



Please note: We do not want your child to miss this great opportunity! If you do not have access to register online or you need assistance, please come to the Geneva Lakes Family YMCA. We are here to help at 203 S. Wells Street, Lake Geneva | 262.248.6211.

HOW TO REGISTER ONLINE FOR LAKE GENEVA MONTESSORI SCHOOL

Not a Member of the YMCA or have never been to our facility? No worries!

If you do NOT have an account or have not been to our facility before, call our Front Desk at 262.248.6211 to create a non-member account over the phone. If you would like to become a member to take advantage of program discounts, please stop in at the Front Desk with your driver's license. Once this is set up, follow the Registration Instructions below.

Member of the YMCA?

Follow the Registration Instructions below.

Be prepared to have your child's immunization records ready prior to registration. If not, they MUST be emailed to nicole.zinkowich@glymca.org PRIOR to September 1.

Registration Instructions

1. Go to: GenevaLakesYMCA.org/Montessori
2. Click on the "Admissions" button.
3. Scroll down and click on blue "Register Now" button.
4. Under "Login or Find Your Account" type your email or phone number. This must match what we have in our system whether you're a member or non-member. Problems? Call 262.248.6211.
5. Click on the blue "Submit" button.
6. Enter your password and click on "Login". Don't remember password? Follow password reset instructions.
7. Select the child you would like to register. You can only register one child at a time.
8. Choose your class option and payment schedule.
9. Click on "Add Authorized Pickup."
10. Under the "Choose Pickup" drop box select the individual who is approved to pick up your child.
11. Review the contact information for this authorized pickup person. Any changes needed can be corrected on this screen. If needed, additional pickups can be added in next step.
12. Click on the blue "Save" button. You can now add an additional person for authorized pickup or click on the blue "Next" button to continue your registration.
13. Complete the questions that follow.
14. Click the blue "Next" button.
15. Click the blue "Accept & Sign" button and sign your name.
16. Click the blue "I Agree" button.
17. Select payment method from the drop-down menu. Complete payment information.
18. Click on blue "Pay Now" button.
19. Congratulations! Registration is complete!
20. Now...do it again if you have another child to register, otherwise the Director will contact you to welcome you to the program.