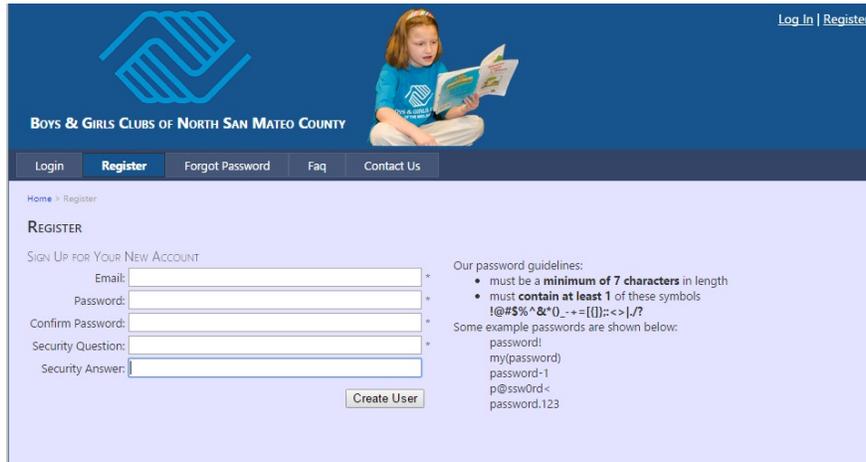


Welcome to the new **Parent Portal**, your one-stop site for updating membership information, paying for Club activities, and managing your Club account. Follow these easy steps to get started with the Portal.

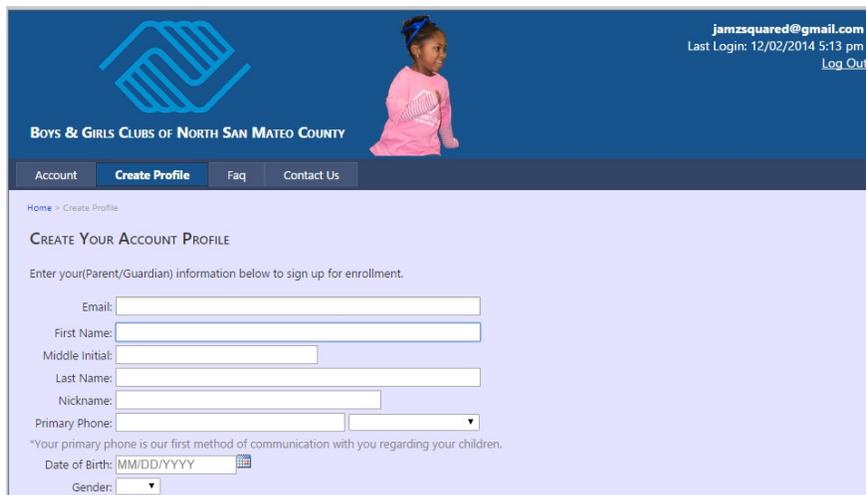
1. Account Creation

Account registration requires a **valid email address** and a **password** that meets system guidelines.



- Add **Parent.Portal@theclubs.org** to your **safelist/allowed email addresses**. Check your junk mail folder for messages.
- After submitting this information, the system will send an **account verification email**. Follow the link to create your parent profile.
- **Please note: If you encounter an error message which says “Website Under Maintenance,” please close the window, open a new window, and reload Parent Portal.**

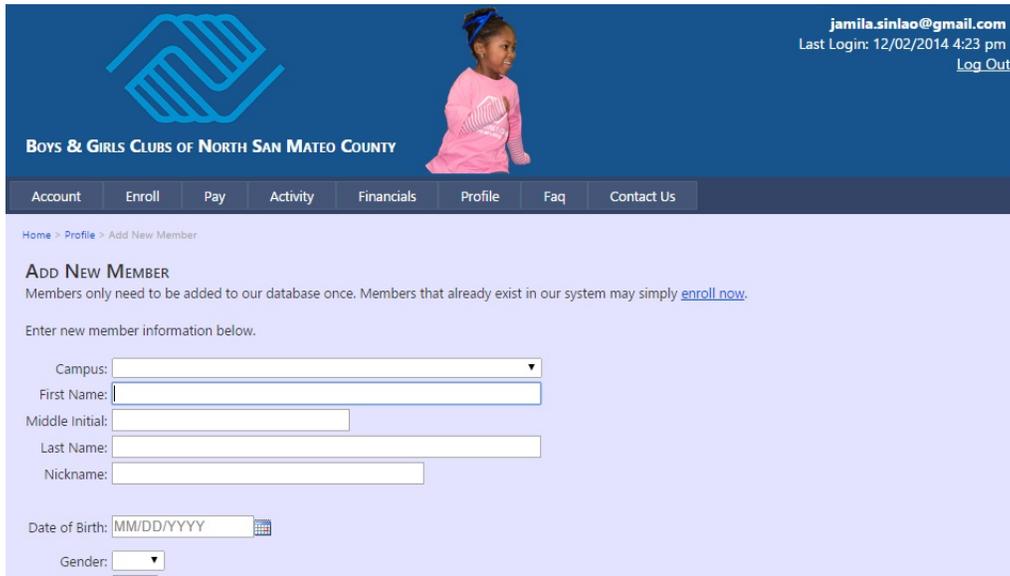
2. Create Parent Profile



- The account profile requires **parent/guardian contact information, household info, and at least one emergency contact**.

3. Add New Member

- This section asks for **member's name, date of birth, education and health information.**



jamila.sinlao@gmail.com
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[Log Out](#)

BOYS & GIRLS CLUBS OF NORTH SAN MATEO COUNTY

Account Enroll Pay Activity Financials Profile Faq Contact Us

Home > Profile > Add New Member

ADD NEW MEMBER
Members only need to be added to our database once. Members that already exist in our system may simply [enroll now](#).

Enter new member information below.

Campus:

First Name:

Middle Initial:

Last Name:

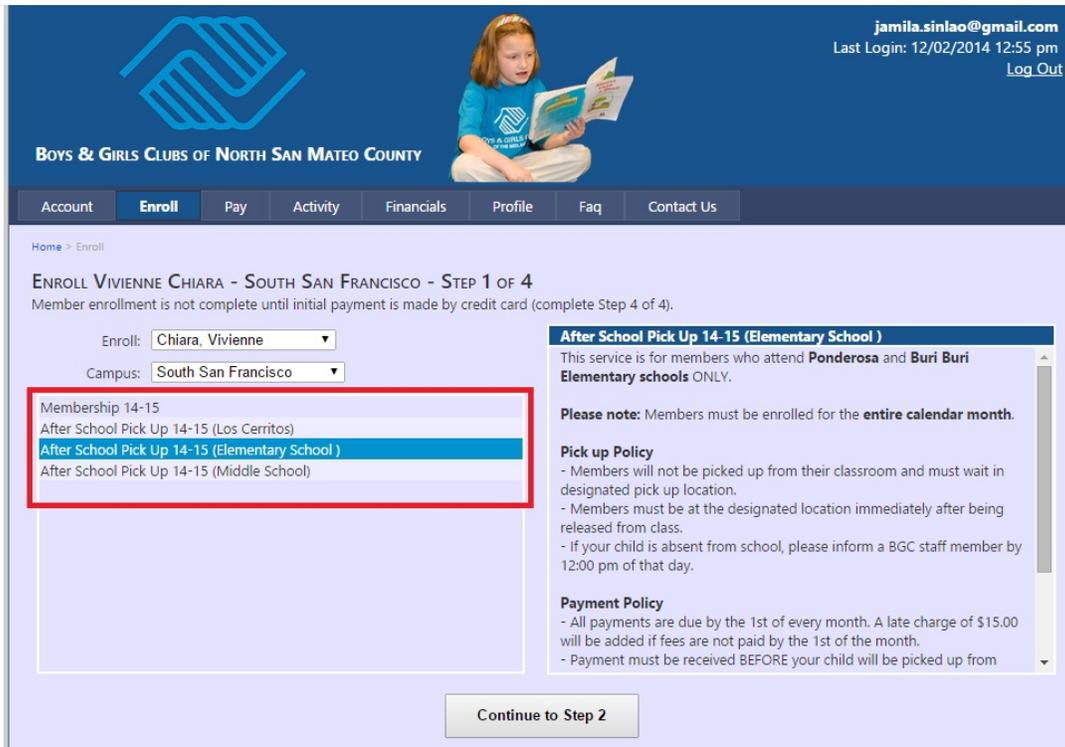
Nickname:

Date of Birth: MM/DD/YYYY

Gender:

- To register additional members, select **“Profile”** followed by **“Add a New Member.”**

4. Enroll Members in Services



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BOYS & GIRLS CLUBS OF NORTH SAN MATEO COUNTY

Account **Enroll** Pay Activity Financials Profile Faq Contact Us

Home > Enroll

ENROLL VIVIENNE CHIARA - SOUTH SAN FRANCISCO - STEP 1 OF 4
Member enrollment is not complete until initial payment is made by credit card (complete Step 4 of 4).

Enroll: Chiara, Vivienne

Campus: South San Francisco

Membership 14-15
After School Pick Up 14-15 (Los Cerritos)
After School Pick Up 14-15 (Elementary School)
After School Pick Up 14-15 (Middle School)

After School Pick Up 14-15 (Elementary School)
This service is for members who attend **Ponderosa and Buri Buri Elementary schools ONLY.**

Please note: Members must be enrolled for the **entire calendar month.**

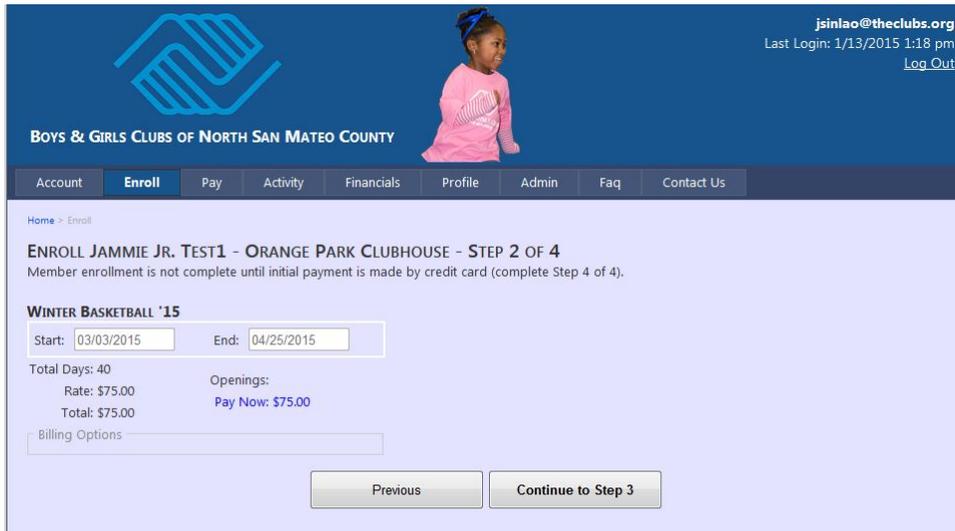
Pick up Policy
- Members will not be picked up from their classroom and must wait in designated pick up location.
- Members must be at the designated location immediately after being released from class.
- If your child is absent from school, please inform a BGC staff member by 12:00 pm of that day.

Payment Policy
- All payments are due by the 1st of every month. A late charge of \$15.00 will be added if fees are not paid by the 1st of the month.
- Payment must be received **BEFORE** your child will be picked up from

[Continue to Step 2](#)

- First, **choose the member to enroll**, followed by the **Campus (or Clubhouse)** where s/he is a member.

- Next, **select the appropriate service.** Please note the service description and payment policy in the right-hand box. **Note: Only one service can be selected & paid for at a time.**



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BOYS & GIRLS CLUBS OF NORTH SAN MATEO COUNTY

Account **Enroll** Pay Activity Financials Profile Admin Faq Contact Us

Home > Enroll

ENROLL JAMMIE JR. TEST1 - ORANGE PARK CLUBHOUSE - STEP 2 OF 4
Member enrollment is not complete until initial payment is made by credit card (complete Step 4 of 4).

WINTER BASKETBALL '15

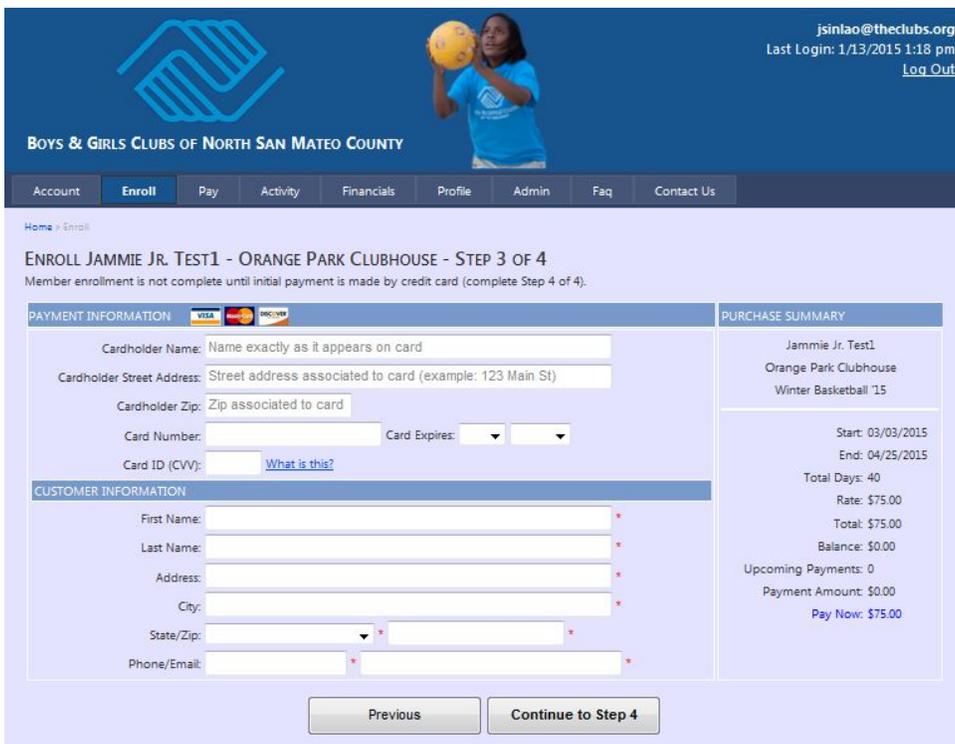
Start: End:

Total Days: 40
Rate: \$75.00
Total: \$75.00

Openings:
Pay Now: \$75.00

Billing Options:

- Finally, enter **credit card & customer information.**



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BOYS & GIRLS CLUBS OF NORTH SAN MATEO COUNTY

Account **Enroll** Pay Activity Financials Profile Admin Faq Contact Us

Home > Enroll

ENROLL JAMMIE JR. TEST1 - ORANGE PARK CLUBHOUSE - STEP 3 OF 4
Member enrollment is not complete until initial payment is made by credit card (complete Step 4 of 4).

PAYMENT INFORMATION	PURCHASE SUMMARY
Cardholder Name: <input type="text" value="Name exactly as it appears on card"/> Cardholder Street Address: <input type="text" value="Street address associated to card (example: 123 Main St)"/> Cardholder Zip: <input type="text" value="Zip associated to card"/> Card Number: <input type="text"/> Card Expires: <input type="text"/> Card ID (CVV): <input type="text"/> What is this?	Jammie Jr. Test1 Orange Park Clubhouse Winter Basketball '15 Start: 03/03/2015 End: 04/25/2015 Total Days: 40 Rate: \$75.00 Total: \$75.00 Balance: \$0.00 Upcoming Payments: 0 Payment Amount: \$0.00 Pay Now: \$75.00
CUSTOMER INFORMATION	
First Name: <input type="text"/> * Last Name: <input type="text"/> * Address: <input type="text"/> * City: <input type="text"/> * State/Zip: <input type="text"/> * Phone/Email: <input type="text"/> *	

To **enroll in additional activities**, click the “Enroll” button. Follow the steps to register for the new program.

Questions? Check out our **Parent Portal FAQ** page (<https://portal.theclubs.org/Faq.aspx>) or **contact Jamila Sinlao, Development Coordinator** (jsinlao@theclubs.org).