



YMCA School Age Services
Summer Day Camp "How To" Form

How to Update Your Card Online

1. Visit: www.ymcadallas.org/summer
2. Click the "Sign In" link in the header of the webpage, then sign into, activate, or create your account
3. Once Logged In, look under the "Purchases & Payments" header in the left menu options. Click on "Manage Payment Accounts"
4. Lastly, email sasbservices@ymcadallas.org with the last 4 digits of your card, so we can verify the correct card is attached

How to Add Additional Pick-up/Emergency Contacts

1. Visit: www.ymcadallas.org/summer
2. Click the "Sign In" link in the header of the webpage, then sign into, activate, or create your account
3. Once Logged In, look under the "Account Services" header in the left menu options. Click on the "Manage My Family"
4. Under "Select Family Member to Manage" click on the box for your child
5. From the "Select and Action" drop down choose: "View/Edit Emergency Contact"; you will then be taken to the page where you can add the information for your additional Emergency Contact. Please make sure you have the driver's license number and mark "YES" for "Can Pick Up"
6. Lastly, when you are complete, please email us at sasbservices@ymcadallas.org to let us know you have added the additional Emergency Contact so we can provide the details to the camp.

How to Add Additional Weeks

1. Visit www.ymcadallas.org/summer
2. Click on blue "Sign Up For Day Camp" button
 - a. Click on blue "Register" button
 - b. Sign In, Activate, or Create your account
 - c. Select your participant
 - d. Click on blue "Next" button
 - e. Select your City, Location, Grade in Fall 2019, do not change dates that are listed
 - f. Click on blue "Search Programs" button

Deadline to register for additional weeks online is the Sunday prior to a Monday start. Space is not guaranteed.

How to Submit a Cancellation

1. Visit: www.ymcadallas.org/summer
2. Click on the "+" symbol next to Day Camp Forms & Resources
 - a. Click Complete Online Cancellation
 - b. Complete the required fields
 - c. Click the blue "Submit" button

If you are cancelling multiple weeks you only need to submit one cancellation. Please list dates in "Session Cancel Date(s)" field.

Once we process your cancellation, we will send you a confirmation email. To avoid being charged the \$30 cancellation fee, a two weeks' notice to cancel must be received.

If you have any questions, please feel free to email us at sasbservices@ymcadallas.org.

Business Services Department Contacts

Felicia 469-276-8421 (Camps: Bright Star, Broken Arrow, Buffalo Creek, Dakotah, Yipiyuk)
Katrina 469-276-8407 (Camps: Estrella, Maranatha, Sa-Que-Sippi, Urban Adventure, Wickiup)
Kaytron 469-276-8344 (Camps: Natayo)
Marty 469-276-8425 (Camps: KannaWanna, Kookaburra, Mission, Ohana, Pee Wee)
Tiva 469-276-8428 (Camps: Caddo, Chippewa, Lobos, Ridge, Tatanka)
Karla, Customer Support 469-348-9622
Chrissy Kidd, Business Services Director 469-276-8396