



How to Update Your Card Online

1. Visit: www.ymcadallas.org/childcare
2. Click the “Sign In” link in the header of the webpage, then sign into, activate, or create your account
3. Once Logged In, Click the Unpaid Tab
4. Click the check box in the blue section heading that has your child’s camp listed (recommended to click on the arrow on the far right of the blue heading to minimize your orders if you have multiple children)
5. Click the “Pay Selected” button (leave it set to the default “Later”, if it is not defaulted, then click on “Later”)
6. Leave “Select the Schedule Type” as the defaulted “On the Due Date” (if “Select the Schedule Type” is not defaulted as “On the Due Date”, select this option from the drop down)
7. Click the blue arrow
8. Payment Method select Credit Card and manually add your new card number, make sure the “Save this card for future use” check box is marked
9. Click blue Continue button
10. Click the blue Submit button
11. Lastly, email childcaresupport@ymcadallas.org the last 4 digits of your updated card so we can ensure all weeks are updated.

How to Add Additional Pick-up/Emergency Contacts

1. Visit: www.ymcadallas.org/childcare
2. Click the “Sign In” link in the header of the webpage, then sign into, activate, or create your account
3. Once Logged In, Click the Account Tab
4. Under Members you will see your family members you have access to
5. Under your child, Click the “Authorized Pickups” button
6. Click the blue Add button to add the additional pick-ups
7. Lastly, when you are complete, please email us at childcaresupport@ymcadallas.org to let us know you have added the additional authorized pick-up so we can provide the updated forms to your

How to Receive a Receipt

1. Visit: www.ymcadallas.org/childcare
2. Click the “Sign In” link in the header of the webpage, then sign into, activate, or create your account
3. Once Logged In, Click the Invoice Tab
4. Next to the payment made click the print button followed by “Email Invoice”
5. If you are in need of multiple weeks at once, scroll to the bottom of the page and set the date range to what you need, click the “Print” button and either click “Print” to print your statement or click “Email” to have it emailed to you.

How to Register/Add Additional Weeks

1. Visit www.ymcadallas.org/summer
 - From a Cell Phone:**
 - a. In the upper left corner, click on the  symbol
 - b. Click Day Camp
 - c. Click Register For Summer Day Camp
 - From a Computer:**
 - a. In the blue header, click on Day Camp
 - b. Click Register For Summer Day Camp
2. Sign In, Activate, or Create your account
 - a. Select Programs Tab
 - b. Under Branches select “Childcare”
 - c. Click the type of camp your child will attend (Pre-K, Primarily Indoor or Primarily Outdoor – see full list on our website of locations)

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

How to Submit a Cancellation

- To Cancel: [YMCA Cancellation](http://www.ymcadallas.org/summer) or visit our website: www.ymcadallas.org/summer
- From a Cell Phone:**
 - a. In the upper left corner, click on the  symbol
 - b. Click Parent Forms & Resources
 - c. Click Day Camp Forms & Resources
 - From a Computer:**
 - a. In the blue header, click Parent Forms & Resources
 - b. Under Day Camp Forms & Resources click Cancellation
2. Complete the required fields
 3. 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.