



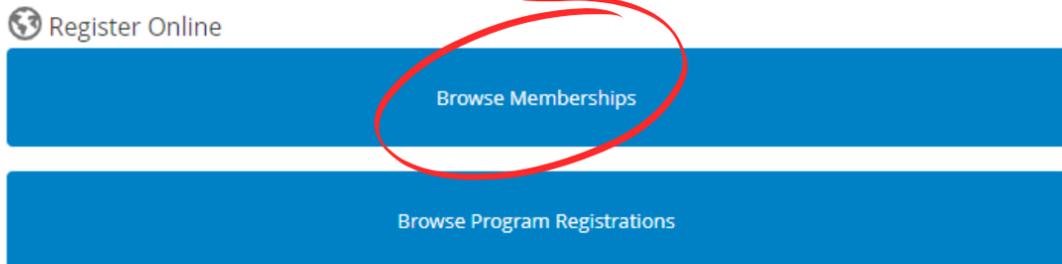
**BOYS & GIRLS CLUBS
OF METRO LOUISIANA**

REGISTRATION WALK THROUGH Desktop

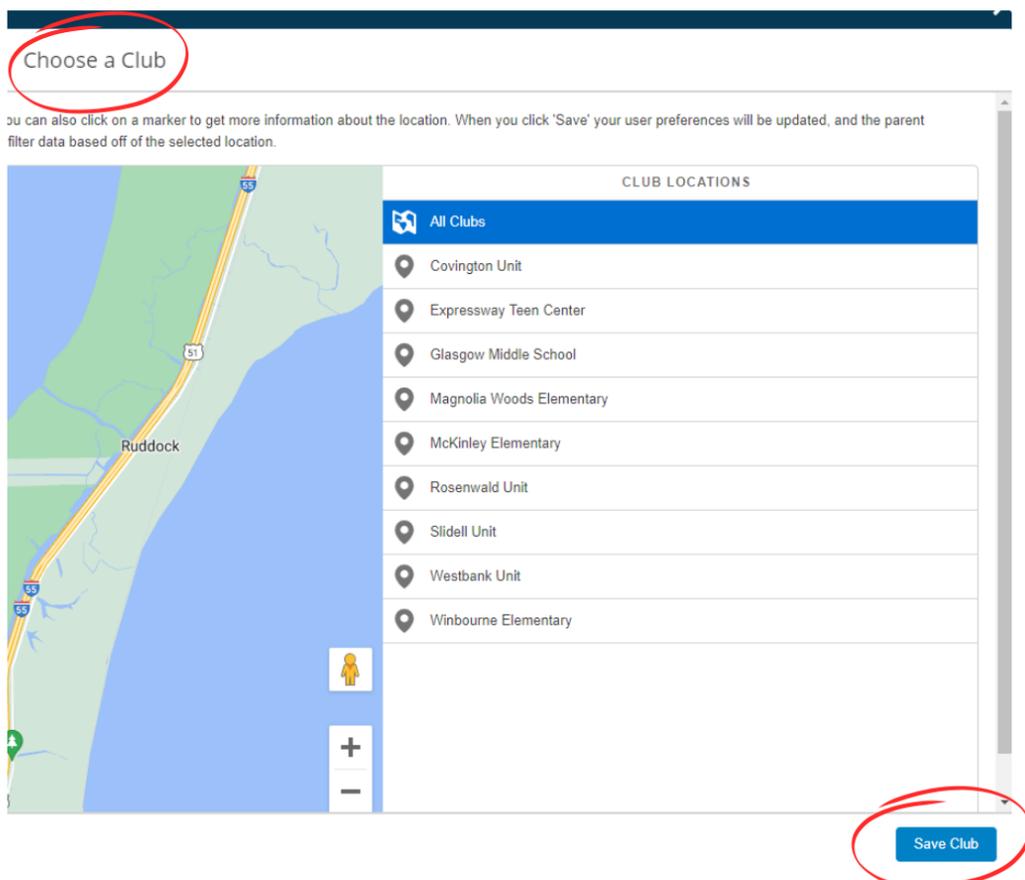
1. Log in to your Parent Portal Account, click Browse Memberships.

Online Registration

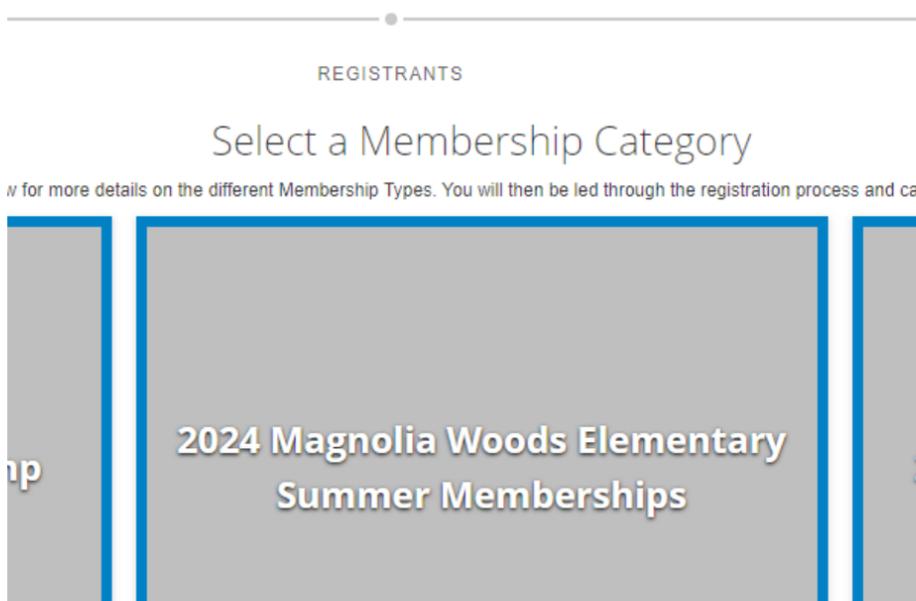
To register a child for the first time or renew a child's membership, click the blue "Browse Membership" button below. To sign up your child for a program at the Club, click the blue "Browse Program Registrations" button below.



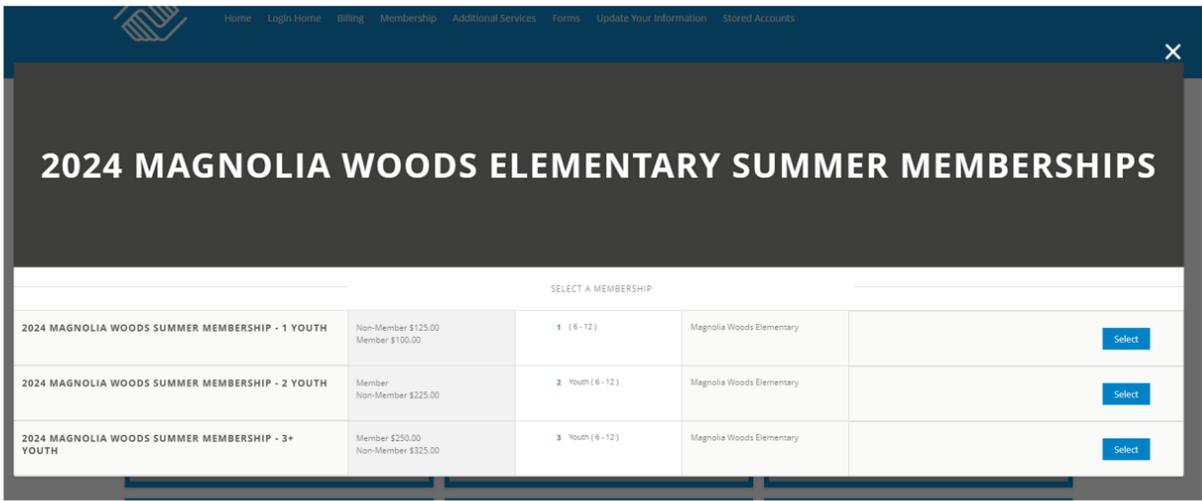
2. You can filter by location or keep it as all locations, then hit Save Club.



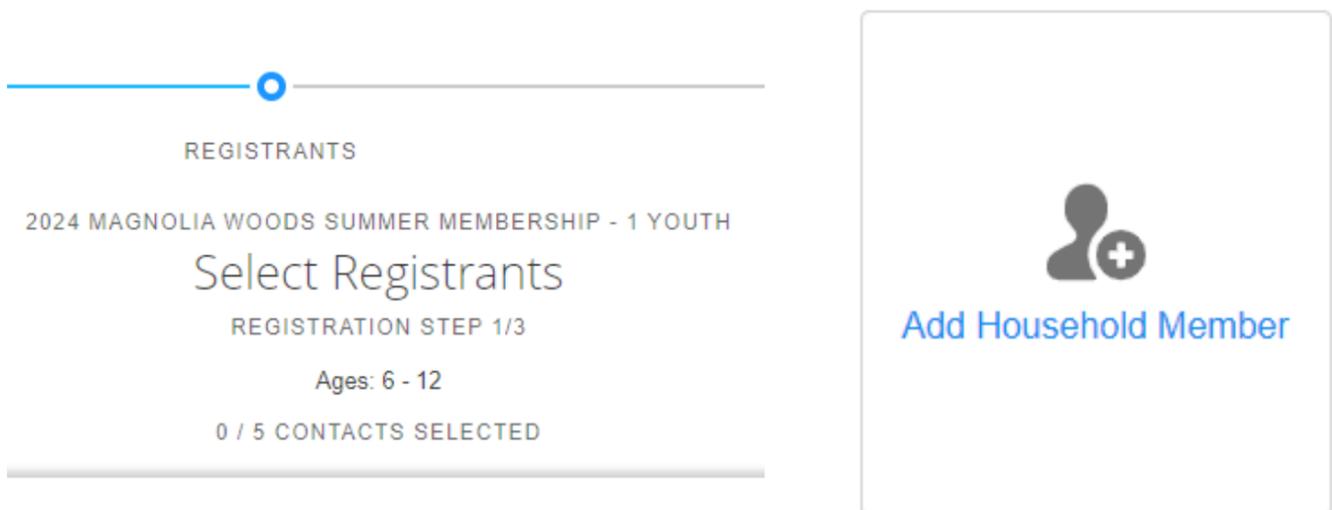
3. Select the Membership option you need. (school, summer, etc.)



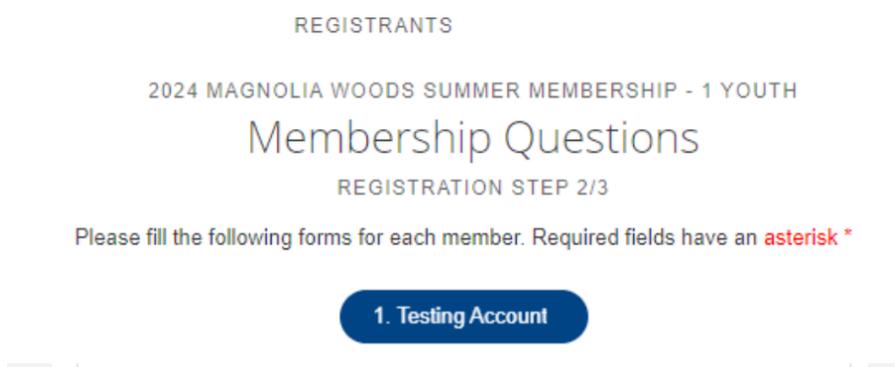
4. You will see registration options for signing up more than one youth. Choose whatever is applicable.



5. You will now be prompted to select the contacts for the membership, or add them if needed.



6. You will now enter in membership questions. Any question with a * must be answered. You will not be able to go forward without doing so. If the info isn't available enter your own info again.



7. On the next page you will click to sign the General Club Waiver, hit Finish to proceed.



8. The Summary page shows an overview of what payments are due. Click Next to proceed.

The screenshot shows a checkout summary page. At the top, there is a progress bar with two steps: 'GISTRANTS' and 'CHECKOUT'. A shopping cart icon with a '1' and '\$100.00' is in the top right. The word 'Summary' is centered. A blue 'Next' button is on the right. Below is a table of items:

MEMBERSHIP	\$100.00
	\$100.00
	\$100.00
	\$2.20
	\$102.20

An 'Apply Code' button is located below the table.

9. Now you can enter in payment information or post the balance to your household account. **NOTE: dues not paid at start of Club/camp will result in cancelation of membership.**

The screenshot shows the 'Setup Payment' page. It features a header 'Setup Payment' and a user ID 'JLT'. A text box explains that the amounts are payable today and that a 'Make Payment' button will allow users to enter payment information or select from active stored accounts. A table lists the items:

gnolia Woods Summer Membership - 1 Youth	\$100.00
	\$100.00

At the bottom, there are two buttons: 'Make Payment' and 'Post to Household Account'. On the right, a red box displays 'TOTAL DUE NOW \$100.00'. A red banner with 'ACTION REQUIRED' is also visible.



For any technical issues please send a detailed email to frontdesk@bgcmetrolouisiana.org.