

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

**Please Note:** Internet registration through our software requires Windows Internet Explorer functionality. Internet registration may not work for Macintosh users and the Macintosh internet browsers. Please call the branch office for an alternative enrollment method if you are a Macintosh user.

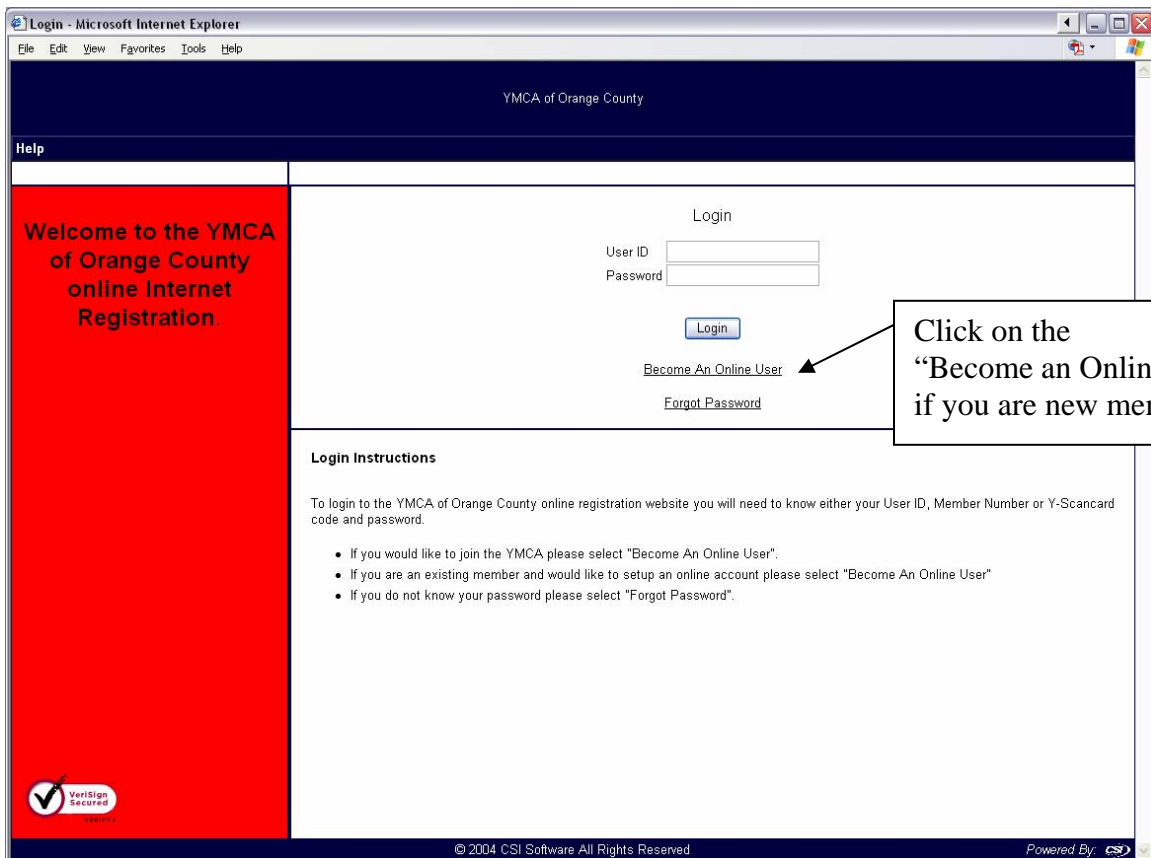
### **Tip: To successfully enroll online, you will need:**

- **Your YMCA branch name**  
**ex:** South Coast YMCA  
(serves Aliso Viejo, Laguna Niguel, Laguna Beach and nearby areas)  
If you do not know which branch to choose, please visit:  
[http://www.ymcaoc.org/yguides\\_princesses/ygp\\_nations.php](http://www.ymcaoc.org/yguides_princesses/ygp_nations.php)
- **Your Nation/Expedition name**  
**ex:** Laguna Nation Y-Princess (nation/expedition)  
If you do not know which tribe to select/join:  
Please contact your volunteer leader or your YMCA program director.
- **Your Tribe/Circle name** (for annual program enrollment)  
**ex:** Canalino Tribe (tribe/circle)  
If you do not know which tribe to select/join:  
Please contact your volunteer leader or your YMCA program director.

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

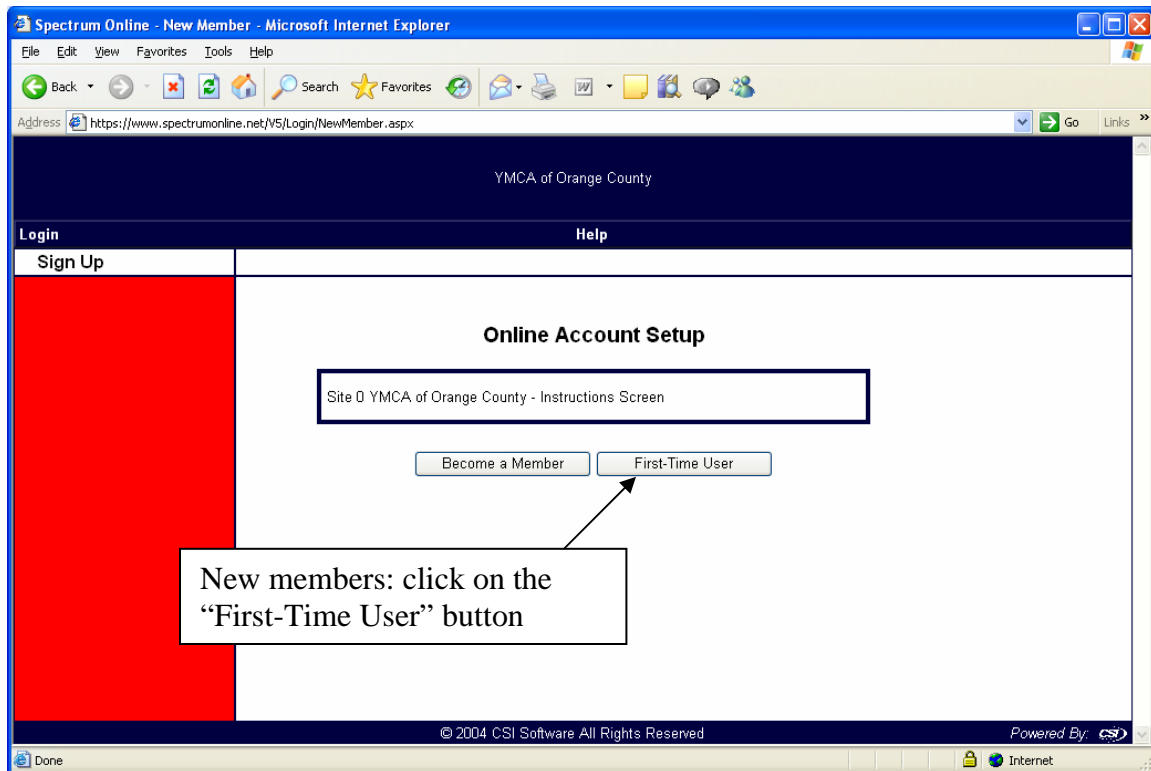
1. If you are a new member coming to the YMCA of Orange County for the first time, click on the **Become an Online User** link.



# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

2. Click on the First-Time User button to sign up if you are an existing member using the Internet registration for the first time.



# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

3. Fill in the appropriate information to verify online user. If you do not know your member number, it can be located at the following [link](#)

YMCA of Orange County

Login Help

Welcome Online Services Setup

Please verify the following information to create a new User ID and Password:

Member Number:

Check if using scan code

Last Name:

Date of Birth (mm/dd/yyyy):

ZIP Code:

New User ID:

New Password:

Confirm Password:

Fill in appropriate information and hit Submit

© 2004 CSI Software All Rights Reserved Powered By: CSI

Done www.spectrumonline.net

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

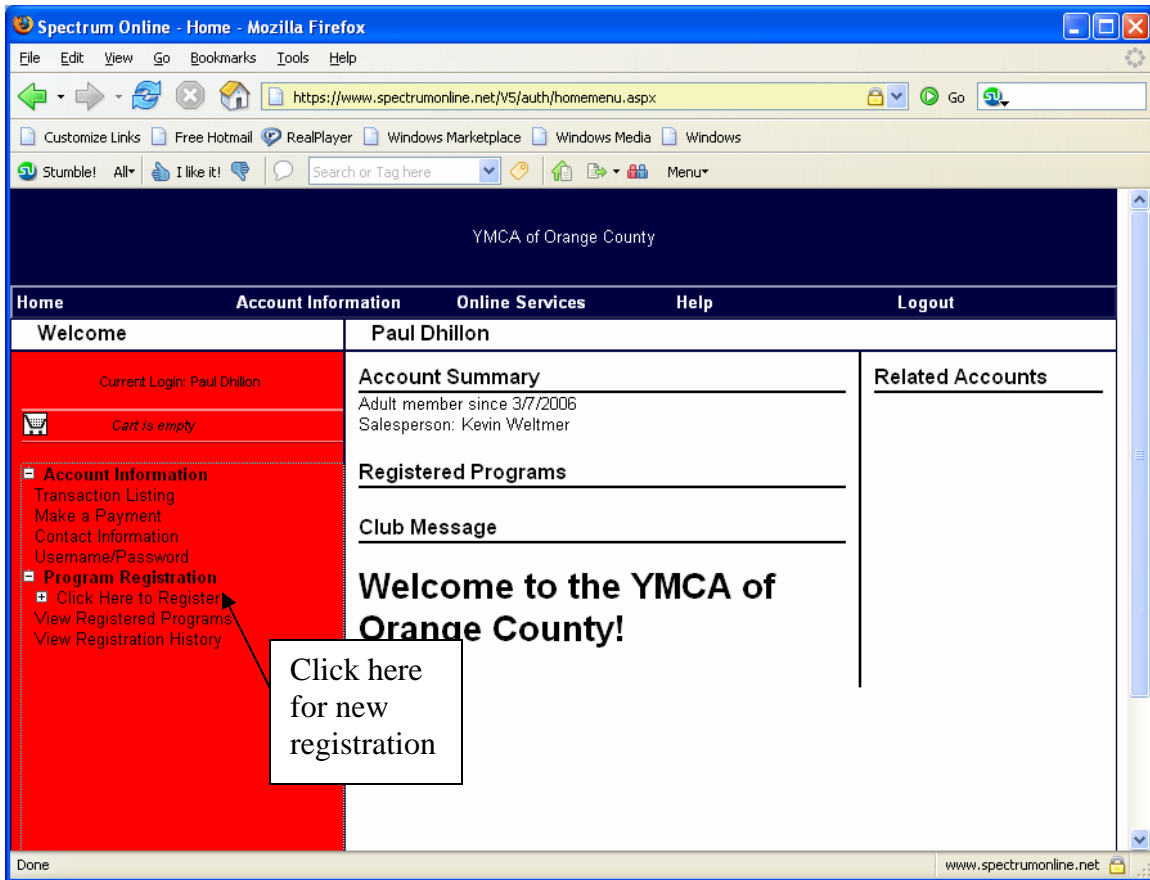
4. This is the Welcome Screen for the internet registration. Click on the **Program Registration** button on the left side of the screen.

The screenshot shows a Mozilla Firefox browser window displaying the Spectrum Online website. The address bar shows the URL: <https://www.spectrumonline.net/V5/auth/homemenu.aspx>. The page header includes the text "YMCA of Orange County". Below the header is a navigation menu with links for Home, Account Information, Online Services, Help, and Logout. The main content area is divided into several sections: "Welcome" (Current Login: Paul Dhillon), "Account Summary" (Adult member since 3/7/2006, Salesperson: Kevin Weltmer), "Registered Programs", "Club Message", and "Related Accounts". A sidebar on the left contains a "Cart is empty" message and a "Program Registration" section with a red background. The "Program Registration" section includes links for "Click Here to Register", "View Registered Programs", and "View Registration History". A callout box with the text "Click here for program registration" points to the "Click Here to Register" link. Another callout box with the text "This area identifies any sub-members on this account" points to the "Related Accounts" section. The status bar at the bottom shows "Done" and the website URL "www.spectrumonline.net".

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

5. Click on the [Click Here to Register](#) link in the left side of the screen.



# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

6. On this screen, you will select the branch that offers the program that you want to register for. Alternatively, if you know the program code for the program that you want to register for, you may type that number in the box in the lower left corner of the screen. When you are selecting specific programs, please note the appropriate dates so that you are selecting the correct offering.

**Tip:** For nation/expedition offerings, select your **Branch** and **Y Guide/Princ 9/06-6/07**

The screenshot shows a web browser window titled "Spectrum Online - Program Category Selection - Mozilla Firefox". The address bar shows the URL: <https://www.spectrumonline.net/V5/PR/ProgramCategorySelect.aspx?id=1ed50ed8-9ac7-470a-9ce9-6dfacb3cd49c&prsite=10>. The page has a dark blue header with navigation links: Home, Account Information, Online Services, Help, and Logout. Below the header, there are tabs for "Prog. Registration" and "North Orange County > YGuide/Princ 9/05-6/06".

The main content area is divided into two columns. The left column is a red sidebar menu with the following items:

- Current Login: Paul Dhillon
- Cart is empty
- Account Information
- Program Registration
  - Click Here to Register
  - North Orange County
    - YGuide/Princ 9/05-6/06
    - YGP Chumash Princess
    - YGP NasWawKee Guide
  - South Coast
    - YGuide/Princ 9/05-6/06
  - Saddleback Valley
    - YGuide/Princ 9/05-6/06
  - Capistrano Beach Cities
    - YGuide/Princ 9/05-6/06
  - West County Family
    - YGuide/Princ 9/05-6/06
  - Yorba Linda-Placentia
    - YGuide/Princ 9/05-6/06
  - Central Orange Coast
    - YGuide/Princ 9/05-6/06
  - View Registered Programs
  - View Registration History

The right column contains the text "Please select a category:" followed by two selection boxes:

- YGP Chumash Princess (with a "View Courses" button)
- YGP NasWawKee Guide (with a "View Courses" button)

A callout box with a black border and white background points to the "Y Guide/Princ" part of the menu items, containing the text: "Select branch location and program offering (Y Guide/Princ)".

At the bottom left of the sidebar, there is a "Search Programs" section with a text input field and a "Go" button. Below the input field is a tip: "Tip: use quotes around phrases" and a link to "Advanced".

At the bottom left of the page, there is another callout box with a black border and white background, containing the text: "If you know the program code, type it here".

If you know the program code, type it here

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

7. Select the YGuides/Princesses (YGP) Nation that you want to join.

The screenshot shows a web browser window with the URL <https://www.spectrumonline.net>. The page title is "Spectrum Online - Program Category Selection - Microsoft Internet Explorer". The website header includes "YMCA of Orange County" and navigation links: Home, Account Information, Online Services, Help, and Logout. The main content area is titled "South Coast > YGuide/Princ 9/06-6/07". It displays a list of program categories with "View Courses" buttons:

- YGP Chumash Guides
- YGP Laguna Princess
- YGP Niguel Guides
- YGP Papoose
- YGP Spirit Princess
- YGP Sunshine Princes
- YGP Trail Mix

A red sidebar on the left contains a navigation menu under "Program Registration" with sub-items for "North Orange County" and "South Coast". The "South Coast" section is expanded, showing "YGuide/Princ 9/06-6/07" and its sub-items: "YGP Chumash Guides", "YGP Laguna Princess", "YGP Niguel Guides", "YGP Papoose", "YGP Spirit Princess", "YGP Sunshine Princes", "YGP Trail Mix", and "YGP Trailmates". Below the menu is a search box with a "Go" button and a tip: "Tip: use quotes around phrases".

A callout box with an arrow pointing to the "View Courses" button for "YGP Laguna Princess" contains the text: "Select the YGuides/Princesses (YGP) Group that you want to join."

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

8. This screen will show you the offering for this particular Nation/Expedition. The annual YGuide/Princess program fee will be identified by the **Nation Name**, followed by the word **Fee** (indicating “program fee”) and the **timeframe** of the program. To enroll in a tribe, click on **View Programs**.

**Tip:** To enroll in outings/events select View Programs under the event (does **NOT** have the word “Fee” in the program title)

The screenshot shows a web browser window with the URL <https://www.spectrumonline.net>. The page title is "Spectrum Online - Program Category". The browser's address bar shows "https://www.spectrumonline.net - Spectrum Online - Program Category - Microsoft Internet Explorer". The page content includes a navigation menu with "Home", "Account Information", "Online Services", "Help", and "Logout". The main content area is titled "South Coast > YGuide/Princ 9/06-6/07 > YGP Laguna Princess". Below this, it says "Please select a course:". There are two course listings: "Laguna Camp Surf" and "Laguna Fee". Both listings include a description, a "View Programs" button, and a "Restrictions:" section. The "Laguna Camp Surf" listing includes details about the event, such as dates, location, and cost. The "Laguna Fee" listing includes details about the program's purpose and registration requirements. A red sidebar on the left contains a search bar and a list of navigation links. A callout box at the bottom right points to the "View Programs" button for the "Laguna Fee" listing, with the text "Click here to enroll in a tribe."

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

9. Select the **Tribe** that you would like to sign **YOURSELF AND YOUR CHILD/CHILDREN** up for. **Please note:** You need to have a family membership to participate in YGP programs. If your current membership expires any time prior to the end of the YGP program, your membership will be automatically renewed for an additional year on the anniversary date of your membership.

**Tip:** If you do not know which tribe to select/join, please contact your volunteer leader or your YMCA program director.

10. Click on the **Add to Cart** to purchase your selection.

The screenshot shows a web browser window displaying the YMCA of Orange County website. The page title is "YMPA of Orange County". The navigation menu includes "Home", "Account Information", "Online Services", "Help", and "Logout". The current page is "Prog. Registration" and the breadcrumb trail is "South Coast > YGuide/Princ 9/06-6/07 > YGP Laguna Princess > Laguna Fee".

The main content area is titled "Please select a program:" and includes a disclaimer: "(\*) The prices displayed may not reflect special discounts given to certain membership types. The exact prices will be displayed upon check-out." Below this, the "Laguna Fee" program is described: "Strengthen the bond between fathers and daughters Kindergarten through 4th grade. 'Get to know your kid, while your kid is still a kid!' REGISTRATION IN THIS PROGRAM IS FOR BOTH PARENT AND CHILD AND REQUIRES A CURRENT FAMILY YMCA COMMUNITY OR FACILITY MEMBERSHIP."

Three program fee options are listed:

- Canalinos Tribe Program Fee**: \$35.00 members, Friday, Sep 1 2006, 3010080. Available Spaces: 993.
- Cheyenne Tribe Program Fee**: \$35.00 members, Thursday, Sep 7 2006, 3010068. Available Spaces: 970.
- Chiaha Tribe Program Fee**: \$35.00 members, Thursday, Sep 7 2006, 3010069. Available Spaces: 971.

Each program listing includes a "Class Schedule" button, an "Add to Cart" button, and a "View Details" button. A callout box with an arrow points to the "Add to Cart" button for the Canalinios Tribe Program Fee, containing the text "Click here to add to cart."

The left sidebar contains a "Search Programs" section with a search box and a "Go" button. Below the search box, it says "Tip: use quotes around phrases" and "Advanced".

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

11. Add your child/children to the program by checking the appropriate box(es) under “Participants”. Click on the **Continue to Cart** button to register and pay.

**Tip:** Both parent and child/children need to be enrolled in the tribe.

https://www.spectrumonline.net - Spectrum Online - Program Cart - Microsoft Internet Explorer

File Edit View Favorites Tools Help

YMCA of Orange County

Home Account Information Online Services Help

Prog. Registration Cart

Current Login: Paul Dhillon

[View Cart of Items](#)

- Account Information
- Program Registration
  - Click Here to Register
  - View Registered Programs
  - View Registration History

Select any additional program participants.

Program	Participants	Remove
Canalinos-Laguna Fee South Coast	<input type="checkbox"/> Jack Dhillon <input checked="" type="checkbox"/> Janelle Dhillon <input type="checkbox"/> Kiera Knightley <input checked="" type="checkbox"/> Paul Dhillon	<a href="#">Remove Program</a>

[Add a sub-member \(not listed\)](#) [Select more programs...](#) [Continue to Cart](#)

Click here to register and pay

Both parent and child/children need to be enrolled in the tribe.

Search Programs  [Go](#)

Tip: use quotes around phrases [Advanced](#)

© 2004 CSI Software All Rights Reserved Powered By: CSI

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

12. Click on the **CHECKOUT at South Coast** button to proceed.

The screenshot shows a web browser window with the URL <https://www.spectrumonline.net>. The page title is "Spectrum Online - Program Cart - Microsoft Internet Explorer". The page content includes a navigation menu with "Home", "Account Information", "Online Services", "Help", and "Logout". The main content area is divided into "Prog. Registration" and "Cart". The "Cart" section contains a table with the following data:

Participant <small>(click to select)</small>	Program	Decline	Remove
<a href="#">Paul Dhillon</a>	Canalinos-Laguna Fee South Coast	Canalinos Tribe...	<input type="button" value="Remove"/>
<a href="#">Janelle Dhillon</a>	Canalinos-Laguna Fee South Coast	Canalinos Tribe...	<input type="button" value="Remove"/>

Below the table, there are two buttons: "Checkout at South Coast" and "Select more programs...". An arrow points from a text box on the right to the "Checkout at South Coast" button. The "Prog. Registration" sidebar on the left includes a search bar and a "Go" button. The footer contains the text "© 2004 CSI Software All Rights Reserved" and "Powered By: CSI".

Click on the **CHECKOUT** at South Coast button to proceed.

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

13. A copy of the YMCA of Orange County's liability waiver comes up on the screen. You do not need to type in your name or any sub-member names. The system will automatically record that information after you click on the **I AGREE** button. Move to the bottom of the screen and click on the **I AGREE** button.

Registration will not be completed unless the **I AGREE** button is selected.

The screenshot shows a web browser window with the URL <https://www.spectrumonline.net>. The page title is "Spectrum Online - Program Waiver". The browser's address bar shows "https://www.spectrumonline.net - Spectrum Online - Program Waiver - Microsoft Internet Explorer". The page has a dark blue header with navigation links: Home, Account Information, Online Services, Help, and Logout. Below the header, the user's name "Paul Dhillon" is displayed. The main content area is titled "Program Agreement" and contains the following text:

To register for programs online, you must agree to the following terms and conditions:

\_\_\_\_\_

YMCA OF ORANGE COUNTY RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT Adult Member/Participant Name (Please Print) \_\_\_\_\_ Child Member/Participant Name (Please Print) \_\_\_\_\_

IN CONSIDERATION of being permitted to enter the YMCA for any purpose, including but not limited to observation, use of facilities or equipment, or participation in any way, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering will, inspect such premises and facilities. It is further warranted that such entry into the YMCA for observation, participation or use of any facilities or equipment in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment there on and such affiliated program have been inspected and carefully considered that the undersigned finds and accepts same as being safe and reasonably suited for the purposes of such observation or use. IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION, USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING: THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein or participants in any program affiliated with the YMCA. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OR BODILY INJURY, DEATH OR PROPERTY DAMAGE due to the negligence of releasee or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA. THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made. I HAVE READ THE RELEASE Signature \_\_\_\_\_ Date \_\_\_\_\_

At the bottom of the page, there are two buttons: "I Agree" and "Cancel".

Click **I Agree** button

# YMCA OF ORANGE COUNTY

## Steps For Existing Members to Register for a Program Using the Internet

14. Fill in the data to complete the payment information. When it is complete, click on the **SUBMIT** button. **Important Note: Click on the SUBMIT button only once.**

**Your registration should now be complete.**