

Clubhouse Unity Basketball Registration

*For youth *ONLY* currently in 7th & 8th grades!

Already accessed the portal and have a Clubhouse Membership?

Skip down to the third section to register for our basketball leagues!



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 to enter *parent info* and include 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 during the last two program years, you have an account. Make sure to use the email you used when signing up or email Meg at m.gambale@bgcwoburn.org to confirm your email.*
 - **Click Submit** to create your account. An email with a confirmation link will be sent to your email.
 - **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!

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

Register for our Basketball Season!

- A. **Click the Registration tab** at the top of the screen.
- B. **Select** the program category **Sports & Recreation** from the list on the left. *Make sure you set Boys & Girls Club of Woburn, Inc. as your location!*
- C. **Select the Program** you wish to enroll in – **Unity Basketball League** – and click **Enroll**.
- D. **Select** the member you wish to enroll and then click **Save**. Then click the blinking blue **Next** button.
- E. **Review** your purchase then click the **Blue Cart Button**. Click **Next**.
- F. Since there is no fee for this league, just follow the steps and make sure to fully complete this registration. A welcome email is sent to all who register, make sure you receive this and review all information.

Email Meg at m.gambale@bgcwoburn.org if you need any support in completing registration!