

BGCNP MyClubHub Enrollment Instructions

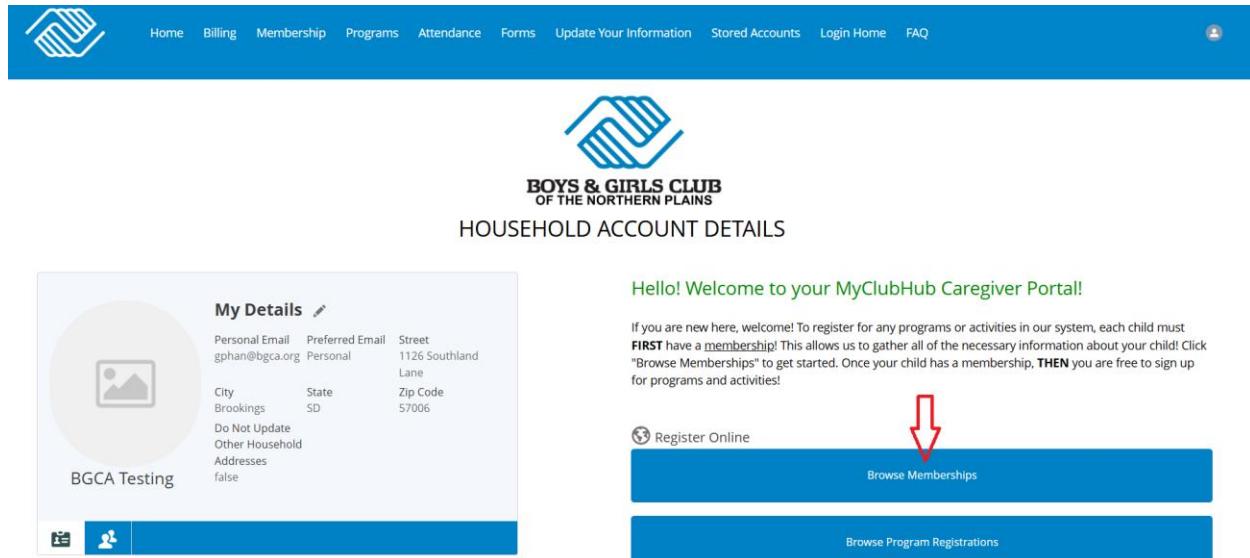
Step 1: Log In

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.



The screenshot shows the MyClubHub Caregiver Portal interface. At the top, there is a blue header bar with the Boys & Girls Club logo and links for Home, Billing, Membership, Programs, Attendance, Forms, Update Your Information, Stored Accounts, Login Home, and FAQ. Below the header is the main content area. The title "HOUSEHOLD ACCOUNT DETAILS" is centered. On the left, there is a sidebar with a user profile picture placeholder and the text "BGCA Testing". The main content area has a section titled "My Details" with fields for Personal Email (gphan@bgca.org), Preferred Email (Personal), Street (1126 Southland Lane), City (Brookings), State (SD), Zip Code (57006), and checkboxes for "Do Not Update Other Household Addresses" (false). To the right of this is a welcome message: "Hello! Welcome to your MyClubHub Caregiver Portal!" followed by a note about registering for programs. Below the note are three blue buttons: "Register Online" (with a red arrow pointing to it), "Browse Memberships" (highlighted with a red box), and "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**.



The demographic information collected is intended solely for purposes such as statistical analysis, reporting, and supporting grant applications. We are committed to protecting your privacy. The responses will remain confidential and not be shared in a way to identify you personally.

Select a membership category below. If you are not seeing the membership you need, check your "Current Location" setting.

Current Location: Showing Data for All Locations (Change) 

MEMBERSHIPS

REGISTRANTS

CHECKOUT



Select a Membership Category

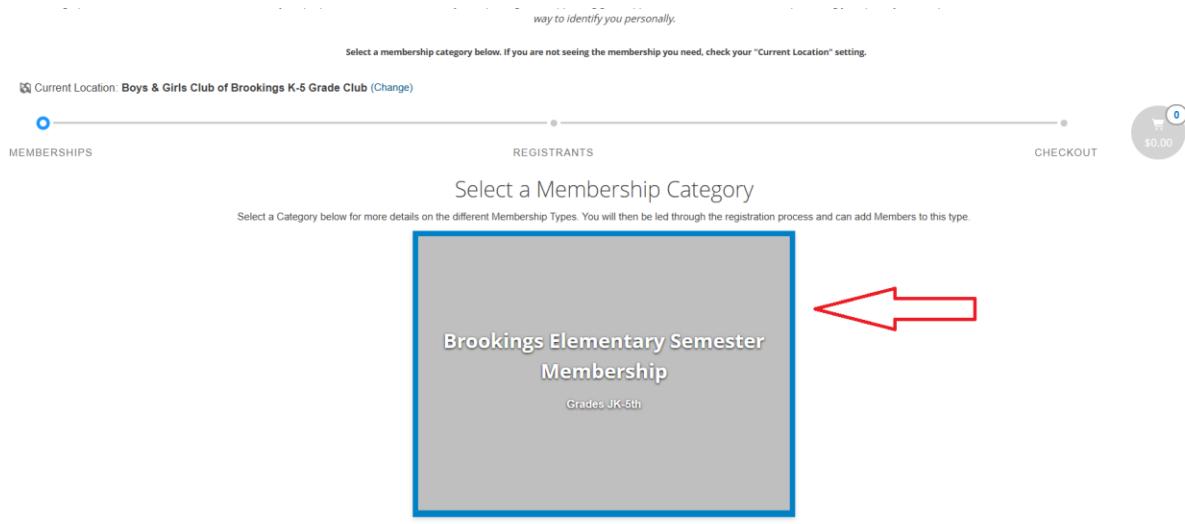
Select a Category below for more details on the different Membership Types. You will then be led through the registration process and can add Members to this type.

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

 BGCA Testing -	 Little Testing - 10	 Very Little Testing - 5	 Add Household Member
Edit	Select	Edit	Select

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

MEMBERSHIPS REGISTRANTS CHECKOUT

BROOKINGS ELEMENTARY MEMBERSHIP SPRING 2026 LEVEL 1
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Select contacts

 BGCA Testing -	 Little Testing - 10	 Very Little Testing - 5	 Add Household Member
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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

Back Next →

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

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

Any Other Allergies: (empty field)

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

Back Finish →

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

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.

Summary

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

Back To Browse Next

MEMBERSHIPS REGISTRANTS CHECKOUT

Immediate Charges

LITTLE TESTING - BROOKINGS ELEMENTARY MEMBERSHIP SPRING 2026 LEVEL 1

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	

Step10: Enrollment Complete

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

 You're all set!