



Virtual YMCA Support Document Contents

Page 1 – Online Registration Instructions.

Page 2 – How to join a virtual class support

How to Purchase a Virtual Membership & Equipment Rental:

- Create a new account or sign-in using your Activenet Online Sign-in (<https://ca.apm.activecommunities.com/pcymca>)
 - For *new members* click “Create an Account”, for *existing members* select “Sign-in”
 - Fill in all fields with your Member information
 - Once complete, go to home screen
 - Search your course; for example “1 Month Paid in Full YMCA Virtual Membership” in “Activities” Search Bar
 - Beside the appropriate Activity, Click “Enroll Now”
 - If you are registering another Family Member, select the family member in the “participant” field within the “Who are you enrolling?” Dropdown
 - Click the appropriate family member to enroll them in the activity
 - If the family member is not showing in the “Select Participant” dropdown, click “Add New Family Member” to add them to your member profile. Fill in all necessary info.
 - Click “Add to Cart” and proceed to payment screen
 - Click “Check Out” and proceed with payment details
-
- Take-home equipment rentals are optional (you can use your own equipment) will also be available to members **if needed** via the PCYMCA Self Registration portal (<https://ca.apm.activecommunities.com/pcymca>). Please note all members will be responsible for equipment pickup, there will be no drop-off options available. Purchase of 1 Month PIF Virtual YMCA Membership package is required for equipment rentals.
 - First, for *new members* click “Create an Account”, for *existing members* select “Sign-in”
 - Next, fill in all fields with your Member information
 - Once complete, go to home screen
 - Search desired equipment package in “Activities” Search Bar (see chart on page 2)
 - Beside the appropriate Equipment, Click “Enroll Now”
 - If you are enrolling another Family Member, select the family member in the “participant” field within the “Who are you enrolling?” Dropdown
 - Click the appropriate family member to enroll them in the activity
 - If the family member is not showing in the “Select Participant” dropdown, click “Add New Family Member” to add them to your member profile. Fill in all necessary info.
 - Click “Add to Cart” and proceed to payment screen
 - Click “Check Out” and proceed with payment details



- Once your order is placed, you will stop in to our YMCA at the designated equipment pickup time (Saturday mornings 9-12) to retrieve your equipment package
- If online/phone payment is unavailable, arrangements for cash transactions can be made through alex.macdonald@pcymca.ca

▪ YMCA 1 Month “Virtual Y” Membership Package = \$50 + Tax (sold per individual and 1 price for all who wish to participate)
▪ Cyclefit Bike Rental Package = \$50 + Tax/ Cyclefit Bike
▪ Group Power Kit = \$25 + Tax/ Kit
▪ Dumbbell Weights = \$5.00/set for 2's, 3's, 4's, 5's and \$8.00/set for 8's, 10's and 12's. (plus tax)
▪ Balance Kit = \$5 + tax / Kit

How to join a Virtual class:

- All YMCA members have been suspended from the My Y App. We will need to put you back in. After you register for your virtual YMCA membership; email pic-front.desk@pcymca.ca **“I just joined virtual YMCA”** and we will activate you back into the My Y App. Once you hear back from us, wait 1 hour for the software developer to reset then you are back into the My Y App

Once you are back into the My Y App:

- Log in to your My Y App and tap the “Reserve Classes” icon, directly above the blue “Check In” bubble
- Select the date of the desired class and tap the “Reserve” icon
- Click the Reserve icon once more and tap “Start class” to begin Zoom registration
- Fill in appropriate details and tap “Register”
- Check your email for a link to your class. You can join a class on a computer, phone or tablet. A Zoom App download may be required for mobile devices.
- All of the virtual classes will be taught by Zoom. If you have not done Zoom or need a refresher, here is a great tutorial right from the source: [Joining a meeting – Zoom Help Center](#)
- All of the outdoor classes will be taught in the YMCA parking lot for now. (Park in the Wellness Centre parking lot out front so we can keep the YMCA parking lot clear for distancing and exercise. As we will only be in small groups of 5 as per government guidelines).