SUMMER ZONE REGISTRATION PROCESS

IMPORTANT NOTES

PAGE 1 – 5: STEPS TO REGISTER

PAGE 6 – 7: WAIVER DETAILS

IF YOU NEED FURTHER ASSISTANCE, EMAIL
VCHAN@CFYMCA.ORG

Summer Zone Registration Process

1. Go onto Avalon Middle School's Home page and scroll just past the Principals Message

   A. https://avalonms.ocps.net/

2. Click on the last link, "YMCA Before/After School Registration Link"

3. On the site, hover over "Program & Classes", "Camps", "Summer Camps", and then click on "Middle School Summer Cay Camps"

Summer Zone Registration Process

4. Scroll down on the YMCA site until you see this bar

5. You should see a box like this
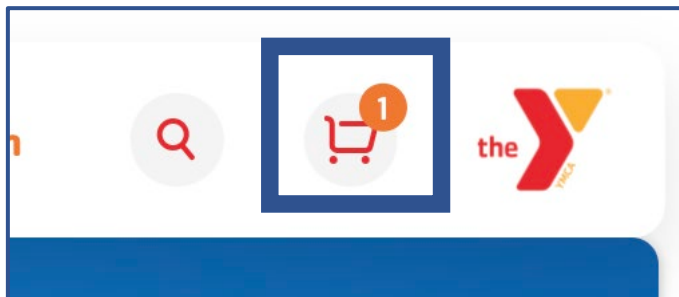
    A. The fee is $0

    B. You must register for **EACH** week you would

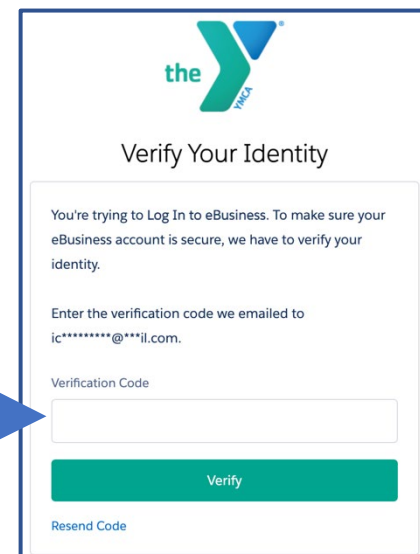   like your student to attend, **7 Weeks in total**

6. Click the Shopping Cart and check out

7. If you do not have an existing account, please take

    a minute to register

    A. If you have an existing account, please sign

    in and input verification code, then skip to

    Step 8

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8. After registering, you should receive an email from **"YMCA of Central Florida"** to create a password

   A. If once you create your password and it redirects you to a "Re-enter Password page", go back to **Step 5**

9. New participants can be added through the "Add/Edit Participant" button

Select a participant per product
Pricebooks and scholarships will be auto applied on continue

Middle After School Registration Fee 📍 Avalon Middle School	⚠️ Event already in progress. This program will start the week of <u>Jan 30, 2023</u> 📅 Aug 10, 2022 → May 26, 2023 ⏳ Mon Tue Wed Thu Fri ✋ 10 years → 15 years 🏛 6th → 8th	Member: $0.00 Non-Member: $0.00	Select participant
REMOVE			ADD/EDIT PARTICIPANT

   A. When creating a new participants make sure all information is **Correct Before Saving**

Add Related Person
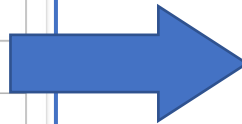
*First Name

First Name

*Last Name

Last Name

*Date Of Birth

MM/DD/YYYY

Please fill out this field.

*Relationship

Select Relationship

Back To Cart | Next

Additional details: KK Russ

Name
KK Russ
Date of Birth
2004-02-10
Relationship
Child

*Gender

Select Gender

*Email

Email

*Phone Number

(555) 555-5555

Copy my address

Start typing address...

Back | Save

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B. Returning participant's name will populate in the "Select

Participant" drop down menu

    i. If there is an issue with the "Select Participant" section,

Email Mr. Vincent for assistance: vchan@cfymca.org

10.   Click **"Continue"** to see the payment screen, which should

show $0, and click **"Continue"** again

A. If you have added a new participant, you will need to add an

emergency contact before clicking **"Next"**

11.   **Sign** the YMCA waivers, then **submit** before clicking the

THREE check marks to complete 1 of 2 waivers needed
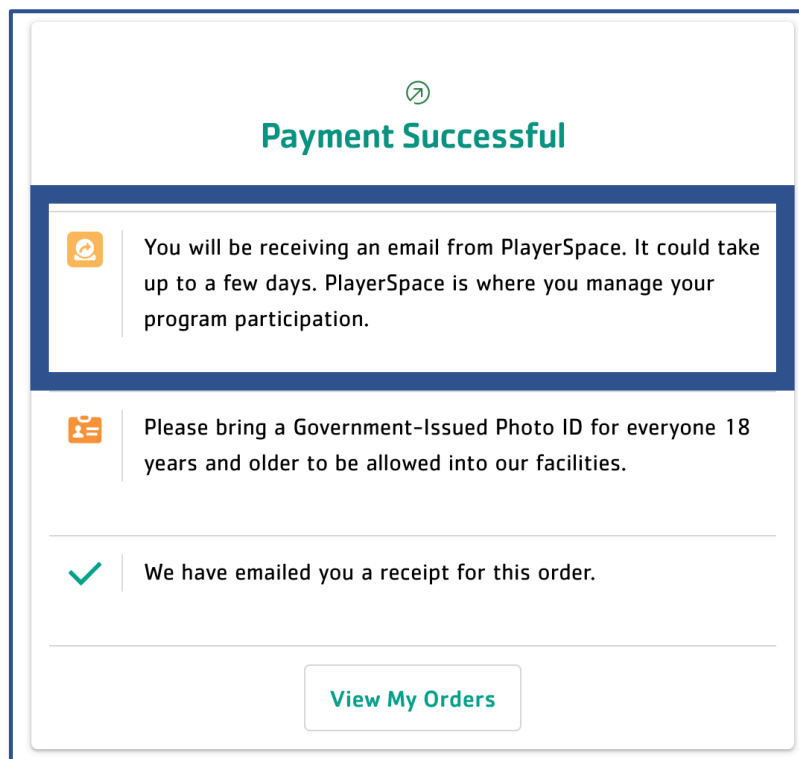
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12. Please check your email for **noreply@playerspace.com**,

which has a link to go to part 2 of waivers on Playerspace
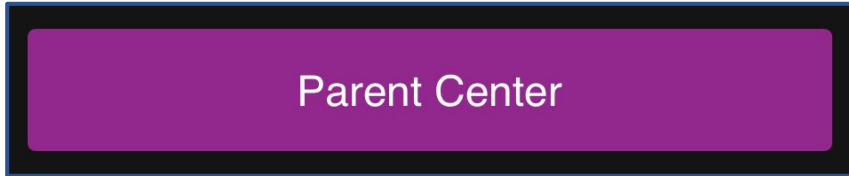
   A. Click this button on the email

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13. There are **FOUR ITEMS** on this page to fill out

   A. **Emergency Contacts**

VINCENT CHAN emergency contact/authorized pickup assignments
- Select the child or children assigned to this contact. You must define the relationship between the child and the contact as well as the authorized pickup status.
- Be sure to keep this contact's information up-to-date.
- **If this contact is authorized to pickup your children, please upload a photo for identification purposes.**
- To delete this emergency contact, click the trash icon next to their first name.
- To upload a photo, click the upload photo button to the left.

   i. This is where you will add contacts that will allow others to pick up your student. Persons coming to pick up a student **MUST** bring an **ID** and be on the emergency contacts list.

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B. Health History

    i. This must be done before filling out the waiver section. Here you can add any allergies or health conditions student may have.

    ii. Parent contacts are added here as well.

C. Waivers

Waiver_Name	Status	Action
2022-2023 Orange County Middle School After School Zone Registration (More Info) ****Required by YMCA of Central Florida****	**Not yet posted**	**Fill Out & Post**

    i. There are around **11 Initials/Signatures**. If one is missed, it will not post and must be redone.

    ii. **Student ID** needs to be on the form

    iii. If you would like student to be able to self-sign-out, fill out this section. This is found near the bottom, on the right side of the waiver.

What permission do you give related to student SELF SIGN OUT?

Permission for Self Sign

If designated time, please indicate here.

vc

D. Picture

    i. Submitting a picture is optional