

## 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 cost \$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:** Make sure you enter *parent info* and 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 programs since 2021, you have an account. Make sure to use the email you shared with the Club when enrolling. Please reach out if you'd like to confirm your email!*
  - **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 2024-2025". **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. *Thorough and complete answering of this section is vital to providing a safe program for our members.* When done **click Next** at the bottom of this section.
- 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**.
  - 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!