How to sign up for Online Portal:
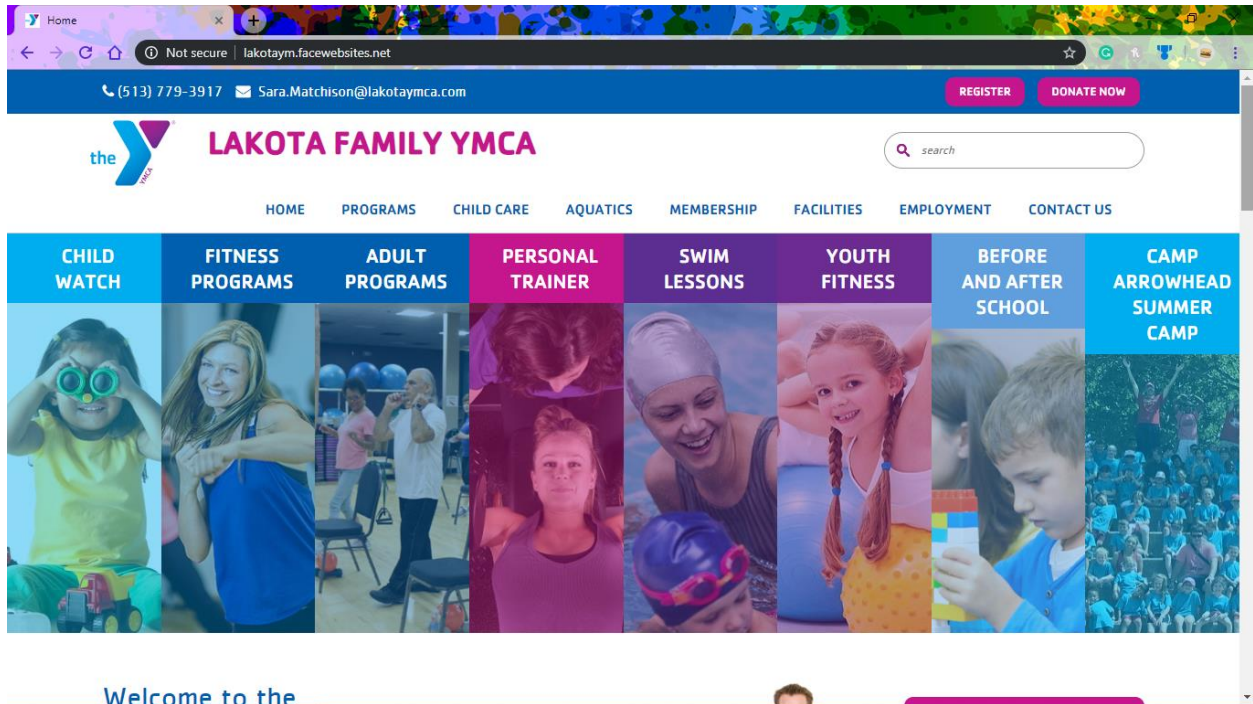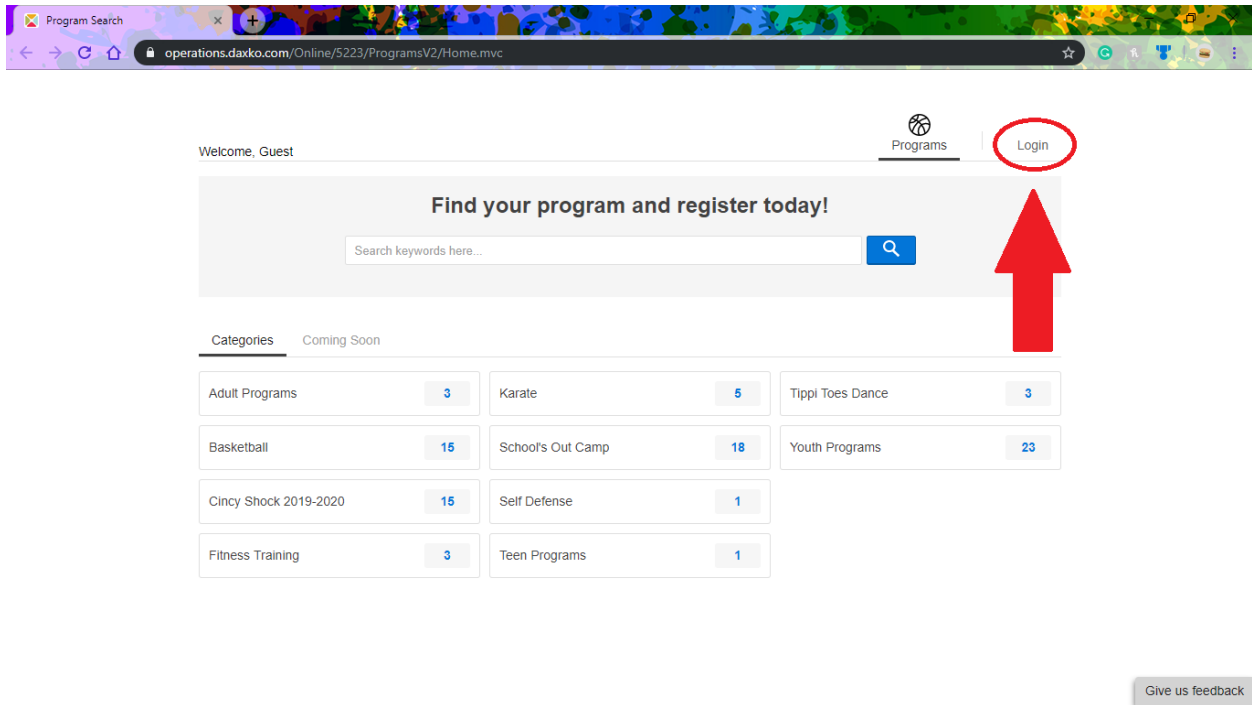
1. Go to our website www.lakotaymca.com.
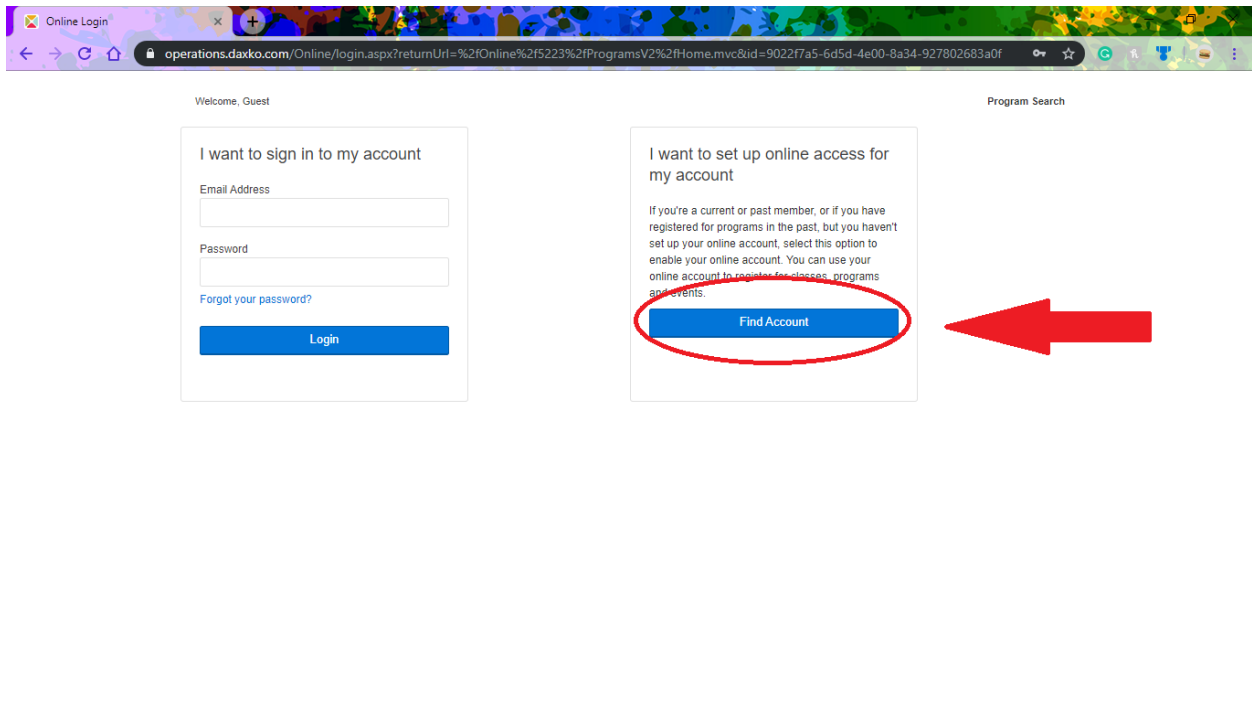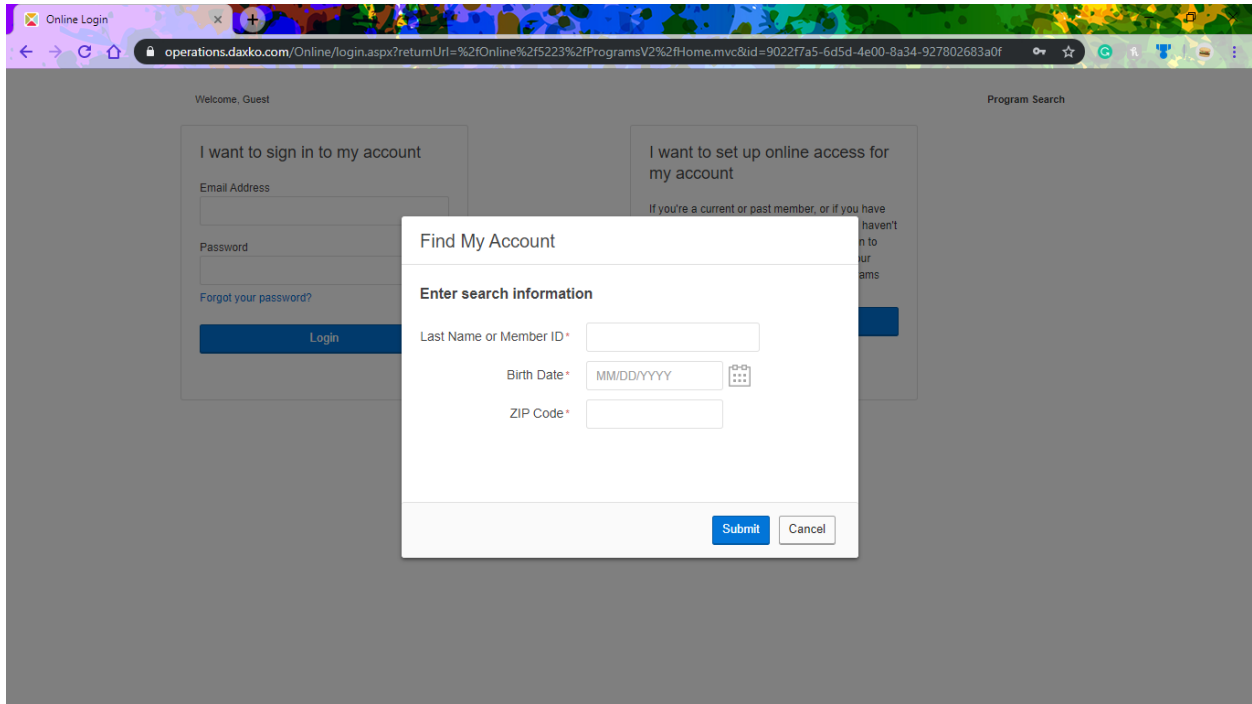

2. Click on "ONLINE PORTAL".
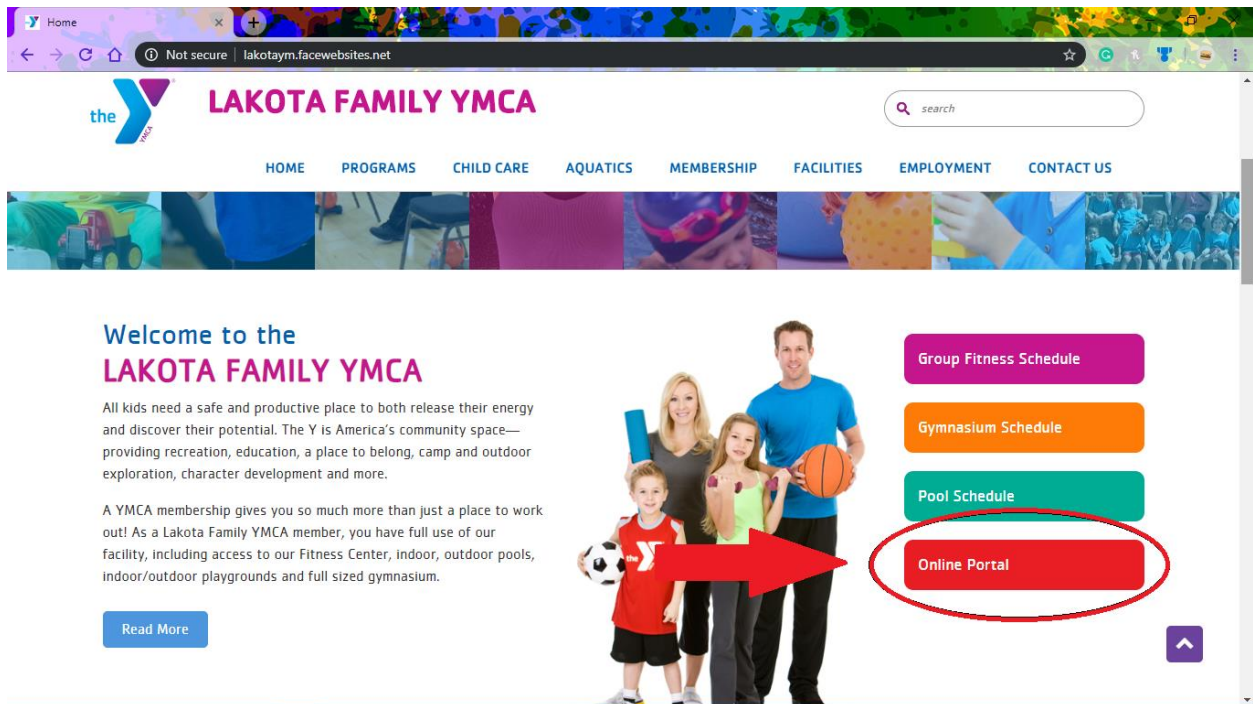
3. Click on "LOGIN".

## 4. If this is your first time, click "FIND ACCOUNT".

5. Enter the Last Name, Birth Date and Zip Code you have given to the Lakota Family YMCA, then click "SUBMIT". If you do not know the information we have on file for you, please call us at (513) 779-3917.


6. If you have profile set up in our system, you will get this page. Enter you email address in the bar and click "SUBMIT". This will send you an email to reset your password from "Joe.Ayers@LakotaYMCA.com". If this is not the page you see, please refer to Step 7, otherwise, continue to Step 8.
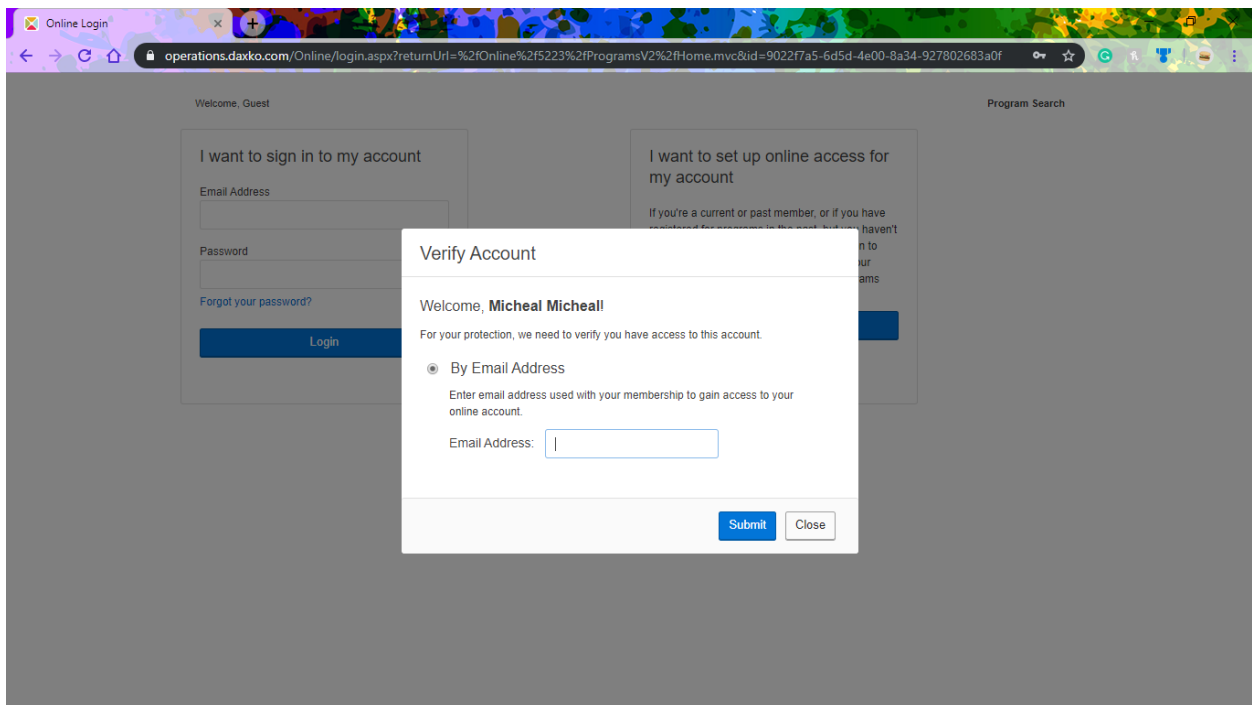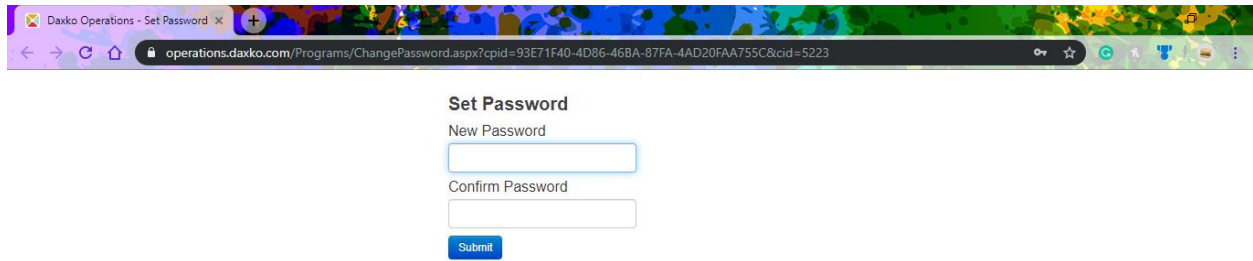
7. If you see this page, the information you entered does NOT match the one in our system. Please exit and contact us at (513) 779-3917 to set up an account/login.
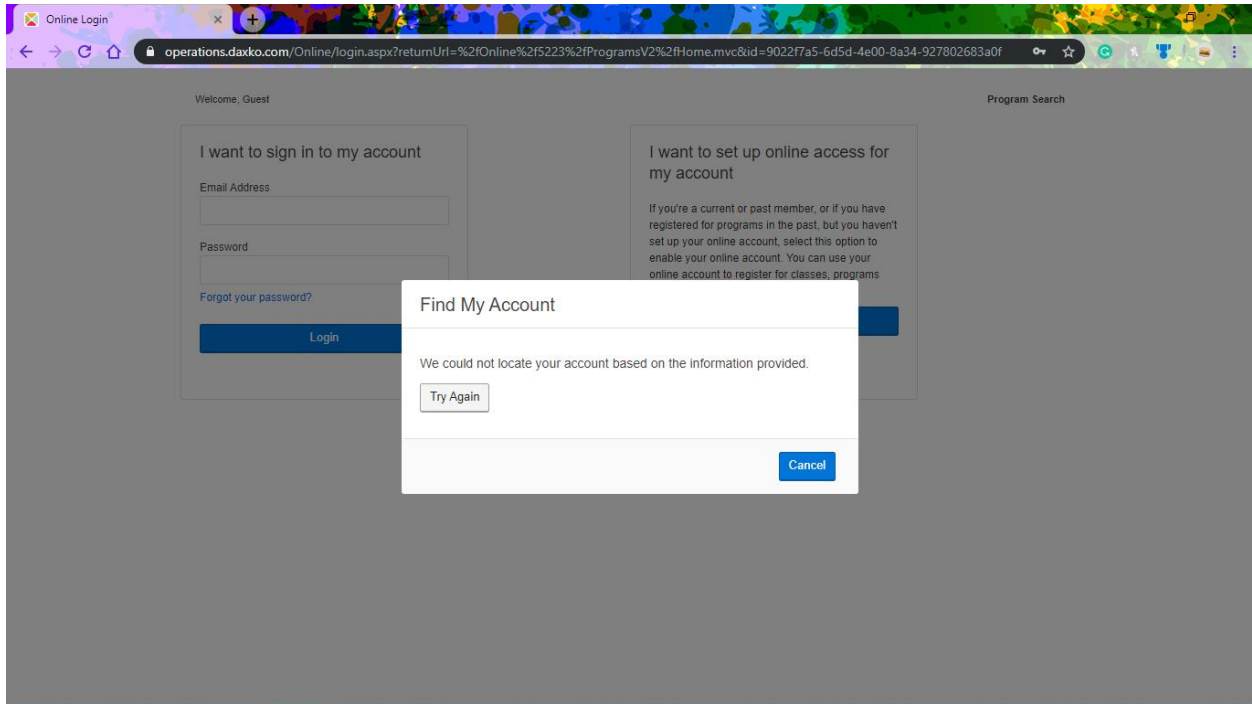
8. You will receive an email from Joe.Ayers@lakotaymca.com at the email address you entered with a Login # and a Reset Password link. Click on the hyperlink.
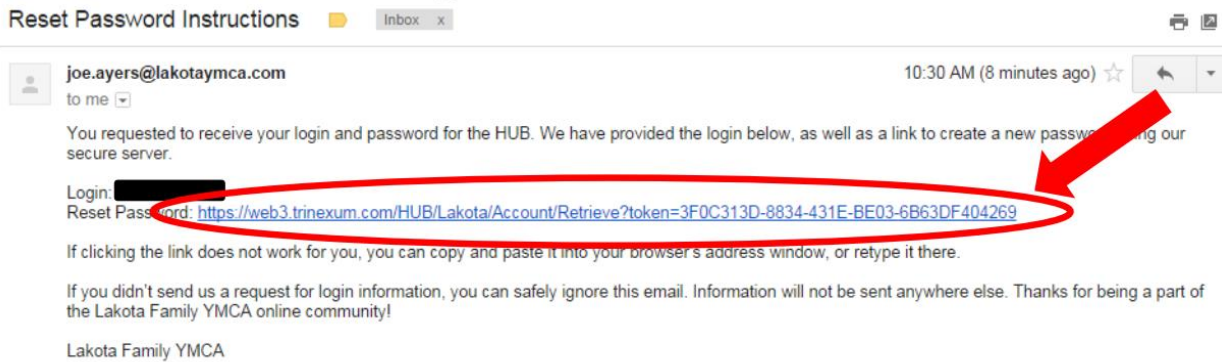
9. Type in a password of your choice, confirm the password and click "SUBMIT".

10. Congratulations! Your account has successfully been created. Type in the "Login" from the email you received and use the password you just created.