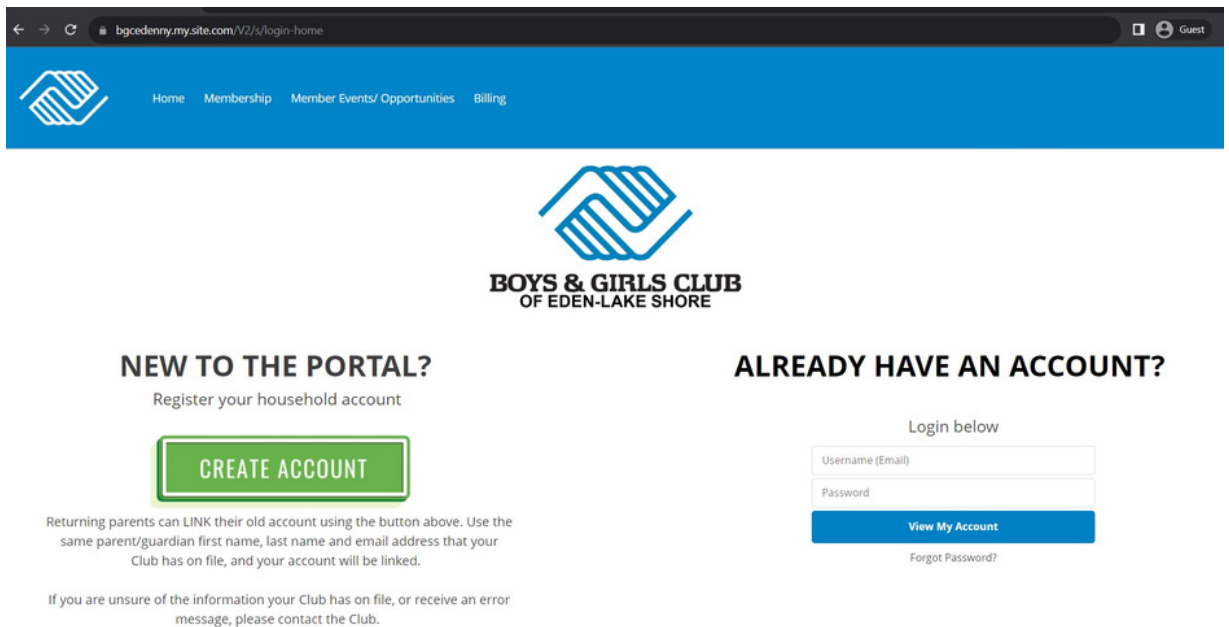


# TO SET UP YOUR PARENT PORTAL AND REGISTER YOUR MEMBER

1. Goto <https://bgcedenny.my.site.com/V2/s/login-home> preferably in Google Chrome

Click on Create Account

- a. If you are registering a past member (2022-2023 School Year or 2023 Summer Member) please sign up with the email you think we have on file. If you are unsure of the email address we have, please contact Julia at [Julia@bgcedenlakeshore.org](mailto:Julia@bgcedenlakeshore.org)



(will take a minute for the page to load)

3. Enter in your guardian information and click submit

**PARENTS/GUARDIANS: Enter your information below to create an account.**

### Create Account

* First name	<input type="text" value="Test"/>	* Last name	<input type="text" value="Testing"/>
* Birthdate	<input type="text" value="Dec 9, 2023"/>	* Email	<input type="text" value="test@bgcedenlakeshore.org"/>
* Mobile Phone	<input type="text" value="716-555-5555"/>	Other Phone	<input type="text"/>
* Street	<input type="text" value="123 E Main"/>	* City	<input type="text" value="Ede"/>
* State	<input type="text" value="NY"/>	* Zip Code	<input type="text" value="14057"/>
* Country	<input type="text" value="USA"/>	Role in Household	<input type="text" value="Mother"/>

4. Once successfully you will get the green bar to check your email.

✓ User created successfully, please check your email to create a password. ✕

Home Membership Member Events/ Opportunities Billing

**PARENTS/GUARDIANS: Enter your information below to create an account.**

### Create Account

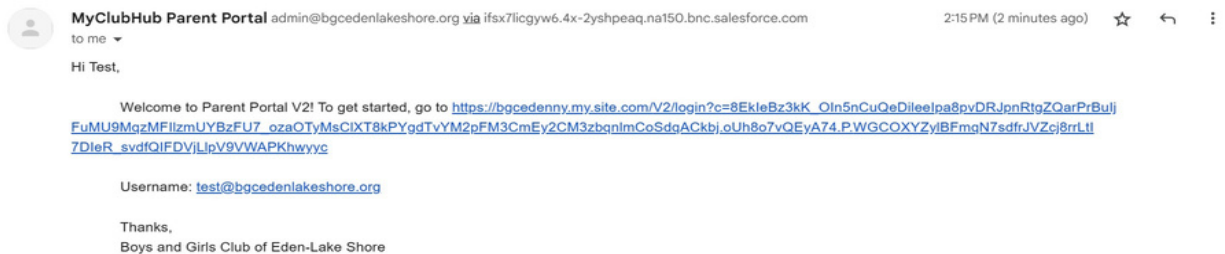
* First name Test	* Last name Testing
* Birthdate Dec 9, 1981	* Email test@bgcedenlakeshore.org
* Mobile Phone 716-555-5555	Other Phone
* Street 123 E Main	* City Ede
* State NY	* Zip Code 14057
* Country USA	Role in Household Mother

Submit

This site is protected by hCaptcha and its [Privacy Policy](#) and [Terms of Service](#) apply.

5. Please go to your email and locate email from “My Club Hub Parent Portal” and click the link

You will be able to finish registration from your phone or your computer/ laptop. Please keep in mind wherever you click on this link is where you will complete your member registration. We suggest NOT using your phone for simplicity only.



6. Enter in a password of your choice and click Change Password

salesforce

### Change Your Password

Enter a new password for test@bgcedenlakeshore.org  
Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

\* New Password  Good

\* Confirm New Password  Match

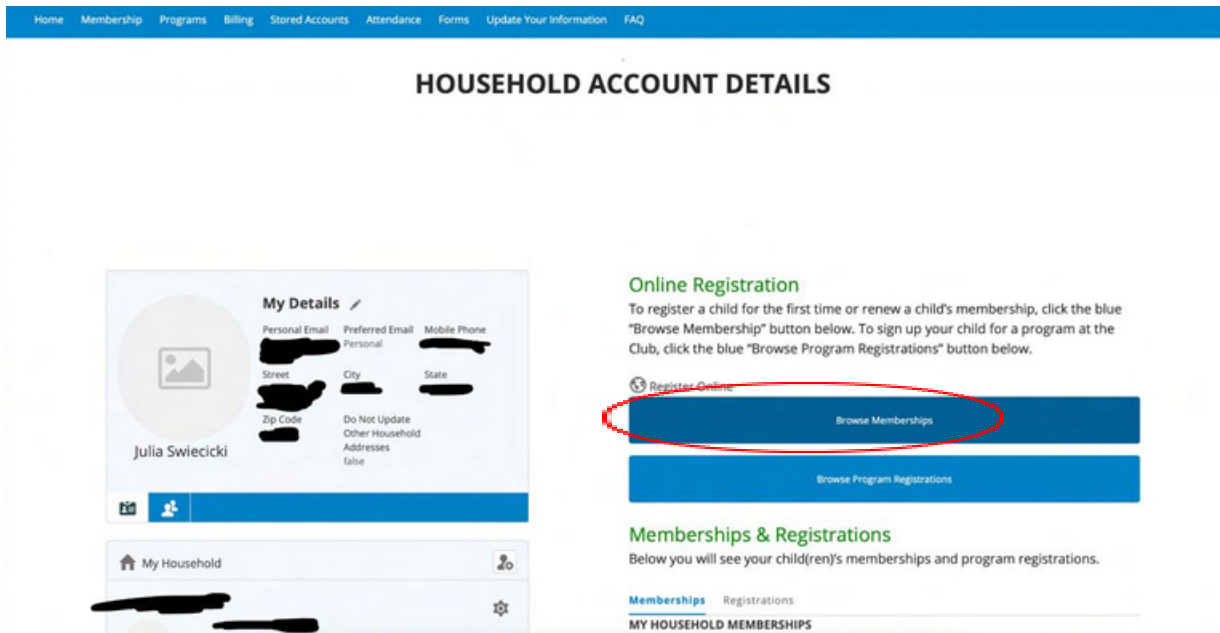
Your Password cannot equal or contain your user name.

**Change Password**

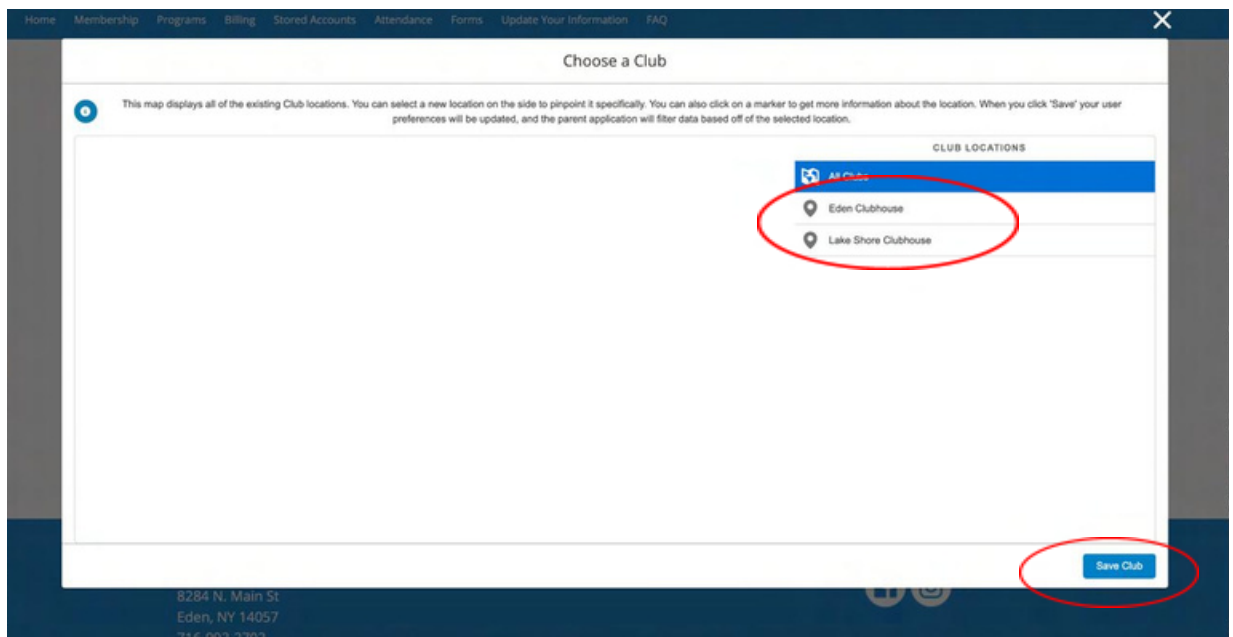
Password was last changed on 7/31/2023, 2:15 PM.

You will now be brought to My Club Hub Home Page where you can register your member(s)

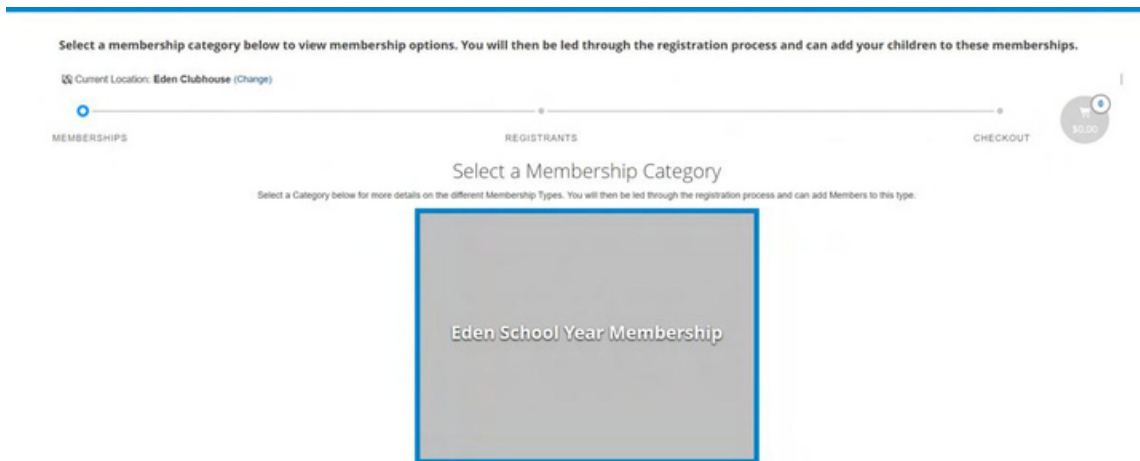
7. Click Browse Memberships



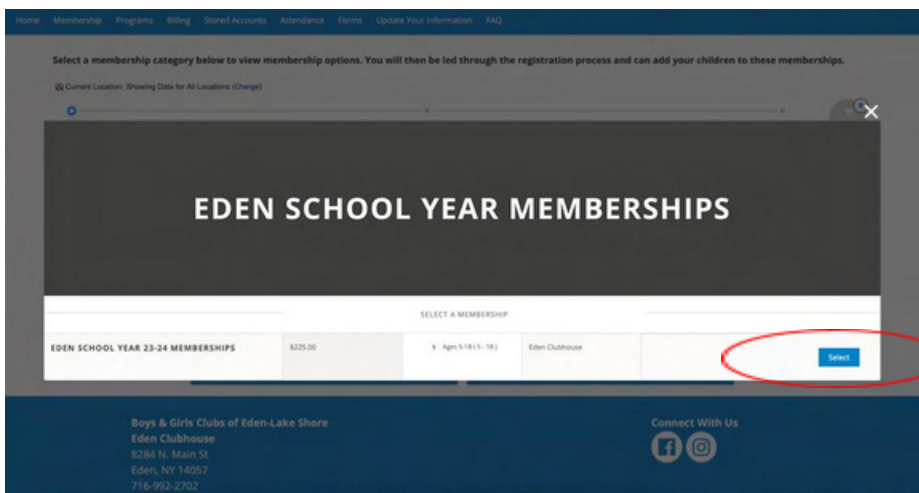
8. Click on the main site your member will attend and click save club



9. For this example we clicked Eden for our location. Click Eden School Year Membership



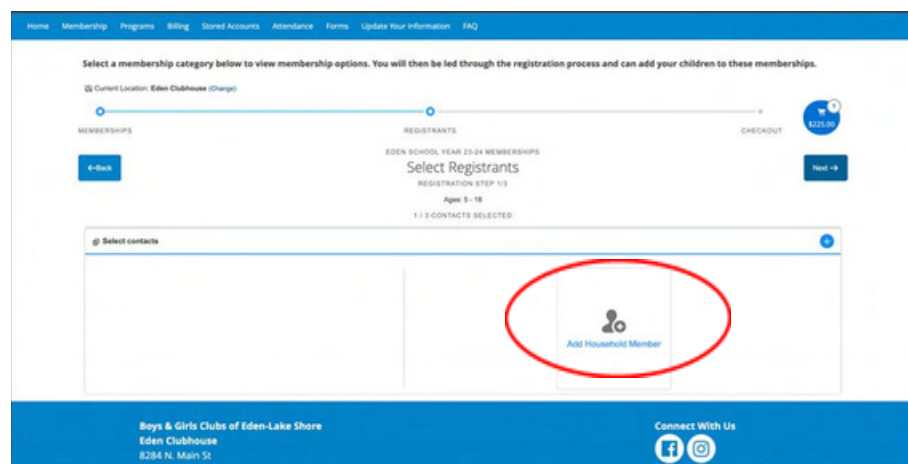
10. Click Select



**For half year pricing, this will say \$250, the discount will be applied at checkout.**

11. Registration

- If you are registering a past member (2022-2023 School Year or Summer 2023), please click on their name and **skip to step 14**
- If you are registering a new member, click Add Household member and proceed below



12. Enter in first and fast name of member with birthday and Click Save

**Create New Contact**

Account  
Testing, Test Household

\* First Name: Member      \* Last Name: One

\* Birthdate: Jul 30, 2015

**Save**

13. If you have another member to add repeat process by clicking Add Household Member, otherwise click select on your members tile and then click next in the upper right corner

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: Eden Clubhouse (Change)

MEMBERSHIPS      REGISTRANTS      CHECKOUT \$0.00

← Back      EDEN SCHOOL YEAR 23-24 MEMBERSHIP      Next →

**Select Registrants**  
REGISTRATION STEP 1/4  
Ages: 5 - 18  
0 / 2 CONTACTS SELECTED

Select contacts

MO

Member One - 8

Edit **Select**

TT

Test Testing - 41

Edit Ineligible

Add Household Member

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: Eden Clubhouse (Change)

MEMBERSHIPS      REGISTRANTS      CHECKOUT \$250.00

← Back      EDEN SCHOOL YEAR 23-24 MEMBERSHIP      **Next →**

**Select Registrants**  
REGISTRATION STEP 1/4  
Ages: 5 - 18  
1 / 2 CONTACTS SELECTED

Select contacts

MO ✓

Member One - 8

Edit Unselect

TT

Test Testing - 41

Edit Ineligible

Add Household Member

14. **OPTIONAL** - If you would like to add snack shack funds please do so here by clicking add if not please click next in the upper right corner.

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: Eden Clubhouse (Change)

MEMBERSHIPS      REGISTRANTS      CHECKOUT \$250.00

← Back      Next →

EDEN SCHOOL YEAR 23-24 MEMBERSHIP  
Select Add Ons  
REGISTRATION STEP 2/4

NAME	PRICE	DESCRIPTION	ADD
Eden Snack Shack - \$10	\$10.00		Add
Eden Snack Shack - \$15	\$15.00		Add
Eden Snack Shack - \$20	\$20.00		Add
Eden Snack Shack - \$25	\$25.00		Add
Eden Snack Shack - \$5	\$5.00		Add

15. Click on your members name (here the name is “Member One”)

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: Eden Clubhouse (Change)

MEMBERSHIPS      REGISTRANTS      CHECKOUT \$250.00

← Back      Next →

EDEN SCHOOL YEAR 23-24 MEMBERSHIP  
Membership Questions  
REGISTRATION STEP 3/4

Please fill the following forms for each member. Required fields have an asterisk \*

1. Member One

16. Complete the Member information questions, once completed click Next. If you forget a required entry you will not be able to move forward until completed. Additional guardians would typically be a parent or other adult in the home.

Home   Membership   Programs   Billing   Stored Accounts   Attendance   Forms   Update Your Information   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: Eden Clubhouse (Change)

MEMBERSHIPS      REGISTRANTS      CHECKOUT \$450.00

← Back      Next →

EDEN SCHOOL YEAR 23-24 MEMBERSHIPS  
Membership Questions  
REGISTRATION STEP 2/3

Please fill the following forms for each member. Required fields have an asterisk \*

1. Member One

MEMBER INFORMATION	Other Diagnosed Medical Conditions	Emergency Contact 1 Last Name*
<input type="checkbox"/> Is child in foster care? Racial / Ethnic Identity* White Gender* Male	Other physical/mental/medical limitation	Requires an answer: Emergency Contact 1 Relationship* Case Worker Emergency Contact 1 Mobile Phone* Requires an answer: Emergency Contact 1 Alternate Phone
SCHOOL INFORMATION	Additional Support in School/Community*	Emergency Contact 1 Email (Must be in email format e.g., email@domain.com)
School Name* Eden GLP Teacher	None 504 (accommodation) Individualized Education Plan Meets with school or private counselor Speech Coach Other	

17. Click “sign” next to each waiver to electronically review and confirm. All waivers require a confirmation, once completed Click Finish in the upper right corner.

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: Lake Shore Clubhouse (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$250.00

LAKE SHORE SCHOOL YEAR 23-24 MEMBERSHIP

### Sign Contracts

REGISTRATION STEP 4/4

CONTRACT NAME	CONTRACT STATUS	ACTION	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Testing, Test Household - Boys & Girls Club Code of Conduct	Draft	Sign	8/1/2023 by Test Testing	N/A	N/A	Prior to Purchase
Testing, Test Household - Disclaimer	Draft	Sign	8/1/2023 by Test Testing	N/A	N/A	Prior to Purchase
Testing, Test Household - Member Behavior Agreement	Draft	Sign	8/1/2023 by Test Testing	N/A	N/A	Prior to Purchase
Testing, Test Household - Text Messaging Waiver	Draft	Sign	8/1/2023 by Test Testing	N/A	N/A	Prior to Purchase

You must click finish to complete the registration process

18. A summary of your payments will show up, click next. For half year payments, discount will be reflected. ★

MEMBERSHIPS REGISTRANTS CHECKOUT \$125.00

### Summary

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.

**Immediate Charges**

MEMBER ONE - LAKE SHORE SCHOOL YEAR 23-24 MEMBERSHIP	MEMBERSHIP	\$250.00
Spring Semester Only Discount - \$125 off	Discount	-\$125.00

**IMMEDIATE PAYABLES**

Initial Fee	\$250.00
Discounts	-\$125.00
<b>GRAND TOTAL</b>	<b>\$125.00</b>

Enter Coupon Code

19. Payment Options - We accept ACH, Credit Card, Cash, Check and VENMO please see below on how to pay with your method of choice

a. If you are paying by ACH or Credit Card Click Make a payment then select your tender type

1 DUE NOW - DEFAULT

Member One - Eden School Year 23-24 Membership \$250.00

Balance Total: \$250.00

Make Payment Pay at Club

TOTAL DUE NOW \$250.00

Make Payment

Pay Amount \$250.00

Payment Method -- Select Payment Method ---

Tender Types  
Credit Card  
ACH

If Paying by Credit Card, fill out the form with your information and click next

Make Payment

Pay Amount \$250.00

Payment Method Credit Card

\* Name Test Testing

Phone

Address 1 123 Main St

Address 2

Country US

\* State NY

City Eden \* Zip Code 14057

Save on File

Nickname \* Testing Card

Cancel Next



Enter in your card information and click Process Transaction, you will then be prompted to view or email your receipt to yourself.


**CARD INFORMATION** \* Denotes a required field

\* Card Number:


\* Expiration:  
Month  Year

\* CVV:

**TRANSACTION INFORMATION**

Amount: **\$250.00** 

[CANCEL TRANSACTION](#) [PROCESS TRANSACTION](#)

 **Payment Complete**  
Transaction - T-000113

Hi Test Testing, thank you for making transaction T-000113 from Community

**RECEIPT**

Email Receipt To:  [Send](#) [View or Print Receipt](#)

[Return to My Account](#)

If Paying by ACH , fill out the form with your information and click next

**Make Payment**

Pay Amount  
\$250.00

Payment Method  
ACH

\* Account Number  
123456789

\* Routing Number  
123456789

\* Billing Name  
Test Testing

Billing Street  
8284

Billing City  
Eden

Billing State/Province  
NY

Billing Country  
US

\* Billing Zip/Postal Code  
14057

Save on File  
Nickname \*  
My Account

[Cancel](#) [Next](#)

Your payment will process and you will then be prompted to view or email your receipt to yourself.

**Payment Complete**  
Transaction - T-000113

Hi Test Testing, thank you for making transaction T-000113 from Community

**RECEIPT**

Email Receipt To  [Send](#) [View or Print Receipt](#)

[Return to My Account](#)

- b. If you are paying by Check, Cash, Venmo or requesting scholarship funds click pay at the Club, Click View or Print Receipt for a copy of the invoice. The invoice will have your amount due listed.
- c. If you are requesting a full or partial scholarship email [admin@bgcedenlakeshore.org](mailto:admin@bgcedenlakeshore.org), and the proper paperwork will be emailed to you.

**1 DUE NOW - DEFAULT** ACTION REQUIRED

? This section has the amounts that are payable today for your purchase. The Make Payment button will allow you to enter your payment information or you can select from any active Stored Accounts that are available for your household.

Member One - Eden School Year 23-24 Membership	\$250.00
<b>Balance Total:</b>	<b>\$250.00</b>

Make Payment
Pay at Club

**TOTAL DUE NOW**  
\$250.00

✔ Payment Complete

Transaction - T-000113

Hi Test Testing, thank you for making transaction T-000113 from Community

**RECEIPT**

Email Receipt To:  Send View or Print Receipt

Return to My Account



TESTING, TEST HOUSEHOLD

August 1, 2023 6:43 AM

**Test Testing**  
 test@bgcedenlakeshore.org  
 716-555-5555  
 8284  
 Eden NY 14057

RECEIPT

REFERENCE #T-000120

IMMEDIATE CHARGES		
MEMBERSHIP	Member One - Lake Shore School Year 23-24 Membership	\$250.00
<b>IMMEDIATE CHARGES</b>		<b>\$250.00</b>
<b>TOTAL CHARGES</b>		<b>\$250.00</b>

**SUMMARY**

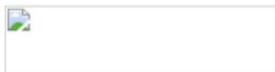
<b>TOTAL CHARGES</b> <span style="font-size: 1.2em; font-weight: bold;">\$250.00</span>	-	<b>TOTAL PAYMENTS</b> <span style="font-size: 1.2em; font-weight: bold;">\$0.00</span>	=	<b>OUTSTANDING BALANCE</b> <span style="font-size: 1.2em; font-weight: bold;">\$250.00</span> <small>*posted to your account</small>
--	---	---	---	--

**TAX ID NUMBER**

33-0996412

20. Lastly you will receive a confirmation email, that you have registered your member(s). If you have not received this email please contact the club at 716-992-2702 X101 or X103.

**Eden-Lake Shore BGC Admin** admin@bgcedenlakeshore.org via zt77d7apfvezg98r.kkhqjrykpf4twlj.ie90.4x-2yshpeaq.na150.bnc.s...  
to me ▾



Welcome to Boys and Girls Club of Eden-Lake Shore! We have processed a membership for Member One and look forward to seeing you at the Club soon! The Club is located at:

42 Sunset Blvd  
Angola, NY 14006.

We encourage you to visit our website at [bgcedenlakeshore.org](http://bgcedenlakeshore.org), click on **Parent Portal in the menu bar** and login to your account to keep up with Club events and register your member for upcoming programs, parties and non school days.

Thank you for becoming a part of our organization!

Sincerely,

Michelle Wilson and Management Staff

Boys and Girls Club of Eden-Lake Shore