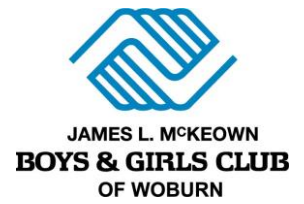


Clubhouse Basketball Registration

***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!