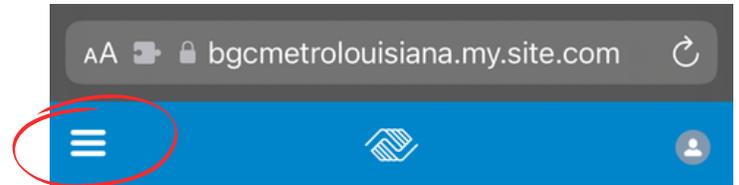




BOYS & GIRLS CLUBS OF METRO LOUISIANA

MOBILE REGISTRATION GUIDE

Note: Our registration process is entirely mobile friendly!



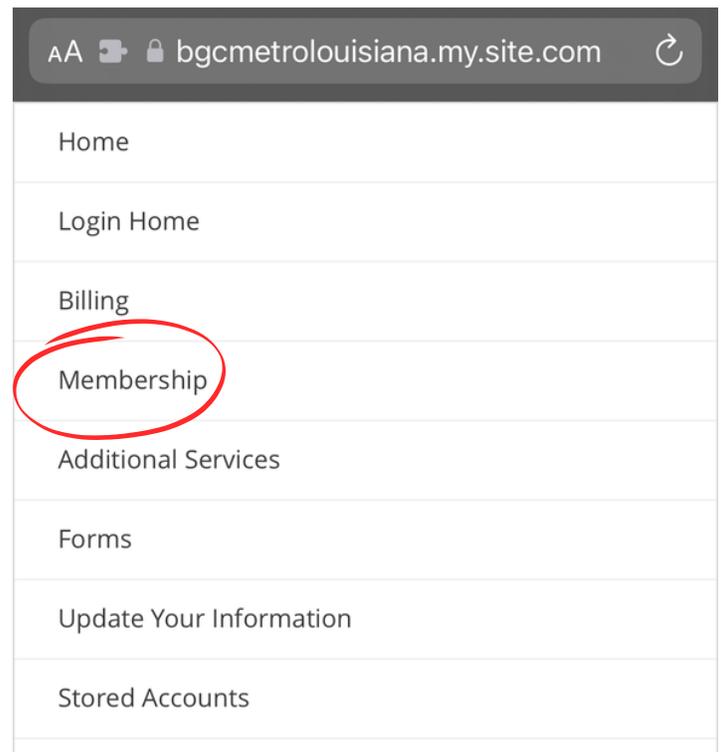
1. Log in to your Parent Portal account. Hit the Menu button in the top left corner.



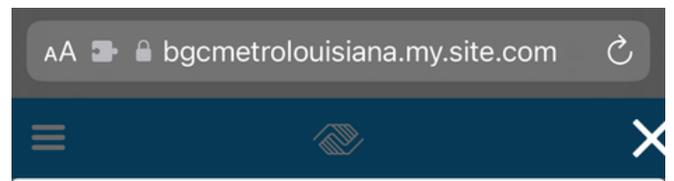
BOYS & GIRLS CLUBS OF METRO LOUISIANA

HOUSEHOLD ACCOUNT DETAILS

2. Select the Membership option to browse Memberships (school, summer camp, etc.)

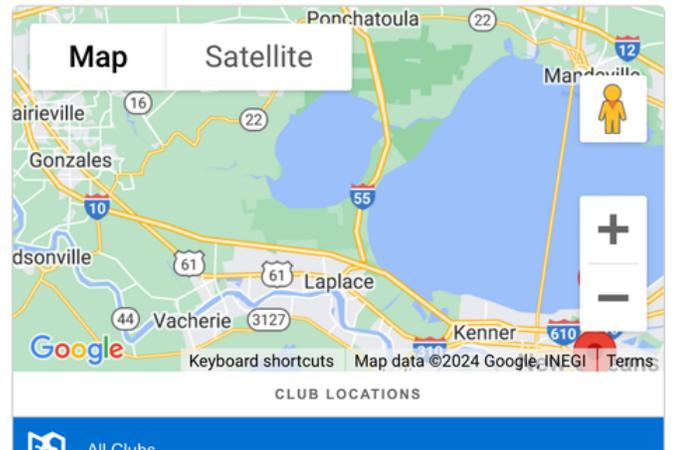


3. A pop up to filter by location will come up, you can exit it, or choose a location and hit Save Club.



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.



Save Club

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: Showing Data for All Locations (Change)



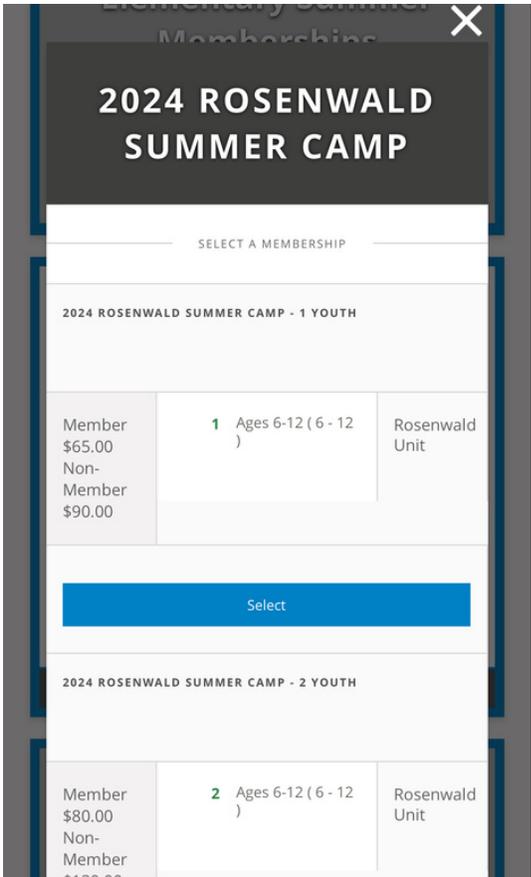
Select a Membership Category

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.

4. You will then see the available options for Membership, choose whichever applies.

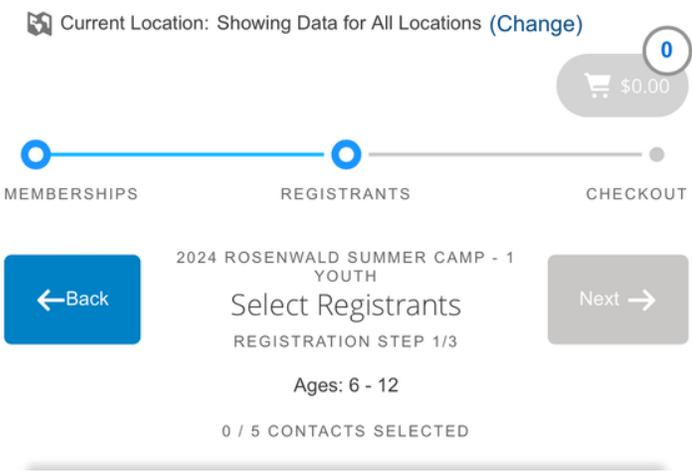


5. Here you'll choose the amount of Members you're signing up for. Then hit Next.



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.

6. Choose the contact of the Member you want to register, or add a Household Member at the bottom.



7. Answer Membership Questions. You must enter information into anything marked with an *. If you do not have information for it, repeat your own information.

(if not answered it will bring you back to the unanswered question before you can go forward)

Current Location: Showing Data for All Locations (Change) 1
\$65.00

MEMBERSHIPS REGISTRANTS CHECKOUT

2024 ROSENWALD SUMMER CAMP - 1
YOUTH
Membership Questions
REGISTRATION STEP 2/3

← Back Next →

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

1. Testing Account

ADDITIONAL GUARDIAN (DO NOT LIST YOURSELF)

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

Additional Guardian First Name *

Testing

8. Click Sign to view and sign the General Club Waiver. Then hit “Finish!” to be brought to your transaction summary page.

bgcmetrolouisiana.my.site.com

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: Showing Data for All Locations (Change) 1
\$65.00

MEMBERSHIPS REGISTRANTS CHECKOUT

2024 ROSENWALD SUMMER CAMP - 1
YOUTH
Sign Contracts
REGISTRATION STEP 3/3

← Back Finish!

| | |
|-----------------|--------------------------------|
| CONTRACT NAME | Testing - General Club Waivers |
| CONTRACT STATUS | Draft |
| SIGNATURE | Sign |
| LAST MODIFIED | |
| ATTACHMENT | N/A |
| COMPLETED ON | N/A |
| REQUIRED | Prior to Purchase |

9. You will be shown a summary of your charges, to proceed to payment press Next. Or press Back to Browse if you need to sign up for a different additional membership.

10. Press Make Payment to enter in payment information. Press Post to Household account to pay at a later date.

NOTE: Non-payment of dues at start of Club/Camp will result in cancellation of membership.

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Current Location: Showing Data for All Locations (Change)

1

\$65.00

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

Immediate Charges

TESTING ACCOUNT - 2024 ROSENWALD SUMMER CAMP - 1 YOUTH MEMBERSHIP \$65.00

IMMEDIATE PAYABLES

| | |
|--------------------|----------------|
| Initial Fee | \$65.00 |
| GRAND TOTAL | \$65.00 |

Enter Coupon Code Apply Code

| | |
|----------------------------|---------|
| Credit Card Surcharge | \$1.43 |
| Grand Total with Surcharge | \$66.43 |

To help recoup credit card processing fees a percent surcharge applies to any amount charged to a credit card. Total estimated surcharges are shown above.

Setup Payment DONE

1 DUE NOW - DEFAULT ACTION REQUIRED

This section has the amounts that are payable today for your purchase. The Make Payment button will allow you to enter your payment information or you can select from any active Stored Accounts that are available for your household.

| | |
|--|----------------|
| Testing Account - 2024 Rosenwald Summer Camp - 1 Youth | \$65.00 |
| Balance Total: | \$65.00 |

Make Payment

Post to Household Account

TOTAL DUE NOW \$65.00