# 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 though 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=~tLNf1IkgeEI

The screen you come to will look like this:



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.

a. 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.
b. 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:



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!