



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DAXKO PARENT PORTAL INSTRUCTION

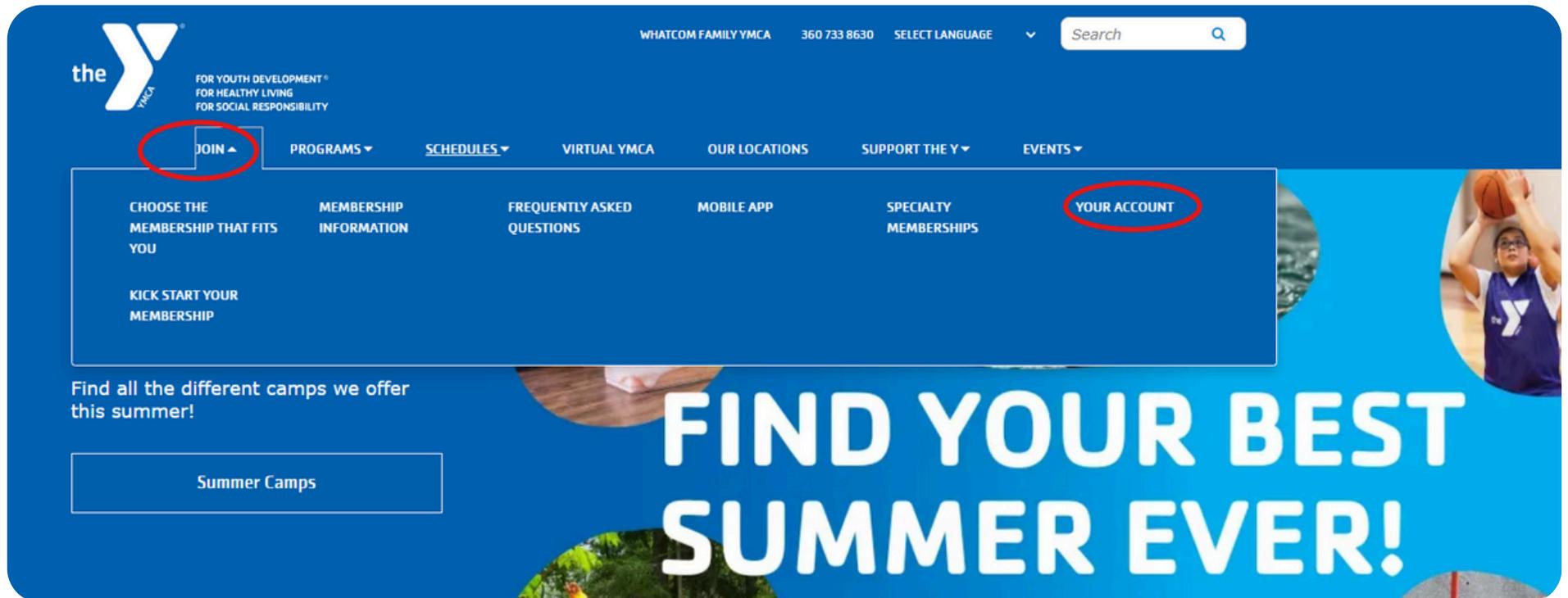
Accessing your child's registration account



LOGGING INTO ACCOUNT

Go to our website www.whatcomymca.org

- Under the JOIN menu, find and click on “Your Account”



The screenshot shows the top navigation bar of the Whatcom Family YMCA website. The header includes the YMCA logo with the tagline "FOR YOUTH DEVELOPMENT • FOR HEALTHY LIVING • FOR SOCIAL RESPONSIBILITY", the text "WHATCOM FAMILY YMCA", the phone number "360 733 8630", a "SELECT LANGUAGE" dropdown, and a search bar. The main navigation menu is open, showing options: "JOIN", "PROGRAMS", "SCHEDULES", "VIRTUAL YMCA", "OUR LOCATIONS", "SUPPORT THE Y", and "EVENTS". The "JOIN" menu is expanded, displaying sub-links: "CHOOSE THE MEMBERSHIP THAT FITS YOU", "MEMBERSHIP INFORMATION", "KICK START YOUR MEMBERSHIP", "FREQUENTLY ASKED QUESTIONS", "MOBILE APP", "SPECIALTY MEMBERSHIPS", and "YOUR ACCOUNT". Red circles highlight the "JOIN" menu item and the "YOUR ACCOUNT" sub-link. Below the navigation, a banner for "FIND YOUR BEST SUMMER EVER!" features a "Summer Camps" button and a photo of a child playing basketball.

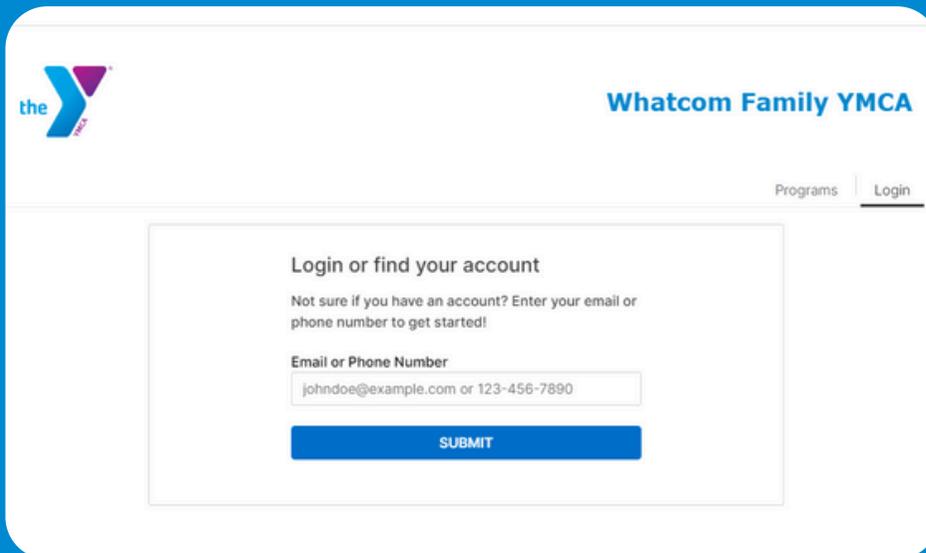
LOG IN SCREEN

For any child/family that has done anything with the Whatcom Family YMCA, you will already have a profile with us.

Enter your phone number/email & password associated with your profile

NOTE:

If you are unable to log in under your phone number or email, please call us at 360.255.0585 for technical support and password reset.



the **Y** YMCA Whatcom Family YMCA

Programs | Login

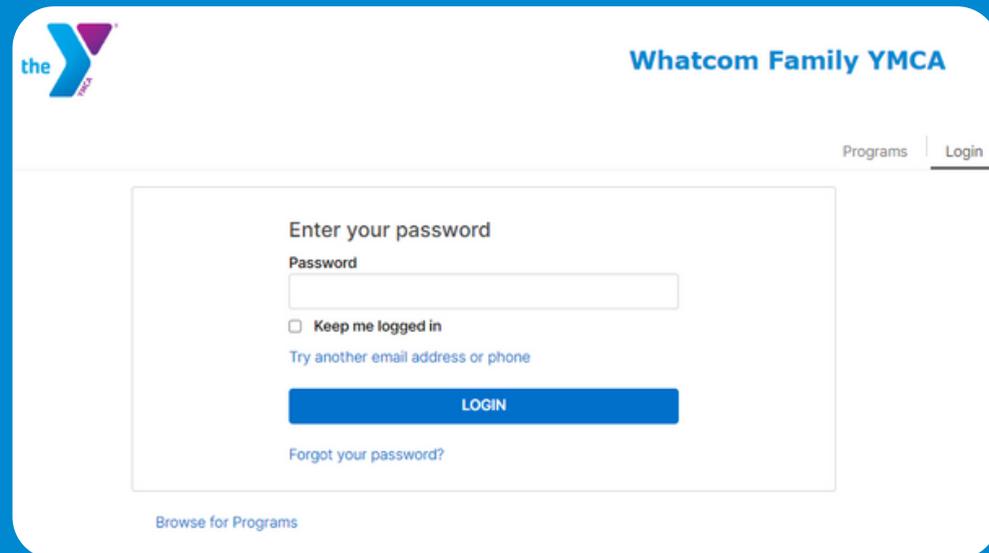
Login or find your account

Not sure if you have an account? Enter your email or phone number to get started!

Email or Phone Number

johndoe@example.com or 123-456-7890

SUBMIT



the **Y** YMCA Whatcom Family YMCA

Programs | Login

Enter your password

Password

Keep me logged in

Try another email address or phone

LOGIN

Forgot your password?

Browse for Programs

NAVIGATING YOUR ACCOUNT

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The screenshot shows the 'Whatcom Family YMCA' account dashboard for a user named 'Test Parent'. The dashboard is divided into several sections:

- Profile Section (1):** Displays the user's profile information, including name, location (Bellingham, WA), phone number, and email. An 'EDIT PROFILE' button is visible.
- Navigation (3):** A 'Activities' toggle set to 'For Me' and an 'ACTIVITIES CALENDAR' link.
- Registrations (6):** A section for 'Registrations' with a 'VIEW ALL' button and a 'NEW' button. A message states: 'There are no upcoming Registrations for this member.'
- Visits (4):** A section for 'Visits' with a 'VIEW ALL' button. A message states: 'There are no upcoming Visits for this member.'
- Membership (2):** A section for 'Membership' showing 'Childcare' with a table of members:

Name	Age	Phone
Test Parent (Primary)	38 years	0134026291002
Test Child	5 years	0134026291001

An 'ADD MEMBERS' button is at the bottom.
- Billing (5):** A section for 'Billing' showing 'Monthly, on the 1st' with a table of financial data:

Credit	Unscheduled	Balance Due
\$0.00	\$120.00	\$2,030.00

An 'ADD BILLING METHOD' button is below the table.
- Authorized Pickups (4):** A section for 'AUTHORIZED PICKUPS' with an 'ADD AUTHORIZED PICKUP' button.
- Payments (7):** A section for 'PAY MY BALANCE' with a 'PAY MY BALANCE' button.
- Donations (8):** A section for 'MAKE A DONATION' with a 'MAKE A DONATION' button.

1. Primary Parent/Guardian attached to child's account
2. Child account (each child will be listed separately below the parent/guardian)
3. Toggle between profiles
4. Authorized Pick Up List
5. Add Debit/Credit cards for auto billing
6. View Current registrations
7. Pay your bill
8. Support Our Cause and donate to the YMCA

UPDATING YOUR PROFILE

The screenshot shows the user dashboard for 'Test Parent' at the 'Whatcom Family YMCA'. The dashboard includes a navigation bar with 'Dashboard', 'Activities', and 'Account'. A greeting 'Hey there, Test!' is followed by three callout boxes:

- 1:** A purple circle highlights the 'EDIT PROFILE' button next to the user's profile picture.
- 2:** A purple circle highlights the 'Test Child' entry in the 'MEMBERSHIP' section, which is marked as 'Inactive Youth (U)'. Below it is an 'ADD MEMBERS' button.
- 3:** A pink circle highlights the 'ADD AUTHORIZED PICKUP' button in the top right navigation area.

Other visible elements include: 'ADD AUTHORIZED PICKUP', 'PAY MY BALANCE', 'MAKE A DONATION', 'Visits' summary (Never Last Check-in: 0, This Month: 0, Last Month: 0), 'Activities' section with 'For Me' filter and 'ACTIVITIES CALENDAR', 'Registrations' and 'Visits' sections (both showing no upcoming items), 'Billing' section (Monthly, on the 1st) with 'Credit: \$0.00', 'Unscheduled: \$420.00', and 'Balance Due: \$2,030.00', and 'Records' section with 'AGREEMENTS' like 'Program Waiver' and 'Code of Conduct'.

1. Edit Profile: click here to update the parent/guardian address, phone & email
2. Click on each CHILD'S NAME to update individual profile
3. Click on Authorized Pick Up List to add persons

SAVE CHANGES every time you update your profile

PROFILE INFORMATION NEEDED

- updated address
- updated phone numbers
- updated email address
- Emergency Contact
 - at least 2 names and phone numbers
- Authorized Pick Up Persons
- Physician Info
 - Name, Phone & Date of last exam
- Dentist Info
 - Name, Phone & Date of last exam
- Medical Conditions & Allergies
- Special Needs or Accommodations



Thank You

**For Technical Assistance
Call our Registrar at
360.255.0585
registrar@whatcomymca.org**