

COMPLETING/UPDATING CHILD PROFILE

You will need your child's physician contact information and emergency contact information as this information must be entered into the Child Profile.

We highly recommend you complete and/or update the Child Profile before registration day as completing the entire Child Profile may take between **10 and 15 minutes**.

The system may time out if you take a break from entering information. To avoid this, frequently click **SAVE CHANGES** at the top of the Profile if on a computer or at the bottom of the Profile if on a phone ensuring anything you have entered is saved.

The Child Profile can be updated at any time so as information changes you can edit the Child Profile. The information entered is stored for future registrations.

- 1. Log in to your online YMCA account. Please use email address on your member profile. [Member Login](#)**
- 2. Once logged in, navigate to the membership box on the left-hand side of your screen (computer) or scroll down to your Account/Membership (on phone).**
- 3. Under Membership, you will see a list of family members on your account. Click on the BOX that includes the child you want to register. The Child Profile will appear for you to fill out.**
- 4. Enter the requested information into each of the files. On the day of registration, all fields will be required to have information except Parent #2 Authorized Pick Ups, and immunizations.**
- 5. Click SAVE CHANGES when finished and BACK TO MY ACCOUNT to return to your account.**
- 6. Repeat these steps for all children you would like to register.**