

Register for the Main Clubhouse Drop-in Program!

*Membership is open to youth & teens ages 8-18 from any community. Membership for the school year cost \$25.

- A. Head to the **Parent Portal** at <https://bgcwoburn.force.com/portal>. **Login** in if you have already accessed your account and move onto **Step B**. If you have not accessed or 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 already in the system. If the current account does not already exist, a new account will be created.
 - **Important Note:** *If you have participated in any Club program during the 2022-2023 year, you have an account. Make sure to use the email you used when signing up last year.*
 - **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.
- B. **Click the Memberships tab** at the top of the screen.
- C. **Select your Club location** from the **Locations** list. **Click Save Location**. Note: The Main Clubhouse location is named "Boys & Girls Club of Woburn, Inc."
- D. **Select the Membership Category** – "Main Clubhouse – School Year.". **Click Next**.
- E. **Select the Membership Type** – "Main Clubhouse Drop-in School Year 2022-2023." **Click Next**.
- F. **Select a child** that you would like to register or click **Create a New Household Member** to add a child and **click Save**.
- G. Click the blue **Next button** towards the top of the screen. You will come to the **Questions** section, answer all questions, and review & update any information that has changed. Then **click Next**.
- H. **Sign** all contract forms and click the **Next** button.
- I. **Review** the information.
- J. **Click the Pay Now** button.
- K. Your **\$25 membership fee** will show under **Due Now**.
 - Click **Make Payment** and enter your information to complete the transaction to pay by debit or credit card.
 - Click **Pay at the Club** if you'd like to pay by check or cash at the Club.

Email Meg at m.gambale@bgcwoburn.org if you need any support in completing memberships!