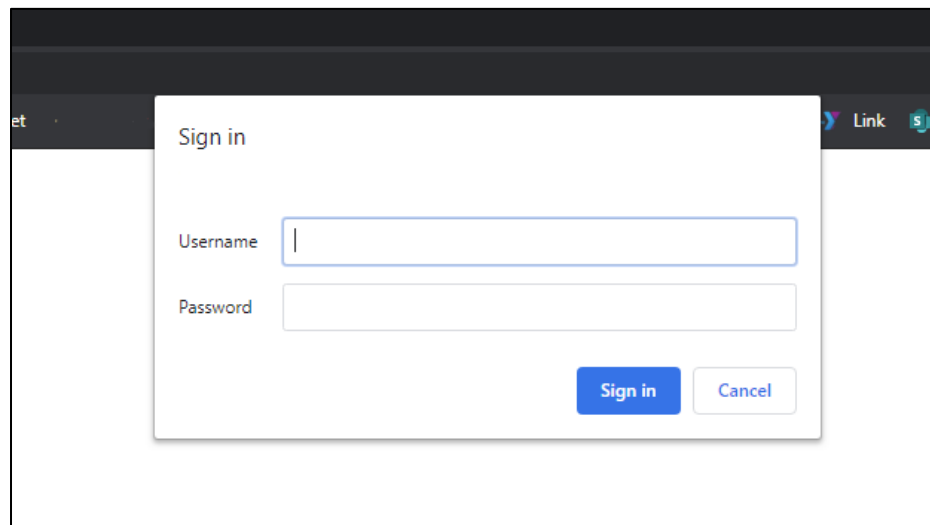


Access Your Virtual Y Site for the First Time

The below guide will walk you through access your Virtual Y site for the first time. Please have the Virtual Y Credentials email handy, as you will need to utilize the username and password within it to access the site.

Steps

1. Your association's Virtual Y contract will receive an encrypted email with basic instructions and credentials on how to navigate and access the Virtual Y site.
2. Once the credentials and instructions are received navigate to your Virtual Y site
 - a. [https://\[my-family-ymca\].y.org](https://[my-family-ymca].y.org)
3. Upon accessing the site, you will be presented with a **Site Lock**, a simple but effective barrier to prevent others from accidentally stumbling upon your site until it is ready.



4. Enter the **Site Lock username and password** provided in the previously mentioned email and click **Sign in**.
5. You will now gain access to the member version of the website. Feel free to review at your convenience to experience it as your members would.
6. To access the **Administration Features** of the site, edit the URL so that **"/user"** is placed after the domain of your Virtual Y site. It is recommended to bookmark this URL for easy access.
 - a. [https://\[my-family-ymca\].y.org/user](https://[my-family-ymca].y.org/user)

7. You will be brought to the **administration login page**.

the YMCAs
FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Log in

Log in [Reset your password](#)

Username*

Enter your Southington-Cheshire Community YMCAs username.


Password*

SHOW

Enter the password that accompanies your username.

LOG IN

8. Enter the **site owner credentials** provided in the previously mentioned email and click **LOG IN** to gain access to the site.
9. If this is your first time logging in, we recommend you change your password so that it is only known to you.
 - a. Click your **username** at the top of the page
 - b. Select **Edit profile** from the sub-menu
 - c. Enter your current password in the **Current password field**
 - d. Enter a new password in the **Password** and **Confirm password** fields
 - e. Click **Save** at the bottom of the page
 - f. You're ready to explore the Virtual Y website!

Manage  **1**

[View profile](#) [Edit profile](#) [Log out](#) **2**

[Edit](#)

[Home »](#)

Current password

3

Required if you want to change the *Email address* or *Password* below. [Reset your password.](#)

Email address *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used

Username *

Several special characters are allowed, including space, period (.), hyphen (-), apostrophe ('), underscore (_), and the @ sign.

Password

4

Password strength:

Confirm password

4

Passwords match:

To change the current user password, enter the new password in both fields.

Status

Blocked

Active

Site language

This account's preferred language for emails. This is also assumed to be the primary language of this account's profile information.

GOOGLE ANALYTICS SETTINGS

Enable user tracking
Users are tracked by default, but you are able to opt out.

CONTACT SETTINGS

Personal contact form
Allow other users to contact you via a personal contact form which keeps your email address hidden. Note that some privileged us

LOCALE SETTINGS

Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

[Save](#) [Cancel account](#) **5**