

How to register for camps and activities through myClub

NMKY Helsinki uses myClub-system for registering for activities and camps. myClub system is undergoing updates, and as a part of these changes **you do not need to have a myClub account to register for a camp!** Creating a myClub account will make registering faster in the future, but having one is optional.

If you wish to create a **myClub account**, you can create a myClub account and a **member account** when you first register for a camp or an activity. Member account is an account that contains the pre-filled information (name, age, etc.) of the participant, for example, the child participating at the camp.

The system will send a message confirming the registration to the email address used for the myClub account. You can also check your registration directly through myClub. In case you need more information regarding the registration, you can contact our office via email: leirit(a)hnmky.fi

myClub is also available as a mobile app and can be used on both Android and iOS devices. Mobile app operates similarly to using myClub through a browser, and you can register for activities, update personal information and inspect open invoices.

Step-by-step guide to creating a myClub account and adding member accounts:

You can change the interface language to English from the bottom of the page.

Follow the steps:

1. Go to the event page of the camp or activity and click 'register' in the right corner.
2. Fill in the necessary information for the camp. Provide the name of the participating child, and provide an email address that you wish to use for receiving information. The same myClub account and email can manage the information of several participants. Lower down, fill in the name of the guardian and use the same email address as above.
3. At the end of the page, you find a question about your age. Choose 'I am at least 13 years old'. Then click 'next'.
4. Fill in the specific information regarding the camp, such as allergies and other permissions. **Click 'confirm' to confirm your registration for this camp.** You should now receive an email confirming your registration for the camp.

Proceed to create your myClub account:

5. The system will offer your three options. 'Create myClub account', or 'sign in'.

Underneath these options you can also decline and choose to not create a myClub account at this time.

6. If you wish to create an account, click 'Create myClub account'. Next, click the option 'I am 13 years old or more'. Fill in the **first name and last name with the name of the participant** and provide the **email address of the guardian**. Choose a password for yourself, and click the boxes to accept the terms and conditions and privacy policy. Click next.

6. You will see a message. "Club's member account will be connected to your myClub account. Mention about your myClub account will be added to the member information. You can then access the member account by logging in to myClub." Click 'accept and continue'. You will receive a message that the member account is now connected to your myClub account.

7. If you wish to add a second member account, for example for a sibling of the first participant, go to the event page and click 'register another member' at the bottom of the page. It will be visible when you are logged in, if you have a myClub account already,

8. Choose 'new member account' next and fill in the second participant's information like before. The system will send you a confirmation message to your myClub account email after the registration.

9. If you also wish to add this participant's information to your myClub account, repeat the step 6 again.

Troubleshooting problems with registration:

If the system gives you an notification (You already have a myClub account, please login), see the following for possible solutions:

- **the participant has registered to a camp before or received an invoice through myClub** (e.g. participants in Helsinki NMKY iltapäiväkerho/afterschool clubs). In this case, click 'forgotten password', and the system will send you a PIN-code through email. Fill in the PIN-code and submit a new password on the website.

- **the system claims a member account with this name exists already**. Try to add the child's second name as well to the first name slot and try to proceed. If the child has no second name, you may also use an additional nickname

- **the participant has registered to a camp before but through a different guardian**. Registration should be done through the email that was first used to create a myClub account. The first guardian can share the rights to use the account by adding another guardian's email to the account. You can share the rights by going to 'own

profile' section by clicking the member account in the right corner of the myClub page, then choose 'users' tab and click 'new invitation'. Add the email address of the second guardian here.

- if the participant already has a member account with Helsinki NMKY (e.g. they've participated in afterschool clubs, music lessons or camps) but you cannot access the account, **it is possible the member account has not been linked to your myClub account.** Follow the steps:

1. Make sure you are logged in to myClub (in the mClub website: id.myclub.fi)
2. Select the club (Helsingin NMKY) that the member account is part of and which you wish to connect to your myClub account.
3. Go to your myClub login page.
4. Click 'add a new member account'.
5. Fill in the email address that is added in the member account you are about to connect to your account, and click 'next'.

- you will receive an email invitation to manage the member accounts associated with the club.

- the invitation will be sent separately for each member account that have the given email address as a contact information or as guardian information.

- if the email address does not match with the member account, contact our office (leirit(a)hnmky.fi)

6. Open your email and click 'accept invitation' to link the member account to your myClub user account.

7. myClub opens in browser to show a message: 'You are about to connect member account to your own myClub ID'. Choose accept.

- the member account is now connected to your myClub user account and you may continue using myClub.

Please, contact our office (leirit(a)hnmky.fi) if need be, and we will provide assistance with the sign-ups!