

Clubhouse Basketball Registration

*For youth in 2nd through 8th grade, who are CURRENTLY 8 years old.

Already accessed the portal and have a Clubhouse Membership?

Skip down to the third section to register for our basketball leagues!



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.
 - **Go to your email** and click the link to create a password using the criteria listed.
 - **Log in** to the parent portal.

Get a Clubhouse Membership!

- A. **Click the Memberships tab** at the top of the screen.
- B. **Select** your **Club location** from the **Locations** list. Choose “Boys & Girls Club of Woburn, Inc.”. **Click Save Location**.
- C. **Select the Membership Category** – “Main Clubhouse – School Year”. **Click Next**.
- D. **Select the Membership Type** – “Main Clubhouse Drop-In School Year 2022-2023”. **Click Next**.
- E. **Select a child** that you would like to register or click **Create a New Household Member** and **click Save**.
- F. Click the blue **Next button** at 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**.
- G. **Sign** all contract forms and click the **Finish** button.
- H. **Review** all information and then click **Pay Now** button.
- I. Your **\$25 membership fee** will show under **Due Now**.
 - Click **Make Payment** and enter 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.

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** based on your child’s current grade level and click **Enroll**.
 - Bidy Basketball League 2022-2023 CURRENTLY 8 Years Old! – only members in 2nd, 3rd, or 4th grades
 - Buddy Basketball League 2022-2023 – only members in 5th or 6th grades
 - Intermediate Basketball League 2022-2023 – only members in 7th & 8th grades
- D. **Select** the member you wish to enroll and then click **Save**. Then click the blinking blue **Next** button.
- E. **Review** your purchase then click the **Blue Cart Button**. Click **Next**.
- F. Your **registration fee** will show under **Due Now**.
 - Click **Make Payment** and enter 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!