

PROGRAM REGISTRATION

Please contact Ashley Rosell, Membership Operations Director, 967-6363, ext. 301, if you have any questions about our program registration process.

WINTER/SPRING 2019 REGISTRATION & SESSION DATES

SESSION 3: JANUARY 26 - APRIL 14

	MEMBERS	Non-Member
Rollover Week Members currently enrolled in a class have the option of continuing the class for the next session at the same day and time	January 5-11 In person only. Aquatics (other than beginners) needs evaluation form	Not applicable
Mail In/Drop Off Registration	January 16 before 9:00 am Must receive form (mail-in/drop off) by January 15 Processing begins at 9 am (lottery) Aquatics (other than beginners) needs evaluation form	January 18 at 7:30 am Mail-in and drop off not applicable In person only: Aquatics (other than beginners) needs evaluation form
Online Registration www.ryeymca.org	January 16 at 6:00 am See page 8 for details	January 18 at 6:00 am See page 8 for details

SESSION 4: APRIL 22-JUNE 24

	MEMBERS	Non-Member
Rollover Week Members currently enrolled in a class have the option of continuing the class for the next session at the same day and time.	March 16-22 In person only. Aquatics needs evaluation form	Not applicable
Mail In/Drop Off Registration	March 27 before 9:00 am Must receive form (mail-in/drop off) by March 26 Processing begins at 9 am (lottery) Aquatics (other than beginners) needs evaluation form	March 29 at 7:30 am Mail-in and drop off not applicable In person only: Aquatics (other than beginners) needs evaluation form
Online Registration www.ryeymca.org	March 27 at 6:00 am See page 8 for details	March 29 at 6:00 am See page 8 for details

Watch for the summer program brochure in early May. Summer Session dates: June 29-August 17

PLEASE NOTE: Fees are based on a 9 week session length. Session length may range from 8-11 weeks depending on the day of week of class. Fee will be adjusted upon registration.

SNOW CLOSINGS/DELAYS: As always, the Rye Y will do its best to communicate storm-related delayed openings (and/or cancellations) as information becomes available to us. Decisions will be based on timing and severity of any storm and local school delays and cancellations. Please stay informed by calling the Y prior to leaving your home or checking our website, the Rye Y app, Facebook and Twitter for updates. If you do not receive our regular monthly email newsletter and other email updates, please contact the Member Services Desk to make sure we have your correct email address. **If you have a smart phone, we recommend that you download our free Rye YMCA app from the Apple Store or Google Play and enable push notifications.** You will get an immediate notification on your smart phone in the event of a delay or closing.

PROGRAM CANCELLATION - NO REFUNDS AFTER FIRST WEEK OF CLASS

Program fees refunded only during the first week of classes, less a \$15 processing fee with the submission of a request for refund form. We reserve the right to cancel any program that fails to meet minimum enrollment requirements and issue a full refund. No make-up classes will be provided if participant cannot make the dates and times of the program for which they are scheduled.

HOLIDAY SCHEDULES - NO YOUTH CLASSES

Please note that Youth Classes (and adult 9 week registered classes) will not run on the following dates due to Holiday schedules: **February 16-22 and April 15-21.** Child care is available for most of these dates. Please see Holiday Vacation Clubs (p.17-18) for further information and rates. Special schedules for the pools, group exercise and the gym are in effect during these times. (Please visit the Member Services Desk or check www.ryeymca.org for these schedules.)

Download the Rye Y mobile app FREE at the Apple Store or Google Play. Register for programs, view schedules, check-in and get push notifications about facility closures and delays.

PROGRAM REGISTRATION

REGISTRATION GLOSSARY OF TERMS

ROLLOVER WEEK – (In Person at Member Services Desk Only)

Rollover week is for Members currently in a class during the current session. Evaluation forms for swimming classes must accompany the registration form when registering for the next session. (If your child moves up, days and times may have to change.) If your child remains in the same class day and time, your space will be held for you the entire week of Rollover. However, if you have not re-registered during Rollover Week, you will have lost your placement in the class for the next session. Any class offered free for family members is **NOT** eligible for rollover. This applies to all membership types. Anyone wishing to re-register for these classes may do so by filling out a lottery form or going online. Please note that Rollover week is not applicable when registering for summer and fall sessions.

MEMBER REGISTRATION – MAIL IN OR ONLINE

Registration is mail in/drop off or online for all classes. **Members' best chance of securing a place in a class is to use online registration (when available).** Online registrations begin at 6 am on day of registration. Member online registration requires a current membership at the Rye YMCA. Visit our website at www.ryeymca.org and click on the blue tab that reads **"Register Online."** Aquatics, ASA and other select programs are not eligible for online registration. See details on page 8. Forms and instructions can be found in the back of this brochure. Additional copies of the registration form are available at the Member Services Desk.

Mail in/drop off registrations are processed through a lottery system beginning on the first day of registration at 9 am. Forms may be dropped off or mailed beginning one month in advance of registration dates. An email will be sent to confirm your successful registration. Visit our online registration portal to check the status of your class choice at www.ryeymca.org.

NON-MEMBER REGISTRATION

Non-Member Registration is for Non-Members of the Y who wish to participate in a specific program or class. This registration is done in person at the Member Services Desk beginning at 7:30 am, or you may use the online registration beginning at 6 am (see page 8) on the specified Non-Member registration dates (page 6). Must register for youth aquatic classes in person only.

FAMILY MEMBER FREE CLASSES

Of the free classes offered to Family Members, there is a limit of two free classes per family, per session (additional fees will apply if more than two free classes are selected). Because of the popularity of these classes, free classes are not eligible for rollover. At the end of each session, you will be required to re-register for the class through Member Registration. In addition, if your child misses more than two classes in a row without notifying the Y, the child will be dropped from the class.

SAFETY IS THE #1 REASON WHY EVERYONE MUST CHECK-IN AT THE Y

Checking-in is important for security and accurate facility usage records, so that we can better serve you. We appreciate your cooperation.

Ask your insurance company if they reimburse part of your Y membership fees. Scanning in is required to receive this benefit.

Stay informed

If you are not receiving our emails, please contact Member Services and ask them to update your email. You can also visit our website at www.ryeymca.org and sign up for our email newsletter.

Download our free smart phone app at the Apple Store and Google Play and say yes to push notifications. You can also use the app to scan in at the Member Services Desk and view schedules and register for programs.

"Like" us on our Facebook page, follow us on Twitter and Instagram.

PROGRAM REGISTRATION

ONLINE REGISTRATION INSTRUCTIONS:

Register online at www.ryeymca.org - Click on blue button entitled: "Register for Classes"

All users must create a new password the first time they use our registration system. Please sign into your account with the email address associated with your account, and click on [Forgot your password?](#) If you do not remember the email address associated with your account, click on the middle box – Find My Account.

<p>I want to sign in to my account</p> <p>Email Address <input type="text"/></p> <p>Password <input type="password"/></p> <p>Forgot your password?</p> <p>▶ Sign In</p>	<p>I want to set up online access for my account</p> <p>If you're a current or past member, or if you have registered for programs in the past, but you haven't set up your online account, select this option to enable your online account. You can use your online account to register for classes, programs and events.</p> <p>▶ Find Account</p>	<p>I don't have an account, but I want to create one</p> <p>If you've never been a member or enrolled in any of our programs or classes, select this option to create an online account. You can use your online account to register for classes, programs and events.</p> <p>▶ Sign Up</p>
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If you have not signed in since Oct. 2016, you will need to re-set your password. Enter email address and click on [Forgot your password?](#)

Current & past members and program participants who haven't set up an online account yet, please click [Find Account](#).

Enter the last name, birthdate (MM/DD/YYYY format), and zip code associated with your Rye Y account record and click submit to find your account.

Non-Members who have not participated in any programs, click [Sign Up](#).

Complete the information form with YOUR contact information. At the bottom of the screen, you will be able to save your non-member record with the option of adding any additional adults or children for whom you will be registering.

If you have any difficulty signing in or registering online, please contact Member Services at 914-967-6363.

CHILDREN'S AQUATICS CLASSES ARE NOT AVAILABLE FOR ONLINE REGISTRATION

MAIL-IN REGISTRATION PROCEDURES FOR MEMBERS

(or Non-Members, who wish to become Members contingent upon availability in class)

- Mail-in, drop off, fax or email registration forms **up to one month PRIOR** to the following dates (potential members must include payment for membership and complete a membership card at the Member Services Desk and attach to registration)
Session 3: Drop off by January 15, Session 2: Drop off by March 26
- All registrations become part of a lottery and will be processed starting at 9:00 a.m. on January 16 and March 27. You will receive an email confirmation.
- Fill out Registration Form, sign and return with a separate check or money order for each class, or clearly write your American Express, Visa, Discover or MasterCard number and name where indicated on the registration form. No cash please.
- Children registering for Stages 2-6 in the Pre School or Youth Swim classes must include an evaluation with their registration form. Infant/Toddler classes and Entry Level classes (Stage 1) do not require a formal evaluation. Please contact 967-6363, ext. 121 for an evaluation time.
- A separate registration form must be completed for each participant with first, second, third and fourth choices for classes. The more choices you provide, the better chance you have of getting into a class.
- If you want 2 or more children (max 3) to be placed in the same class(es) or times, please staple registrations together and attach a note with your request. We will do our best to accommodate your requests.
- Mail-In registration DOES NOT apply to After School Adventures, Red Cross Safety Training Courses, Youth Basketball League and Swim Team. Please contact Member Services for further information.
- **Members will be notified by email which class the child is in or if child has been placed on an accommodation (wait) list.** You will not be charged class fees until we have a space for your child. You can also check your child's status at our online registration portal (www.ryeymca.org - click on blue tab). If child cannot be accommodated, you will receive a full refund.

Register for programs from your phone with the Rye YMCA mobile app.
Download FREE at the Apple Store or Google Play.