



Shouldn't their best memories include you?




YMCA ADVENTURE GUIDES

ONLINE PAYMENT PROCEDURES FOR KATORI NATION ADVENTURE GUIDES & PRINCESSES and TRAILBLAZERS

If you have changed your email, residence, phone numbers or added family members please call the YMCA at 281-392-5055 or stop by the front desk at the Y to update your account.

The instructions below are for online payments, but you can also pay by credit card over the phone 281-392-5055 or in person at the front desk of the Katy YMCA by cash, check, or credit card.

Payments are processed by the registration system of the Katy Family YMCA. You will need your Y-online Login ID and PIN.

- 1) Go to the payment page on the Katori Nation website www.katorination.com/payment.html
- 2) Click the big orange PAYMENT button to go to the Y registration site.
or you can go directly to <https://online.activecommunities.com/ymcahouston/Start/Start.asp>
- 3) Enter the 5-digit COURSE number provided in the event payment email and click on the search button.
(you can also use "advanced search" and search by keyword ("adventure" or "trail") and center "Katy YMCA" if you don't know the course number). 
- 4) A description of the event will appear. Click on the ***ADD*** button
- 5) The login screen will ask you for: your ***Login ID*** and ***Account PIN*** and then click on ***Login***
*If you do not remember your ID and PIN numbers, click on the ***Forgot Password*** link and insert the email address on file with the YMCA. Within seconds you will receive an email from the YMCA Technical Support with the required login information. You will then have to go back and insert your (the parent's) ID and PIN numbers in the Login Screen*
- 6) It will ask you to **select a client**, pick your (Dads) name from the dropdown list and then click ***Add Client***. Pick your child's name from the list. Repeat "adding clients" as needed for multiple kids. After the last one, pause a moment while the screen updates.
- 7) When done adding to your cart, select the ***Go to Checkout*** button.
- 8) You will come to a Details screen. Please enter the dads name and tribe name in the blanks, then click ***Save and Go To Checkout***.
- 9) On the next screen enter the info for payment and click ***Complete Transaction***.
- 10) You will see a confirmation screen and receive a receipt by email (eventually) if you successfully completed all of the steps.
- 11) **Be sure to notify your chief once you have made payment. They do not receive notice of your payment automatically**

For more information contact Justin Puente at justin.puente@ymcahouston.org or 281-392-5055 ext. 212.

www.katorinationofkaty.com