

Parent Portal Resource Guide

The steps below demonstrate the member registration process for parents/guardians.

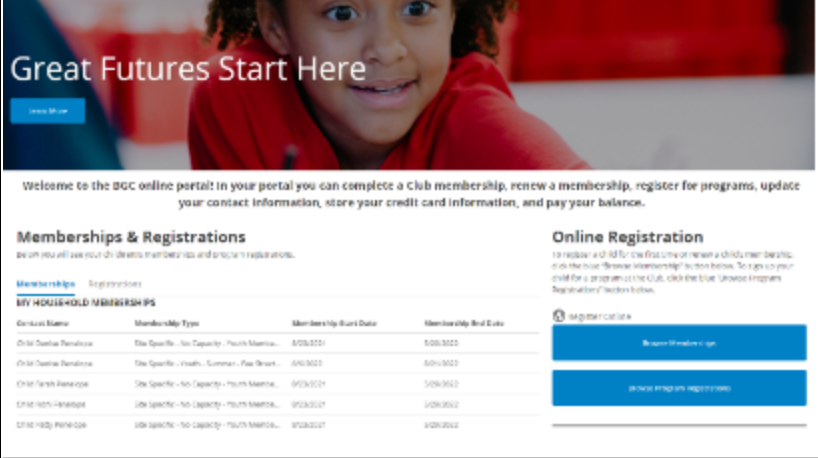
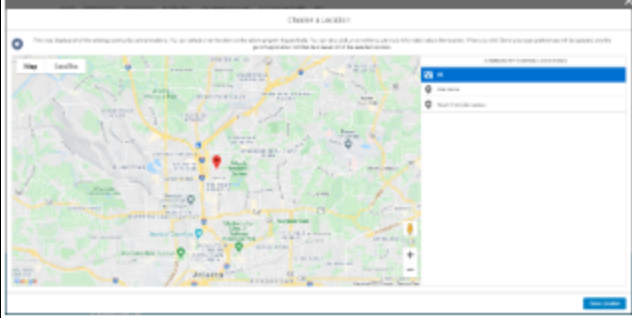
If you have never been on the Parent Portal before, you need to create an account by following the steps below.

If you already have a Parent Portal account, please skip to section 2.

SECTION 1

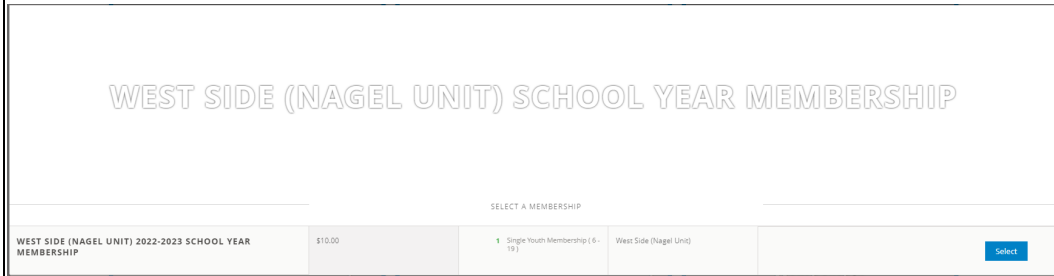
Step	Action																												
1	<p>A. Open the parent portal link that is located on our website (bgcgb.org). Then click Need a Login? Button</p> <p>B. Parent will enter account details.</p> <p>C. Click Submit to create the new account. A welcome email with a confirmation link will be sent to the email address provided. <i>Please make sure you use a valid email address.</i></p> <div data-bbox="435 835 1256 1394" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"><p style="text-align: center;">PARENTS/GUARDIANS: Enter your information below to create an account.</p><p style="text-align: center;">Create Account</p><table style="width: 100%;"><tr><td style="width: 50%;">* First name</td><td style="width: 50%;">* Last name</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>* Birthdate</td><td>* Email</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Home Phone</td><td>* Mobile Phone</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Other Phone</td><td>Business Fax</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>* Street</td><td>* City</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>* State</td><td>* Zip Code</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Country</td><td>Role in Household</td></tr><tr><td><input type="text"/></td><td><input type="text" value="Guardian"/></td></tr></table><p style="text-align: center;"><input type="submit" value="Submit"/></p></div>	* First name	* Last name	<input type="text"/>	<input type="text"/>	* Birthdate	* Email	<input type="text"/>	<input type="text"/>	Home Phone	* Mobile Phone	<input type="text"/>	<input type="text"/>	Other Phone	Business Fax	<input type="text"/>	<input type="text"/>	* Street	* City	<input type="text"/>	<input type="text"/>	* State	* Zip Code	<input type="text"/>	<input type="text"/>	Country	Role in Household	<input type="text"/>	<input type="text" value="Guardian"/>
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<input type="text"/>	<input type="text"/>																												
Home Phone	* Mobile Phone																												
<input type="text"/>	<input type="text"/>																												
Other Phone	Business Fax																												
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* State	* Zip Code																												
<input type="text"/>	<input type="text"/>																												
Country	Role in Household																												
<input type="text"/>	<input type="text" value="Guardian"/>																												

SECTION 2- Adding a membership

Step	Action						
1	<p>Log in to the parent portal and click the Memberships tab. Alternatively, Click the Browse Memberships button.</p> 						
2	<p>Select your Club location from the Locations list. Click Save Location. Note: If you click Change, you can change the location.</p> 						
3	<p>Select the membership category.</p> <table border="1" data-bbox="337 1451 1222 1885"> <tbody> <tr> <td data-bbox="337 1451 626 1665">East Side (Lutsey Unit) School Year Membership</td> <td data-bbox="626 1451 915 1665">West Side (Nagel Unit) School Year Membership</td> <td data-bbox="915 1451 1222 1665">Fort Howard School Year Membership</td> </tr> <tr> <td data-bbox="337 1665 626 1885">Danz School Year Membership</td> <td data-bbox="626 1665 915 1885">Shawano School Year Membership</td> <td data-bbox="915 1665 1222 1885">Be Great: Graduate Annual Membership</td> </tr> </tbody> </table>	East Side (Lutsey Unit) School Year Membership	West Side (Nagel Unit) School Year Membership	Fort Howard School Year Membership	Danz School Year Membership	Shawano School Year Membership	Be Great: Graduate Annual Membership
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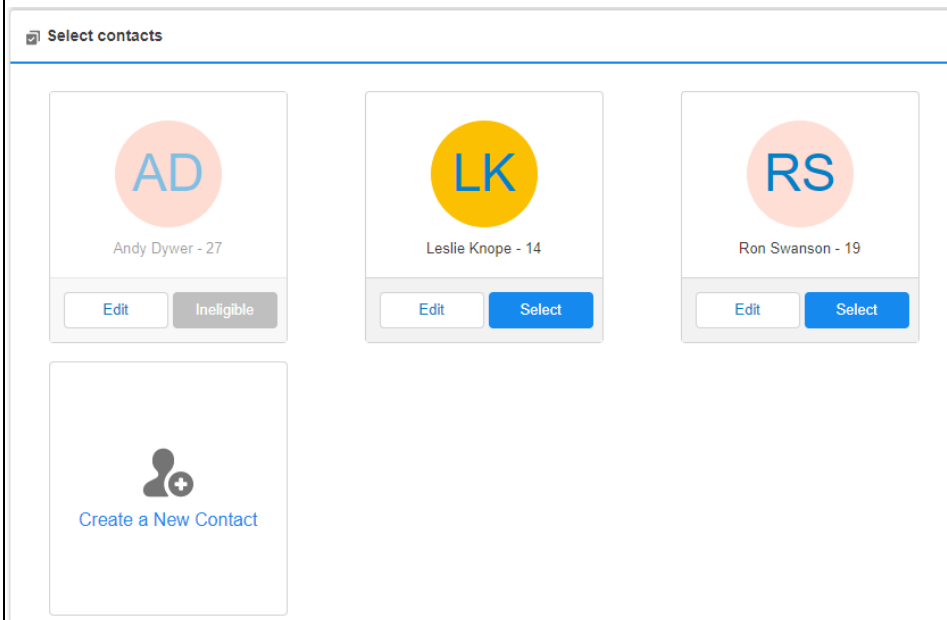
4

Select the **Membership Type** that you'd like to purchase.



5

On the next screen, **select** each **child** that you would like to purchase the membership for and click **Next**.
Note: If you need to add a child, click on **Create a New Contact** from this screen.



6

If you need to add a child, please **answer** the Membership Questions form and click the **Finish** button.

Membership Questions
REGISTRATION STEP 3/3

[Finish!](#)

CHILD: DENISE PERELOFF

EMERGENCY CONTACT 1

Emergency Contact 1 First Name:

Emergency Contact 1 Last Name:

Emergency Contact 1 Relationship:

Emergency Contact 1 Mobile Phone:

Emergency Contact 1 Alternate Phone:

Emergency Contact 1 Email:

EMERGENCY CONTACT 2

Emergency Contact 2 First Name:

Emergency Contact 2 Last Name:

Emergency Contact 2 Relationship:

Emergency Contact 2 Mobile Phone:

Emergency Contact 2 Alternate Phone:

Environmental Allergies

Bee Stings
Dust
Grass

Other Environmental Allergies

Medicine Allergies

Aspirin
Ibuprofen
Penicillin

Other Medicine Allergies

Other Allergies

Lactose
Lotions
Perfumes/Colognes

Any Other Allergies

Nothing

MEDICAL

Diagnosed Medical Conditions

Gender

N/A

Bus

Bus

Subsidizing

ADDITIONAL GUARDIANS

Additional Guardian 1 First Name:

Additional Guardian 1 Last Name:

Additional Guardian 1 Relationship:

Additional Guardian 1 Mobile Phone:

Additional Guardian 1 Alternate Phone:

Additional Guardian 1 Email:

Additional Guardian 2 First Name:

Additional Guardian 2 Last Name:

Additional Guardian 2 Relationship:

7 Next it will bring you to the **Sign Contracts** Page. For each child, you will need to click the **sign** button.

WEST SIDE (NAGEL UNIT) 2022-2023 SCHOOL YEAR MEMBERSHIP

Sign Contracts
REGISTRATION STEP 3/3

[Finish!](#)

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Leslie - Boys & Girls Club of Greater Green Bay Walvers	Draft	Sign	9/9/2022 by Andy Dwyer	N/A	N/A	Optional

Once all contracts are signed, click the **Finish!** button.

8 You will then be led to a **summary page**. This is where you can see membership fees that are due. If all information on the summary page is correct, select the **Next** button.

MEMBERSHIPS REGISTRANTS CHECKOUT \$20.00

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. [Next](#)

Immediate Charges

LESLIE KNOPE - WEST SIDE (NAGEL UNIT) 2022-2023 SCHOOL YEAR MEMBERSHIP	MEMBERSHIP	\$10.00
LESLIE KNOPE - WEST SIDE (NAGEL UNIT) 2022-2023 SCHOOL YEAR MEMBERSHIP	MEMBERSHIP	\$10.00

IMMEDIATE PAYABLES

Initial Fee	\$20.00
GRAND TOTAL	\$20.00

Enter Coupon Code: [Apply Code](#)

9 **Click** either **Make Payment** or **Pay at Club**.
Note: By clicking Make Payment, you will be taken to a credit card payment screen.

1 DUE NOW - DEFAULT ACTION REQUIRED

TOTAL DUE NOW
\$10.00

? 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.

Leslie Knope - West Side (Nagel Unit) 2022-2023 School Year Membership	\$10.00
Balance Total:	\$10.00

Make Payment
Pay at Club

If you click **Pay at Club**. You will be directed to the payment complete page and then you will go to the Clubhouse to make payment.
 Note: Families requesting **financial assistance** should select **Pay at Club** and contact their Club location for details.

10

From the Payment Complete Page, you have the following options:

- View or Print Receipt
- Navigate back to the Account home page

✓ **Payment Complete**
Transaction - T-000040

Hi John Doe, thank you for making transaction T-000040 from Community

RECEIPT

Email Receipt To Send View or Print Receipt

Return to My Account