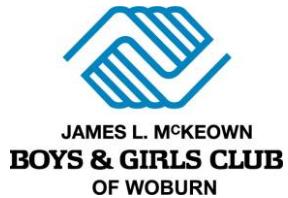


## Clubhouse Basketball Registration

\*For youth in 2<sup>nd</sup> through 8<sup>th</sup> grade, who are CURRENTLY 8 years old.

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 you enter *parent info* and to 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 program you have an account. Make sure to use the email you used when signing up.*
  - **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.

### 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 2025-2026". **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**.
  - **Click Make Payment** and enter 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.

### 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 are in the Boys & Girls Club of Woburn, Inc. location!*
- C. **Select the Course Session** based on your child's current grade level and click **Enroll**.
  - Biddy Basketball League 2025-2026 CURRENTLY 8 Years Old! – only members in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> grades
  - Buddy Basketball League 2025-2026 – only members in 5<sup>th</sup> or 6<sup>th</sup> grades
  - Unity Basketball League 2025-2026 – only members in 7<sup>th</sup> & 8<sup>th</sup> grades
- 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. Your **registration fee**, if any for the league, will show under **Due Now**.
  - **Click Make Payment** and enter 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 Dave at [d.maestri@bgcwoburn.org](mailto:d.maestri@bgcwoburn.org) with any questions about our basketball program. Email Claire at [c.duke@bgcwoburn.org](mailto:c.duke@bgcwoburn.org) if you need any support in completing registration!