

BGCNP MyClubHub Enrollment Instructions

Step 1: Log In

Visit the MyClubHub Caregiver Portal and log in using your account credentials.

<https://bgcnorthernplains.my.site.com/V2/s/>

STEP 2: Select “Browse Memberships”

After logging in, select “**Browse Memberships**” to begin the enrollment process.

Home Billing Membership Programs Attendance Forms Update Your Information Stored Accounts Login Home FAQ

BOYS & GIRLS CLUB
OF THE NORTHERN PLAINS

HOUSEHOLD ACCOUNT DETAILS

My Details ✎

Personal Email	Preferred Email	Street
gphan@bgca.org	Personal	1126 Southland Lane
City	State	Zip Code
Brookings	SD	57006
Do Not Update Other Household Addresses		
false		

BGCA Testing

Register Online

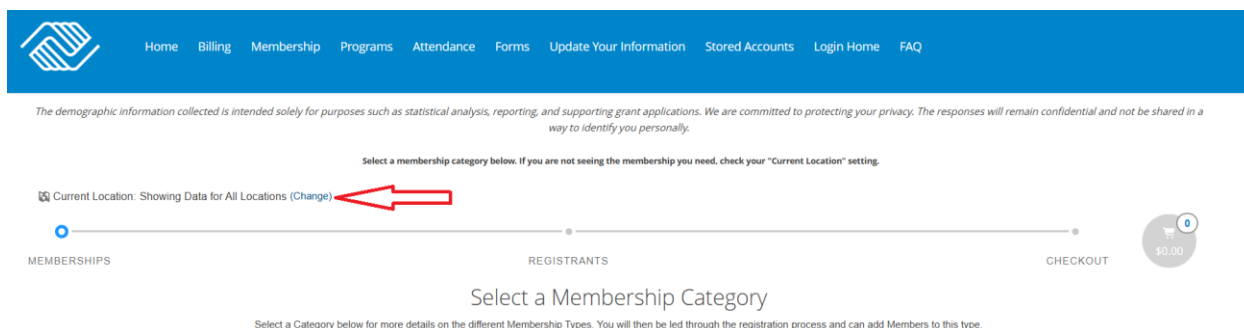
Browse Memberships

Browse Program Registrations

Step 3: Select Your Club Location

Once logged in, select your **Club location**.

After your location is selected, **membership categories will appear**.

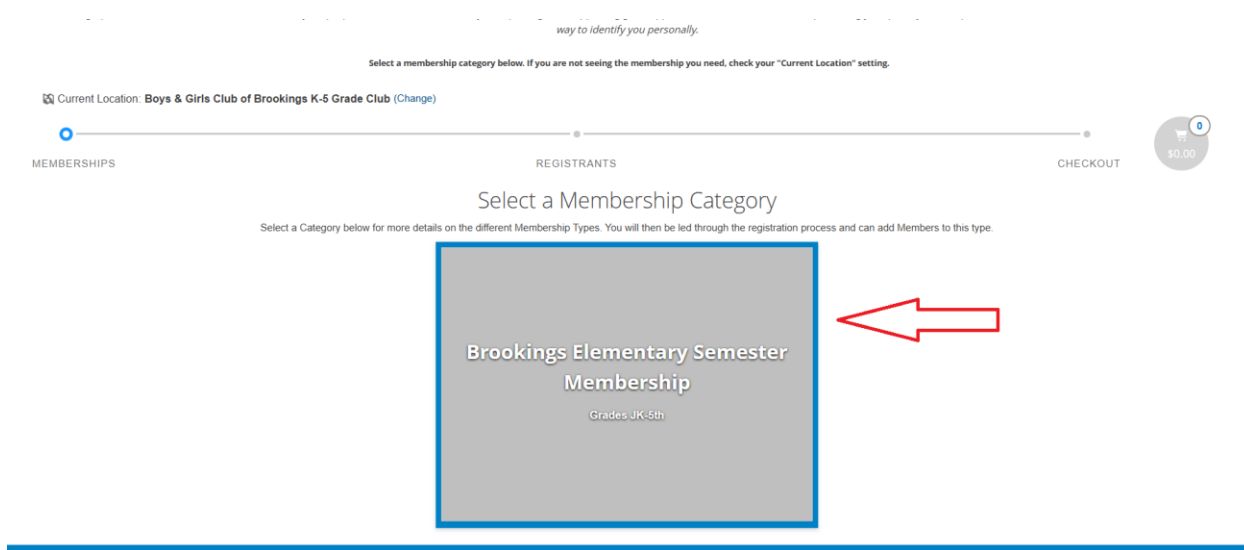


Step 4: Choose a Membership Category

Select your child's **membership category**.

You will then be taken to the **semester membership screen**, where you will:

- Select the **membership level** that best fits your family



Step 5: Select Registrant

After choosing a membership level, you will be taken to the **Select Registrants** page.

- Select **one registrant at a time**
- When selected, you will see:
 - A **green checkmark**
 - The registrant's box shaded **blue**

Once selected, click the **blue "Next" button**.

Current Location: Boys & Girls Club of Brookings K-5 Grade Club (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

BROOKINGS ELEMENTARY MEMBERSHIP SPRING 2026 LEVEL 1

Select Registrants

REGISTRATION STEP 1/3

Ages: 5 - 12

0 / 3 CONTACTS SELECTED

Select contacts

BT BGCA Testing - Edit Select

LT Little Testing - 10 Edit Select

VT Very Little Testing - 5 Edit Select

Add Household Member

Current Location: Boys & Girls Club of Brookings K-5 Grade Club (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

BROOKINGS ELEMENTARY MEMBERSHIP SPRING 2026 LEVEL 1

Select Registrants

REGISTRATION STEP 1/3

Ages: 5 - 12

1 / 3 CONTACTS SELECTED

Select contacts

BT BGCA Testing - Edit Select

LT Little Testing - 10 Edit Unselect

VT Very Little Testing - 5 Edit Select

Add Household Member

Boys & Girls Club of The Northern Plains
1126 Southland Lane

Connect With Us

Step 6: Complete Membership Questions

You will be taken to the **Membership Questions** page.

⚠ All questions must be completed in full before moving forward.

Current Location: Boys & Girls Club of Brookings K-5 Grade Club (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

BROOKINGS ELEMENTARY MEMBERSHIP SPRING 2026 LEVEL 1

Membership Questions

REGISTRATION STEP 2/3

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

1. Little Testing

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

y

Additional Guardian 1 Last Name

y

Additional Guardian 1 Relationship

Aunt

Additional Guardian 1 Mobile Phone

v

Any Other Allergies

HEALTH & MEDICAL (HOLD CTRL OR CMD (MAC) TO SELECT MULTIPLE ITEMS)

Diagnosed Medical Conditions *

None

ADD/ADHD

Anxiety/Depression

Number of Adults in the household *

6.79

Number of Youth in household *

1.00

Primary language spoken in the home *

English

Household Income Range *

\$0 - 10,000

Assistance Programs

None

Step 7: Review & Sign Contracts

Next, you will arrive at the **Sign Contracts** page.

- Please read **each contract in its entirety**
- Select **“Sign”** for each contract
- When all contracts are signed, select **“Finish”**

Current Location: Boys & Girls Club of Brookings K-5 Grade Club (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

BROOKINGS ELEMENTARY MEMBERSHIP SPRING 2026 LEVEL 1

Sign Contracts

REGISTRATION STEP 3/3

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Little - BGCNP Behavior Policy	Draft	Sign	12/31/2025 by BGCA Testing	N/A	N/A	Prior to Purchase
Little - Medical Information & Release Waiver	Draft	Sign	12/31/2025 by BGCA Testing	N/A	N/A	Prior to Purchase
Little - Parent & Youth Orientation Waiver	Draft	Sign	12/31/2025 by BGCA Testing	N/A	N/A	Prior to Purchase

[Back](#) [Finish](#)

Step 8: Review Summary Page

You will then see a **Summary Page**.

- If enrolling **one child**, select **Next**

- **If enrolling additional children under a different membership type, select *Back to Browse***

Current Location: Boys & Girls Club of Brookings K-5 Grade Club (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

If you have more than one member to register, please select 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

If you are only enrolling one member, please select Next.

Back To Browse Next

Immediate Charges

LITTLE TESTING - BROOKINGS ELEMENTARY MEMBERSHIP SPRING 2026 LEVEL 1 MEMBERSHIP \$50.00

IMMEDIATE PAYABLES

Initial Fee	\$50.00
GRAND TOTAL	\$50.00

Enter Coupon Code Apply Code

Step 9: Payment Page

After completing all registrations, you will be taken to the **Payment Page**.

- Select your **payment method**
- Enter payment details as prompted

Payment

Return

Charges Due Now

Item	Sum
Little Testing - Brookings Elementary Membership Spring 2026 Level 1	\$50.00
Total	\$50.00

Payment

Total Due	\$50.00
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Select Payment Method:

Select Payment Method

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

New Payment Methods

ACH

Charge to Household


Credit Card

Cancel

Save

Step10: Enrollment Complete

Once payment information is submitted, **your child is successfully enrolled.**

 You're all set!