

PARENTS START HERE!

Register for a new Household Account

[CREATE ACCOUNT](#)

ALREADY HAVE AN ACCOUNT?

Login below

[View My Account](#)

[Forgot Password?](#)

Interested in translating to another language?

Using Google Chrome, right-click on this page and select "Translate to English." Then click on the three vertical dots, select "choose another language," select your language and click "done."

¿Le interesa traducir el contenido a otro idioma?

Desde Google Chrome, haga clic derecho en esta página y seleccione "Translate to English." Luego haga clic en los tres puntos verticales, seleccione "choose another language," seleccione su idioma y haga clic en "done."

STEP 1: Create a login by selecting the "Create Account" option.

Complete Parent/Guardians Create Account Information Form **** THIS IS YOUR (PARENT/GUARDIAN) INFORMATION NOT YOUR CHILDS INFORMATION****

Once completed, you will receive a confirmation email in your e-mail inbox from **MyClubHub Parent Portal**.

STEP 2: Click the link in the email to **Create** a password to log into the Parent Portal.

PASO 1: Crea una cuenta seleccionando la opción "Create Account" (Crear Cuenta)

Completa el Formulario de Creación de Cuenta para Padres/Tutores ****ESTA ES TU(PADRE/TUTOR) INFORMACION NO LA DE TU HIJO(A)****

Al completar, recibirás un correo de confirmación en tu cuenta de correo electrónico de parte de **MyClubHub Parent Portal**

PASO 2: Elige el enlace en tu correo para **Crear** una contraseña para ingresar al Portal para Padres.

STEP 3A: Click Add Household Member to add a profile for your child(ren) **YOU MUST ADD A PROFILE FOR EACH CHILD******

STEP 3B: Complete the new contact information for your child **CLICK ON THE GRADE THEY WILL BE ENTERING IN THE 2023-2024 SCHOOL YEAR******

PASO 3A: Elige “Add Household Member” para agregar un perfil para tu hijo(a). **DEBES CREAR UN PERFIL PARA CADA HIJO(A)******

PASO 3B: Completa la Información de contacto de tu hijo(a) ** ELIGE EL GRADO QUE ENTRARA PARA EL AÑO ESCOLAR 2023-2024******

STEP 3A/PASO 3A:

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Forms Requiri
To view forms (page.

My Household
No Household Members

Add Household Member

Forms Re
Review the I

Memberships
Below you will registrations.

Memberships

CLICK HERE TO ADD EACH CHILD.

STEP 3B/ PASO 3B:

PLEASE ENTER INFORMATION FOR YOUR CHILD

Create New Contact

First Name

Last Name

Informal Name

Birthdate
Complete this field.

Gender

Grade

School Name

Racial / Ethnic Identity

School Lunch

Role in Household

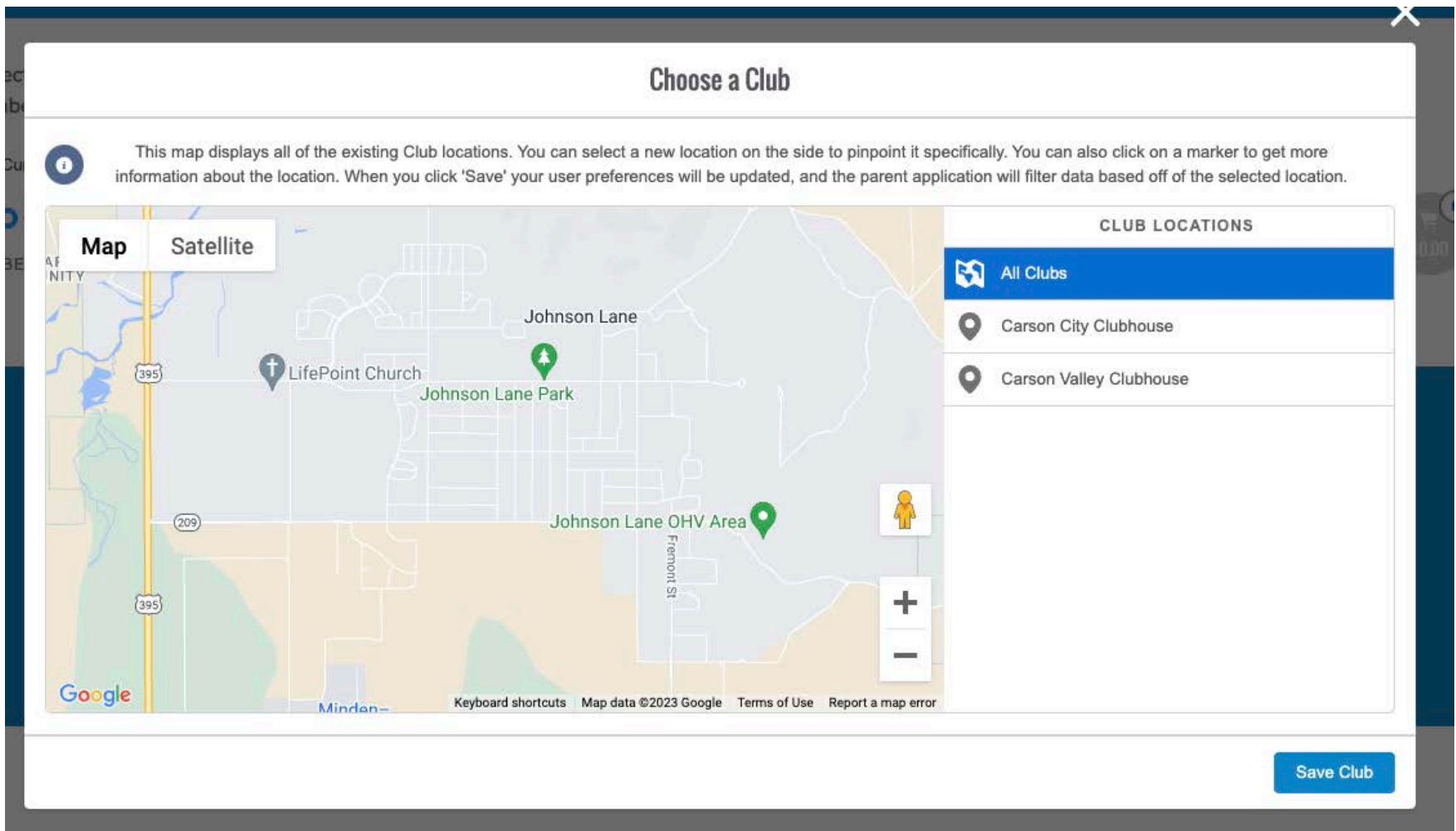
Save

STEP 4: To register: **Select “Browse Membership.”**

Select Angel of Tahoe building as **Club Site** and **Click “Save Club.”**

PASO 4: Para registrarte: **Selecciona “Browse Membership”**

Selecciona Angel of Tahoe Building como el **sitio de club** y **Presiona** el botón de **“Save Club”**



The screenshot displays a web interface titled "Choose a Club". At the top, there is an information icon and a text box explaining that the map shows existing club locations and that clicking a marker provides more information. Below this is a map with "Map" and "Satellite" tabs. The map shows several locations marked with green pins: "LifePoint Church", "Johnson Lane Park", "Johnson Lane", and "Johnson Lane OHV Area". To the right of the map is a "CLUB LOCATIONS" panel with a list: "All Clubs" (highlighted in blue), "Carson City Clubhouse", and "Carson Valley Clubhouse". At the bottom right of the interface is a blue "Save Club" button. The map includes standard Google Maps controls like a person icon, zoom in (+) and zoom out (-) buttons, and a street view pegman icon. Footer text includes "Google", "Keyboard shortcuts", "Map data ©2023 Google", "Terms of Use", and "Report a map error".

STEP 5A: Once the club is selected, it will show you all available applications for that Club Site. **Click** on the membership application box that best fits your child. (Grey Box)

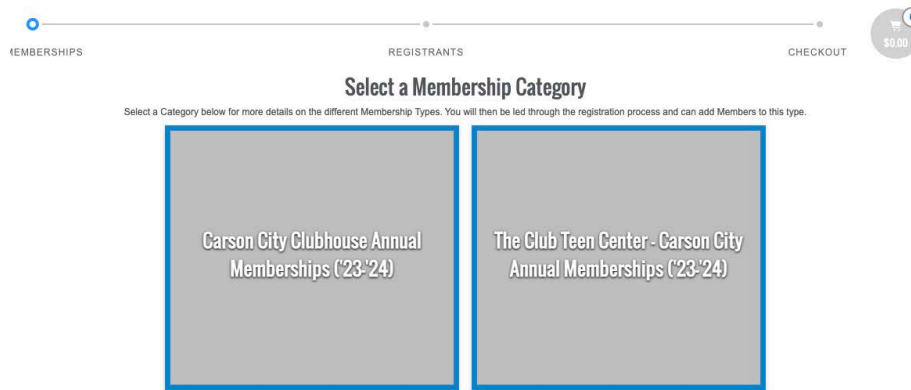
STEP 5B: Click Select

PASO 5A: Ya seleccionando el club, te mostrara todas las aplicaciones disponibles para el sitio. **Haga Clic** en el cuadrado de la “Membership Application (aplicación de membresía)”.

PASO 5B: Haga clic en Seleccionar

STEP/PASO 5A:

STEP/PASO 5B:



STEP 6: Select your child’s profile or create a new contact when adding a club member(s) to a program.

Once a member has been selected, **Click** the “NEXT” button to proceed.

PASO 6: Selecciona el perfil de tu hijo(a) o **Crea** un nuevo contacto para agregar un nuevo miembro a un programa.

Cuando selecciones un miembro, **selecciona** el botón de “Next” para proceder.

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: **Carson City Clubhouse** [\(Change\)](#)

MEMBERSHIPS

REGISTRANTS

CHECKOUT



[← Back](#)

THE CLUB TEEN CENTER TEEN MEMBERSHIP ('23-'24)

Select Registrants

REGISTRATION STEP 1/3

Ages: 13 - 18

0 / 3 CONTACTS SELECTED

[Next →](#)

Select contacts



Ashlee Sampson - 35

[Edit](#)

[Ineligible](#)



Matt Sampson - 36

[Edit](#)

[Ineligible](#)



Payzlee Wilkins - 17

[Edit](#)

[Select](#)



[Add Household Member](#)

STEP 7: Answer ALL Club member membership questions.

****Please take your time answering ALL fields noted by a red star to the best of your knowledge (*). Failure to do so will result in an “Error Message”. If an error message appears, double check that all fields and make sure all answers or options are selected. ****

Once all questions are answered, **Select** the Next button.

STEP 8: Read and Sign all Contracts needed before submitting as it will show your application as incomplete. **Select** the “Finish” button.

PASO 7: Responde a TODAS las preguntas sobre el miembro.

****Por favor toma tu tiempo al responder TODAS las preguntas marcadas con una estrella roja (*) de la mejor manera posible. Si no respondes todas las preguntas, recibirás un “mensaje de error”. Si te aparece un mensaje de error, asegúrate que respondiste a todas las preguntas u opciones. ****

Cuando todas las preguntas sean respondidas, **Selecciona** el botón de “Next”.

PASO 8: Asegúrese de leer y firmar los acuerdos(contratos) necesarios antes de enviar la aplicación ya que mostrara su aplicación como incompleta. Selecciona el botón de “Finish”

STEP/PASO 7:

The screenshot shows the 'Membership Questions' registration step for 'THE CLUB TEEN CENTER TEEN MEMBERSHIP ('23-'24)'. It includes a progress bar with 'MEMBERSHIPS', 'REGISTRANTS', and 'CHECKOUT' stages. A 'Next' button is visible. The form contains several sections: 'ADDITIONAL GUARDIAN 1 (DO NOT LIST YOURSELF)', 'EMERGENCY CONTACT 1', and 'Other Diagnosed Medical Conditions'. Fields are marked with a red asterisk to indicate they are required.

STEP/PASO 8:

The screenshot shows the 'Sign Contracts' registration step for 'THE CLUB TEEN CENTER TEEN MEMBERSHIP ('23-'24)'. It includes a progress bar with 'MEMBERSHIPS', 'REGISTRANTS', and 'CHECKOUT' stages. A 'Finish!' button is visible. A table lists contracts with columns for 'CONTRACT NAME', 'CONTRACT STATUS', 'SIGNATURE', 'LAST MODIFIED', 'ATTACHMENT', 'COMPLETED ON', and 'REQUIRED'. Two contracts are listed, both in 'Draft' status and requiring a signature.

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Payzee - BGCWN Membership Agreements	Draft	Sign	4/17/2023 by Matt Sampson	N/A	N/A	Prior to Purchase
Payzee - BGCWN Transportation Terms and Conditions	Draft	Sign	4/17/2023 by Matt Sampson	N/A	N/A	Prior to Purchase

STEP 9: Select the Finish button.

A **Confirmation** receipt will be sent to your email on file after payment is made.

NOTE: You will receive an email confirming your child(ren) application has been received.

PASO 9: Selecciona el botón de finalizar

Un recibo de **confirmación** será mandado al correo electrónico registrado.

AVISO: recibirás un correo electrónico confirmando que hemos recibido tu aplicación.

NOTE: YOU MUST FILL OUT AND SUBMIT AN APPLICATION FOR EACH CHILD. REPEAT STEPS AS NEEDED.

AVISO: NECESITA LLENAR Y ENTREGAR UNA APLICACION PARA CADA UNO DE SUS HIJOS(AS). REPITA LOS PASESO SEGÚN SEA NECESARIO.

Current Location: Carson City Clubhouse (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

THE CLUB TEEN CENTER TEEN MEMBERSHIP ('23-'24)

Sign Contracts

REGISTRATION STEP 3/3

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Payzlee - BGCWN Membership Agreements	Complete	Signed	4/17/2023 by Matt Sampson	N/A	4/17/2023	N/A
Payzlee - BGCWN Transportation Terms and Conditions	Complete	Signed	4/17/2023 by Matt Sampson	N/A	4/17/2023	N/A

Payment Complete
Transaction • T-000539

Hi Test Test, thank you for making transaction T-000539 from Community

RECEIPT

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

[Return to My Account](#)

Congratulations!

If you run into any challenges or error messages, please contact Brianna briannaa@bgcwn.org or Stephanie stephaniek@bgcwn.org

Thank you for your patience as we all navigate through this process together!

¡Felicidades!

Si te encuentras con cualquier problema o mensaje de error, por favor comunícate con Brianna briannaa@bgcwn.org o con Stephanie stephaniek@bgcwn.org

¡Gracias por tu paciencia mientras navegamos juntos este nuevo proceso!