



JAMES L. MCKEOWN  
**BOYS & GIRLS CLUB**  
OF WOBURN

## Register for LEAP!

*This registration is for the 2024-2025 School Year only.*

- 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, continue with **Step A**. *If you are unsure if you have an account, please email Meg at [m.gambale@bgcwoburn.org](mailto:m.gambale@bgcwoburn.org) to confirm before duplicating!*
  - **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.
  - **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. **Select your Boys & Girls Club of Woburn, Inc.** from the **Locations** list. **Click Save Location.**
- D. **Select the LEAP Childcare** under “Categories” in the left-hand menu. This will populate enrollment options for Preschool and Pre-K based on the number of days your child will attend.
  - Make sure to find the course session for the right classroom with the number of days you want to enroll your child in. **Then click Options.**
    - To enroll in preschool, your child must be 2.9 by September 1<sup>st</sup>.
    - To enroll in Pre-K, your child must be 4 by September 1<sup>st</sup>.
- E. **Click** the days you plan to attend. Click the blue bar and then click the blue **Enroll** button *for every day you need to enroll.*
  - When you click your first day, a window will appear to add your child or select a child already in the system.
    - Click **Add New Household Member** and add your child’s first name, last name, birthdate, and gender. **OR select an existing member.**
  - Select the child to enroll and then complete all the necessary days for enrollment.
- 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 member.* 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.**
  - **Due Now:** Your \$100 registration fee is due at transaction. You can pay online or submit cash or check to the Club. Failure to pay your registration fee will result in unenrollment from the program and could risk your spot.
  - **Future Due:** We encourage families to **Setup Payment Method**, which stores a card to your account and enrolls you in auto billing. Otherwise, please select **Arrange Later** at Club, which will add your monthly bill to your account for you to log in and pay.
- J. This will complete your registration. You can click **Return to My Account** to review your account and registration information.

Reach out to Childcare Director, Katie Johnson, at [k.johnson@bgcwoburn.org](mailto:k.johnson@bgcwoburn.org) with any questions!