



JAMES L. MCKEOWN
BOYS & GIRLS CLUB
OF WOBURN

Register for TEAM Summer 2025!

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.*
- **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. **Set your location** to Boys & Girls Club of Woburn, Inc.

D. **Select the School Vacation Programs** under “Categories” in the left-hand menu. This will populate enrollment options based on grade level. *All enrollment is based on your child’s current grade level for the 2024-2025 school year.* **Click Options** for the current level.

E. **Select** your desired session. *You can only enroll in one session per child.* Click the blue enroll bar.

- A window will appear to add your child. Select the child to enroll or click **Add New Household Member** to add your child’s first name, last name, birthdate, grade, and gender. **Click select and save.**

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.** *A saved account is required for TEAM Summer registration.* Make sure to add a card for billing at this time.

- **Due Now:** Your \$25 registration fee and \$120 deposit are due at transaction. Pay online or submit payment by cash or check to the Club *no later than 10 days after enrollment.*
- **Future Due:** Click **Setup Payment Method** to choose your stored account. The remaining balance will be billed automatically by the Club weekly starting the week before your camp session begins.
 - If you wish to pay in **full at time** of transaction, click **Pay Future Due** and complete the transaction. *This cannot be undone and once chosen payment must be completed.*

J. **Return to My Account** to review your account and registration information.

K. You will receive an enrollment confirmation email with further instructions. Make sure to review closely and complete all necessary requirements to complete your registration and secure your spot.

Email Claire at c.duke@bgcwoburn.org if you need any support in completing TEAM Summer registration.