

Recursos para Portal de Padres (Parent Portal)

Los siguientes pasos demuestran el proceso para padres/guardianes en como se registra a un miembro

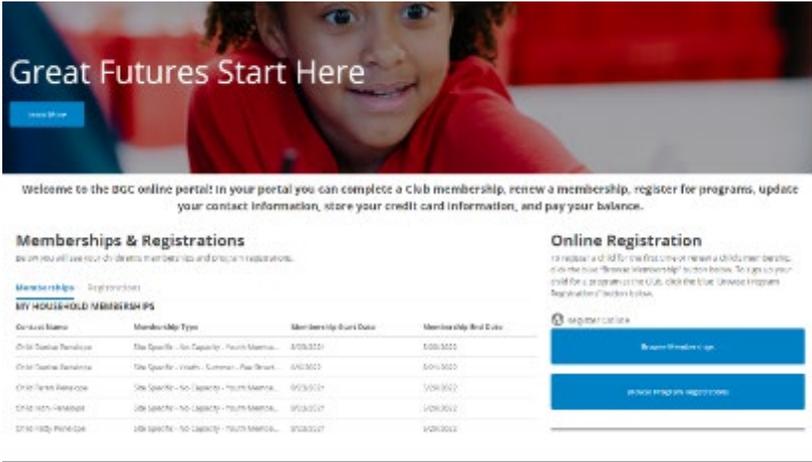
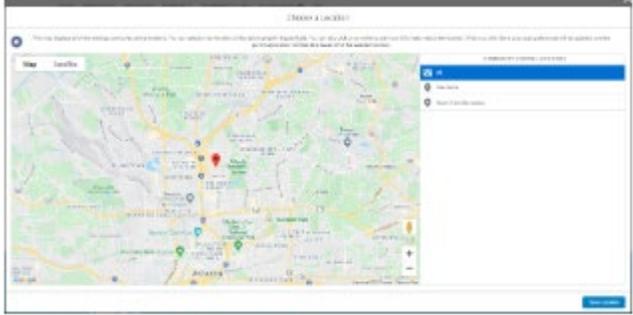
Si nunca has entrado a nuestro Portal Para Padres (Parent Portal), Necesitaran crear una cuenta siguiendo los proximos pasos.

Si ya tienes una cuenta existente salta a la seccion #2.

SECCION 1

Paso	Accion
1	<p>A. Abra el portal para padres usando el link que esta localizado en nuestro sitio web (bgcgb.org) luego seleccione el boton que dice Need a Login?</p> <p>B. Padre (s) o Guardian tendran que llenar los detalles de cuenta</p> <p>C. Seleccione el boton que dice "Submit" para crear una nueva cuenta, un correo electronico se le mandara con un link de confirmacion.</p> <p>Por favor use un correo electronico valido.</p> <div data-bbox="440 869 1265 1430"><p>PARENTS/GUARDIANS: Enter your information below to create an account.</p><p>Create Account</p><p>* First name <input type="text"/></p><p>* Last name <input type="text"/></p><p>* Birthdate <input type="text"/></p><p>* Email <input type="text"/></p><p>Home Phone <input type="text"/></p><p>* Mobile Phone <input type="text"/></p><p>Other Phone <input type="text"/></p><p>Business Fax <input type="text"/></p><p>* Street <input type="text"/></p><p>* City <input type="text"/></p><p>* State <input type="text"/></p><p>* Zip Code <input type="text"/></p><p>Country <input type="text"/></p><p>Role in Household <input type="text" value="Guardian"/></p><p>Submit</p></div>

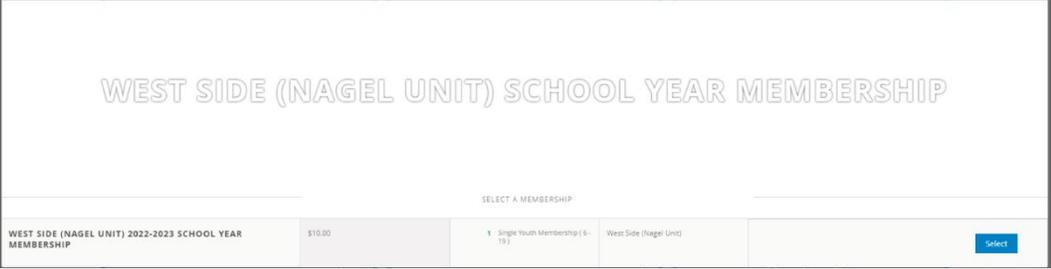
SECCION 2- Agregando una Membresia

Step	Action																								
1	<p>Inicie session en el portal para padres (Parent Portal) y seleccione el boton “Memberships tab”.Alternativamente seleccione el boton “Browse Membership”</p>  <p>Welcome to the DDC 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.</p> <p>Memberships & Registrations As a parent you will see your child's current memberships and program registrations.</p> <p>Memberships Registrations</p> <p>MY HOUSEHOLD MEMBERSHIPS</p> <table border="1"> <thead> <tr> <th>Child's Name</th> <th>Membership Type</th> <th>Membership Start Date</th> <th>Membership End Date</th> </tr> </thead> <tbody> <tr> <td>Child Name Placeholder</td> <td>Old Specialty - No Capacity - Youth Member</td> <td>3/05/2021</td> <td>1/05/2022</td> </tr> <tr> <td>Child Name Placeholder</td> <td>Old Specialty - Youth - Summer - Fee Based</td> <td>4/10/2021</td> <td>5/04/2021</td> </tr> <tr> <td>Child Name Placeholder</td> <td>Old Specialty - No Capacity - Youth Member</td> <td>9/03/2021</td> <td>05/04/2022</td> </tr> <tr> <td>Child Name Placeholder</td> <td>Old Specialty - No Capacity - Youth Member</td> <td>9/03/2021</td> <td>1/05/2022</td> </tr> <tr> <td>Child Name Placeholder</td> <td>Old Specialty - No Capacity - Youth Member</td> <td>9/03/2021</td> <td>1/05/2022</td> </tr> </tbody> </table> <p>Online Registration To register a child for the first time or renew a child's membership, click the "Browse Membership" button below. To register your child for a program on the DDC, click the "Browse Program Registrations" button below.</p> <p>REGISTRATION</p> <p>Browse Membership</p> <p>Browse Programs</p>	Child's Name	Membership Type	Membership Start Date	Membership End Date	Child Name Placeholder	Old Specialty - No Capacity - Youth Member	3/05/2021	1/05/2022	Child Name Placeholder	Old Specialty - Youth - Summer - Fee Based	4/10/2021	5/04/2021	Child Name Placeholder	Old Specialty - No Capacity - Youth Member	9/03/2021	05/04/2022	Child Name Placeholder	Old Specialty - No Capacity - Youth Member	9/03/2021	1/05/2022	Child Name Placeholder	Old Specialty - No Capacity - Youth Member	9/03/2021	1/05/2022
Child's Name	Membership Type	Membership Start Date	Membership End Date																						
Child Name Placeholder	Old Specialty - No Capacity - Youth Member	3/05/2021	1/05/2022																						
Child Name Placeholder	Old Specialty - Youth - Summer - Fee Based	4/10/2021	5/04/2021																						
Child Name Placeholder	Old Specialty - No Capacity - Youth Member	9/03/2021	05/04/2022																						
Child Name Placeholder	Old Specialty - No Capacity - Youth Member	9/03/2021	1/05/2022																						
Child Name Placeholder	Old Specialty - No Capacity - Youth Member	9/03/2021	1/05/2022																						
2	<p>Seleccione su Locacion preferida de la lista de Locaciones de club. Seleccione el boton “Save Location”</p> <p>Nota: Si selecciona el boton “Change” podra cambiar su locacion actual.</p> 																								
3	<p>Seleccione la categoria de miembresia que le gustaria comprar</p>																								

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

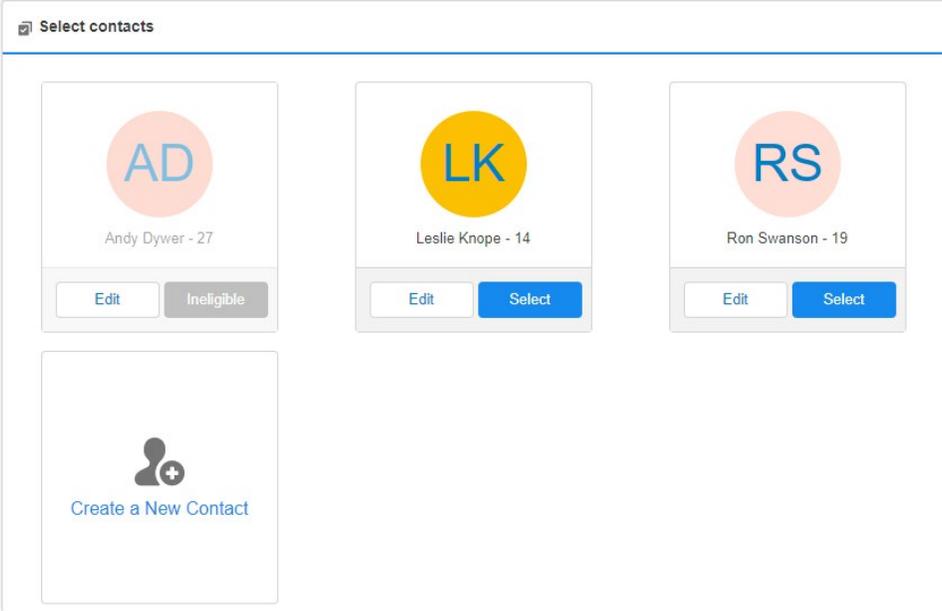
4

Seleccione el tipo de Membresia que le gustaria comprar.



5

En la siguiente pantalla, seleccione cada niño (a) para el que le gustaría comprar la membresía y haga clic en **“Next”**.
 Nota: si necesita agregar un niño(a), haga clic en **“Create a New Contact”** desde esta pantalla



6

Si necesita agregar un niño, responda el formulario de Preguntas de membresía y haga clic en el botón **“Finish”**.

Membership Questions
REGISTRATION STEP 3/3

CHILD DENISE PENELOPE

EMERGENCY CONTACT 1

Emergency Contact 1 First Name: Corbin
 Emergency Contact 1 Last Name: Smith
 Emergency Contact 1 Relationship: [Dropdown]
 Emergency Contact 1 Mobile Phone: [Text]
 Emergency Contact 1 Alternate Phone: [Text]
 Emergency Contact 1 Email: test@test.com

EMERGENCY CONTACT 2

Emergency Contact 2 First Name: [Text]
 Emergency Contact 2 Last Name: [Text]
 Emergency Contact 2 Relationship: [Dropdown]
 Emergency Contact 2 Mobile Phone: [Text]
 Emergency Contact 2 Alternate Phone: [Text]

Environmental Allergies

Food Allergies: [Dropdown]
 Other Environmental Allergies: [Text]
 Medication Allergies: [Dropdown]
 Other Medication Allergies: [Text]
 Other Allergies: [Dropdown]
 Any Other Allergies: [Text]

Grade: N/A
Bus: [Dropdown]
Subgrouping: [Dropdown]

ADDITIONAL GUARDIANS

Additional Guardian 1 First Name: [Text]
 Additional Guardian 1 Last Name: [Text]
 Additional Guardian 1 Relationship: [Dropdown]
 Additional Guardian 1 Mobile Phone: [Text]
 Additional Guardian 1 Alternate Phone: [Text]
 Additional Guardian 1 Email: [Text]
 Additional Guardian 2 First Name: [Text]
 Additional Guardian 2 Last Name: [Text]
 Additional Guardian 2 Relationship: [Dropdown]

7

A continuación, lo llevará a la página **“Sign Contracts”**. Para cada niño, deberá hacer clic en el botón de **“Sign”**.

WEST SIDE (NAGEL UNIT) 2022-2023 SCHOOL YEAR MEMBERSHIP
Sign Contracts
 REGISTRATION STEP 3/3

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

Una vez ya firmados todos los contratos haga clic en el botón **“Finish”**.

8

Después lo llevará a una página llamada **summary page**. Esta página es donde podrá ver cuánto se deberá de pagar, si toda la información está correctamente llenada seleccione el botón **“Next”**.

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

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

IMMEDIATE PAYABLES

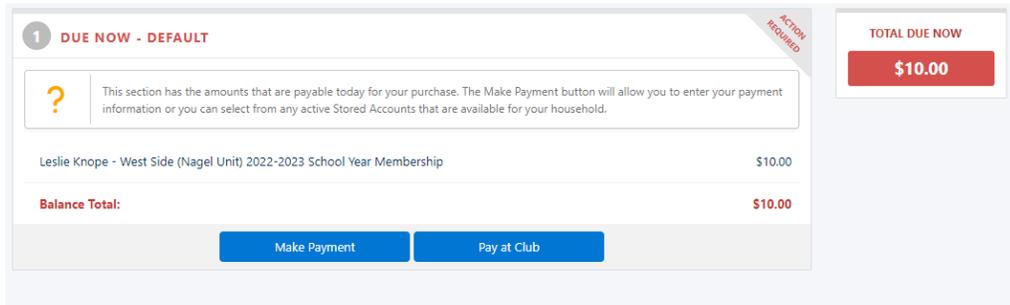
Initial Fee	\$20.00
GRAND TOTAL	\$20.00

Enter Coupon Code [Apply Code](#)

9

Seleccione **“Make a Payment”** para pagar en línea o seleccione **“Pay at club”** para pagar en persona en el club que ha seleccionado

Nota: Si selecciona Pagar en línea sera llevado a una pantalla donde podra pagar usando una tarjeta de credito



Si selecciona pagar en persona. Sera llevado a una pantalla de completacion de pago y tendra que ir a pagar en persona a la locacion de club que ha seleccionado.

Nota: Familias que necesita **asistencia financiera** debera seleccionar pagar en persona "**Pay at Club**" y contacte el club seleccionado para mas detalles.

10

En la pantalla de completacion de pago tendra las siguientes opciones:

- Ver o Imprimir Recibo
- Regresar a pantalla de inicio

