For **first time users** to get you into MyClubHub and to pay your memberships, follow these steps:

1) Use link to access the Parent Portal: https://bgctroy.my.site.com/portal/s/login/ or scan the QR Code to the right.
2) Click the green "Create An Account" button under "New to the Portal?"
3) Enter your info to create account. Green box will confirm & direct you to check your email.
4) In your inbox, open the email from "MyClubHub Parent Portal" and click the link to get started. You may want to check your Spam folder if nothing is in your inbox.
5) Create your new password & click the "Change Password" button. You are now officially in the Parent Portal.
6) Click the blue "View" button under "Register for Memberships".
7) Click "BGCT Annual Memberships".
8) Now click the blue "Enroll" button on the right side of the page for 2026-2027.
9) Then click on “Add Household Member”. Then fill out the “Create New Contact” box. Do this again for the 2nd child.
10) Click on both children and the click the blue "Next" button at the top right below the shopping cart, and then fill out the membership information for both children. Hit next at the top of the page when the info is entered.
11) Click "Sign", read the text, and sign the Signature Box. Click "Confirm," then "Complete".
12) Then click Finish and then Finish Again.
13) Now click "Setup Payment Method". There is a $70 charge for 26-27 year, but all members are required to store a credit card in the system.
14) Pick your preferred option: Setup Payment Method (will allow you to be invoiced) or Pay Future Due (will allow you to pay a balance now).
15) Enter your information, then click "Next".
16) Enter Credit Card information, then click "Process Transaction".
17) Follow instructions from there and you will be all set.

This may seem like a lot of steps, but we have provided a lot of detail to make it as simple as we can. The whole process should like 5 minutes to complete.

If you have any questions, please contact our Club Director, Jim Adams, at jimbgctroy@comcast.net or (248) 689-1687.