



JAMES L. McKEOWN
BOYS & GIRLS CLUB
OF WOBURN

Register for ACE Teen Summer 2023!

- 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. **Set your location** to Boys & Girls Club of Woburn, Inc.
- D. **Select the School Vacation Programs** under “Categories” in the left-hand menu. **Click Enroll** next to the ACE Teen Summer choice.
- E. A window will appear to add your child. **Select the child** to enroll or click **Add New Household Member** to add your child’s first name, last name, birthdate, grade, and gender. **Click select and save.**
- 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 members.* 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.** A saved account is required for registration. Make sure to add a card for billing at this time.
 - **Due Now:** Your \$25 registration fee is due at transaction. Pay online or submit payment by cash or check to the Club *no later than 5 days after enrollment.*
 - **Future Due:** Click **Setup Payment Method** to choose your stored account. The remaining balance will be billed automatically by the Club weekly starting the week before your camp session begins.
 - If you wish to pay in **full at time** of transaction, click **Pay Future Due** and complete the transaction.
 - If you would like to be considered for financial aid email Meg at m.gambale@bgcwobun.org.
- J. **Return to My Account** to review your account and registration information.
- K. You will receive an enrollment confirmation email with further instructions. Make sure to review closely and complete all necessary requirements to complete your registration and secure your spot.