Nuuanu Branch (808) 536-3556
www.ymcahonolulu.org

Online Registration Help

Forgot your User ID & PIN? If you forgot your User ID and/or PIN, click the My Account Tab and click on **"Don't Know My Password"** enter in your email address if your email address is in our records, your user ID and PIN will be sent to you via that email address. If your email address is not in our records call your local YMCA Branch to request your User ID and PIN and to have your email address added to your record.

Searching for Courses through Links – links to current courses by branch is located on the online registration homepage at <http://www.ymcahnlonlinereg.org> . Clicking on the hyperlinks located on the page will take you directly to the registration screen for that course.

Searching for Courses with a barcode – if you know the barcode of the course you want to register for, enter it in the barcode number field, click search and skip to step #6. Otherwise, start with step #1.

1. Click on *Select a Program Tab*
2. Click on a category from the left (Aquatics, Camping, Childcare, etc.) to view activity descriptions
3. Click on the desired Activity on the right to view course details
4. Select *YMCA location* in Branch menu and Click *Search*
5. Search for desired Class/Class Time
6. Click *Add* button
7. Enter your User ID and Pin Number (If you have been/or are currently in any of our programs, you will already have a user ID and Pin number. Contact any YMCA branch to find out your User ID and Pin. Or you may use the "Don't know my password" function if your email is on file. If you are new to the YMCA, contact any YMCA branch for assistance.)
8. Select the designated Client that you wish to register for the course, from the drop down menu
9. If finished, click on *Go To Checkout*. If you want to continue registering for different classes, click on *Continue Shopping*.
10. To check the courses you currently are registering for, click on *Save and Go to My Shopping Cart*.
11. When done, click on *Save and Go to Checkout*
12. Make a payment by entering the desired credit card information and click on *Complete Transaction*
13. Print receipt for records.
14. When finished, click on *Logout*, located at the top of the page.

Adding Family Members:

1. Click on the My Account Tab
2. If login screen pops up, enter your User ID/PIN.
3. Click on Update My Account/Add Family Members
4. Click on Add Family Member Button
5. Enter New Family Member's information.
6. Click on Submit to Save information.

Making a Payment for a balance on my Account

1. Click on the My Account Tab
2. If login screen pops up, enter your User ID/PIN.
3. Click on Make a Payment
4. Enter Payment Informatio/Amount
5. Click Submit

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