

## Register for the Main Clubhouse Drop-in Program!

\*Membership is open to youth & teens ages 8-18 from any community. Membership for the school year costs \$25.

- 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.** 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 Household data that is already in the system. If the current account does not already exist, a new account will be created.
  - **Important Note:** *If you have participated in any Club program during the previous year, you have an account. Make sure to use the email you used when signing up last year. Email Meg at [m.gambale@bgcwoburn.org](mailto:m.gambale@bgcwoburn.org) if you are unsure!*
  - **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 Memberships tab** at the top of the screen.
- C. **Select your Club location** from the **Locations** list. **Click Save Location**. Note: The Main Clubhouse location is named "Boys & Girls Club of Woburn, Inc.".
- 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** towards 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 **Next** button.
- I. **Review** the information.
- J. **Click the Pay Now** button.
- K. Your **\$25 membership fee** will show under **Due Now**. Payment must be completed before beginning at the Clubhouse.
  - 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 memberships!