

Register for TEAM Summer 2022

- A. Head to the **MyClubHub Parent Portal** at <https://bgcwoburn.force.com/portal>. **Login** in if you have already created an account and move onto **Step B**. If you have not created an account follow these instructions:
 - **Open** the **Parent Portal** and click the **Need a Login?** button.
 - **Enter Parent details**. The system will automatically check to see if there is an existing account (matched by email). If a current account exists, you will be matched to the existing Household data that is in the system. If an account does not exist, a new account will be created.
 - **Click Submit** to create your account. A welcome email with a confirmation link will be sent to your email address.
 - **Go to your email** and click the link to create a password using the criteria listed.
 - **Log in** to the parent portal using your new login information.
- B. **Click** the **Registrations tab** at the top of the screen.
- C. **Select** your **Club location** from the **Locations** list. **Click Save Location**. Note: The Main Clubhouse is "Boys & Girls Club of Woburn, Inc."
- D. **Select** the **Program Category** "School Vacation Programs" and find the appropriate course for your child by grade level. **Click Enroll**.
- E. **Scroll down** and **Click Enroll** in your choice of the July or August Session. You can only register for one session per member.
- F. On the next screen, **select** each **child** that you would like to register or click **Create a New Contact** to add a child and **click Save**.
- G. Click the blinking blue **Next button** towards the top of the screen. You will come to the **Questions** section, answer all questions and review and update any information that has changed. Then **click Next**.
- H. **Sign** all contract forms and click the **Next** button.
- I. **Review** the information to confirm you are registered for the right session.
- J. **Click** the **Pay Now** button. This will secure your spot at this time.
- K. Your full balance will show under **Due Now**. The \$25 registration fee and \$120.00 deposit, \$145.00 total, is *due within 5 days of your enrollment*.
 - To pay the full amount for Summer 2022, click **Make Payment** and enter your information to complete the transaction.
 - Click **Pay at the Club** if you'd like to pay at a later date or make a partial payment.
 - If you wish to pay by check or cash, visit the front desk at the Club.
 - For those wishing to pay their deposit & registration fee online click **Return to Account** to return to the parent portal. Follow the PDF instructions on how to make a partial payment.

If you have any questions or concerns, email Meg at m.gambale@bgcwoburn.org.