



## STEPS TO COMPLETE YOUR CHILD'S CHILD WATCH QUESTIONS ONLINE



In Child Watch, our goal is to provide a safe and enjoyable experience for all of the children in our care and for the families we serve. We understand that over time, as your child grows, their needs may change. That is why we have made it easier for you to communicate with our Child Watch staff about your child's needs. We are asking all families, including long-time members to log-on to their Lincoln Y account and complete the Child Watch Questions for each child who uses or may use Child Watch at any of our Lincoln Y locations. Non-members may visit the front desk and register as a visitor to complete these steps.

### ACTIVATE AND UPDATE YOUR ONLINE ACCOUNT

Go to <https://apm.activecommunities.com/ymcalincoln/Home>. Follow the steps below:

**STEP 1:** Click on **Sign In** – DO NOT CREATE A NEW ACCOUNT– if you do not know your password just click on **Forgot your Password?** If you have any questions, need to know what email address is on your account, or need any other assistance, please visit or call any YMCA Front Desk.

**STEP 2:** Enter the email address on your Lincoln YMCA account and click **Submit**. – If you do not remember what email address is on your account please call or visit any Lincoln YMCA Front Desk.

**STEP 3:** You should receive an email with a temporary password within a few minutes. – If you do not receive this, the email address you entered may be misspelled or different than the one we have on file for you. Call your Y or stop at the Front Desk if needed.

**STEP 4:** **Sign In** using your email address and new temporary password.

Once you have logged into your Y account, the next step will be to register your child/children with the **2020 Child Watch Questions** in Active Net.

### COMPLETE YOUR CHILD'S CHILD WATCH INTAKE QUESTIONS

Go to <https://apm.activecommunities.com/ymcalincoln/Home> to sign in to your account. Follow the steps below:

**STEP 1:** Type **"2020 Child Watch Questions"** – in the search bar on the main page and then click **Search**

**STEP 2:** Click **Add to Cart** – if an option for the current year does not appear in the list then contact your Y.

**STEP 3:** Select the correct child from the drop down menu on the screen then click **Next**.

**STEP 4:** Complete questions, click **Next** at the bottom of the screen – If you need to register another child to submit their information, click **Register Another Participant for this Activity** and repeat these steps, then check **Proceed to Shopping Cart** – It should show a \$0.00 balance. If a customer has balance on their account, it must be paid in full before the registration is completed.

**STEP 5:** Click on boxes to agree to the Waiver & acknowledge that you reviewed and consent to the waiver, click **Next** – You will see the words "Thank you," indicating that your order is complete and you have submitted your child/children's information needed for Child Watch.

**Thank you for taking the time to complete the Child Watch Questions!**