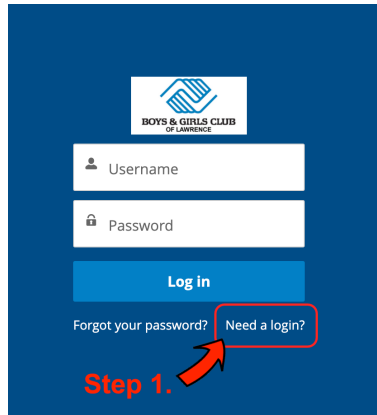


Completing your registration on the new MyClubHub parent portal.

Here is the link to the **NEW BGCLK Parent Portal**: <https://bgclawrenceks.force.com/portal>

Step 1.) Once you have got on the website, you'll want to click on "Need a login"?

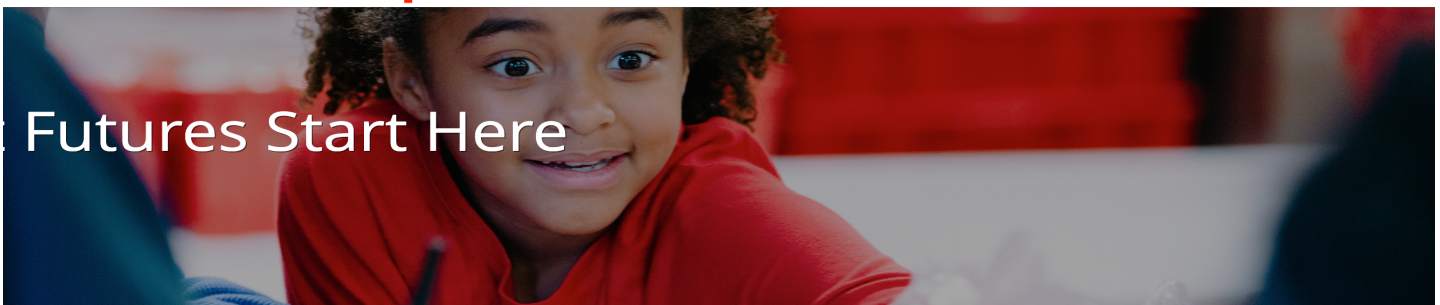
- Once you click on "Need a login?", enter your information as the parent of the child and the email that you used in the old parent portal. An email will be sent to your primary email that you received these registration instructions at.



Step 2.) Check your email to set up the password for your new account. You will then be able to login to the parent portal.

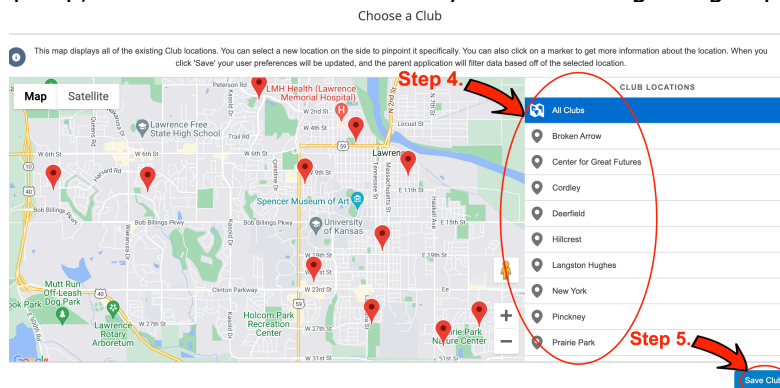
Step 3.) Click on 'Memberships'.

Home **Memberships** Registration Facility Visits Documents & Forms Update Your Profile FAQ



BGC online portal! In your portal you can complete a Club membership, renew a membership, register for programs, update your contact information, store your credit card information, and pay your balance.

Step 4.) On the map that pops up, select the club location that you are wanting to sign up for.



Step 5.) Make sure that you save the club you choose so that you will see the options available at that location.

Step 6.) After you have saved club, it will take you back to the Membership Category page. Make sure that the current location is the same as you selected on the map.

Step 7.) Select the membership category "Lawrence School Year Membership".

BOYS & GIRLS CLUB OF LAWRENCE

Home Memberships Registration Facility Visits Documents & Forms Update Your Profile FAQ

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

Current Location: **Cordley** (Change) **Step 6.**

MEMBERSHIPS REGISTRANTS CHECKOUT \$0.00

Select a Membership Category

Select a Category below for more details on the different Membership Types. You will then be led through the registration process and can add Members to this type.

Lawrence School Year Membership
School year membership August-May

Step 7.

Step 8.) Your next step is to select the membership type.

- For example, I chose the Cordley location then the Lawrence School Year membership. I have two options here since Cordley has a morning program as well. I have to choose the Cordley Membership – School Year 22-23 option first.

LAWRENCE SCHOOL YEAR MEMBERSHIP

Step 8.

SELECT A MEMBERSHIP

| | | | | |
|--|-------------------|----------|---------|---------------|
| CORDLEY MEMBERSHIP - SCHOOL YEAR 22-23 <small>Must pay for Membership before enrolling in AM program.</small> | \$160/child/month | 1 (5-18) | Cordley | Select |
| CORDLEY BEFORE SCHOOL ENROLLMENT - MUST ENROLL HERE TO ATTEND BEFORE SCHOOL <small>Required if planning to use AM program. No additional charge. Space is limited.</small> | | 1 (5-18) | Cordley | Select |

Step 9.) This is where you will select your child(s) tile to enroll them into the program. FYI, you can enroll more than one at a time. If a child is not listed, you will need to click on the "Create a New Contact" and enter their information to get them in your household.

Step 10.) Once you have selected everyone that is getting enrolled, click [Next →](#)

Step 11.) Please complete all of the membership questions on this page related to your child that you're registering. Be sure to fill out the information for all children by clicking on the child's tab. Once you have answered all of the required questions, click [Next →](#)

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

Step 12.) This step is where you will electronically sign all of the forms required to be part of the Boys & Girls Club.

- FYI- You will have to sign a set of contracts for each child. That is why you may see duplicate contracts.

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

📍 Current Location: Cordley (Change)

Step 12.

MEMBERSHIPS

REGISTRANTS

CHECKOUT



← Back

CORDLEY MEMBERSHIP - SCHOOL YEAR 22-23

Sign Contracts

Finish!

REGISTRATION STEP 3/3

| CONTRACT NAME | CONTRACT STATUS | SIGNATURE | LAST MODIFIED | ATTACHMENT | COMPLETED ON | REQUIRED |
|---|-----------------|----------------------|---------------------------|------------|--------------|--------------------|
| Child 1 - Anti-Hate Policy | Draft | Sign | 7/14/2022 by BGCA Testing | N/A | N/A | Prior to First Use |
| Child 1 - Data Release from USD497 | Draft | Sign | 7/14/2022 by BGCA Testing | N/A | N/A | Prior to First Use |
| Child 2 - Anti-Hate Policy | Draft | Sign | 7/14/2022 by BGCA Testing | N/A | N/A | Prior to First Use |
| Child 2 - Data Release from USD497 | Draft | Sign | 7/14/2022 by BGCA Testing | N/A | N/A | Prior to First Use |
| Testing, BGCA Household - Bus Safety & Behavior Code for Club Members | Draft | Sign | 7/14/2022 by BGCA Testing | N/A | N/A | Prior to First Use |
| Testing, BGCA Household - Late Pick Up Policy & Procedures | Draft | Sign | 7/14/2022 by BGCA Testing | N/A | N/A | Prior to First Use |
| Testing, BGCA Household - Parent Code of Conduct | Draft | Sign | 7/14/2022 by BGCA Testing | N/A | N/A | Prior to First Use |

Step 13.) This page is where you will see what you have selected and what the cost will be. Scholarships have not been applied at this point if you have applied for a scholarship. Once everything looks correct at the bottom of the page, you'll hit "Setup Payment Method" to move to the payment part of the registration.

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

Current Location: Cordley (Change)

Step 13.

MEMBERSHIPS

REGISTRANTS

CHECKOUT



[Back To Browse](#)

Now that you have completed the registration steps, you can add more members to a different Membership Type in the same

Transaction.

Summary

[Setup Payment Method](#)

Immediate Charges

CHILD 2 TESTING - CORDLEY MEMBERSHIP - SCHOOL YEAR 22-23

MEMBERSHIP

IMMEDIATE PAYABLES

GRAND TOTAL

\$0.00

Enter Coupon Code

[Apply Code](#)

Estimated Monthly Payments

ALL Aug '22 - May '23
\$160.00/mo

| ITEM | BILLING DAY | AMOUNT |
|---|-------------|----------|
| Child 2 Testing - Cordley Membership - School Year 22-23 AUG '22 - MAY '23 | 1st | \$160.00 |

Step 14.) This is where you will setup payment.

Setup Payment

Step 14.

1 FUTURE DUE - DEFAULT

ACTION
REQUIRED



The amounts in this section comprise the amount of your purchase that will be due at a later time. Using the Setup Payment Method button, you can create a new Stored Account to be used when these are due or you can select from a list of active Stored Accounts that have been previously been created by members of your household.

Child 2 Testing - Cordley Membership - School Year 22-23

Aug '22 - May '23 \$160.00

A.
[Pay Future Due](#)

[Setup Payment Method](#)

C.
[Arrange Later at Club](#)

B.

OPTIONS:

- Pay Future Due - Pay for the entire school year up front, meaning you are paying for all 10 months of program at this time.
- Setup Payment Method - Choose what method you will be using, Credit Card or ACH for automatic payments.
- Arrange Later at Club - Select this option if you have applied for a scholarship so that the scholarship can be applied before you pay it.
 - Use this option if you are planning to pay with cash/check as well.

Step 15.) Payment confirmation. Once you have selected your payment option, you will reach this screen below. You will have the option to send a receipt to your email or 'view or print' the receipt. The email that the receipt will be sent to will be the be the primary contact email unless you specify another email. Below is the example of what the receipt will look like.

Step 15.

Payment Complete
Transaction • T-000012

Hi BGCA Testing, thank you for making transaction T-000012 from Community

RECEIPT

Email Receipt To: amknake+testlawrence@ [Send](#) [View or Print Receipt](#)

[Return to My Account](#)

BOYS & GIRLS CLUB OF LAWRENCE

TESTING, BGCA HOUSEHOLD July 14, 2022 4:12 PM
BCCA Testing amknake+testlawrence@gmail.com RECEIPT
REFERENCE #T-000012

| IMMEDIATE CHARGES | | |
|-------------------|---|--------|
| MEMBERSHIP | CHRG 2 Testing - Cordley Membership - School Year 22-23 | |
| DISCOUNT | Employee 100% Discount School Year 22-23 | |
| IMMEDIATE CHARGES | | \$0.00 |
| TOTAL CHARGES | | \$0.00 |

| SUMMARY | | |
|---------------|----------------|---------------------|
| TOTAL CHARGES | TOTAL PAYMENTS | OUTSTANDING BALANCE |
| \$0.00 | \$0.00 | \$0.00 |

| ESTIMATED MONTHLY PAYMENTS | | |
|----------------------------------|---|---------------|
| AUGUST 2022 - MAY 2023 BILLED ON | | |
| MEMBERSHIP | Employee 100% Discount School Year 22-23 | 1* (\$160.00) |
| MEMBERSHIP | CHRG 2 Testing - Cordley Membership - School Year 22-23 | 1* \$160.00 |
| | | \$0.00 |

Page 1 of 1

FAQ

- **AM Program only** –Once you have completed the registration into the program for PM programming, you will be able to go back and select the am program option. Refer to Step 3. as the starting point for selecting the AM program.
- **Outstanding balances** will not be transferred over to the new system yet. You will need to continue to make your payments on the old parent portal until the beginning of the new school year.
- **Scholarships** will be applied once all of the required documentation has been uploaded. Because the scholarship has to be manually changed, you will need to make sure that you select the “Arrange Later at Club” option.