

# Lucky's Lobsters Swim Team Registration

\*For youth 8 – 18 years old only.

Already accessed the portal and have a Clubhouse Membership?  
Skip down to the third section to register for swim team!



## 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.

## Get a Clubhouse Membership!

- B. **Click the Memberships tab** at the top of the screen.
- C. **Select your Club location** from the **Locations** list. Choose "Boys & Girls Club of Woburn, Inc.". **Click Save Location**.
- D. **Select the Membership Category** – "Main Clubhouse – School Year". **Click Next**.
- E. **Select the Membership Type** – "Main Clubhouse Drop-In School Year 2023-2024". **Click Next**.
- F. **Select a child** that you would like to register or click **Create a New Household Member** to add a child and **click Save**.
- G. 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**.
- H. **Sign** all contract forms and click the **Finish** button.
- I. **Review** all information and then click **Pay Now** button.
- J. Your **\$25 membership 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.

## Register for Lucky's Lobsters Swim Team!

- K. **Click the Registration tab** at the top of the screen.
- L. **Select** the program category **Aquatics Programs** from the list on the left. *Make sure you are still in the Boys & Girls Club of Woburn, Inc. location!*
- M. **Select** the **Course Session** labeled "Swim Team 2023-2024 Season for Ages 8+" and click **Enroll**.
- N. **Select** the members you wish to enroll in the swim team and then click **Save**. Then click the blinking blue **Next** button.
- O. **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.*
- P. 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!