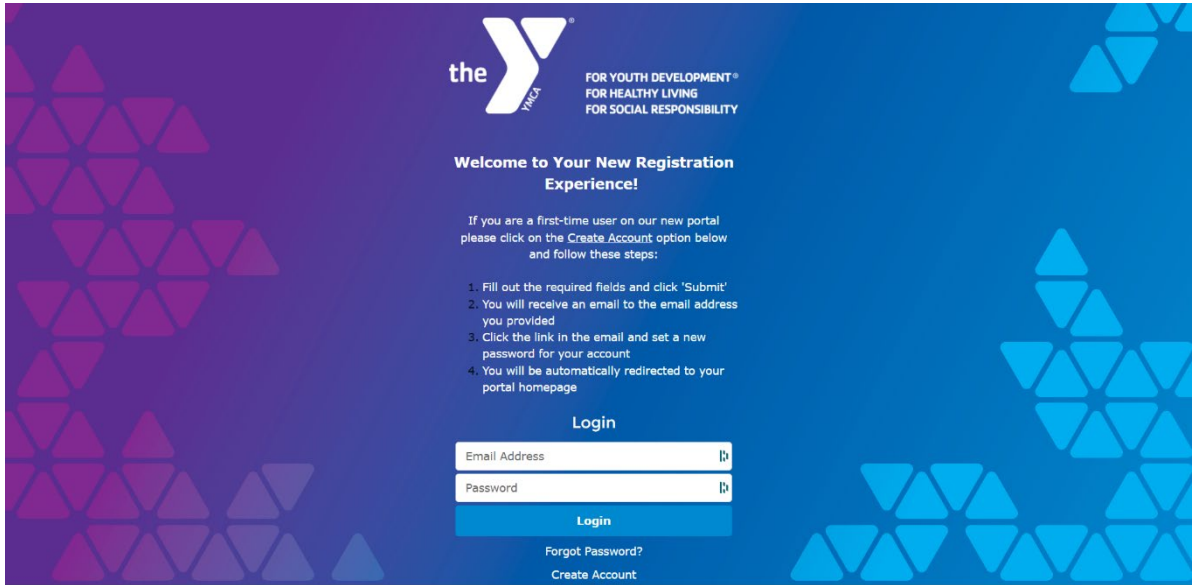




Process to Sign up on our Traction Rec Community Portal

Updated 10-2024

1. Go to community.ymcaboston.org to access our new Member Portal. Click on the 'Create Account' option near the bottom of the page.



2. Fill in the required fields to create your account and hit the 'Submit' button.

The screenshot shows a "Create Account" form on a blue background. At the top left is a "←Back" button. The form title "Create Account" is at the top right. The form contains several input fields: "First name" and "Last name" (both with red asterisks), "Email" (with a red asterisk), "Birthdate" (with a red asterisk and a calendar icon), "Gender" (a dropdown menu with "--None--" selected), "Home Phone", and "Mobile Phone". A blue "Submit" button is centered at the bottom of the form. Below the button, a small text line reads: "This site is protected by hCaptcha and its [Privacy Policy](#) and [Terms of Service](#) apply."



3. You will receive an automated email with a link to set your password. Click on the link and set your password. Once that is complete sign in on the log-in page and you will be brought to your portal homepage.

The screenshot shows the user portal homepage for the YMCA of Greater Boston. The header includes the logo and navigation links: Home, My Registrations, Memberships, Program Registration, and More. The main content area is divided into several sections. On the left, there is a 'My Household' section with a 'Create a New Contact' button. Below that is the 'Household Enrollments' section, which includes a 'Flow Component' section with a placeholder message and a 'Question Forms' section with a 'Questions to answer' button. On the right, there is a 'Register Online' sidebar with 'Browse Memberships' and 'Browse Registrations' buttons, and a 'Be the Y - Make your donation today!' section with a donation form showing options for \$10.00, \$25.00, \$50.00, and \$100.00, plus a 'Custom Amount' field.

From here you can access helpful features such as:

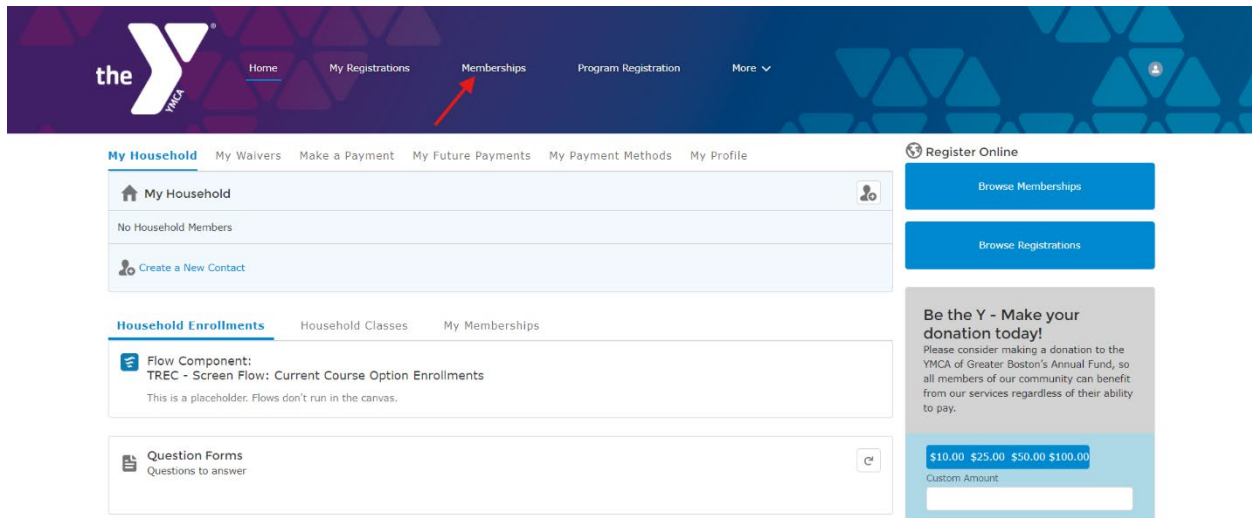
- Viewing, adding or removing new contacts to your Household (Account)
- View your current membership and program enrollments
- View past invoices and manage your payment methods



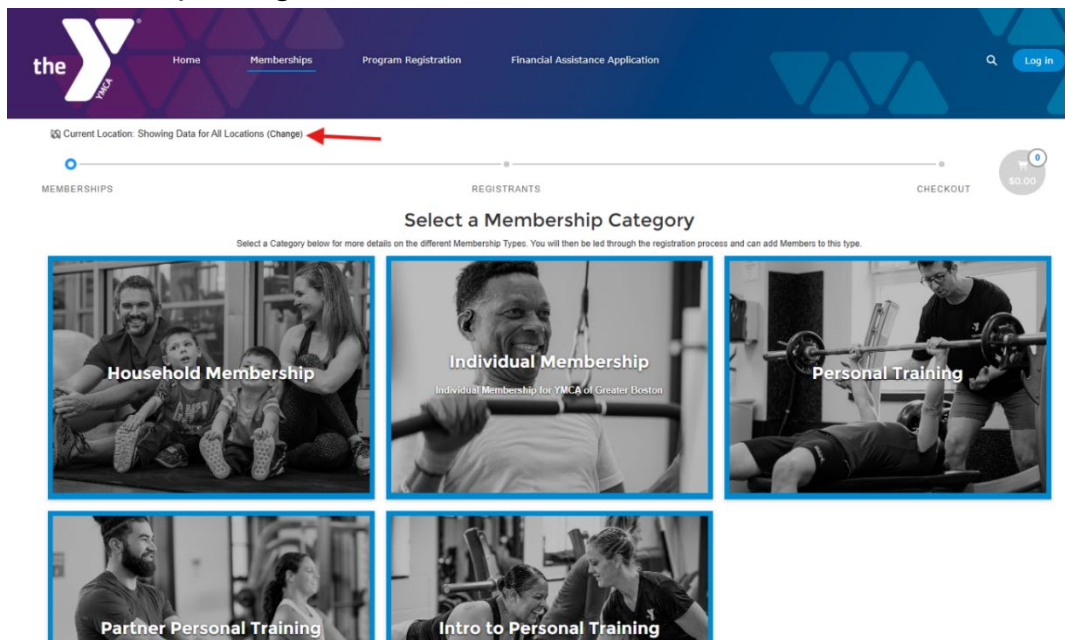
Process to Sign up For Membership on our Traction Rec Community Portal

Updated 10-2024

1. While logged into our Community Portal click on 'Memberships' on the top navigation menu or go to community.ymcaboston.org/s/membership.



2. You can set your location to a specific YMCA Center by selecting 'Current Location' and picking the location from the list.





Choose a Location

This map displays all of the existing community centre locations. You can select a new location on the side to pinpoint it specifically. You can also click on a marker to get more information about the location. When you click 'Save' your user preferences will be updated, and the parent application will filter data based off of the selected location.

Map Satellite

COMMUNITY CENTRE LOCATIONS

- All
- Achievers
- Burbank YMCA (Reading)
- Charles River YMCA (Chestnut Street)
- Charles River YMCA (Great Plain)
- Charlestown YMCA
- Dorchester YMCA
- East Boston YMCA (Ashley Street)
- East Boston YMCA (Bremen Street)
- Education and Training YMCA
- Egleston YMCA
- Huntington Ave YMCA
- North Suburban YMCA (Woburn)
- Oak Square YMCA

Save Location

Partner Personal Training

Intro to Personal Training

3. Select the membership type you are interested in signing up for.

the YMCA

Home My Registrations **Memberships** Program Registration More

Current Location: Burbank YMCA (Reading) (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$0.00

Select a Membership Category

Select a Category below for more details on the different Membership Types. You will then be led through the registration process and can add Members to this type.

- Household Membership
- Individual Membership
- Personal Training
- Partner Personal Training
- Intro to Personal Training



INDIVIDUAL MEMBERSHIP

SELECT A MEMBERSHIP

ADULT	Join Fee: \$25 Monthly Fee: \$59	1 Adult (30 - 64)	Burbank YMCA (Reading)	Select
YOUNG ADULT	Join Fee: \$25 Monthly Fee: \$48	1 Young Adult (18 - 29)	Burbank YMCA (Reading)	Select
SENIOR	Join Fee: \$25 Monthly Fee: \$53	1 Senior (65 - 115)	Burbank YMCA (Reading)	Select
TEEN	Join Fee: \$0 Monthly Fee: \$19	1 teen (13 - 17)	Burbank YMCA (Reading)	Select
ADULT ANNUAL	Join Fee: \$25 Membership Fee: \$708	1 Adult (30 - 64)	Burbank YMCA (Reading)	Select

[Partner Personal Training](#) [Intro to Personal Training](#)

4. Select the account contact that you want to register for this membership (for example yourself, your child or partner etc) and click 'Next'. You may need to create a new contact if that person's information is not on your account already.

the YMCA Home My Registrations **Memberships** Program Registration More ▾

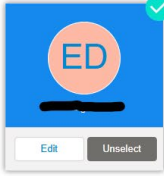
Current Location: Burbank YMCA (Reading) (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$36.05

[←Back](#) **Select Registrants** [Next →](#)

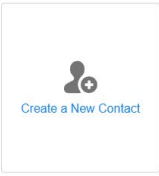
YOUNG ADULT
REGISTRATION STEP 1/4
Ages: 18 - 29
1 / 1 CONTACTS SELECTED

Select contacts



ED

[Edit](#) [Unselect](#)



Create a New Contact



5. Select Add-ons. If you are interested in signing up for additional member features such as a locker rental you can add them in this step.

Current Location: Burbank YMCA (Reading) (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$36.05

← Back **Select Add Ons** Next →
YOUNG ADULT
REGISTRATION STEP 2/4

Search...

NAME	PRICE DESCRIPTION	
Burbank Locker Rental - Monthly	\$10.00 per month	Add

6. Answer any required membership questions and information.

Current Location: Burbank YMCA (Reading) (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$36.05

← Back **Membership Questions** Next →
YOUNG ADULT
REGISTRATION STEP 3/4

Please fill the following forms for each member. Required fields have an asterisk *

REQUIRED INFORMATION

Street Address *

316 huntington ave

City *

Boston

Zip Code *

02115

Phone

Gender *

Male

EMERGENCY CONTACT INFORMATION

Race/Ethnicity *

African American/Black

Alaskan Native

Asian/Pacific Islander

Email

Emergency Contact First Name *

Emergency Contact Last Name *

Emergency Contact Phone *

ADDITIONAL INFORMATION

Emergency Contact Email

What is your reasoning for joining the Y? *

Swim

Sports

Enrichment

What programs are you interested in? *

Swim lessons

Sports classes

Family Activities

How did you hear about the YMCA? *

Online advertising



7. Review and sign any required membership waivers.

Current Location: Burbank YMCA (Reading) (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$36.05

← Back **YOUNG ADULT Sign Contracts** Finish!

REGISTRATION STEP 4/4

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Photo Waiver	Draft	Sign	10/25/2024 by [redacted]	N/A	N/A	Optional
Group - Membership Waiver	Draft	Sign	10/25/2024 by [redacted]	N/A	N/A	Prior to Purchase

8. Review any required payment details and Make a Payment or Setup a Payment Method

Setup Payment DONE

1 DUE NOW - YMCA OF GREATER BOSTON GLOBAL BILLING GROUP AMOUNT REQUIRED

This section has the amounts that are payable today for your purchase. The Make Payment button will allow you to enter your payment information or you can select from any active Stored Accounts that are available for your household.

Prorated Billing Schedule Fee - Oct'24	\$11.05
[redacted] Young Adult	\$25.00
Balance Total:	\$36.05

Make Payment

2 FUTURE DUE - YMCA OF GREATER BOSTON GLOBAL BILLING GROUP AMOUNT REQUIRED

The amounts in this section comprise the amount of your purchase that will be due at a later time. Using the Setup Payment Method button, you can create a new Stored Account to be used when these are due or you can select from a list of active Stored Accounts that have been previously been created by members of your household.

[redacted] Young Adult	Nov '24 - ONGOING \$48.00
------------------------	---------------------------

Setup Payment Method

TOTAL DUE NOW \$36.05



9. Enter your payment and card information and complete the purchase

Setup Payment [Close]

Make Payment

Pay Amount: \$36.05

Payment Method: Credit Card

* Name: [Text Field]

Phone: [Text Field]

Address 1: [Text Field]

Address 2: [Text Field]

* Country: [Dropdown: --- Please select a Country ---]

* State/Province: [Dropdown: --- Please select a State/Province ---]

City: [Text Field] * Zip/Postal Code: [Text Field]

Save on File

Nickname: [Text Field]

[Cancel] [Next]

CARD INFORMATION * Denotes a required field

* Card Number: [Text Field]

* Expiration: [Month] [Year]

CVV: [Text Field]

TRANSACTION INFORMATION

Amount: **\$36.05**

[CANCEL TRANSACTION] [PROCESS TRANSACTION]




10. Once payment is complete you can send a receipt to your email or view and download a PDF receipt. Welcome to the YMCA!

Payment Complete
Transaction • T-058785

Hi [REDACTED], thank you for making transaction T-058785 from Community

RECEIPT

Email Receipt To [REDACTED]  [Send](#) [View or Print PDF Receipt](#)

[Return to My Account](#)