

Allard Center YMCA Rentals – YMCA Account and Waiver Guide

We are so glad you plan to visit us for your event! As we are a licensed child care facility we need to ensure everyone coming through our doors has an account in our system and a waiver on file. All of this can be done online prior to your visit.

The system the Y uses for its membership database and sales is called SGA. If you have EVER been to a Granite YMCA facility it is likely you at least have an account in SGA. While normally this is just used internally by staff but, you can interact with your own SGA account through our website www.GraniteYMCA.org . Even if you already have an SGA account you would need to set-up a separate account on the site itself if you have never used it before to register for a program, buy a membership, etc. This link will take you to the page to set that up:

<https://ymcagranite.sgasoftware.com/Sales/Login?LoginType=1&ReturnURL=~tLNf1lkgeEI>

The screen you come to will look like this:

The screenshot shows the Granite YMCA website interface. At the top left is the logo "the Y" with "Granite" below it. To the right of the logo is the text "The Granite YMCA". Further right are links for "Give", "Join", and "Log in". Below the logo is a "Shop" dropdown menu and a search bar with the placeholder text "What products are you looking for?".

The main content area is divided into two columns. The left column is titled "Log into my account" and contains a form with the following elements: an "Email address" input field with a note below it stating "If your email address has changed, please contact the Y to update your account."; a "Password" input field; a checkbox labeled "Remember Me (do not use this on a shared device)"; and links for "Forgot password" and "Staff portal". A green "Login" button is at the bottom of this column.

The right column has two sections. The top section is titled "New member sign-up" and includes the text "I am not a member of the 'Y'. I have not participated in programs or activities." and a large orange "Join the YMCA" button. The bottom section is titled "Existing members" and includes the text "I am a current or past member of the 'Y'. I have participated in programs or activities." and a large orange "Search for my account" button.

At the bottom of the page is a grey navigation bar with three links: "ABOUT US", "FIND A Y", and "SUPPORT THE Y".

1. If you are or have been a member and have used this site before to purchase programs etc., simply log in using your existing username and password. If you have been in the building in the last few years, it is likely your waiver is all set!
2. If you believe you may have an account, EVEN IF NOT A CURRENT MEMBER, choose the "Existing Members" option and hit "Search for my account" and follow the steps to connect your SGA account to GraniteYMCA.org
3. If you have not been to the Y before, choose "New Member Sign-Up" and use the "Join the YMCA" button. This does NOT mean you are purchasing a membership despite the language used. You will simply use this to set-up an account and sign the waiver.

- If you get an error message saying something like “email already in use”, first try the “Existing Members” option and see if you can locate your account.
- If you still have trouble, please call our Welcome Center at 603-497-4663 and they can help walk you through and issues.

Waiver Process:

Okay you are in! Here is what you see:

The screenshot shows the website interface for The Granite YMCA. On the left is a navigation menu with the following items: Update your Waiver of Release and Liability, Requirements for Camp and Childcare, Calendar, Shop for Membership, Shop for Programs & Camp, Shop for Child Care, Make a Donation, Make a Payment, Payment Methods, Activities, Personal Information, and Family. On the right, there is a promotional banner for the "NEW PROGRAM SESSION! SPRING 1" which starts on March 3 and ends on April 27. Below the banner, there is text about registration opening for members on February 3 and for non-members on February 17. A "BROWSE ALL PROGRAMS!" button is also visible.

First if you need to add family members such as children, please do so by clicking “Family” near the bottom of the list to add them. Double check that your personal information is correct as well.

To do the waiver for each family member, choose the top option “Update your Waiver of Release and Liability” using the drop-down menu follow the directions to complete the waiver for yourself and again for each member of your family if needed.

That should do it! We look forward to seeing you at your event!