LCDC SWIM OFFICAL ACCOUNT REGISTRATION GUIDE

IS THIS THE BEST GUIDE FOR ME?

This guide was designed to help all Y volunteer swim officials to register for a YMCA account in order to use the new Learning and Career Development Center (LCDC). Even if you don't fit this description, you may still find this guide useful for setting up a YMCA Account.

WHAT IS A YMCA ACCOUNT?

A YMCA Account on yexchange.org gives you real-time access to the Learning & Career Development Center, your transcript, and links to other Y tools.

A YMCA Account is designed to give you the access you need in order to register for training classes and to upload licenses (like CPR and others) directly into the Y's Learning and Career Development Center.

QUESTIONS
Email: exchange@ymca.net
Call: 800-872-9622
Visit: yexchange.org

Version 2013-09-25

CREATE A YMCA ACCOUNT

1. Go to yexchange.org. Your screen will display the SIGN IN TO MY ACCOUNT page.
2. Click the **Click here to register** link under New Account.

SIGN IN TO MY YMCA ACCOUNT

Welcome Y staff and volunteers! Sign in to your YMCA Account to access Y training opportunities, transcripts, and more.

Existing Account

Email

Forgot your registered email?

Password

Forgot your password?

[Sign in] ☐ Keep me signed in for 30 days
(uncheck if on a shared computer)

New Account

Click here to register a new YMCA Account.

Select Theme: [red ▾]

For assistance, **email** or call 800-872-9622.

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3. Fill out each field with your own personal information – **do not register an accont for your spouse, partner, child, or friend**. When you register your personal YMCA account using your own information, you help the system to match up this account to any exisiting records and certificaitons which may already be on file for you.

REGISTER A NEW YMCA ACCOUNT

Email

First name

Last name

Last 4 SSN (Needed to link Training and Employment history)

Birthdate (mm-dd-yyyy)

☐ I have read and accepted the **Posting and Use Rules** for a YMCA Account

☐ I have read and accepted the **Terms of Use** for a YMCA Account

Create my YMCA account

YMCA Accounts are for **YMCA volunteers and staff** only.

The public, including YMCA members and vendors doing buisness with YMCAs, should visit **www.ymca.net** to learn more about the YMCA.

4. Read and accept the **Posting and Use Rules** and the **Terms of Use** by clicking the box next to each statement.
5. Click the **Create my YMCA account** button.

   The following screen will appear:

REGISTER A NEW YMCA ACCOUNT
Congratulations! You've successfully registered for a YMCA Account.

A temporary password has been sent to your registered email address.

When you have your new password **click here to sign in**.

For assistance, **email** or call 800-872-9622.

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6. Log into the e-mail account you entered during the registration proccess (step 3 above) to continue the process.

   Congratulations! You've successfully registered for a YMCA Account.

   Your temporary password is: bc36410c

   In order to complete your registration you will need to:

   * Go to https://signin.ymca.net
   * Login using your temporary password.
   * Choose a personal user name
   * Select your affiliated YMCA (if prompted)
   * Change your temporary password

   Questions? Please contact fulfillment@ymca.net.

7. Click the link in the email to sign into your account.

8. Enter your email addresss and temporary password. The password shown in the picture above **is not** your temporary password; please use the temporary password in your e-mail account.
9. Click the **Sign in** button.
10. Enter a new password and re-enter it in the confirm new password box. Click the **Update password** button

CHANGE YOUR YMCA ACCOUNT PASSWORD

New password

_____

6-character minimum

Confirm new password

_____

[Update password]

For assistance, **email** or call 800-872-9622.

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11. Accept or enter an appropriate YMCA account user name. We suggest your firstname.lastname. **Please be thoughtful about your user name and select something which is appropriate for your Y.**

CHOOSE A YMCA ACCOUNT USER NAME

Your user name will be associated with any comments, discussions or other contributions you make to Exchange. If you change your user name on a later date, you might not be able to access or update community items "owned" by your previous user name.

User names can be between 3 and 30 characters long. Only a-z, 0-9, dashes (-) and periods (.) are valid.

User Name

lisa.test

[Save user name and continue]

For assistance, **email** or call 800-872-9622.

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12. Click the **Save user name and continue** button.
13. Choose the YMCA with which you are affliated by **entering the city and/or state**.
    - Note: If you are not affliated with a Y you can click the **I am not affliated with a YMCA** button.

14. Click the **Find Your YMCA** button.

CHOOSE YOUR AFFILIATED YMCA

Hello lisa.test, we are not able to match you to our current YMCA staff volunteer, or student information.

Find your YMCA by City and/or State

City

chicago

State

IL ▾

Find Your YMCA

Can't find your YMCA? Try searching just on State.

Click the select button next to your specific YMCA branch to proceed.

select **Austin YMCA** (1707B)
501 N Central Ave
Chicago, IL 60644

select **High Ridge YMCA** (1603B)
2424 W Touhy Ave
Chicago, IL 60645

15. Click the **select** button next to your YMCA.
16. You will be taken to the YMCA Account Home page, **when you sign in** you'll see:

the Y — FOR YOUTH DEVELOPMENT® / FOR HEALTHY LIVING / FOR SOCIAL RESPONSIBILITY

WELCOME TO YOUR YMCA ACCOUNT

ⓘ **Request Access to Exchange** - Access to Exchange is limited to YMCA staff, volunteers and retirees.

ⓘ **Learning & Career Development Center (LCDC)**

Content has been moved to the new LCDC site. Please visit LCDC to:

- Find a scheduled YMCA class or event
- Find descriptions and requirements for YMCA courses
- Find Course revisions for trainers
- Link to online classes including New Employee Orientation
- Find aquatics and health and well-being certification information
- View upcoming YMCA regional training events
- Complete the Team Leadership Certification Test
- View/Print your Training Transcript

Tools

ⓘ **Apparel Store**

ⓘ **Brand Resource Center**

ⓘ **Program Store**

For assistance, **email** or call 800-872-9622.

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Please note – **you do not need** to 'Request Access to Exchange' in order to register for classes, upload licenses, or review your training transcript.

17. Click on **Learning & Career Development Center** link.

18. Congratulations! You have registered a YMCA Account on yexchange.org and are ready to review your transcript, enroll for classes, or print a certificate.
    - At any time you can click on the Help menu to gain access answers for frequently asked questions, including how to register for your classes.

LCDC RESOURCE - HOW TO REGISTER FOR A CLASS

Step 1: Search for a Class

- ☐ Hover over **Catalog and Schedule** on the top of your home page
  - o a drop down menu will appear
  - o choose **Search for Class availability**

- ☐ Once on this page you can now input all criteria needed to find the course you are looking for
  - o NOTE: You do <u>not</u> have to complete all the criteria boxes but you will need to input information into at **least one** criterion box
  - o Click the **Search** tab at the bottom of the page

- ☐ The system will return a search that matches your criteria
  - o If you need more information about any course that comes up on the search you can hover over the name and the complete description will appear
  - o Also don't forget to slide the bar along the bottom of your list to display all the information to the right of the course name

Step 2: Register for the Class

- ☐ Once you find the course you would like to take you can register for the course by clicking on the **Green** flag in the last column to the right, **OR** by clicking on **Register for class** at the bottom of the page
  - o If you do not meet the prerequisite, age or license requirements, the button will appear disabled and a message will appear to the student informing them of the reason that they are unable to register
  - o In cases where a student has not completed a prerequisite course prior to registering for a specific class, but **has registered** for the prerequisite class and that class is scheduled to complete before the start date of the second class, the system will allow the user to complete the registration

- ☐ Once the registration process has initiated, the system will guide you through the registration process
  - o The system will ask you to input your supervisor name and email address if it is not in the system. You should also check to ensure it is up to date. If you need to add or update click on Edit profile and type the correct information.

- ☐ For all local classes, the payment process will be handled by the local Y outside of the system. The system will generate a registration completion invoice that notes the fees owed to the local Y.

- ☐ For regional classes, payments will be accepted via credit card or other, as indicated on the regional event/class information screen.

- ☐ If you have been provided with a Discount Code you will be asked to input it at this time

- ☐ Once you have completed the registration process, the class will appear on your home page in the **upcoming classes** area

- ☐ A registration email confirmation will also be sent to you, and for YMCA staff, to the student's supervisor

Note: In place of a Supervisor name and email address enter your YMCA Swim Coach's name and email address or volunteer coordinator.

<u>To view only Swim Officials Trainings select the following:</u>
Course Category: Aquatics
Course Name: Swim Official Level I, or Swim Official Level II, or Swim Official Level II Recertification