

## Online Program Registration Step-by-Step:

**FIRST TIME USERS:** Before continuing, please note that the user and the child/children being registered must be in the YMCA OF Klamath Falls database with an active email address and password or current billing method. You do not need to be a Y member to be in the database. If you are not sure if the Y has your information, please call 541-884-4149 or email us at [theY@kfallsymca.org](mailto:theY@kfallsymca.org).

Once the user is in the Y database, go to home page. Hover over "HOME," click on "Program Registration" or click on the **Sports Registration** button. Then either choose "Browse Programs" or "Search" using appropriate key words like basketball or youth. YBL does not work as a key word. The screen will show all three age groups for the current program. Click on the appropriate one.

This is the point when the user will need to have an active email (must be in their member/non-member unit info on DAXKO) and a password (if they are in DAXKO but do not have a password, they can call the Y or email [theY@kfallsymca.org](mailto:theY@kfallsymca.org) and have staff add a password of their choice to their member unit screen).

OR

The user can proceed by entering a name that is shown on their member unit along with the last four digits of the billing method that they have used for previous DAXKO transactions.

After filling out all the required registration information, the next screen will be where payment is required. The user can choose to pay from the billing method already on file in the Y database or choose to pay from a different account. At this time, payment is only being received in the form of a credit or debit card. If you wish to pay by cash or check, please go to the YMCA at 1221 S. Alameda Avenue, Klamath Falls OR 97603.