



JAMES L. McKEOWN
BOYS & GIRLS CLUB
OF WOBURN

Register for Project Learn!

This registration is for the 2023-2024 School Year only.

- 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 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 programs since 2021, you have an account. Make sure to use the email you shared with the Club when enrolling.*
 - **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 Registration tab** at the top of the screen.
- C. **Select your location** from the **Locations** list. **Click Save Location**. Note: Project Learn only serves students attending the Linscott or the Hurd Wyman. *These program do not enroll youth from other schools.*
- D. **Select the Project Learn Licensed Childcare** under “Categories” in the left-hand menu. This will populate enrollment options based on the number of days your child will attend. **Click Options**.
- E. **Click** the days you plan to attend. Click the blue bar and then click the blue **Enroll** button *for every day you need to enroll*.
 - When you click your first day, a window will appear to add your child. Click **Add New Household Member** and add your child’s first name, last name, birthdate, and gender.
 - Select the child to enroll and then complete all the necessary days for enrollment.
- F. Click the blue **Next button** towards the top of the screen. You will come to the **Questions** section. Answer all questions. *Thorough and complete answering of this section is vital to providing a safe program for our member.* When done **click Next** at the bottom of this section.
- G. **Sign** all contract forms and click the **Next** button.
- H. **Review** your registration information for accuracy and then **click Next**.
- I. **Setup payment.**
 - **Due Now:** Your \$50 registration fee is due at transaction. You can pay online or submit cash or check to the Club.
 - **Future Due:** We encourage families to **Setup Payment Method**, which stores a card to your account and enrolls you in auto billing. Otherwise, please select **Arrange Later** at Club, which will add your monthly bill to your account for you to log in and pay.
- J. This will complete your registration. You can click **Return to My Account** to review your account and registration information.

Reach out to Childcare Director, Katie Gildea, at k.gildea@bgcwoburn.org with any questions!