



Shouldn't their best memories include you?



YMCA ADVENTURE GUIDES


2011 ONLINE REGISTRATION PROCEDURES FOR KATORI NATION ADVENTURE GUIDES & PRINCESSES and TRAILBLAZERS RETURNING FROM 2010/2011

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 of the Y to update your account.

The instructions below are for online registration, but you can also register 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.

How to register for Adventure Guides/Princesses and/or Trails if you are a current Y Facility Member or Program Member.

If you are not a facility member or you have not participated in a Y program since last year, it is likely you will have to renew your program membership first. Please follow Program Membership renewal process listed below first.

- 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 COURSE number: **81705** in the Barcode Search box then click on the search button
New: ALL participants (dads and children regardless of grade) register for the same program. 
- 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. A window asking for Details will appear. After entering the following details in the blanks, click the ***Save and Go To Checkout*** button.
 - For **Participating Adult**, list the name of the dad.
 - For **Requested Tribe**, put the name of the tribe, chief or friend you want to be with.
 - For **School Name** please list both school attending and grade for child.
- 8) On the next screen enter the info for payment and click ***Complete Transaction***.
- 9) You will see a confirmation screen and receive a receipt by email (eventually) if you successfully completed all of the steps.

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

www.katorinationofkaty.com



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How to register if you do not have a current Y program membership

It costs \$30 per year per **FAMILY** to get you onto the Y computer system if not a full member. This also entitles you to participate in youth sports and other Y activities in addition to the Adventure program and Trailblazers.

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. On the next screen that appears, click on **<Memberships>** tab.
4. In the lower left hand part of the screen, under "Pass Types", click on **Membership - Program**.
5. Next, in the "Filter by Complex" box, scroll down and click on **Katy YMCA**.
6. Click on the ***ADD*** button.
7. 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*
8. It will ask you to **select a client**, select one of the adults in the family in the drop down list. You should see a pop up message stating you need to complete the transaction before doing anything else. Click ***Go to Checkout***.
9. On the next screen you will see the new term of you program membership. Click ***Save and go to checkout***.
10. On the next screen enter the info for payment and click ***Complete Transaction***.
11. You will see a confirmation screen and receive a receipt by email (eventually) if you successfully completed all of the steps.
12. It will take one business day for your membership to activate in the system. After one business day, please log back in and complete the process above to register and pay for this year's Katori Nation program.

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