

CLUBHOUSE MEMBERSHIP INFORMATION

JOIN THE JAMES L. MCKEOWN BOYS & GIRLS CLUB FOR THE 2024-2025 PROGRAM YEAR!

2024-2025 memberships dues cost \$25.00 and all former memberships expired August 31, 2024. Payment must be submitted at the time of registration. An active membership will allow youth & teens, ages 8 to 18, to participate in our drop-in activities for the school year. Member registration is available on your MyClubHub Parent Portal.

Visit our website for more information: www.bgcwoburn.org

ORIENTATION IS REQUIRED FOR ALL YOUTH & TEENS BEFORE ATTENDING THE CLUBHOUSE PROGRAM!

All members, accompanied by a caregiver, MUST attend an orientation before attending the 2024-2025 drop-in program. Orientation also includes tours of the facility. Please complete membership registration online before our meeting and plan to bring any questions with you.

DECEMBER 2024				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 7:00 ORIENTATION	3	4	5	6
9	10	11	12	13
16 7:00 ORIENTATION	17	18	19	20
23	24	25	26	27
30	31			

QUESTIONS? CONTACT CLAIRE, CLUBHOUSE PROGRAM DIRECTOR, C.DUKE@BGCWOBOURN.ORG



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 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 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. 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 if you need any support in completing memberships