

**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

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

### Club Site

**Tahoe Valley Site=** (TK-5<sup>th</sup>)

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

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

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

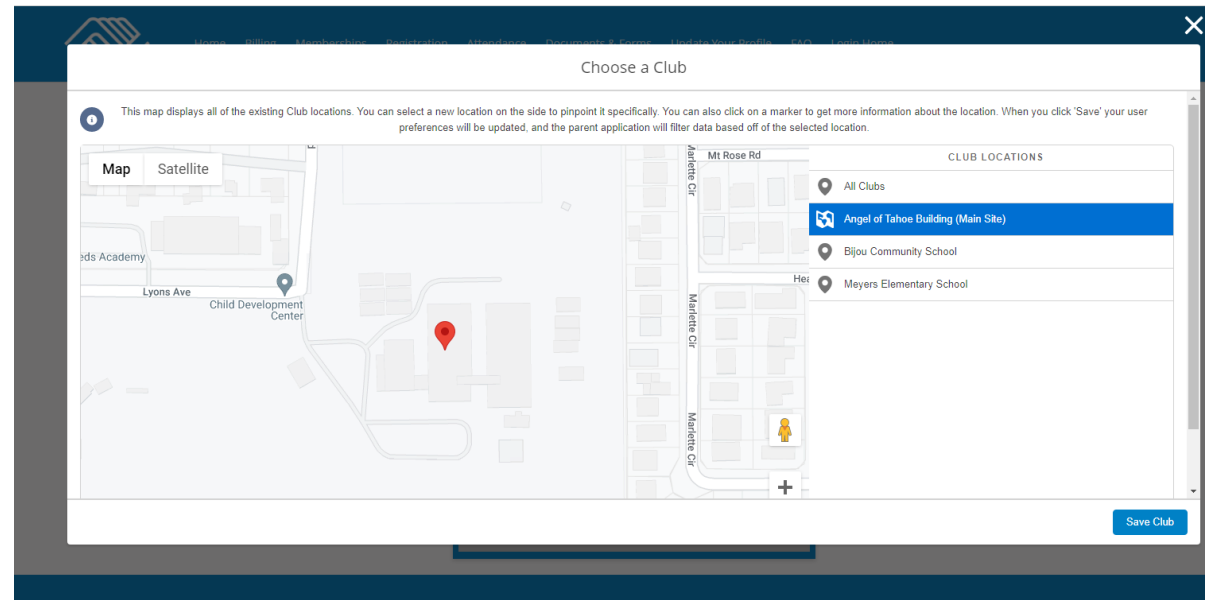
**\*\* Students must stay at the school site that is assigned or approved by Admin\*\***

**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”**



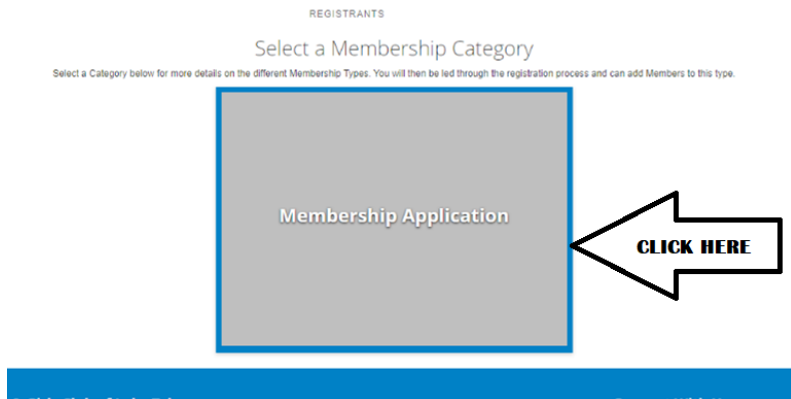
**STEP 5A:** Once the club is selected, it will show you all available applications for that Club Site. **Click** on the membership application box. (Grey Box)

**STEP 5B:** Select available option.

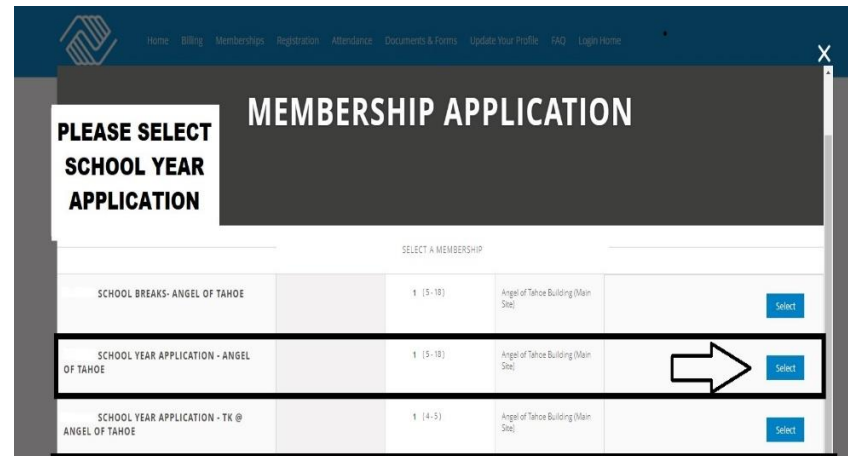
**PASO 5A:** Ya seleccionando el club, te mostrara todas las aplicaciones disponibles para el sitio. **Haga Clic** en el cuadrado de la “Membership Application (aplicación de membresía)”.

**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 Boys & Girls Club of Lake Tahoe. At the top, a blue navigation bar contains the club's logo and links for Home, Billing, Memberships, Registration, Attendance, Documents & Forms, Update Your Profile, FAQ, and Login Home. Below the navigation bar, a progress indicator shows three steps: MEMBERSHIPS, REGISTRANTS (the current step), and CHECKOUT. The main heading is 'CHOOSE YOUR CHILD TO REGISTER', with a large white arrow pointing to the contact selection area. The contact selection area is titled 'Select contacts' and contains three cards: 1. Miriam Ramos-Urquilla - 39, with 'Edit' and 'Ineligible' buttons. 2. Oscar Urquilla - 8, with 'Edit' and 'Select' buttons. 3. Add Household Member, with a plus icon. A 'Next' button is highlighted with a black box in the top right corner. The footer includes the club's name, address (1100 Lyons Ave, South Lake Tahoe, CA 96150), and social media icons for Facebook, Instagram, Twitter, and YouTube.

**STEP 7: Answer ALL Club member membership questions.**

**\*\*Please take your time answering ALL fields noted by a red star (\*). 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 blue button with a home icon and the text 'Return to My Account'.

## **Congratulations!**

If you run into any challenges or error messages, please contact the Membership Services Manager:  
[membership@bgclt.org](mailto:membership@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 el  
Gerente de Servicios de Membresía: [membership@bgclt.org](mailto:membership@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.**