



CURRENT MEMBERS

School Year Registration Instructions

Please follow the directions below to re-register for Before/After School in the MyClubHub Parent Portal:

- Click on the **Parent Portal** button in the email or go to bgcs.org/myclubhub. Click **Need a Login?**

- Fill out the 4 required fields. Remember to use the email address you used in Club Connect.
- Once the system has connected you to your account, you will receive an email with a link to create a new password.
- Login to your account with your email and newly created password.
- Click the **"Browse Program Registrations"** button. This can be located on the right side of your desktop screen or at the top of a mobile screen.

Current Location: **Barker Branch** (Change)

- Update your location to the branch you want your child to attend in the upper left hand corner.
- Click **School Year** under categories in the sidebar on the left to view School Year Programs.
- Click the **Options** button to view programs for your child(ren).
- Find the school your child(ren) attends and click **Enroll**.
- If you have more than one child, you can add all of their enrollments to your cart at once. Once all of your enrollments are added to your cart, click the flashing **Next** button.



- Follow the prompts and sign the required waivers.
- On the summary page, click the **Setup Payment Method** button to add your credit card information.
- Click the Done button in the upper right hand corner.
- You're all set and re-registered for the school year!
- Fall Break Camp registration opens September 15. You'll use your login information and the same steps for the School Year but will click **School Breaks** under categories in the left-hand sidebar to view Fall Break Camp options.

Questions? Need Help? Call **(480) 344-5520** or email billing@bgcs.org.



ADMINISTRATIVE OFFICES

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NEW MEMBERS

School Year Registration Instructions

For recently registered members who were not migrated to [MyClubHub](#), please follow the directions below to register for Before/After School in the [MyClubHub](#) Parent Portal:

- Click on the [Parent Portal](#) button in the email or go to bgcs.org/myclubhub. Click [Need a Login?](#)

- Fill out the form with parent/guardian information.
- You will receive an email with a link to create a password.
- Login to your account with your email and newly created password.
- Click the ["Browse Memberships"](#) button. This can be located on the right side of your desktop screen or at the top of a mobile screen.
- Click [Change](#), to select your home Club location.
- Select [Annual Membership](#).
- Select the Membership Type that you'd like to purchase.
- Click [Add Household Member](#) and enter your child's information. Answer the Membership Questions form and click the Finish button. If you request financial assistance while answering

Current Location: **Barker Branch** ([Change](#))

the membership questions, you will receive an email prompting you to complete the Financial Assistance application.

- If you have more than one child, you can add all of their memberships to your cart at once. Once all of your memberships are added to your cart, click the [Next](#) button.
- Click the [Setup Payment Method](#) button to add your credit card information.
- On the Homepage, click [Browse Program Registrations](#).
- Click [School Year](#) under categories in the sidebar on the left to view School Year Programs.
- Click the [Options](#) button to view programs for your child(ren).
- Find the school your child(ren) attends and click [Enroll](#).
- If you have more than one child, you can add all of their memberships to your cart at once. Once all of your memberships are added to your cart, click the flashing [Next](#) button.
- Follow the prompts and sign the required waivers.
- On the summary page, click the [Pay Now](#) to pay with your credit card on file. Click the [Awaiting Approval](#) button If you're awaiting approval for financial assistance.
- Click the Done button in the upper right hand corner.
- You're all set and re-registered for the school year!
- Fall Break Camp registration opens September 15. You'll use your login information and the same steps for the School Year but will click [School Breaks](#) under categories in the left-hand sidebar to view Fall Break Camp options.

Questions? Need Help? Call [\(480\) 344-5520](tel:(480)344-5520) or email billing@bgcs.org.



BOYS & GIRLS CLUBS
OF GREATER SCOTTSDALE

ADMINISTRATIVE OFFICES

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