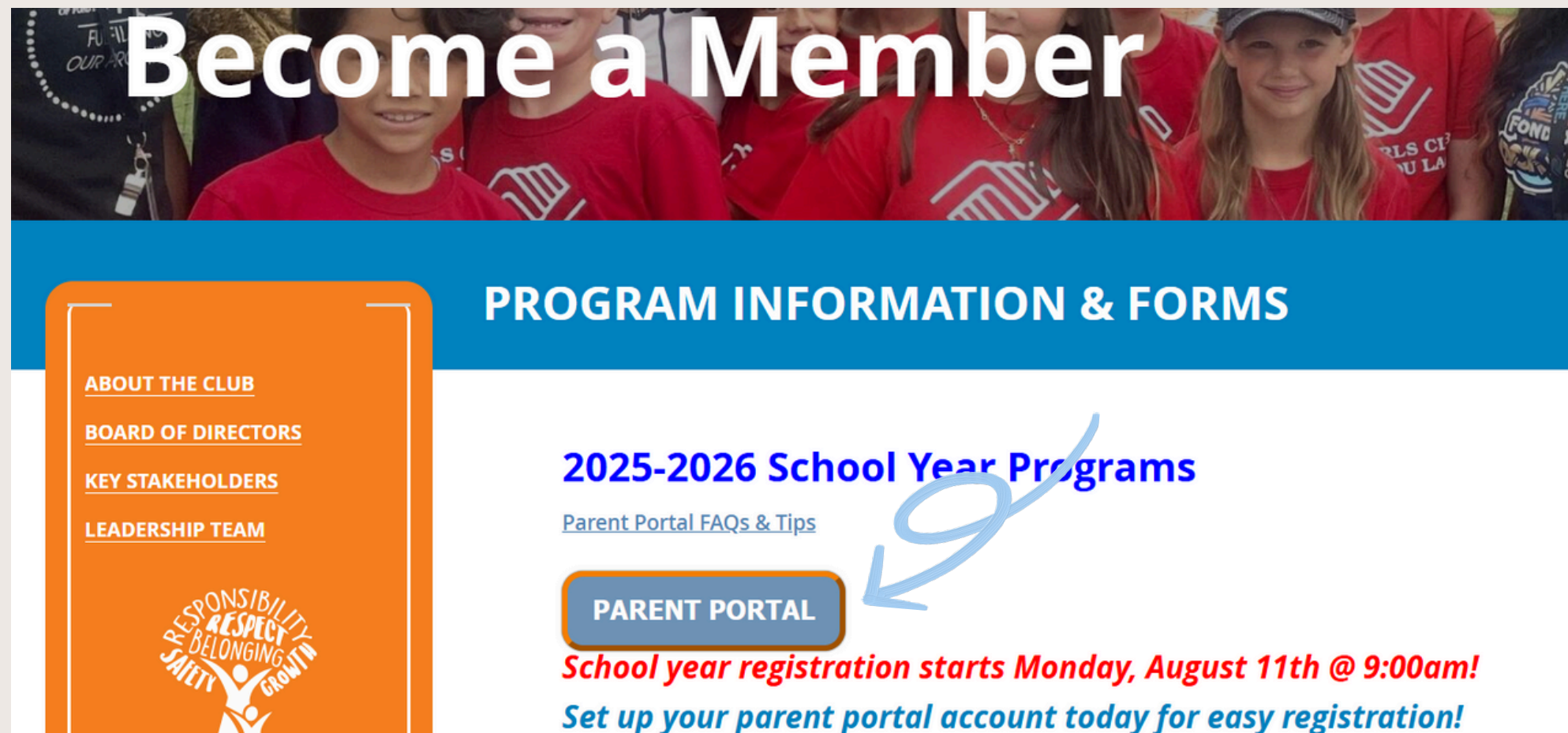




BOYS & GIRLS CLUB
OF FOND DU LAC

MYCLUBHUB
REGISTRATION
GUIDE

Getting Started



Visit our website at www.bgcfdl.org and go to our “Become a Member” page located under the Club Programs tab.

Click on our Parent Portal Link to be brought to our login page.



Please click here to for step-by-step instructions on how to use the Parent Portal!

Step 1: Create an Account

Register for a new Household Account

CREATE ACCOUNT

If you are returning to the Club but it is your FIRST time in this Parent Portal, use the same parent/guardian first and last name and email address that your Club has on file, your account will be linked.

If you are unsure of the information your Club has on file, or receive an error message, please contact the Club.

Step 2: Log in

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."

If you already have an account already, you can log in under “Step 2”

If you have not set up your parent portal, please go to “Step 1” and create your account

CREATE AN ACCOUNT

PARENTS/GUARDIANS: Enter your information below to create an account.
[Once you click save, please check your email for a link to set up your password.](#)

If any error messages appear and you don't receive an email, please reach out to the Club with a screenshot if possible.

Create Account

* First name	* Last name
* Email	
* Mobile Phone	Other Phone
* Street	* City
* State	* Zip Code
Role in Household	* Birthdate
--None--	
* Employer/Organization	

Submit

When creating an account, please type in YOUR information, not your child's. Once you select “Submit” please check your email inbox for a Welcome email from us (also check your spam inbox).

Click the link in the email to set up your password. From there you will be able to sign in to your portal account page.

Account Detail Page

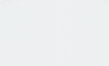
HOUSEHOLD ACCOUNT DETAILS

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My Details

Personal Email	Preferred Email	Mobile Phone
psippel@bgcfdl.org	Personal	123456780
Street	City	State
123 Main St	FDL	WI
Zip Code	Do Not Update	
54935	Other Household	
	Addresses	
	false	

Contact Test

 My Household



FA Test



Birthdate : 2016-01-01

Household Income Tier (For FA discount) : Less than \$30,000

Foster Care : false



Little Test



Birthdate : 2012-01-01

Household Income Tier (For FA discount) : \$30,001 - \$75,000

Foster Care : false



 Add Household Member

Memberships

Below you will see your child(ren)'s memberships. If you need to sign up or renew a membership, use the "Enroll Here" tab above or [click here](#).

MY HOUSEHOLD MEMBERSHIPS

Contact Name	Membership Type	Membership Start Date	Membership End Date
Little Test	Johnsonville Summer 2025 Teens	6/9/2025	4/17/2025

[View All](#)

Forms Requiring Action

To view forms (including pending and completed), click Forms at the top of this page.

Forms Requiring Action		
Review the list below for forms requiring action		
COMPLETE	Little Test	Medication Authorization Form COMPLETED: Apr 14, 2025

After you log in, you will see
your account detail page.

From here, you can do the following:

1. Add Household Members
2. Edit Household information
3. See your current, upcoming and past memberships
4. Forms that require action.

Adding/Editing Household Members

HOUSEHOLD ACCOUNT DETAILS

Interested in translating to another language?

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My Details ✎

Personal Email	Preferred Email	Mobile Phone
psippel@bgcfdl.org	Personal	123456780
Street	City	State
123 Main St	FDL	WI
Zip Code	Do Not Update	
54935	Other Household	
	Addresses	
	false	

Contact Test





My Household





FA Test

Birthdate : 2016-01-01
Household Income Tier (For FA discount) : Less than \$30,000
Foster Care : false





Little Test

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Add Household Member

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Contact Name	Membership Type	Membership Start Date	Membership End Date
Little Test	Johnsonville Summer 2025 Teens	6/9/2025	4/17/2025

[View All](#)

Forms Requiring Action

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Forms Requiring Action

Review the list below for forms requiring action

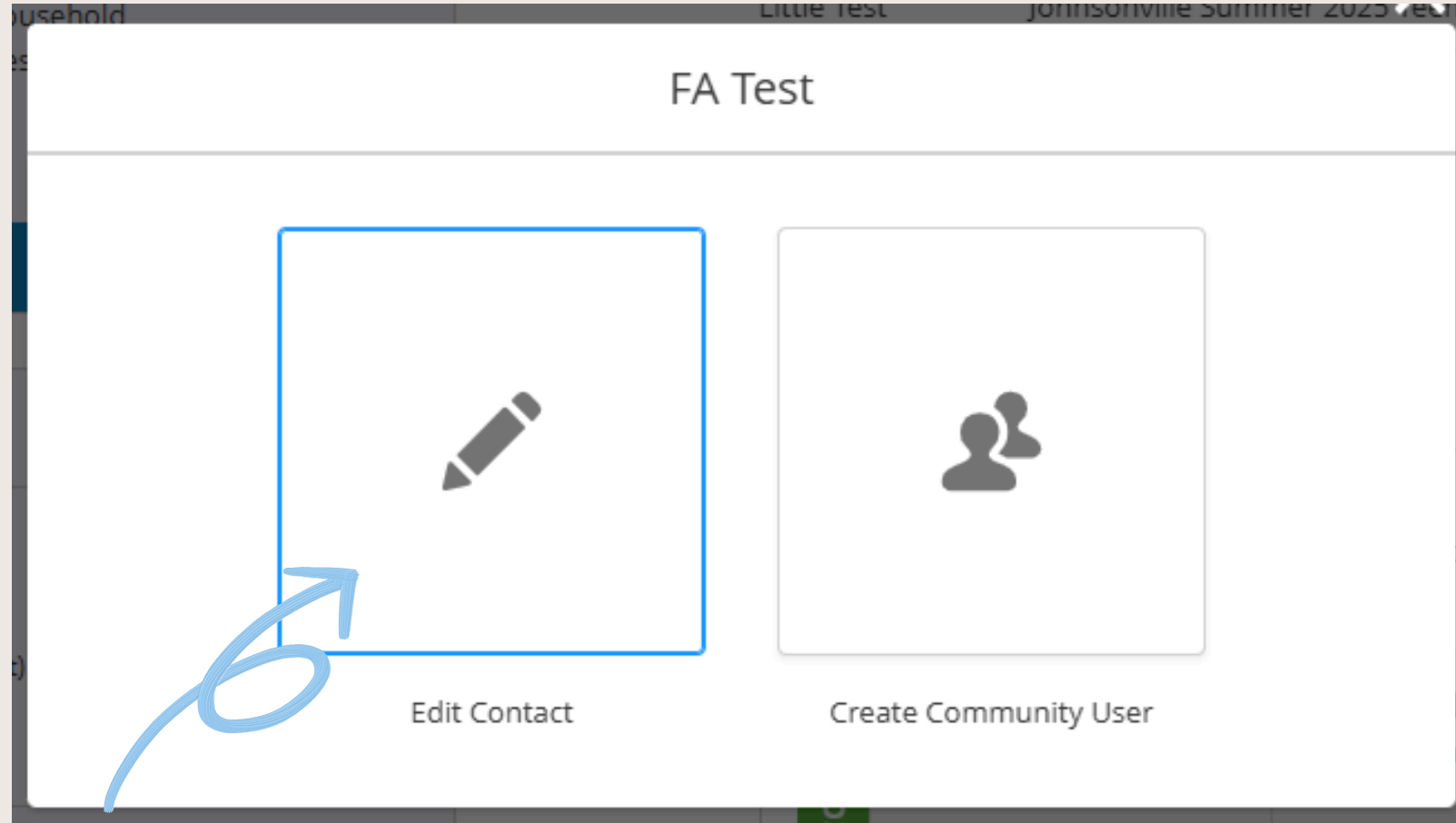


Little Test

Medication Authorization Form

COMPLETED: Apr 14, 2025

1. To add a household member, click on the bottom icon that says “Add Household Member”
2. To edit current member’s information click on the cogwheel next to their name.

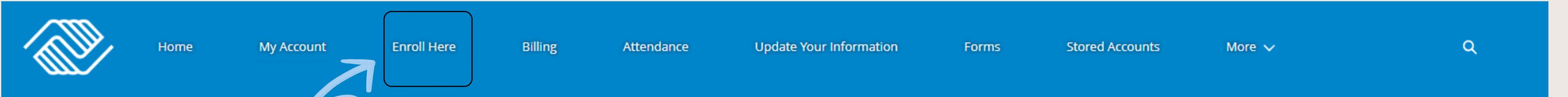


When you click the cogwheel, you will be asked if you want to edit the contact or add Community User.
Please select "Edit Contact"

Fill in the information provided.
Please note that if you need financial assistance you **MUST** enter your household income here.

A screenshot of the "FA Test" form. It includes fields for "Account" (Test, Contact Household), "First Name" (FA), "Last Name" (Test), "Birthdate" (Jan 1, 2016), and "Household Income Tier (For FA discount)" (Less than \$30,000). There is a "Foster Care" checkbox. A blue arrow points to the cogwheel icon in the dropdown menu of the "Household Income Tier" field. At the bottom right, there is a blue "Save" button and the text "Don't forget to Save!" in red.

Enrolling your Member



Go to your toolbar at the top of the page and select “Enroll Here”

Ready to enroll your child in a membership?
Please follow the steps below.

Step 1: Check your household details

Before you purchase a membership, please ensure your children are listed below and their information is accurate.

To add a child, click the "Add Household Member" button and enter their information.
If your child is already listed below, please click the cog wheel icon then the pencil icon and ensure their information is accurate.

If you are interested in the Financial Assistance discount, please make sure you fill out the Household Income level field here before continuing.

My Household		
FA Test	Birthdate : 2016-01-01 Household Income Tier (For FA discount) : Less than \$30,000 Foster Care : false	
Little Test	Birthdate : 2012-01-01 Household Income Tier (For FA discount) : \$30,001 - \$75,000 Foster Care : false	
Add Household Member		

Review your information one more time before continuing!

Step 2: Purchase a membership

Once you click the "Browse Memberships" button below, you will be asked to choose a location. Please use the following list to help you make your choice:

- **Pier** serves students from Chegwin, Waters, Rosenow, Roberts, NFDL, Riverside, Pier
- **Johnsonville** serves students from Any schools not listed under Pier Summer, Teen Center families, YMCA Child Care families
- **Fond du Lac High School** serves students in the BE GREAT: Graduate Program only.

 Register Online

Browse Memberships

Scroll down and
select “Browse
Memberships”

You will be prompted
to select a Club.
Please select the one
that correlates with
what school your
child attends.

Choose a Club

This map displays all of the existing Club locations. You can select a new location on the side to pinpoint it specifically. You can also click on a marker to get more information about the location. When you click 'Save' your user preferences will be updated, and the parent application will filter data based off of the selected location.

Map Satellite

W 1st St W 2nd St S Military Rd

Fond du Lac Family YMCA

Peace UCC Ruggles St

Fond du Lac Riverwalk E

City of Fond du Lac

S Macy St Court St

CLUB LOCATIONS

- All Clubs
- Chegwin
- Fond du Lac High School
- Johnsonville**
- Parkside
- Pier
- Roberts

Save Club

REGISTER FOR MEMBERSHIP

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.

If the questions are slow to load, you can click on your child's name and they will load!

📍 Current Location: Showing Data for All Locations [\(Change\)](#)

MEMBERSHIPS

REGISTRANTS

CHECKOUT

0

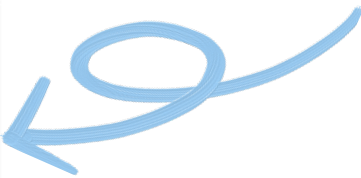
\$0.00

Select a Membership Category

Select a Category below for more details on the different Membership Types. You will then be led through the registration process and can add Members to this type.

Johnsonville Summer Membership

Pier Summer Membership



You will then be prompted to select your membership type. This is the grade group that your child is in. Please read carefully and select the correct grade group!

Select your Membership Category. This will be the site that your child is going to be attending.

JOHNSONVILLE SUMMER MEMBERSHIP

SELECT A MEMBERSHIP				
JOHNSONVILLE SUMMER 2025 TEENS Middle & High School	\$190	1 Teen (10 - 18)	Johnsonville	Select
JOHNSONVILLE SUMMER 2025 YOUTH: ENTERING GRADE 2 Any schools not listed under Pier Summer, Teen Center families, YMCA Child Car...	\$250	1 Entering Grade 2 (6 - 9)	Johnsonville	Select
JOHNSONVILLE SUMMER 2025 YOUTH: ENTERING GRADE 3 Any schools not listed under Pier Summer, Teen Center families, YMCA Child Car...	\$250	1 Entering Grade 3 (7 - 10)	Johnsonville	Select
JOHNSONVILLE SUMMER 2025 YOUTH: ENTERING GRADE 4 Any schools not listed under Pier Summer, Teen Center families, YMCA Child Car...	\$250	1 Entering Grade 4 (8 - 11)	Johnsonville	Select
JOHNSONVILLE SUMMER 2025 YOUTH: ENTERING GRADE 5 Any schools not listed under Pier Summer, Teen Center families, YMCA Child Car...	\$250	1 Entering Grade 5 (9 - 12)	Johnsonville	Select



Registering your Member

REGISTER FOR MEMBERSHIP

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.

If the questions are slow to load, you can click on your child's name and they will load!

📍 Current Location: Showing Data for All Locations (Change)

MEMBERSHIPS

REGISTRANTS

CHECKOUT

JOHNSONVILLE SUMMER 2025 TEENS

Select Registrants

REGISTRATION STEP 1/3

Ages: 10 - 18

0 / 3 CONTACTS SELECTED

←Back

2

Next →

\$0.00

Select contacts

CT

Contact Test - 35

Edit

Ineligible

FT

FA Test - 9

Edit

Ineligible

LT

Little Test - 13

Edit

Select

+

Add Household Member

This step is **VERY** important. Please select only **1** child. You will select the child that is in the grade that you selected on the previous page. Then you will select “Next” to continue.

←Back

JOHNSONVILLE SUMMER 2025 TEENS
Membership Questions
REGISTRATION STEP 2/3

Next →

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

1. Little Test

ADDITIONAL GUARDIAN 1 (DO NOT LIST YOURSELF)

If your child has any additional guardians please list them here. *You do not need to list yourself.*

Additional Guardian 1 First Name*

Example

Additional Guardian 1 Last Name*

Example

Additional Guardian 1 Relationship*

Foster Parent

Additional Guardian 1 Mobile Phone*

Example

Additional Guardian 1 Alternate Phone

Additional Guardian 1 Email (Must be in email format e.g., email@domain.com)

Additional Guardian 1 Authorized for Pickup*

Yes

Additional Guardian 1 Employer*

MEMBER INFORMATION

Additional Support in School/community

None

504 (accommodation)

Individualized Education Plan

Other Additional Support

Does your member use an EpiPen?

Select an Option

Does your member use insulin?

Select an Option

Does your member use an inhaler?

Select an Option

Can your member self-administer their own medication?

Select an Option

Will your child take medication while at the Club? If yes, you must fill out our Medication Authorization form. It will be emailed to you upon completion of this application.*

Yes

When does your child need medication administered?*

Select an Option

ALLERGIES (HOLD CTRL OR CMD (MAC) TO SELECT MULTIPLE ITEMS)

What days will your child be attending?

Monday

Tuesday

Wednesday

HOUSEHOLD DEMOGRAPHICS

To select multiple answers, hold the "Ctrl" or "Cmd" key on your keyboard. If you are using a phone, simply tap each answer.

Member Lives With:*

Parents

Other Relative

Housing Type

Select an Option

Number of Adults in the household*

1.00

Number of Youth in household*

1.00

Primary language spoken in the home

Hmong

Household Income Range*

\$70,001 - 75,000

Other Income Sources

After selecting your member and selecting next, you will be brought to the membership form. Please make sure you fill in all the required fields that are labeled with an asterisk (*). When finished select “Next”

Contracts & Waivers

REGISTER FOR MEMBERSHIP

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.

If the questions are slow to load, you can click on your child's name and they will load!

Current Location: Showing Data for All Locations (Change)

MEMBERSHIPS

REGISTRANTS

CHECKOUT

←Back

JOHNSONVILLE SUMMER 2025 TEENS

Sign Contracts

REGISTRATION STEP 3/3

2

Finish!

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Little - BGC Policies - Summer	Draft	Sign	7/15/2025 by Kaitlyn Zorilla	N/A	N/A	Prior to Purchase
Little - Technology Acceptable Use Policy	Draft	1 Sign	7/15/2025 by Kaitlyn Zorilla	N/A	N/A	Prior to Purchase

After finishing your membership form, you will be instructed to read and sign our contracts and waivers for your club site. This step **cannot** be skipped.

Review totals & Enroll more Members

REGISTER FOR MEMBERSHIP

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.

If the questions are slow to load, you can click on your child's name and they will load!

📍 Current Location: Showing Data for All Locations (Change)

MEMBERSHIPS

REGISTRANTS

CHECKOUT

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

1

2

Immediate Charges

🗑 LITTLE TEST - JOHNSONVILLE SUMMER 2025 TEENS

MEMBERSHIP

\$120.00

IMMEDIATE PAYABLES	
Initial Fee	\$120.00
GRAND TOTAL	\$120.00

Enter Coupon Code

Apply Code

- 1.Review your fees here on this page. If you are enrolling only 1 child, you can click “Next.”
2. If you are enrolling more than 1 child, please select “Back to Browse” and you can repeat the process for each child.

Payment and Completion

Charges Due Now

Item	Sum
Little Test - Johnsonville Summer 2025 Teens	\$120.00
Total	\$120.00

Payment

Total Due	\$120.00
Payment Amount	\$120.00
Remaining Due	\$120.00

Select Payment Method

A remaining balance is still owing. Please add a payment method to complete your transaction.

New Payment Methods

Credit Card

Pay at Club

Cancel

Save

After all members have been enrolled, you will be brought to the payment page. Please review your totals again here, then select your payment option.

1. Credit Card
 2. Pay at Club
- **Payment is due at time of registration!**

Charges Due Now

Item	Sum
Little Test - Johnsonville Summer 2025 Teens	\$120.00
Total	\$120.00

Payment

Total Due	\$120.00
Payment Amount	\$120.00
Remaining Due	\$120.00

Select Payment Method
A remaining balance is still owing. Please add a payment method to complete your transaction.

New Payment Methods

By using the credit card option, you can enter your card information and save it for future purchases.

Make sure to select next/charge to household to continue!

By selecting Pay at Club, you can pay in person with cash or check at our Johnsonville Club Office (76. W 2nd) within 1 week of registration.

This step is **VERY** important, if you do not complete this step your registration will **NOT** go through and your membership will be left in “draft” and deleted within 7 days.

Thank you!

You will receive an email stating your child's start date, club site information and more.

Email frontdesk@bgcfdl.org if you have questions.

Payment Plans

If you are in need of a payment plan, please email frontdesk@bgcfdl.org with your child's full name.