

Welcome to the BGC of Martin County Parent Portal!

*How to create your account,
login, add members, register
for memberships, and
add/update information.*



BOYS & GIRLS CLUBS
OF MARTIN COUNTY

NEW TO THE PORTAL?

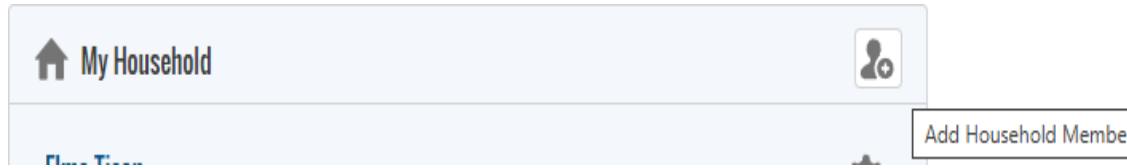
Register for a new Household Account



Creating Your Account

- Once you've located the portal homepage, there will be an option to create your account or login. If you are returning to the club but it's your first time in the parent portal- select the "Create Account Option".
- This option will direct you to a page that will ask for the primary guardian's information.
 - Please ensure the email address used, is the same email that was listed on your child's previous application. (If you are a returning family).
- After you've submitted this information, an email will be sent to the address listed, that will contain a link to setup your parent portal password.
- Upon creating a password, you will be automatically logged in. If you need to complete later or on a different device, this password and your email can be used to login under the "Already Have An Account" option.

Adding Members to Your Account

A screenshot of a 'Create New Contact' form. It includes fields for 'Account' (with a dropdown menu), 'First Name', 'Last Name', and 'Birthdate'. There is a 'Save' button at the bottom.

Before registering for a membership, you'll need to verify your child/ren are already under your account or if they need to be added.



Select the "View Account Details" option. **This page will give you a quick view of active memberships, your details as the primary guardian, the members in your household, and any digital forms that need to be completed.*



Any members currently listed under your account will be shown under "My Household". If there are no members, you will need to add them by selecting the add button.

Time to Register!

Memberships

1. Now that you've added your members and updated your information, you can register for a membership.

2. Locate the "Memberships" tab at the top of your page.

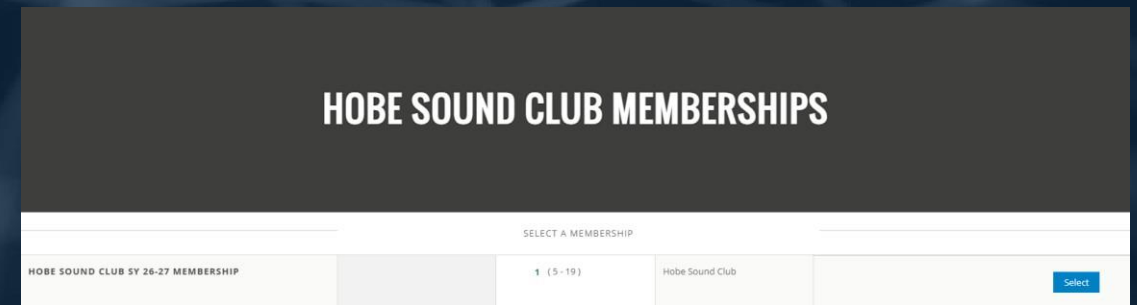
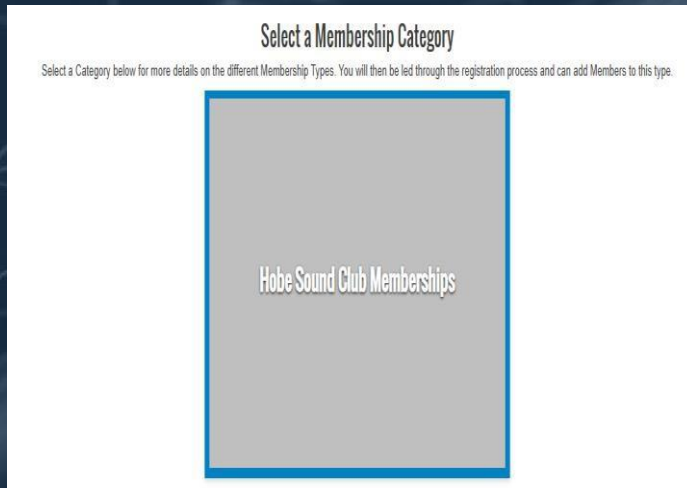
📍 Current Location: **Hobe Sound Club** (Change)

3. Select the location for your designated club.

4. Select the club membership.

5. Once you've selected the club membership, you'll select the specific membership for that site.

If your child/ren attend the Greater Stuart Site, you will need to choose the K-5 membership or 6-8, depending on the grade level.



Registration Continued

- Select which members of your household will be registered.
- A set of questions will be provided.
 - Permissions
 - Contact Information
 - Household Information
 - Medical/Allergy & More
 - The school your member will need transportation to/from. ****Please note each of our sites provides transportation to certain schools. Contact your site to confirm that transportation is offered to your selected school.***
- A list of forms will be provided for your review and digital signature. Some forms are member specific so they may be listed for each member you've registered.
- Once signed, you may proceed with "checking out". There are no charges due, upon registering. An option to email your receipt or confirmation will be shown at the bottom.

Update Your Information

After you've registered and added your member/s, you can log back in and update your information at any time under the "Update Your Information" tab at the top.

Update Your Information

Select the child/ren for which the information needs to be updated from the dropdown.

* Select Household Member

Grouch

Ciara

Elmo

Grouch

John

Mary

Oscar

Update the necessary info. Please be sure to select confirm and finish when done with each form so it's submitted.

* Select Form to Update

Additional Parents/Guardians

Additional Parents/Guardians

Child Allergy & Medical Information

Child Emergency Contacts

Household Details

School Information, Including School Lunch Status

Once completed you can see the status of each form under the "forms" tab at the top.

Additional Information

To view the status of your submitted forms, select the “Forms” option at the top. To view current memberships, select “My Account”.

You can also submit a ticket via the help desk option on our website, if you need assistance.

The three initial questions and forms are required to be reviewed and signed before completing your registration. If you have any questions, concerns, or cannot complete your registration, please reach out to your selected site.

BGCMC staff cannot view the password to your parent portal, but we can provide an email link to reset it.

If you receive a red notice at the top of your page, during any part of your registration, please ensure you’ve filled out all required information.