

**Welcome to GCYC's Membership Enrollment and Program Registration, Amilia**  
Amilia is an online registration and program enrollment system that allows you to sign up for GCYC membership and programs all at the same time!  
Please see below for a step-by-step guide on how to register your young person for GCYC's Onsite and Virtual Programs!



**Please use this document to help you sign up with the Gary Comer Youth Center. The major steps are:**

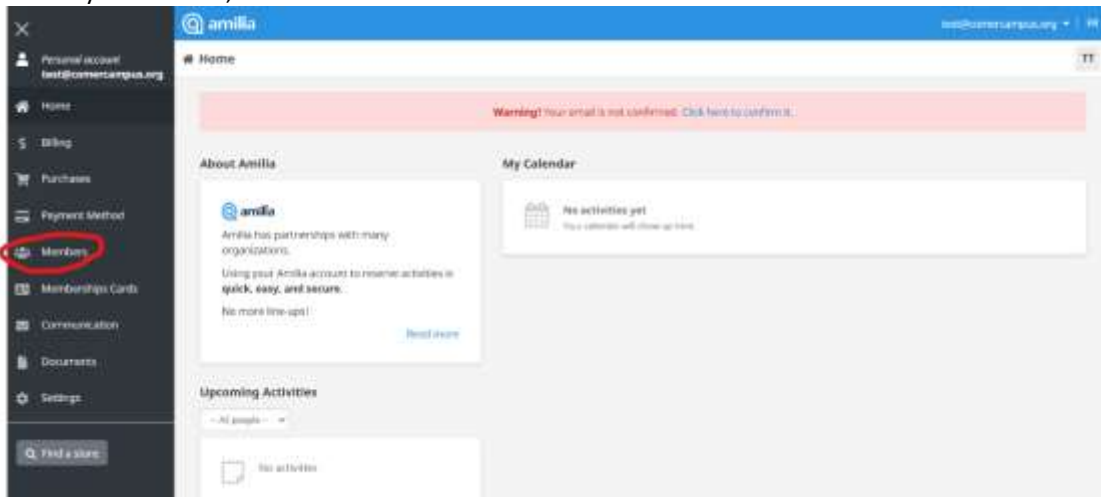
1. Create an Amilia Account
2. Add your Family Members
3. Add a Membership, Pay, and Checkout
4. Add your Program(s) and Checkout
5. Download the Free App for You and Your Young Person(s)
6. Required Membership Paperwork Signed and Submitted

### **Step 1: CREATING AN AMILIA ACCOUNT**

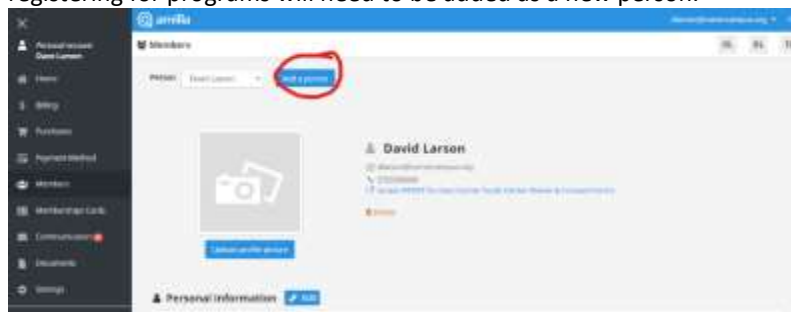
- 1.) Finding Amilia's Sign-In Page
  - Using your phone, scan the QR Code provided, or
  - Visit GCYC's website on your phone or tablet, [www.comereducationcampus.org](http://www.comereducationcampus.org). Under "Join Us", click on "Youth Members" which will take you straight to the Amilia sign-in page, or
  - Visit <https://www.amilia.com/store/en/gary-comer-youth-center/shop/programs> and click on "Login" in the top right corner of the screen to access the account creation page.
  
- 2.) Sign up for a new Amilia account. You will be sent a confirmation e-mail.  
**You must confirm your email before you can register for membership.**

### **Step 2: ADD FAMILY MEMBERS**

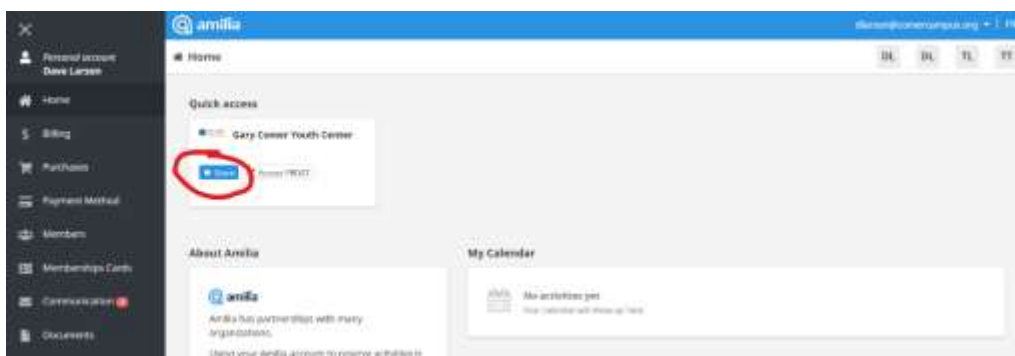
- 3.) Once in your account, click on **Members**



- Click “Add a Person” to add your young person’s information. Each youth you are enrolling and registering for programs will need to be added as a new person.

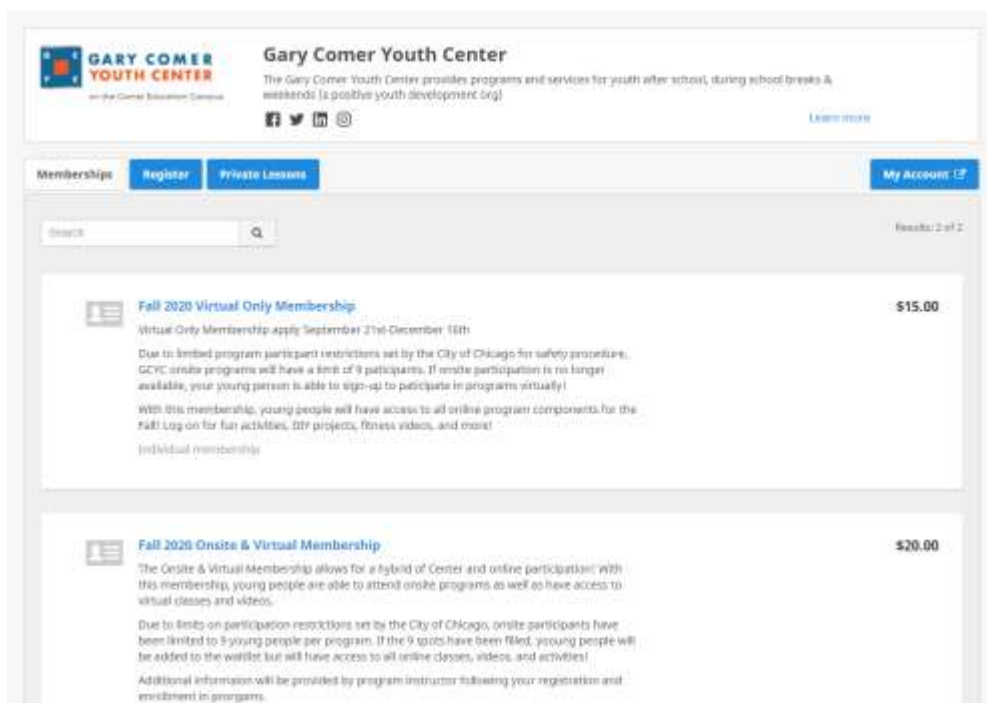


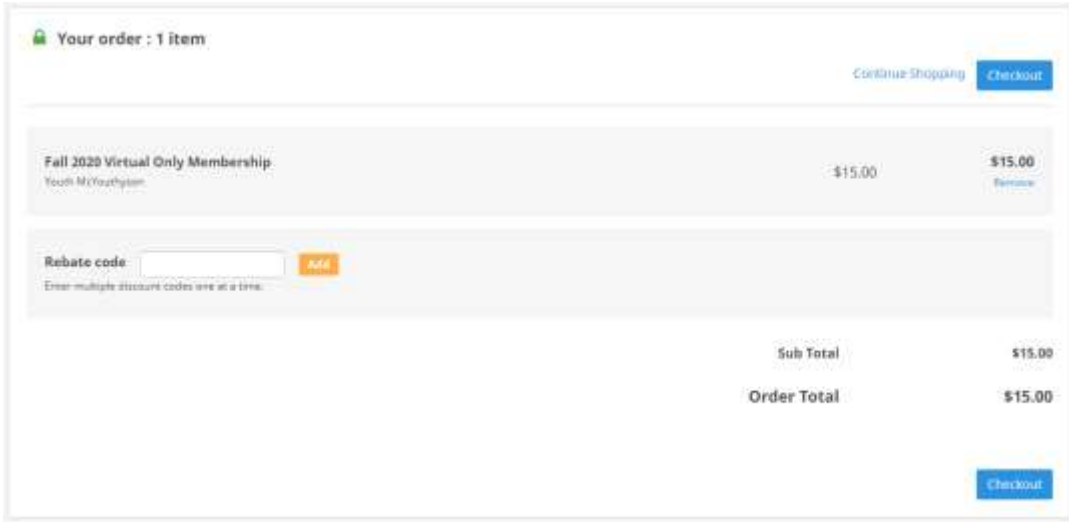
- 4.) Once all of the young people you are registering have been added, you are now able to visit the [GCYC Store](#) by clicking “Home” in the top left corner. The store button will be in the “Gary Comer Youth Center” block on your account home page.



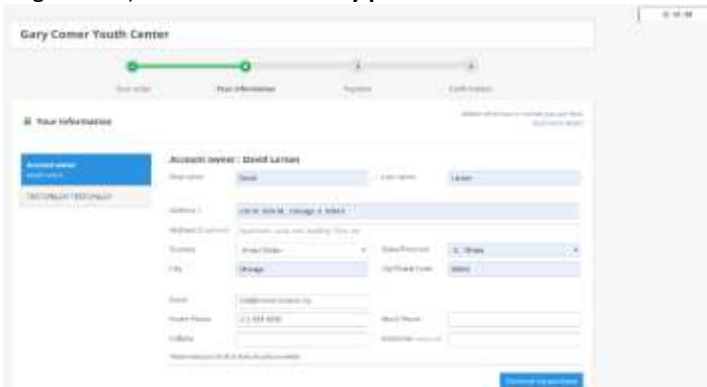
### **STEP 3: REGISTERING FOR MEMBERSHIP**

- 1.) Select a membership for your student(s). **You must select “add” and check out with a membership before you can add a program.**
- 2.) Review the cart to make sure you have the right membership. If so, click “Checkout.”

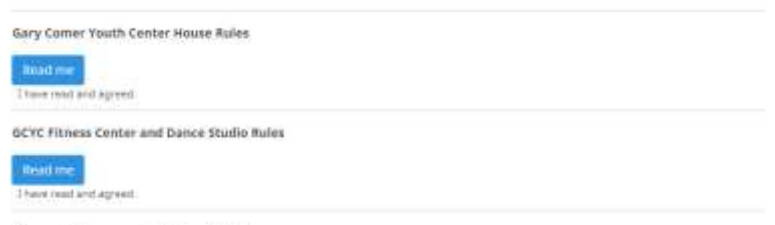




- 3.) Complete your information. This is the parental information that belongs to the **account owner** (parent or guardian). Click **“Continue my purchase.”**



- 4.) Complete this youth form for each student. You will only need to complete this form once! The system will save it for future registrations.
- Be sure to read the terms and conditions by clicking **“Read me.”** **This step is required for GCYC membership.**

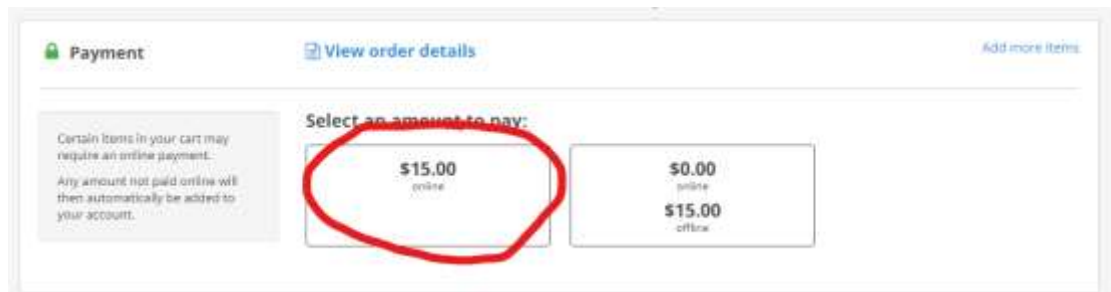


- Click **“I accept”** after you have read the rules. If you have any questions about them, please contact GCYC staff.



5.) Choose your payment.

- The easiest way to pay is online with Amilia's secure payment:



*\*Please be sure to note your **Invoice #** located on your Confirmation Page.*

***\*TEEN EMPLOYMENT PARTICIPANTS:** Please select CASH payment. Once you are approved for your employment program, a discount code will be applied for a FREE Membership. If you are not approved for your employment program, GCYC will contact you inquiring payment preference.*

- You may also select "offline" to pay by cash or check with the center. **Your membership must be paid before classes begin.**

*Please continue to next page for Step 4*

## **STEP 5: AMILIA APP & MEMBERSHIP CARDS**

We encourage parents and caregivers to download the Amilia App on your smart phones and devices. You can download the free app here (or scan the QR code below): <https://qrco.de/bbfzQi>



### **With use of the app, a parent/caregiver can:**

- See young person's full schedule
- Instructors contact information
- Communication directly with the GCYC Membership Team and program instructor for any questions or concerns.
- Update parent/caregiver contact information

### **For a Youth Member with a Smart Phone, we encourage you download the app:**

- Membership Card is located right on the App! No more worrying about having your ID with you; the Amilia App stores the membership card right on the phone and the young person can scan in right from their device. No smart phone, no problem! The Membership Team will still be printing off ID Cards if needed.
- A full list of schedules and class location
- Communication right from your instructor on the app! You will get up-to-date information on class location changes or reminders about class materials or items needed.

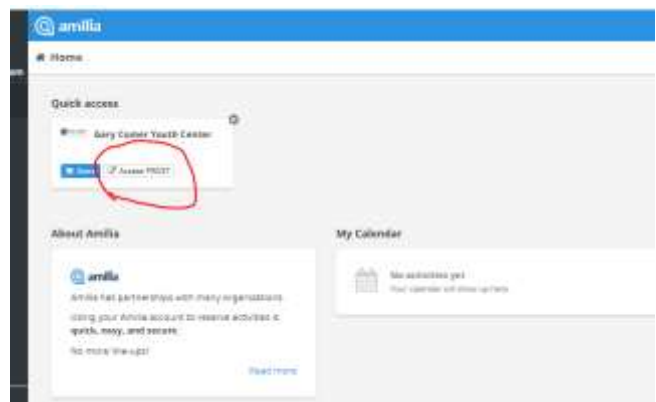
**App is available for any Android or iPhone Device**

## **STEP 6: REQUIRED MEMBERSHIP PAPERWORK**

Once your registration is complete, the last step will be to file your required paperwork.

- 1.) Located on the home screen of your Amilia account, **click on the box that says "Access PRIVIT"**
- 2.) PRIVIT stores and houses your enrollment information so you only need to fill out once and will automatically input your information when renewing your membership annually.
- 3.) Once in PRIVIT, your young people(s) names should be listed on the left hand panel. Click each name to see the associated paperwork for that young person. The columns highlighted in BLUE are required and the columns highlighted in ORANGE are PRINT ONLY copies.

**\*Note: The ACCESS Student Information and Consent form (Orange Column) is required if you would like your young person to have access to the onsite health clinic. This form must be printed and filled out. A hard copy must be signed and handed into the Front Desk upon your young person's first day of programs.**



**Be sure to fill out, electronically sign, and submit the following forms:**

- Membership Agreement
- GCYC House Rules
- Youth Counseling Consent Form
- COVID 19 Liability Waiver
- eCornerstone Waiver

**Be sure to PRINT and fill out, sign, and turn in hard copy form to Front Desk if you would like your young person to have permission to use:**

- ACCESS Student Information and Consent Form

**CONGRATULATIONS!**  
**You have completed the GCYC enrollment and registration!**

Questions, concerns, or additional information, please contact:

**GCYC Membership Team**  
**[membership@gcychohome.org](mailto:membership@gcychohome.org)**  
**773-358-4100**