

STEP 1: Create a login by selecting the “Create Account” option or **enter** Login information if you already have a portal created.

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

****ONLY IF YOU CREATED AN ACCOUNT DOES THIS SECTION PERTAIN TO YOU****

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) o **ingresa** su información si ya tiene cuenta.

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

****SOLO SI CREAMOS UNA CUENTA****

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:

Urquilla

My Household

No Household Members

Add Household Member

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To view forms (page.

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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

Ramos-Urquilla, Miriam Household

* First Name

* Last Name

Informal Name

* Birthdate

* Gender

* Grade

* School Name

* Racial / Ethnic Identity

* School Lunch

* Role in Household

Save

Club Site

Tahoe Valley Site= (TK-5th)

Angel of Tahoe Site= Priority to Sierra House, Elevated, STMS, STHS; Others (K—5th can request)

Bijou Site= All Bijou students (TK-5th)

Magnet Site= All Magnet Students (K-5th)

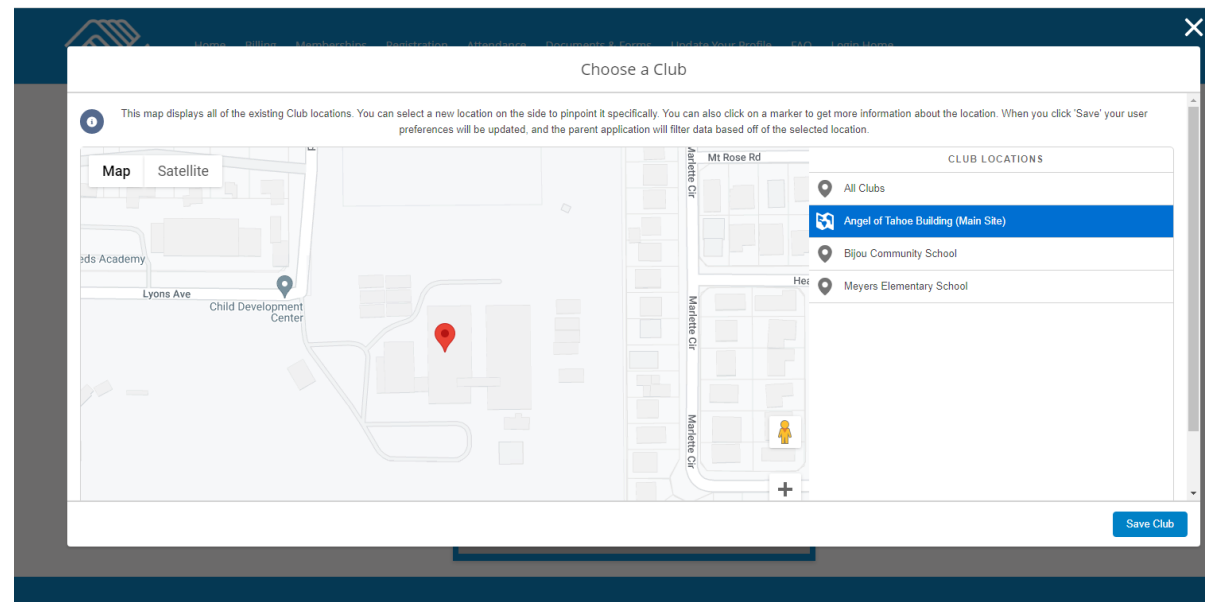
**** Students must stay at the school site that is assigned or approved by Admin****

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

Select Club Site and Click “Save Club.”

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

Selecciona el sitio de club y Presiona el botón de “Save Club”



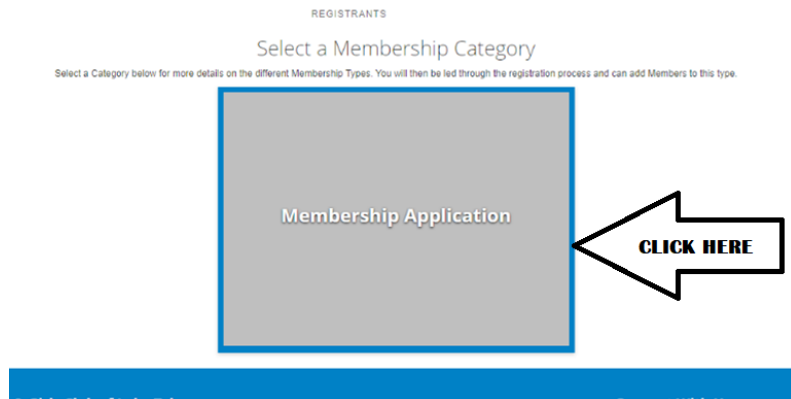
STEP 5A: Once the club is selected, it will show you all available applications for that Club Site. **Click** on the membership application box. (Grey Box)

STEP 5B: Select available option.

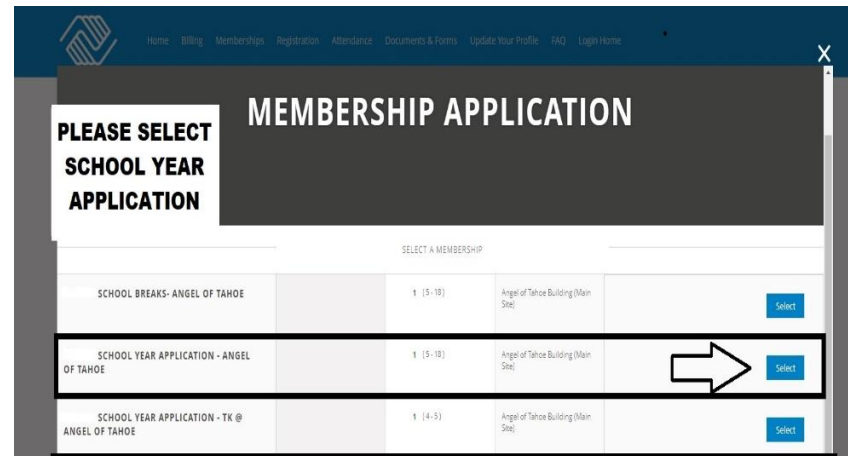
PASO 5A: Ya seleccionando el club, te mostrara todas las aplicaciones disponibles para el sitio. **Haga Clic** en el cuadrado de la “Membership Application (aplicación de membresía)”.

PASO 5B: **Selecciona** la opción disponible.

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.

The screenshot displays the registration interface for the 2023 Summer Application - Angel of Tahoe. The top navigation bar includes links for Home, Billing, Memberships, Registration, Attendance, Documents & Forms, Update Your Profile, FAQ, and Login Home. The main content area is divided into three sections: MEMBERSHIPS, REGISTRANTS, and CHECKOUT. The REGISTRANTS section is active, showing the title '2023 SUMMER APPLICATION - ANGEL OF TAHOE' and 'Select Registrants'. Below this, it indicates 'REGISTRATION STEP 1/3', 'Ages: 5 - 18', and '0 / 2 CONTACTS SELECTED'. A large white arrow points to the 'CHOOSE YOUR CHILD TO REGISTER' section. This section contains three contact cards: 'Miriam Ramos-Urquilla - 39' (Ineligible), 'Oscar Urquilla - 8' (Selectable), and 'Add Household Member'. A 'Next' button is highlighted with a red box in the top right corner.

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. ****

Quando 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:

STEP/PASO 8:

STEP 9: Select the Finish button.

A **Confirmation** receipt will be sent to your email on file.

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.

The screenshot shows a registration summary page. At the top, there is a navigation bar with links: Home, Billing, Memberships, Registration, Attendance, Documents & Forms, Update Your Profile, FAQ, and Login Home. Below the navigation bar, there is a progress indicator with three steps: MEMBERSHIPS, REGISTRANTS, and CHECKOUT. The 'CHECKOUT' step is active, and a blue 'Finish' button is highlighted with a white arrow. Below the progress indicator, there is a 'Summary' section. Underneath, there is a section for 'Immediate Charges' with a table showing 'OSCAR URQUIOLA - 2023 SUMMER APPLICATION - ANGEL OF TANGO' and a 'GRAND TOTAL' of '\$0.00'. At the bottom of the page, there is a footer for 'Boys & Girls Club of Lake Tahoe' with contact information and social media icons.

The screenshot shows a 'Payment Complete' confirmation page. At the top, there is a green checkmark icon and the text 'Payment Complete' and 'Transaction • T-000539'. Below this, there is a message: 'Hi Test Test, thank you for making transaction T-000539 from Community'. Underneath, there is a 'RECEIPT' section with a red box around it. Inside the red box, there is a text input field for 'Email Receipt To', a 'Send' button, and a 'View or Print Receipt' link. At the bottom of the page, there is a 'Return to My Account' button.

Congratulations!

If you run into any challenges or error messages, please contact Cristina membership@bgclt.org or Samantha officecoordinator@bgclt.org

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

We will be available to help on Mondays, Wednesdays, and Fridays from 1-4 pm or by appointment.

¡Felicidades!

Si te encuentras con cualquier problema o mensaje de error, por favor comunícate con Cristina membership@bgclt.org o con Samantha officecoordinator@bgclt.org

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

Estamos disponibles para ayudar los lunes, miércoles, y viernes de 1 a 4 pm o por cita.