



ONLINE REGISTRATION NOW AVAILABLE!

Please read prior to using Online Registration

Program Search/Registration

To Search for a program follow the link below and click on the "view classes" button to search for your class. Once you decide to register for a class please follow the instructions below.

For your convenience, the Dubuque Community Y uses an online class registration program called "TriNexum." When registering online for a class, the system will ask you to log in as a first-time user. When you do so, you will be prompted for your email address. If you have not previously given your email address to our Membership Department, you will not be able to register online until you do so.

If you do log in and get a message asking that you contact the Y to receive your member login ID, this means we do not currently have your email address attached to your membership record.

Your email address will be used for Dubuque Community Y purposes only.

How to Register

You can now register online for selected programs. Many classes are also included in your membership package and do not require registration. Contact the Dubuque Community Y at 563.556.3371 if you have questions.

Online registration is **not** available for Membership or Child Care Programs.

Financial Aid clients must register for programs in person at the Dubuque Community Y.

Registration Process

1. Most programs are limited in size and registration is on a first-come, first-served basis. Program Fees must be paid at the time of registration. Registration will not be accepted without payment.
2. Registration may be done in person, online and in some cases over the phone, beginning on the morning of open registration. Please consult your branch's Program Brochure, or contact Member Services for more details.

3. Brochure material is subject to change without notice.
4. The Dubuque Community Y reserves the right to change, combine, or reschedule programs. In the event of a cancellation, a full refund will be issued.
5. Class make-ups must be completed during the same program session and at the director's discretion only.
6. To be eligible to register, some branches require that a membership be purchased. In addition, prices and registration dates may vary depending on the type of membership you have purchased. Please contact your local branch for details.

How to access Online Program Registration

1. Please read the remainder of these instructions before clicking into the online registration program.
2. To register for a program click the Register Now button. NOTE: Due to specific registration requirements, not all programs are available for online registration.
3. Once you've clicked to register you will be required to Log On or Sign Up. You only need to Sign Up once. The information gathered from you will locate your existing membership record, or establish you as a Program Participant. You will be asked to provide your name, address, e-mail address, telephone number and birth date. You must also select a User Name and Password so that you can logon more quickly in the future. If you have children or other family members you will register for, you can add them as well. Their names will then appear in the BUY FOR field on the shopping cart pages.
4. Once you Sign Up, you will receive a confirmation e-mail that contains your temporary user name and password. You will be able to change your username and password once you login. You will need to remember this information for future online transactions.
5. Select Register for Classes
6. Click the drop down arrow to select the Dubuque branch.
7. From here you may select the category and class for which you would like to register. Once you have found the class, click in the box to the far left of the line to put a check mark in it and select "Add to Cart." This button is located between the program and the class selected.
8. You may continue to add classes until all classes you would like are in your cart. Then, select View Cart. From here you have 10 minutes to complete your transaction. If after 10 minutes you have not completed the transaction you must start over again possibly losing your spot on the registration.
9. Click the + to the left of each item to select the family member who will be participating in the class. Click in the box to put a check mark in it and select Check Out.
10. At the check out screen you will provide your payment information. We accept major credit cards: Visa, MasterCard.
11. If you have a credit, you will see a 'Credit' box. If you would like to use the credit, click on it. Then click on "Use Online Credit" and enter the amount of credit you would like to use in the Credit Amount box.
12. Click on Submit.
13. For administrative purposes, online registration for some classes will be unavailable two weeks prior to the program start date. For these programs you must register at your local YMCA family branch.