Clubhouse Basketball Registration
*ONLY for youth who are NOT yet 8 years old but WILL BE by 12/31/2022

Access the Parent Portal!
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: Make sure you enter parent info and to include your name, email, phone number & address.
     - 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 data that is in the system.
   - Important Note: If you have participated in any Club program during the 2021-2022 year, you have an account. Make sure to use the email you used when signing up.
   - Click Submit to create your account. A welcome email with a confirmation link will be sent to your email address. Make sure to check your spam folder, too!
   - Go to your email and click the link to create a password using the criteria listed.
   - Log in to the parent portal.

Register for our Basketball Season!
A. Click the Registration tab at the top of the screen.
B. Select the program category Sports & Recreation from the list on the left. Make sure you are in the Boys & Girls Club of Woburn, Inc. location!
C. Select the Course Session labeled “Biddy Basketball League 2022-2023 8 Years Old By 12/31/2022” and click Enroll.
D. Select the members you wish to enroll in the biddy league or click Add Household Member to add a new member. Click Save. Then click the blinking blue Next button.
E. Answer all the membership questions and then click Next.
F. Sign all contract forms and then click Next.
G. Review your purchase then click the Blue Cart Button. Click Next.
H. Your fee will show under Due Now. This includes the $25 membership fee and the $25 registration fee.
   - 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 registration!