



## MyClubHub Parent Portal Quick Guide

Visit this website: <https://bgcnorthernplains.my.site.com/V2/s/login-home>

Throughout this process, you may see more options than you are used to during registration. This is because we serve 4 locations – Brookings, Moody County, Yankton and Vermillion!

### START BY CREATING AN ACCOUNT

- ◆ This will house all your information so you can update it whenever necessary.

**NEW TO THE PORTAL?**  
Register your household account

**CREATE ACCOUNT**

**ALREADY HAVE AN ACCOUNT?**

Login below

Username (Email)

Password

**View My Account**

Forgot Password?

**PARENTS/GUARDIANS: Enter your information below to create an account.**

### Create Account

* First name	<input type="text"/>	* Last name	<input type="text"/>
* Birthdate	<input type="text"/>	* Email	<input type="text"/>
* Mobile Phone	<input type="text"/>	* Street	<input type="text"/>
* City	<input type="text"/>	* State	<input type="text"/>
* Zip Code	<input type="text"/>	* Country	<input type="text"/>
Role in Household	<input type="text"/>	* Employer/Organization	<input type="text"/>
* Work Phone	<input type="text"/>		

**Submit**

- ◆ Next, fill out YOUR information – not the child’s.

- ◆ If you do not have an employer or work phone, you can list “None.”

### Change Your Password

Enter a new password for **kaylahupf@gmail.com**. Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

\* New Password

\* Confirm New Password

[Change Password](#)

◆ After you click submit you will receive an email. Follow the link in the email to set a password.

◆ At this point you should be into the homepage of your parent portal account. It should say HOUSEHOLD ACCOUNT DETAILS towards the top. This is where you will add your children to your household, register for memberships and programs, and update your information when necessary.

◆ To add your child/ren to your account, click “Add Household Member” on the left side of the page.

◆ You will then be able to enter each child as a contact under your household.

### Create New Contact

Account

Hupf, Kayla Household

\* First Name \* Last Name

\* Birthdate

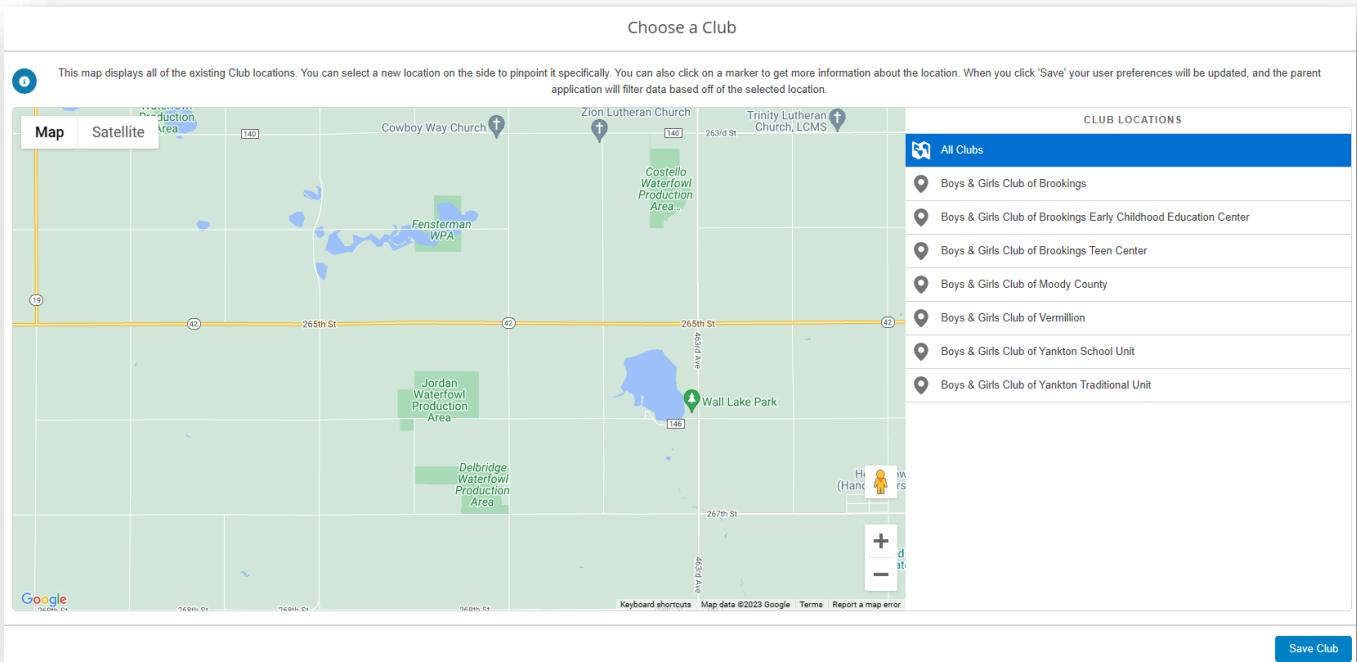
[Save](#)

**IMPORTANT:** You must first register for an annual membership **AND** check out before registering for any specific programs or activities.

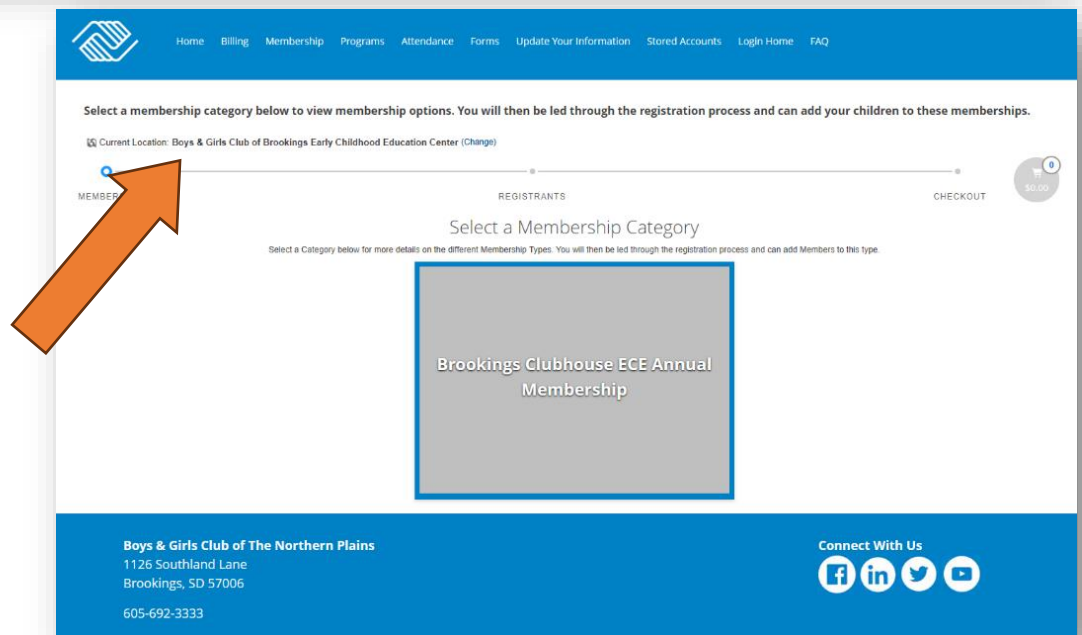
For example, if you have a 4-year-old in the Brookings preschool program, you must first register as a Brookings ECE member (\$0) before registering for your specific fee-based preschool programs. If you are registering a teen, you may only need to register for the \$25 annual membership.

## SELECT YOUR MEMBERSHIP

- ◆ Click the button that says “Browse Memberships” on your account homepage
- ◆ Choose your location



- ◆ Select your membership
- ◆ If you don't see the membership category you're looking for, double check your selected location.



- ◆ Select a contact to register or add a household member if your contact is not yet listed
  - You can select more than one child if they qualify for that membership
  - Click NEXT

The screenshot shows the 'Select Registrants' step of the registration process. At the top, there is a navigation menu with links: Home, Billing, Membership, Programs, Attendance, Forms, Update Your Information, Stored Accounts, Login Home, and FAQ. Below the menu, a message states: '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.' The current location is 'Boys & Girls Club of Brookings Early Childhood Education Center (Change)'. A progress bar shows three steps: MEMBERSHIPS, REGISTRANTS (current), and CHECKOUT. A shopping cart icon shows \$0.00. The page title is 'BROOKINGS CLUBHOUSE ECE MEMBERSHIP 2024' and the sub-title is 'Select Registrants'. It is 'REGISTRATION STEP 1/3' for 'Ages: 3 - 6' with '0 / 1 CONTACTS SELECTED'. A 'Select contacts' box contains two options: 'Kayla Hupf - 29' (with 'Edit' and 'Ineligible' buttons) and 'Add Household Member'. The footer includes the organization's name, address (1126 Southland Lane, Brookings, SD 57006), phone number (605-692-3333), and social media icons for Facebook, LinkedIn, Twitter, and YouTube.

- ◆ Fill out the membership questions for EACH child
  - This gives us important information to keep on file such as emergency contacts, allergy information, etc.
  - Click NEXT

The screenshot shows the 'Membership Questions' step of the registration process. The navigation menu and header are the same as in the previous screenshot. The progress bar is now on the 'REGISTRANTS' step. The page title is 'BROOKINGS CLUBHOUSE ECE MEMBERSHIP 2024' and the sub-title is 'Membership Questions'. It is 'REGISTRATION STEP 2/3'. A note says: 'Please fill the following forms for each member. Required fields have an asterisk \*'. The contact name '1. Sawyer Hupf' is displayed. The form is divided into three columns:
 

- ADDITIONAL GUARDIAN 1 (DO NOT LIST YOURSELF)**: Fields for 'Additional Guardian 1 First Name', 'Additional Guardian 1 Last Name', 'Additional Guardian 1 Relationship', 'Additional Guardian 1 Mobile Phone', and 'Additional Guardian 1 Work Phone'. A note says: 'If your child has any additional guardians please list them here. You do not need to list yourself.'
- HEALTH & MEDICAL ECE (HOLD CTRL OR CMD (MAC) TO SELECT MULTIPLE ITEMS)**: Includes 'Any Other Allergies', 'Immunization Records' (with a note: 'Immunization records are required to attend the program and must be submitted before your child's application is complete. Please check the box below to acknowledge that you have read and understand the requirement stated above.\*'), and 'Diagnosed Medical Conditions\*' (with options: None, ADD/ADHD).
- HOUSEHOLD DEMOGRAPHICS (HOLD CTRL OR CMD (MAC) TO SELECT MULTIPLE ITEMS)**: Includes 'Does this contact live with the member?', 'Member Lives With\*', 'Housing Type\*', 'Number of Adults in the household\*', and 'Number of Youth in household\*'.

 The footer is the same as in the previous screenshot.

- ◆ Depending on what you have registered for, there should be one or more contracts/waivers to sign.
  - It's important to review the handbook if you haven't before! It holds *valuable* information.
  - After "signing" click FINISH

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.

Boys & Girls Club of Brookings Early Childhood Education Center (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$0.00

BROOKINGS CLUBHOUSE ECE MEMBERSHIP 2024

### Sign Contracts

REGISTRATION STEP 3/3

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Sawyer - Brookings ECE Parent & Youth Orientation Waiver	Draft	<a href="#">Sign</a>	11/29/2023 by Kayla Hupf	N/A	N/A	Prior to Purchase
Sawyer - Medical Information & Release Waiver LC	Draft	<a href="#">Sign</a>	11/29/2023 by Kayla Hupf	N/A	N/A	Prior to Purchase

- ◆ This will bring you to a summary page.
  - Please review the selections in your cart and verify you have chosen the correct location and time frame.
  - At this point you have the option to:
    - Go "Back to Browse" to add more memberships
    - OR "Finish" to check out
  - Remember you will have to check out with your membership before registering for your specific programs. This summary page is NOT your completion page.

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: Boys & Girls Club of Brookings Early Childhood Education Center (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$0.00

[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. [Finish](#)

### Summary

IMMEDIATE CHARGES

SAWYER HUPF - BROOKINGS CLUBHOUSE ECE MEMBERSHIP 2024 MEMBERSHIP

IMMEDIATE PAYABLES

GRAND TOTAL \$0.00

Enter Coupon Code  [Apply Code](#)

**Setup Payment**

**1 DUE NOW - DEFAULT**

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.

Sawyer Hupf - Brookings Elementary Spring Morning Program 2024 - Boys & Girls Club of Brookings - Starts: 1-1-2024 6:30 AM	\$100.00
<b>Balance Total:</b>	<b>\$100.00</b>

[Make Payment](#)

**TOTAL DUE NOW**

\$100.00

- ◆ If there is a balance due for your membership click MAKE PAYMENT, and you will be taken to a payment screen.
- ◆ Once this is complete OR if you don't owe anything for your membership, you will get the payment complete page.
- ◆ From here you can return to your account to register for programs.

**Important:** Your transaction is not complete until you come to this page that says **PAYMENT COMPLETE** at the top and you have the option to send yourself a receipt.

**Payment Complete**

Transaction • T-000239

Hi Kayla Hupf, thank you for making transaction T-000239 from Community

**RECEIPT**

Email Receipt To

khupf@greatfuturesd.org

[Send](#)

[View or Print Receipt](#)

[Return to My Account](#)

## SELECT A PROGRAM

- ◆ Programs can be found through a tab at the top of the page or a button on your account homepage
- ◆ Narrow your search by selecting your location

To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES
Brookings Elementary Morning Program	Brookings Elementary Morning Program	Brookings Elementary Morning Program 2023-2024	None Jan 01 '24	-	\$100.00
Moody County Morning Program	Moody County Morning Program	Moody County Morning Program 2023-2024	multiple options	-	\$50.00
Vermillion Academy Morning Program	Vermillion Academy Morning Program	Vermillion Academy Morning Program 2023-2024	None Aug 20 '23	-	\$90/Month

Keyword or Code

SEARCH

BROWSE FILTER

CATEGORIES

- Afternoon Program
- Club Activities
- Early Childhood Education
- Morning Program
- No School Days

- ◆ You can filter by age, grade, etc. on the left
- ◆ There may not be an option available under every category listed, depending on your chosen location
- ◆ If I were registering a 4-year-old for Brookings ECE, for example, I would click on the category: Early Childhood Education
  - I can then expand my options with the button on the right side and choose which programs to enroll in.
  - Select “enroll” and choose which child/ren you want to add to that program.
  - From this point the steps should be similar to what you saw when registering for a membership.

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES
Brookings Clubhouse ECE	Brookings Clubhouse ECE	Brookings Clubhouse ECE 2023-2024	None Aug 20 '23	-	See Course Option

You can enroll in up to 2 options for Brookings Clubhouse ECE - Brookings Clubhouse ECE 2023-2024

MORNING 3 YEAR OLD PRESCHOOL 23-24	FULL DAY 4-5 YEAR OLD PRESCHOOL 23-24	AFTERNOON 3 YEAR OLD EXTENDED ENRICHMENT 23-24
Aug 20 '23 - May 31 '24 7:30 AM - 11:30 AM Ages 3 to 4 \$250/Month ENROLL	Aug 20 '23 - May 31 '24 7:30 AM - 3:30 PM Ages 4 to 6 \$550/Month ENROLL	Aug 20 '23 - May 31 '24 11:30 AM - 6:00 PM Ages 3 to 4 \$450/Month ENROLL
<b>CONTINUED EDUCATION 23-24</b> Aug 20 '23 - May 31 '24 3:30 PM - 6:00 PM Ages 4 to 6 \$150/Month ENROLL		

# COMPLETING FORMS

- ◆ The last section to look at after registration is the FORMS
- ◆ These can be found through a tab at the top of the page or by navigating to the bottom half of your homepage

Below are forms and documents either open or previously submitted with our organization.

**Forms Requiring Action**  
Review the list below for forms requiring action.

<b>OVERDUE</b>	Sawyer Hupf	Immunization Records ACTIVATED: Nov 24, 2023 DUE: Nov 24, 2023	Fill Out Form
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- ◆ Your “Forms Requiring Action” will depend on certain questions answered throughout registration.
- ◆ Once you complete your forms, they will move to “Forms in Review” for our staff

**Forms in Review**  
The following forms are in process with our organization. No Action from you is required.

<b>STAFF REVIEW</b>	Sawyer Hupf	Household Details ACTIVATED: Nov 27, 2023 DUE: Nov 27, 2023
<b>STAFF REVIEW</b>	Sawyer Hupf	Household Details ACTIVATED: Nov 27, 2023 DUE: Nov 27, 2023

**History**  
Form history, see details for completed forms.

No Records Found

\*If you qualify for Childcare Assistance, please reach out to the Club after registration.\*