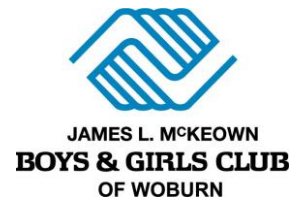


# Lucky's Lobsters Swim Team Registration

\*For youth 6 & 7 years old only.



## 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, 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.

## Register for Lucky's Lobsters Swim Team!

- B. **Click the Registration tab** at the top of the screen.
- A. **Select** the program category **Aquatics Programs** from the list on the left. *Make sure you are in the Boys & Girls Club of Woburn, Inc. location!*
- B. **Select the Course Session** labeled "Swim Team 2023-2024 Season for Ages 6 & 7" and click **Enroll**.
- C. **Select** the members you wish to enroll in the swim team and then click **Save**. Then click the blinking blue **Next** button.
- D. **Answer** all the membership questions and then click **Next**.
- E. **Sign** all contract forms and then click **Next**.
- F. **Review** your purchase then click the **Blue Cart Button**. Click **Next**.
  - *If you are signing up siblings, click the blue cart and add the coupon code **sibswim23** for a 5% discount.*
- G. Your **swim fee** will show under **Due Now**.
  - 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](mailto:m.gambale@bgcwoburn.org) if you need any support in completing registration!