

MVBGC accepts registrations and memberships through its **Parent Portal**. If you do not have a Parent Portal Account, follow the steps below for **creating a new account** in the **Parent Portal**. **For Returning Users: Go to page 2** and follow the steps for **Logging into the Parent Portal**. **DO NOT CREATE A NEW ACCOUNT.**

Creating a New Account

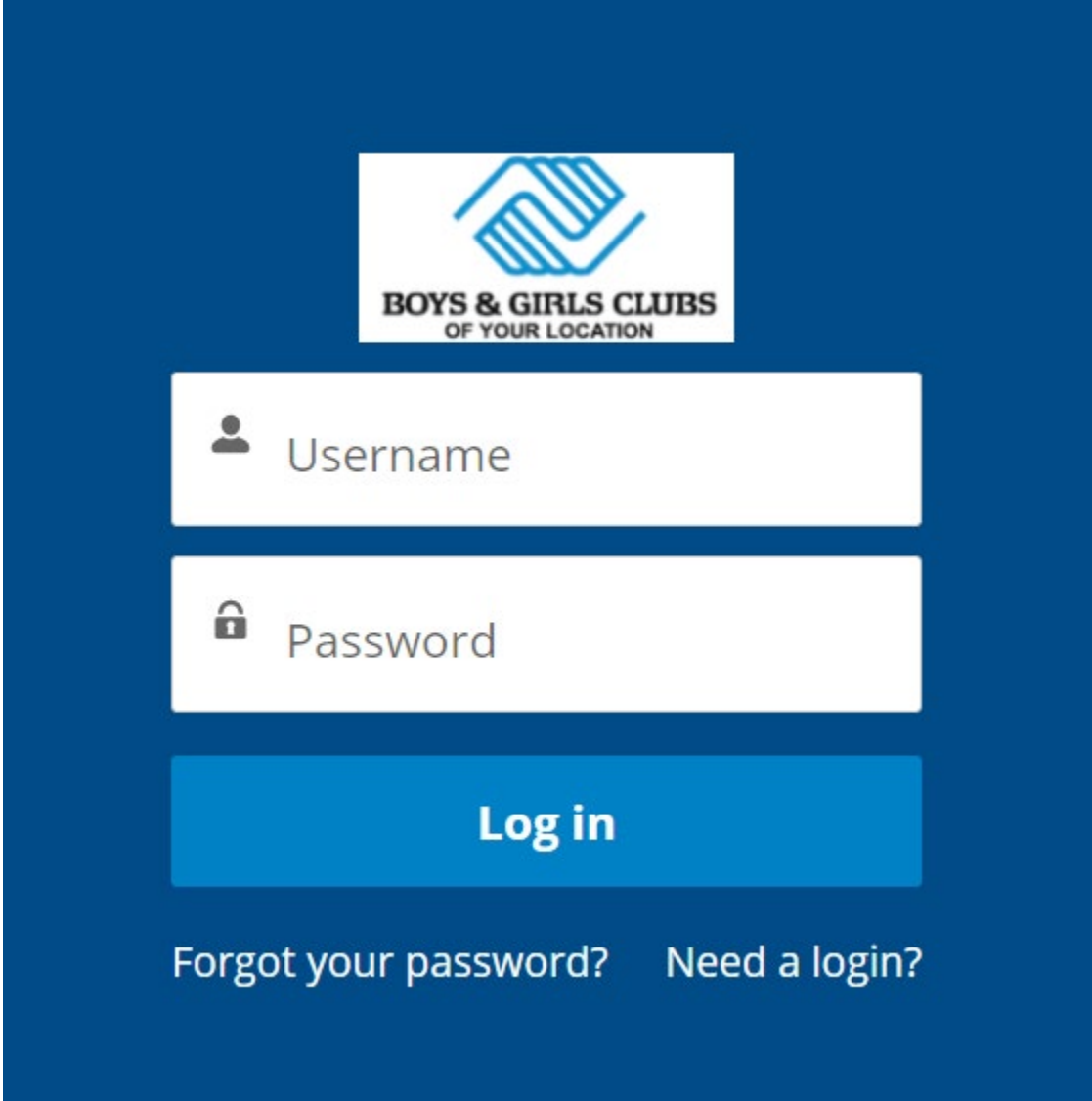
The steps below cover the process of creating a new account on the parent portal.

Step	Action																												
1	<p>A. Visit the Club website: (www.mvbgclub.org)</p> <p>B. Select the Parent Portal tab and click Need a Login? Button.</p> <p>C. Fill out the form. The system will automatically check to see if there is an existing account (matched by email). If a current account exists, the parent will be matched to the existing Household data that is already in the system. If the current account does not already exist, a new account will be created.</p> <p style="padding-left: 20px;">a. Note: If the system encounters an issue with finding multiple matches, the parent will be prompted with a notice to call the Club for further support.</p> <p>D. Click Submit to create the new account. A welcome email with a confirmation link will be sent to the parent's email address.</p> <p>E. Follow the directions on page 2 for logging into the Parent Portal</p> <div data-bbox="326 1066 1404 1816" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">PARENTS/GUARDIANS: Enter your information below to create an account.</p> <p style="text-align: center;">Create Account</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">* First name</td> <td style="width: 50%;">* Last name</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>* Birthdate</td> <td>* Email</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Home Phone</td> <td>* Mobile Phone</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Other Phone</td> <td>Business Fax</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>* Street</td> <td>* City</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>* State</td> <td>* Zip Code</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Country</td> <td>Role in Household</td> </tr> <tr> <td><input type="text"/></td> <td>Guardian</td> </tr> </table> <p style="text-align: center;">Submit</p> </div>	* First name	* Last name	<input type="text"/>	<input type="text"/>	* Birthdate	* Email	<input type="text"/>	<input type="text"/>	Home Phone	* Mobile Phone	<input type="text"/>	<input type="text"/>	Other Phone	Business Fax	<input type="text"/>	<input type="text"/>	* Street	* City	<input type="text"/>	<input type="text"/>	* State	* Zip Code	<input type="text"/>	<input type="text"/>	Country	Role in Household	<input type="text"/>	Guardian
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Logging into the Parent Portal

The steps below outline the process for **logging into the parent portal**.
If you have never logged into the Parent Portal, please follow the directions for creating a new account.

The steps below cover the process for logging into your parent portal account on the parent portal.

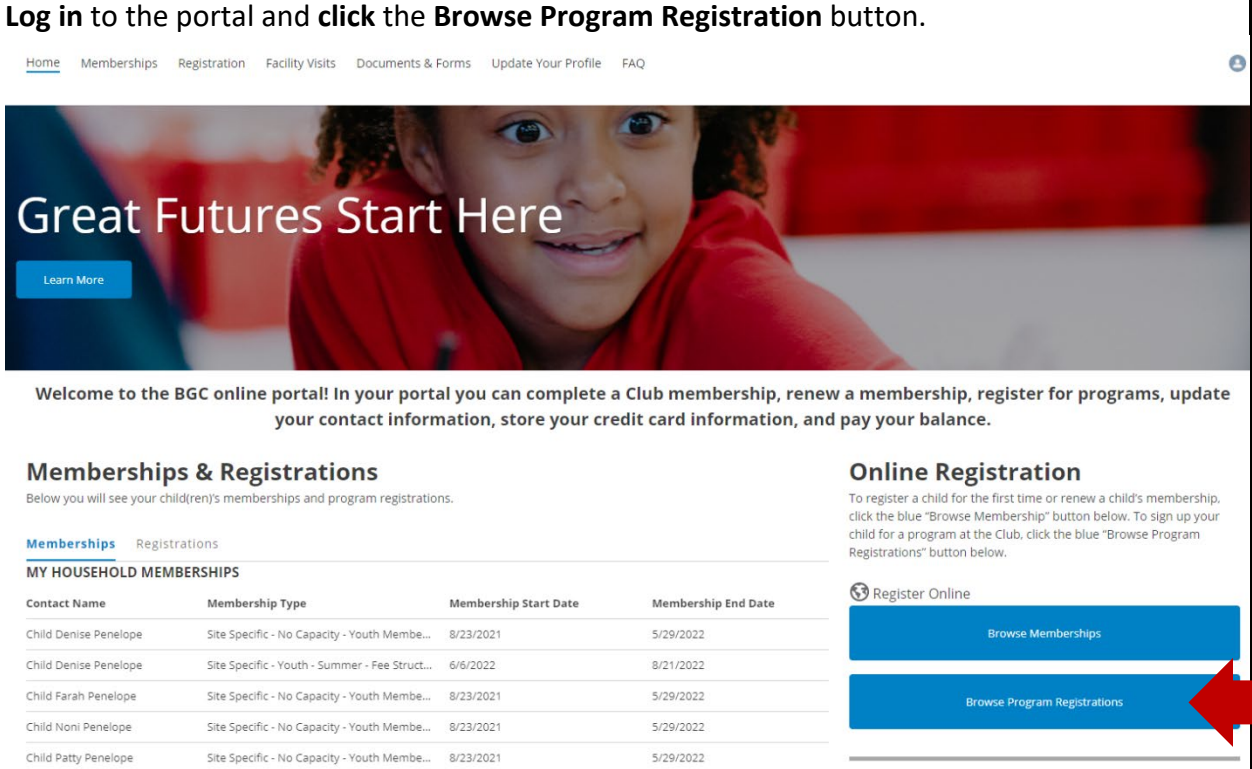
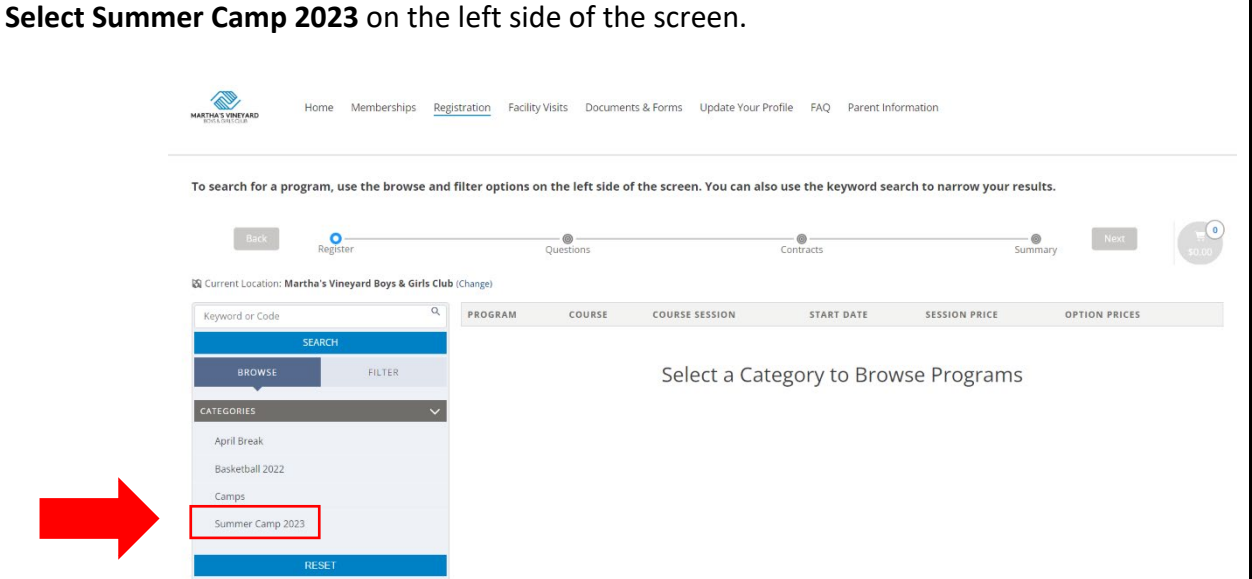
Step	Action
1	<p>To log into your Club's parent portal, enter your user name and password and click Login. You can click Forgot Password to reset the password for your account and receive a reset link via email.</p> 

Parent/Guardian: Registering for Summer Camp

New users: Follow the steps for creating an account in the Parent Portal

Returning Users: Follow the steps below for Logging into your Parent Portal

The steps below cover the process that you will follow to REGISTER FOR SUMMER CAMP 2023 online through the Parent Portal.

Step	Action																								
1	<p>Log in to the portal and click the Browse Program Registration button.</p>  <p>Memberships & Registrations Below you will see your child(ren)'s memberships and program registrations.</p> <p>Online Registration To register a child for the first time or renew a child's membership, click the blue "Browse Membership" button below. To sign up your child for a program at the Club, click the blue "Browse Program Registrations" button below.</p> <table border="1"><thead><tr><th>Contact Name</th><th>Membership Type</th><th>Membership Start Date</th><th>Membership End Date</th></tr></thead><tbody><tr><td>Child Denise Penelope</td><td>Site Specific - No Capacity - Youth Membe...</td><td>8/23/2021</td><td>5/29/2022</td></tr><tr><td>Child Denise Penelope</td><td>Site Specific - Youth - Summer - Fee Struct...</td><td>6/6/2022</td><td>8/21/2022</td></tr><tr><td>Child Farah Penelope</td><td>Site Specific - No Capacity - Youth Membe...</td><td>8/23/2021</td><td>5/29/2022</td></tr><tr><td>Child Noni Penelope</td><td>Site Specific - No Capacity - Youth Membe...</td><td>8/23/2021</td><td>5/29/2022</td></tr><tr><td>Child Patty Penelope</td><td>Site Specific - No Capacity - Youth Membe...</td><td>8/23/2021</td><td>5/29/2022</td></tr></tbody></table>	Contact Name	Membership Type	Membership Start Date	Membership End Date	Child Denise Penelope	Site Specific - No Capacity - Youth Membe...	8/23/2021	5/29/2022	Child Denise Penelope	Site Specific - Youth - Summer - Fee Struct...	6/6/2022	8/21/2022	Child Farah Penelope	Site Specific - No Capacity - Youth Membe...	8/23/2021	5/29/2022	Child Noni Penelope	Site Specific - No Capacity - Youth Membe...	8/23/2021	5/29/2022	Child Patty Penelope	Site Specific - No Capacity - Youth Membe...	8/23/2021	5/29/2022
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2	<p>Select Summer Camp 2023 on the left side of the screen.</p>  <p>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.</p> <p>Back Register Questions Contracts Summary Next \$0.00</p> <p>Current Location: Martha's Vineyard Boys & Girls Club (Change)</p> <p>Keyword or Code SEARCH</p> <p>BROWSE FILTER</p> <p>CATEGORIES</p> <ul style="list-style-type: none">April BreakBasketball 2022CampsSummer Camp 2023 <p>RESET</p> <p>PROGRAM COURSE COURSE SESSION START DATE SESSION PRICE OPTION PRICES</p> <p>Select a Category to Browse Programs</p>																								

3 Click **Enroll** to register, or **Enroll > Waitlist** if there are no available spots.

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.

Back Register Questions Contracts Summary Next \$0.00

Current Location: Martha's Vineyard Boys & Girls Club (Change)

Keyword or Code SEARCH

BROWSE FILTER

CATEGORIES

- April Break
- Basketball 2022
- Camps
- Summer Camp 2023

PROGRAMS

- Summer Camp

RESET

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES
Summer Camp	Summer Camp 2023	Summer Camp Session I	MO TU WE TH FR Jul 05 '23	\$750.00	ENROLL
Summer Camp	Summer Camp 2023	Summer Camp Session II	MO TU WE TH FR Jul 31 '23	\$750.00	ENROLL

4 On the next screen, **select** each **child** that you would like to purchase the registration for and **click Next**. Note: You can create a new contact on the fly by clicking the **Add Household Member** option from this screen.

←Back Select Registrants Next →

REGISTRATION STEP 1/3

Ages: 5 - 19

0 / 5 CONTACTS SELECTED

Select contacts

- BC Barbara-jean Chauvin - 22 Edit Ineligible
- MB MV2 Boys & Girls Club - 9 Edit **Select**
- MB MV3 Boys & Girls Club - 13 Edit **Select**
- MB MV4 Boys & Girls Club - 10 Edit **Select**
- MB MV Boys & Girls Club - 10 Edit **Select**

Add Household Member

5 **Answer the Membership/Registration Questions form for each registrant and click the Next button.**

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: Martha's Vineyard Boys & Girls Club (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$35.00

← Back Next →

SCHOOL YEAR MEMBERSHIP 22-23
Membership Questions
 REGISTRATION STEP 2/3

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

1. MV2 Boys & Girls Club

MEMBER INFORMATION

Is child in foster care?

Tribal Affiliation

SCHOOL INFORMATION

School Name *

School ID Number

Additional Guardian 2 Last Name

Additional Guardian 2 Relationship

Additional Guardian 2 Mobile Phone

Additional Guardian 2 Alternate Phone

Additional Guardian 2 Email

Additional Support in School/community

504 (accommodation)

Individualized Education Plan

Meets with school or private counselor

Other Additional Support

Member Use EpiPen

Member Use Insulin

Member Use Inhaler

6 **Review and Sign any Contracts and click the Finish button**

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: Martha's Vineyard Boys & Girls Club (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$35.00

← Back Finish →

SCHOOL YEAR MEMBERSHIP 22-23
Sign Contracts
 REGISTRATION STEP 3/3

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
MV2 - Insurance Disclaimer	Draft	Sign	9/22/2022 by Barbara-jean Chauvin	N/A	N/A	Prior to Purchase
MV2 - Miscellaneous Club Waivers	Draft	Sign	9/22/2022 by Barbara-jean Chauvin	N/A	N/A	Prior to Purchase
MV2 - Personal Items Policy	Draft	Sign	9/22/2022 by Barbara-jean Chauvin	N/A	N/A	Prior to Purchase

7 **Review the Transaction Summary. If applicable, click the cart to enter any coupons. Click Pay Now. FOR FAMILIES WITH MULTIPLE SIBLING REGISTRATIONS, Enter SIBLINGS for the coupon code and Click Apply Code**

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.

8 Select either **Make Payment** or **Pay at Club**. Note: By clicking Make Payment, you will be taken to a credit card payment screen.

9 After registering for a program, the parent/guardian will have the ability to view all Memberships & Registrations belonging to contacts within their household.

10 From the Payment Complete page, you have the following options:

- View or Print Receipt
- Navigate back to the Account home page



Payment Complete

Transaction · T-000040

Hi John Doe, thank you for making transaction T-000040 from Community

RECEIPT

Email Receipt To

For families seeking financial assistance: Please contact the following agencies before seeking assistance from MVBGC:

- Carol Bergen at Baily Boyd (cbergen@baileyboyd.com) or
- The Family Resource Center at MV Community Services 508-693-7900 x406