



JAMES L. MCKEOWN
BOYS & GIRLS CLUB
OF WOBURN

Access the MyClubHub Parent Portal

1. Head to the **Parent Portal** at <https://bgcwoburn.force.com/portal>.
2. Click the **Need a Login?** button.
3. **Enter Parent details.** *Make sure you enter PARENT information and NOT CHILD information.*
 - a. 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 already in the system. If the current account does not already exist, a new account will be created.
 - b. Note: If the system encounters an issue with finding multiple matches, you will be prompted with a notice to call the Club for further support. Please email Meg at m.gambale@bgcwoburn.org if you receive this error.
 - c. **If you have participated in any Club program during the 2022-2023 year, you have an account even if you never logged in. Make sure to use the email you used when signing up last year.*
4. **Click Submit** to create your account. A welcome email with a confirmation link will be sent to your email address.
5. **Go to your email** and click the link to create a password using the criteria listed.
6. **Log in** to the parent portal to make sure you are all set!