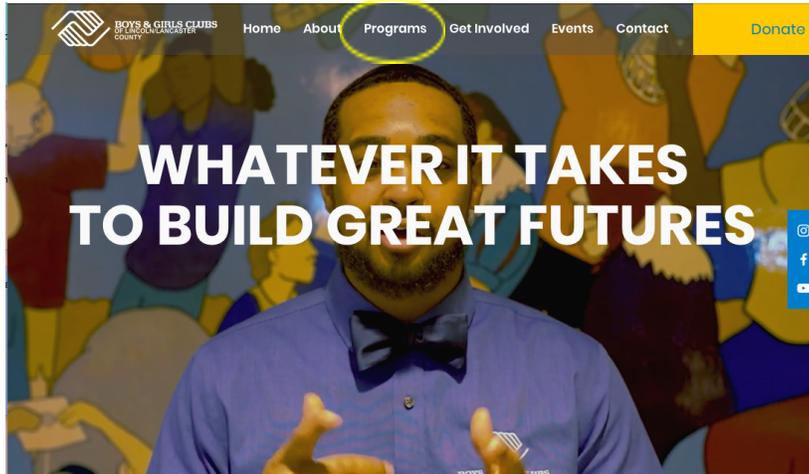
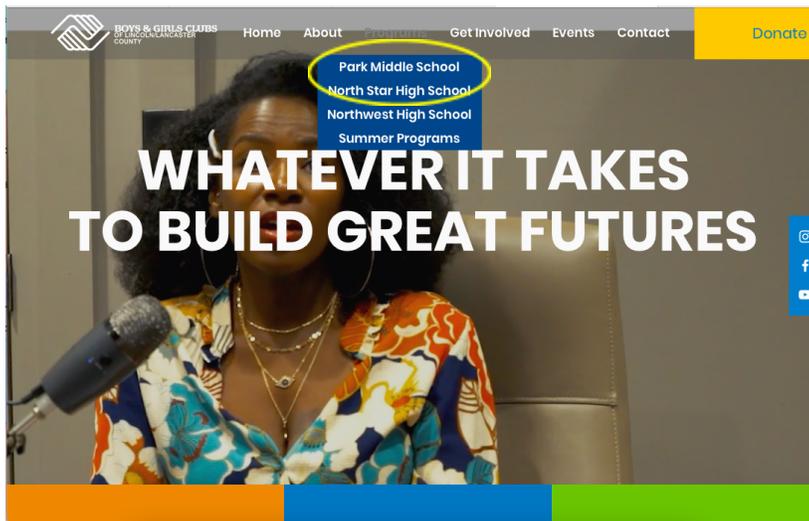


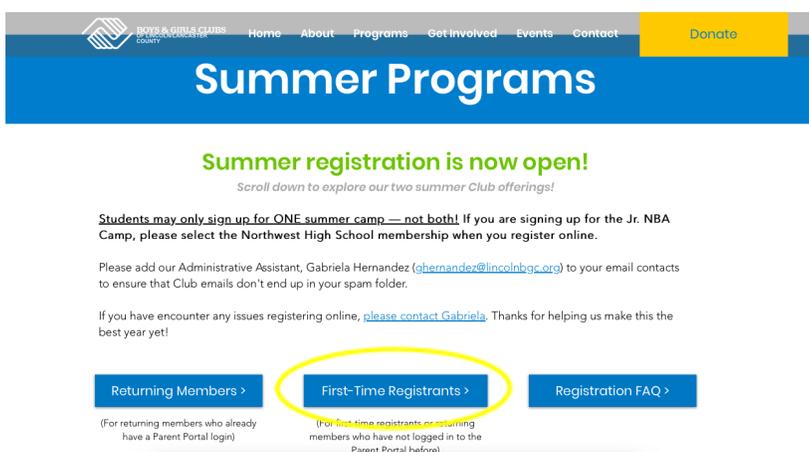
Boys & Girls Clubs of Lincoln/Lancaster County Club Registration Manual



Visit the <https://www.lincolnbgc.org/> homepage and **select Programs**.



Select your school or program. Each option will list age requirements, scheduling, and other program information.



If you are new to registering then select **First-Time Registrants**. If you are returning, select **Returning Members**.

Make sure to add our Administrative Assistant, Gabriela Hernandez ghernandez@lincolnbgc.org so Club emails are not sent to your junk folder.

✕

How to Register for BGC

****If you have never used the Parent Portal OR if this is your first time registering, please read before filling out a membership!****

1. If it is your first time logging into MyClubHub's Parent Portal, you will click 'Need a login?' and enter the required information.
2. Once you have entered your information, you will either receive a pop-up indicating you should reach out to the Club to resolve a duplicate **OR** you will receive a pop-up to validate your email address. This email will prompt you to set up a password.
3. Note: if you do not receive the email or need your account reset, please reach out to Club Staff who can resend a verification link.
4. When you set up your password by clicking the verification email, you will be logged into the Parent Portal. Once you are in the Parent Portal, you can click on 'Browse Memberships,' then follow the prompts.

[Register for Boys & Girls Club >](#)

Select **Register for Boys & Girls Club**.

The image shows the Salesforce login interface. It features a blue background with the Salesforce logo at the top. Below the logo are two input fields: 'Username' and 'Password'. A blue 'Log In' button is positioned below these fields. At the bottom of the login area, there are two links: 'Forgot your password?' and 'Need a login?'. The 'Need a login?' link is circled in yellow.

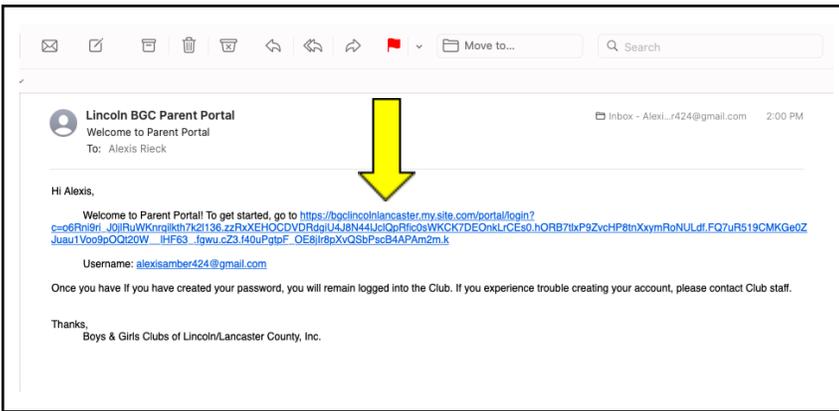
Now you will need to make a Salesforce Parent Portal account. Select '**Need a Login?**'

Create Account

* First name <input type="text" value="John"/>	* Last name <input type="text" value="Smith"/>
* Birthdate <input type="text" value="Jan 1, 2000"/>	* Email <input type="text" value="johnsmith@gmail.com"/>
Gender <input type="text" value="--None--"/>	Racial / Ethnic Identity <input type="text" value="--None--"/>
Business Phone <input type="text"/>	Home Phone <input type="text"/>
* Mobile Phone <input type="text" value="000-000-0000"/>	Other Phone <input type="text"/>
Business Fax <input type="text"/>	* Street <input type="text" value="123 Street"/>
* City <input type="text" value="Lincoln"/>	* State <input type="text" value="NE"/>
* Zip Code <input type="text" value="00000"/>	Country <input type="text"/>
Role in Household <input type="text" value="--None--"/>	

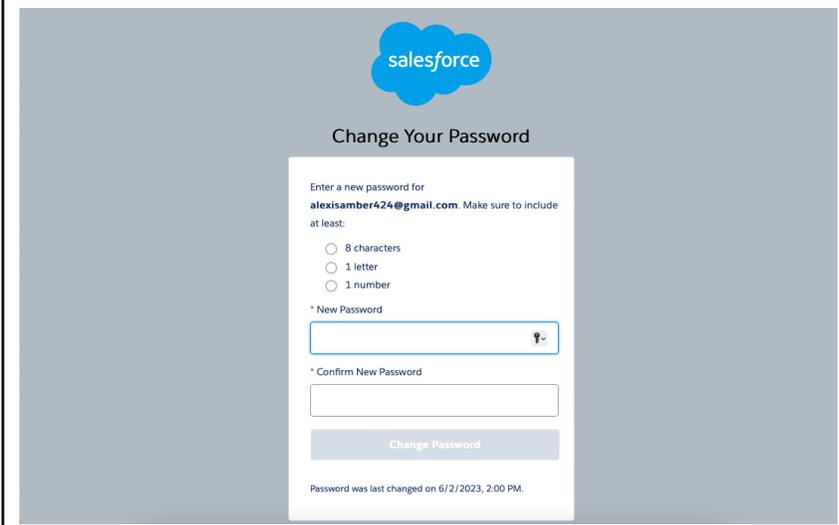
This site is protected by hCaptcha and its [Privacy Policy](#) and [Terms of Service](#) apply.

When creating your account, fill out the information for the **parent or guardian**.



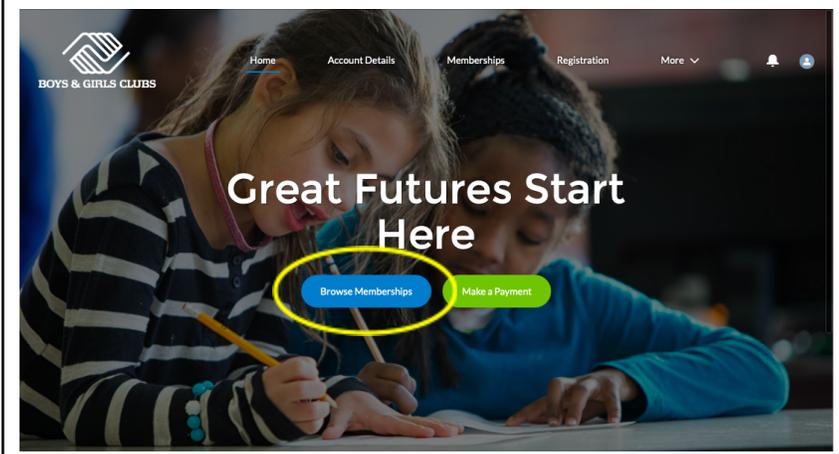
You will receive an email with a link to finish setting up your account. If you cannot find the email, please check your junk folder.

Click the website link to create your password.



Create your new password.

Once you click **Change Password**, you will be brought to the registration screen.



Select **Browse Memberships**. Then select which location you would like your youth to attend.

BOYS & GIRLS CLUBS

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: Lincoln NorthWest High School (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$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.

**NorthWest High School
Membership**
JR, NBA Basketball Camp Summer 2023

Choose and select a **Membership**.

BOYS & GIRLS CLUBS Home Account Details Memberships Registration Attendance History Documents & Forms More

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: Lincoln NorthWest High School (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$0.00

← Back **Select Registrants** Next →

JR, NBA CAMP SUMMER '23- LNW
REGISTRATION STEP 1/3
Ages: 11 - 19
0 / 1 CONTACTS SELECTED

Select contacts



AR
Alexis Rieck - 22

Edit Ineligible



Add Household Member

Select **Add Household Member**.
Then select the eligible child/children to continue.

BOYS & GIRLS CLUBS Home Account Details Memberships Registration More

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: Lincoln NorthWest High School (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$80.00

← Back **Membership Questions** Next →

JR, NBA CAMP SUMMER '23- LNW
REGISTRATION STEP 2/3

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

1. My Child

<p>SCHOOL INFORMATION</p> <p>School Name*</p> <input type="text"/> <input type="text"/> <p>School Name Other</p>	<p>Family Doctor or Primary Care Physician (enter N/A if not available)*</p> <input type="text"/> <p>Doctor's Office Phone Number</p> <input type="text"/>	<p>Emergency Contact 3 Last Name</p> <input type="text"/> <p>Emergency Contact 3 Relationship</p> <input type="text"/>
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Fill out the information for each child you selected.
Then select **Next**.

BOYS & GIRLS CLUBS

Home Account Details Memberships Registration Attendance History Documents & Forms More

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: Lincoln NorthWest High School (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$80.00

← Back Sign Contracts REGISTRATION STEP 3/3 Finish

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
My - Bullying and Expectations Policy	Draft	Sign	6/2/2023 by Alexis Reack	N/A	N/A	Prior to Purchase
My - Lincoln Public Schools: Waiver, Release and Assumption of Risk	Draft	Sign	6/2/2023 by Alexis Reack	N/A	N/A	Optional
My - Member Pickup Policy	Draft	Sign	6/2/2023 by Alexis Reack	N/A	N/A	Prior to Purchase
Reack, Alexis Household - COVID-19 Protocols	Draft	Sign	6/2/2023 by Alexis Reack	N/A	N/A	Prior to Purchase

Read the contracts by selecting **Sign** and press **confirm** for each document.

Select **finish** once you're completed.

BOYS & GIRLS CLUBS

Home Account Details Memberships Registration Attendance History Documents & Forms More

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: Lincoln NorthWest High School (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$80.00

← Back To Browse Summary Next

Now that you have completed the registration steps, you can add more members to a different Membership Type in the same Transaction.

Immediate Charges

MY CHILD - JR. NBA CAMP SUMMER '23- LNW	MEMBERSHIP	\$80.00
IMMEDIATE PAYABLES		
Initial Fee		\$80.00
GRAND TOTAL		\$80.00

Enter Coupon Code Apply Code

Select **Next** to continue.

Setup Payment DONE

1 DUE NOW - DEFAULT

TOTAL DUE NOW \$80.00

My Child - JR. NBA Camp Summer '23- LNW \$80.00

Balance Total: \$80.00

Make Payment Pay at Club

Select **Make a Payment** if you would like to pay the \$20 registration fee online.

We also offer financial assistance based on a sliding scale. If you would like to apply for financial aid, select '**Pay at Club.**'

Once that is completed, click on the **Documents & Forms** tab at the top of the page. There, you will find a financial aid application to complete.

Please note that this document must be completed for any financial assistance to be processed. Once that is complete, a BGC staff member will contact you in 3-5 business days regarding your account balance.