

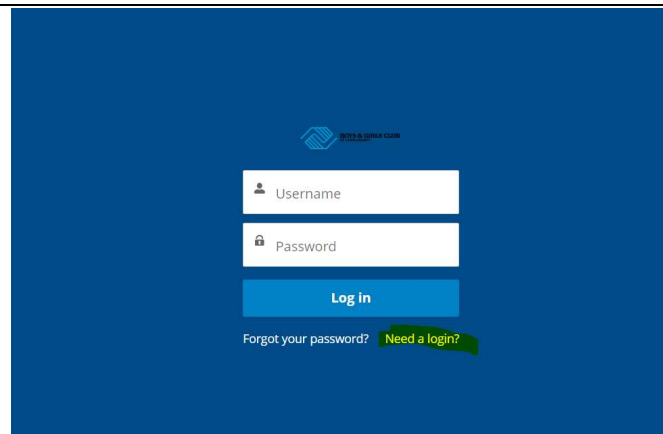
## MORNING PROGRAM REGISTRATION

# If you already have a Parent Portal skip to step 6

**Step 1:** Visit [www.bgclewiscounty.org](http://www.bgclewiscounty.org) and click on "Parent Portal" at the top of the page.



**Step 2:** Click on "Need a login?" and fill out the required information. (This should be the Parent/Guardian's information.)

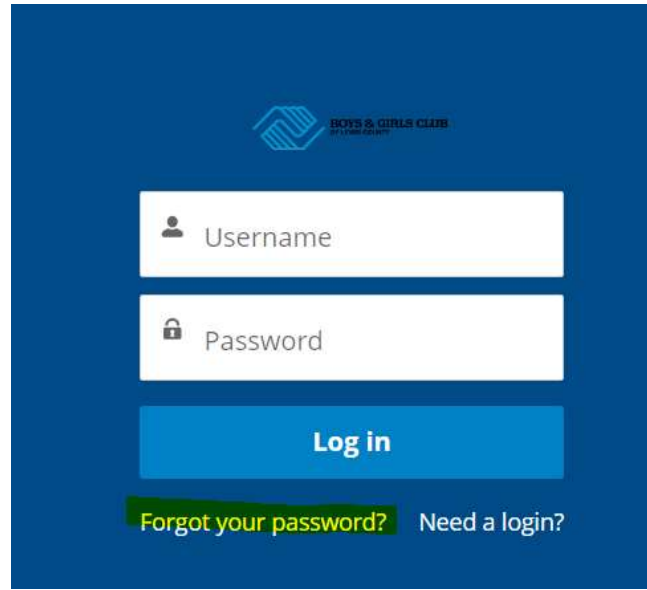


PARENTS/GUARDIANS: Enter your information below to create an account.

### Create Account

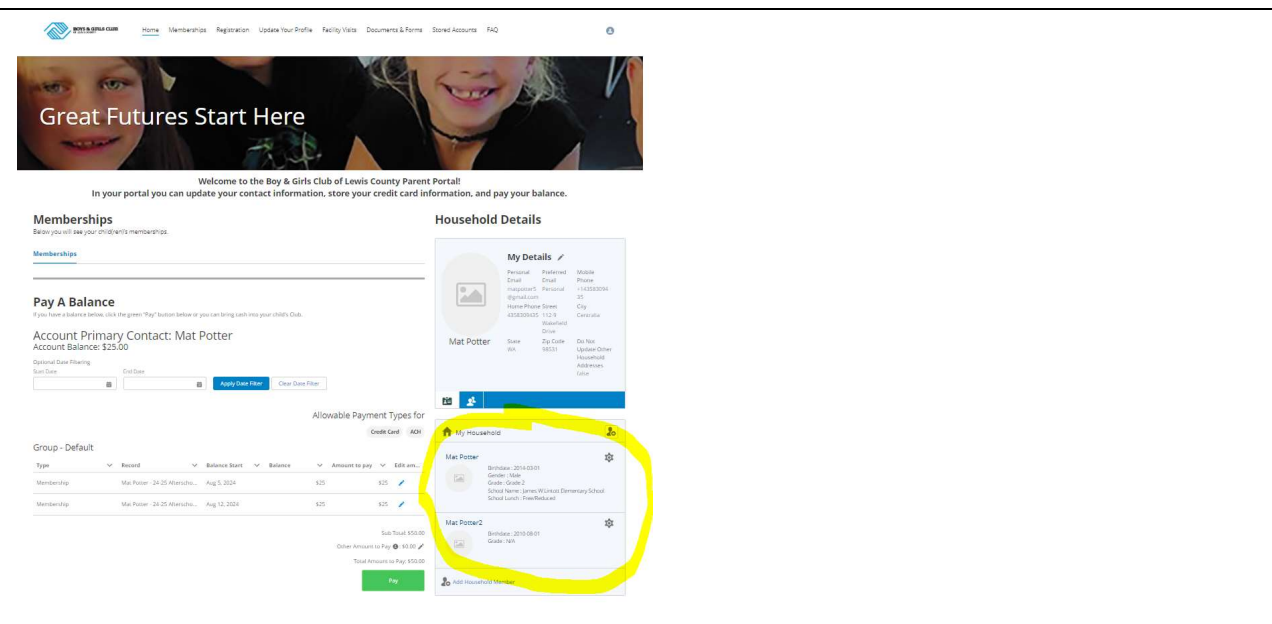
* First name	* Last name
<input type="text"/>	<input type="text"/>
* Email	<input type="text"/>
Gender	Business Phone
--None--	<input type="text"/>
Home Phone	* Mobile Phone
<input type="text"/>	<input type="text"/>
Other Phone	Business Fax
<input type="text"/>	<input type="text"/>
* Street	* City
<input type="text"/>	<input type="text"/>
* State	* Zip Code
<input type="text"/>	<input type="text"/>
Country	Role in Household
<input type="text"/>	--None--
Birthdate	<input type="text"/>

**Step 3:** You will receive an email to reset your password. If you don't receive the email, go back and click on "Forgot your password?" to prompt the system to resend it.

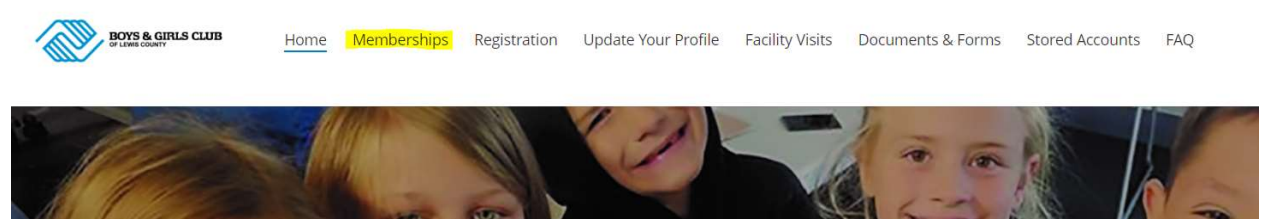


**Step 4:** Log in with username and password and you will be into your parent portal (username is your email address)

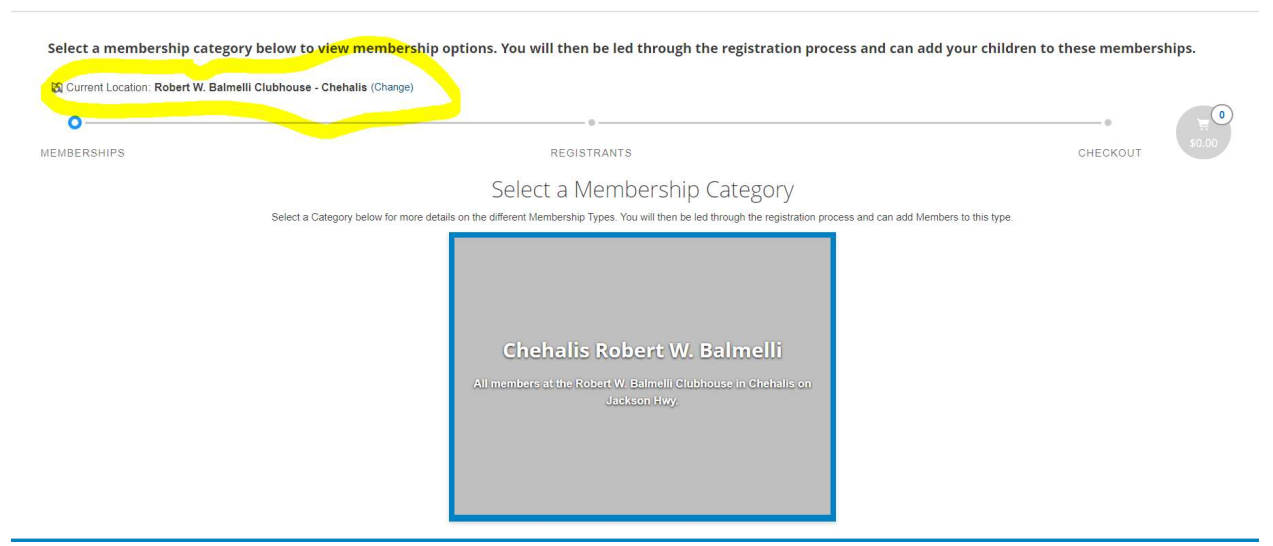
**Step 5:** Create your contacts. You will see in the bottom right hand corner you are able to add more household members.



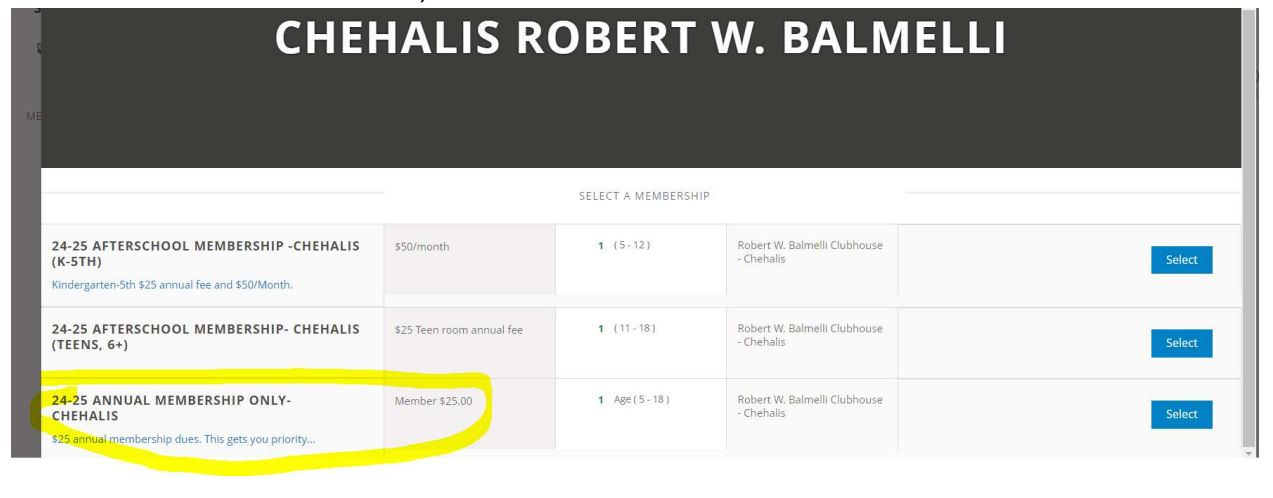
**Step 6:** At the top of your screen click on Memberships



**Step 7:** Make sure your location is set to: Robert W. Balmelli Clubhouse – Chehalis and then Click on Chehalis Robert W. Balmelli under Select Membership Category.



**Step 8:** Sign up your child(ren) for the \$25 Annual Membership only, as this is required for Boys & Girls Club. (IF YOU HAVE ALREADY SIGNED UP FOR AFTER SCHOOL, YOU CAN SKIP TO STEP 11, AS YOU ALREADY PAID THE \$25)



**Step 9: Select which Child(ren) you will be signing up for a Annual Membership**


Current Location: Robert W. Balmelli Clubhouse - Chehalis (Change)

MEMBERSHIPS      REGISTRANTS      CHECKOUT      \$0.00

← Back      24-25 ANNUAL MEMBERSHIP ONLY- CHEHALIS      Next →


Select Registrants  
REGISTRATION STEP 1/3  
Ages: 5 - 18  
0 / 3 CONTACTS SELECTED

Select contacts




Mat Potter - 10

Edit Select




Mat Potter - 30

Edit Ineligible



Mat Potter2 - 14

Edit Select



Add Household Member

**Step 10: Fill out the required questions for the child or children you are signing up, sign the Membership policy contract and click next.**

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: Robert W. Balmelli Clubhouse - Chehalis (Change)

MEMBERSHIPS      REGISTRANTS      CHECKOUT      \$50.00

← Back      24-25 ANNUAL MEMBERSHIP ONLY- CHEHALIS      Next →

Membership Questions  
REGISTRATION STEP 2/3

Please fill the following forms for each member. Required fields have an asterisk \*

1. Mat Potter

2. Mat Potter2

GUARDIANS      Other Food Allergies      Emergency Contact 1 Alternate Phone

Guardian 1 First Name\*

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: Robert W. Balmelli Clubhouse - Chehalis (Change)

MEMBERSHIPS      REGISTRANTS      CHECKOUT      \$25.00

← Back      24-25 ANNUAL MEMBERSHIP ONLY- CHEHALIS      Finish!

Sign Contracts  
REGISTRATION STEP 3/3

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Mat - Boys & Girls Club Membership Policy	Draft	Sign	8/14/2024 by Mat Potter	N/A	N/A	Prior to Purchase

## You will then click Back to Browse to sign up for the morning program

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: Robert W. Balmelli Clubhouse - Chehalis (Change)

MEMBERSHIPS

REGISTRANTS

CHECKOUT

\$25.00

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.

Summary

Next

### Immediate Charges

MAT POTTER - 24-25 ANNUAL MEMBERSHIP ONLY- CHEHALIS

MEMBERSHIP

\$25.00

### IMMEDIATE PAYABLES

Initial Fee

\$25.00

GRAND TOTAL

\$25.00

Enter Coupon Code

Apply Code

## Step 11: Select 24-25 Chehalis Morning Program

SELECT A MEMBERSHIP				
<b>24-25 AFTERSCHOOL MEMBERSHIP - CHEHALIS (K-5TH)</b> Kindergarten-5th \$25 annual fee and \$50/Month.	\$50/month	1 (5 - 12)	Robert W. Balmelli Clubhouse - Chehalis	Select
<b>24-25 AFTERSCHOOL MEMBERSHIP- CHEHALIS (TEENS, 6+)</b>	\$25 Teen room annual fee	1 (11 - 18)	Robert W. Balmelli Clubhouse - Chehalis	Select
<b>24-25 ANNUAL MEMBERSHIP ONLY- CHEHALIS</b> \$25 annual membership dues. This gets you priority...	Member \$25.00	1 Age (5 - 18)	Robert W. Balmelli Clubhouse - Chehalis	Select
<b>24-25 CHEHALIS MORNING PROGRAM</b> Our morning program at the Robert W. Balmelli Clubhouse...	\$125/month	1 (18 and Under)	Robert W. Balmelli Clubhouse - Chehalis	Select

**Step 12: Select who you will be signing up for the Morning Program (You can select multiple kids)**

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: Robert W. Balmelli Clubhouse - Chehalis (Change) Finish Current Transaction →

MEMBERSHIPS REGISTRANTS CHECKOUT \$25.00

← Back Next →

24-25 CHEHALIS MORNING PROGRAM  
Select Registrants  
REGISTRATION STEP 1/2  
Ages: 0 - 18  
1 / 3 CONTACTS SELECTED

Select contacts +

- MP Mat Potter - 10 Edit Unselect
- MP Mat Potter - 30 Edit Ineligible
- MP Mat Potter2 - 14 Edit Select
- Add Household Member

**Step 13:** Sign the contract for every member and then finish the transaction. You will be billed on the first of every month (or the Monday following if it lands on a weekend).

Reach out to [info@bgclewiscounty.org](mailto:info@bgclewiscounty.org) or call us at 360-345-1700 if you have any questions.