

MVBGC accepts memberships and registrations 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.**

*To fully register for Summer Camp, payment is required at the time of registration. You will also be required to provide your camper's most recent Immunization and Physical Exam records.*

## Creating a New Account

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

Step	Action
1	<p><b>A. Visit the Club website: (<a href="http://www.mvbgclub.org">www.mvbgclub.org</a>)</b></p> <p><b>B. Select the Parent Portal tab and click <a href="#">Create Account</a> Button.</b></p> <p><b>C. Select the <a href="#">green Create Account</a> button</b></p> <p><b>D. Fill out the form.</b> 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: 40px;"><b>a.</b> 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><b>E. Click Submit</b> to create the new account. A welcome email with a confirmation link will be sent to the parent's email address.</p> <p><b>F. Follow the directions on page 2 for logging into the Parent Portal</b></p>

**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"/>
Home Phone	<input type="text"/>	* Mobile Phone	<input type="text"/>
Other Phone	<input type="text"/>	Business Fax	<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" value="Guardian"/>

**Submit**

# 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.

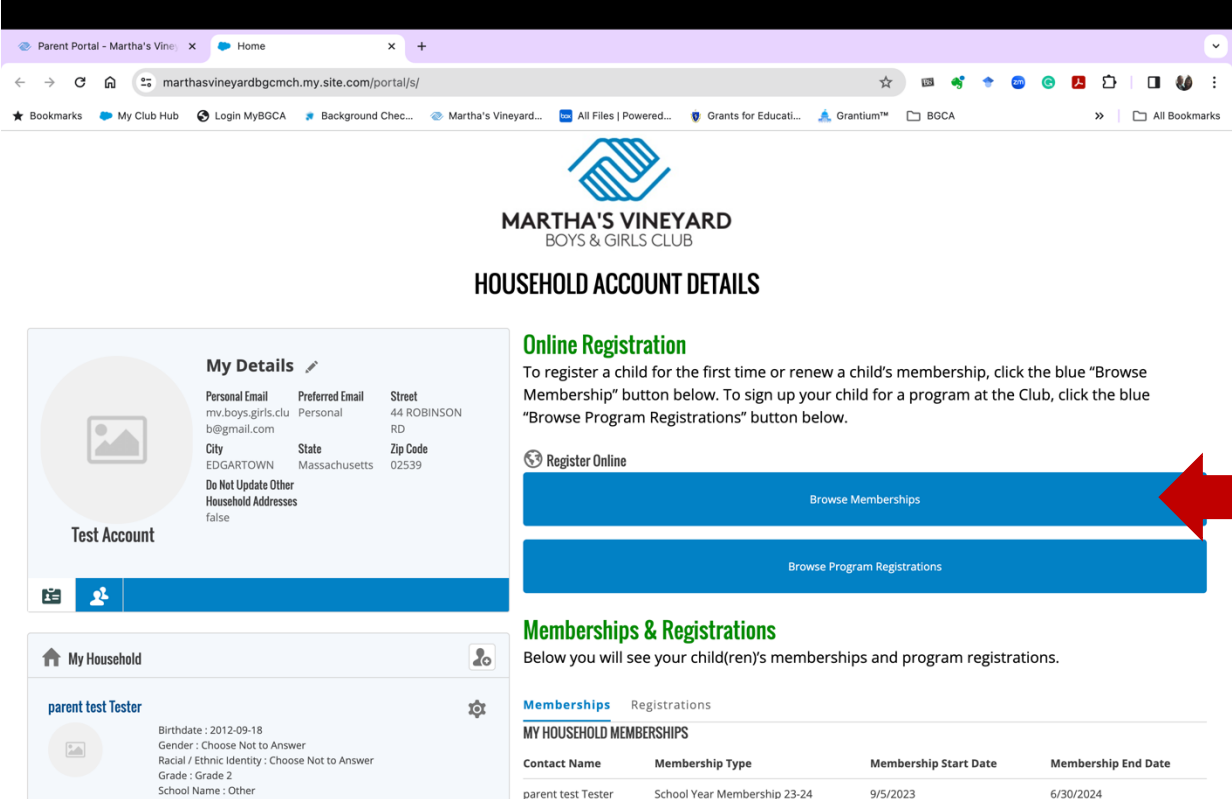
Step	Action
1	<p>A. Visit the Club website: (<a href="http://www.mvbgclub.org">www.mvbgclub.org</a>)</p> <p>B. Select the Parent Portal tab</p> <p>C. Select the <a href="#">Log in Button</a></p> <p>D. Scroll down to “ALREADY HAVE AN ACCOUNT?”</p> <p>E. To log into your Club’s parent portal, enter your <b>user name</b> which is the email address you used to create the account and the <b>password</b> and click <b>Login</b>. You can click <b>Forgot</b></p> <div style="text-align: center;"><h2>ALREADY HAVE AN ACCOUNT?</h2><p>Você já tem uma conta?</p><h3>Login</h3><div style="display: flex; flex-direction: column; align-items: center;"><div style="background-color: #d9e1f2; padding: 5px; margin-bottom: 5px;">Username (Email)</div><div style="background-color: #d9e1f2; padding: 5px; margin-bottom: 5px;">Password</div><div style="background-color: #4f81bd; color: white; padding: 5px; margin-bottom: 5px;">View My Account / Ver Minha Conta</div><div style="color: #4f81bd; text-decoration: underline;">Forgot Password? / Esqueceu sua senha?</div></div></div>

# Parent/Guardian: Registering for Summer Camp

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

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

**The steps below cover the process that you will follow to REGISTER FOR SUMMER CAMP 2024 online through the Parent Portal. *Camp registration will begin with a 12-month membership which begins on July 1, 2024, and ends on June 30, 2025.***

Step	Action								
1	<p data-bbox="228 684 1036 716"><b>Log in to the portal and click the Browse Memberships button</b></p>  <p>The screenshot shows the parent portal interface. At the top, there's a navigation bar with the logo and 'HOUSEHOLD ACCOUNT DETAILS'. Below this, there are two main sections: 'My Details' and 'Online Registration'. The 'My Details' section contains personal information like email, address, and city. The 'Online Registration' section has a heading and a paragraph explaining the process, followed by two blue buttons: 'Browse Memberships' and 'Browse Program Registrations'. A red arrow points to the 'Browse Memberships' button. Below this, there's a 'Memberships &amp; Registrations' section with a table of household memberships.</p> <table border="1" data-bbox="743 1434 1425 1509"><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>parent test Tester</td><td>School Year Membership 23-24</td><td>9/5/2023</td><td>6/30/2024</td></tr></tbody></table>	Contact Name	Membership Type	Membership Start Date	Membership End Date	parent test Tester	School Year Membership 23-24	9/5/2023	6/30/2024
Contact Name	Membership Type	Membership Start Date	Membership End Date						
parent test Tester	School Year Membership 23-24	9/5/2023	6/30/2024						

2

## Select Annual Membership for all programs

Parent Portal - Martha's Vineyard Boys & Girls Club | Membership

marthasvineyardbgcmch.my.site.com/portal/s/membership

Home Billing Memberships Registration Attendance Forms Update Your Profile Stored Accounts FAQ Parent Information

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: Showing Data for All Locations (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT **Total \$0.00**

### 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.

**Annual Membership for all programs**

Annual membership for all programming

[CLICK TO SEE MORE!](#)

Martha's Vineyard Boys & Girls Club, Inc.  
44 Robinson Road  
Edgartown, MA 02539

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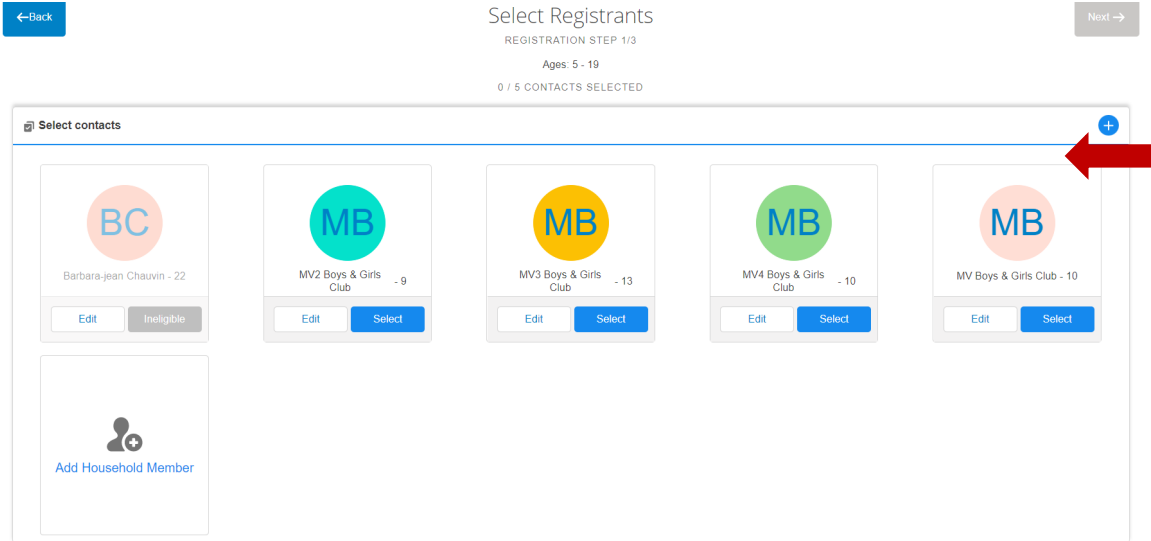
3

## Select ANNUAL MEMBERSHIP 24-25

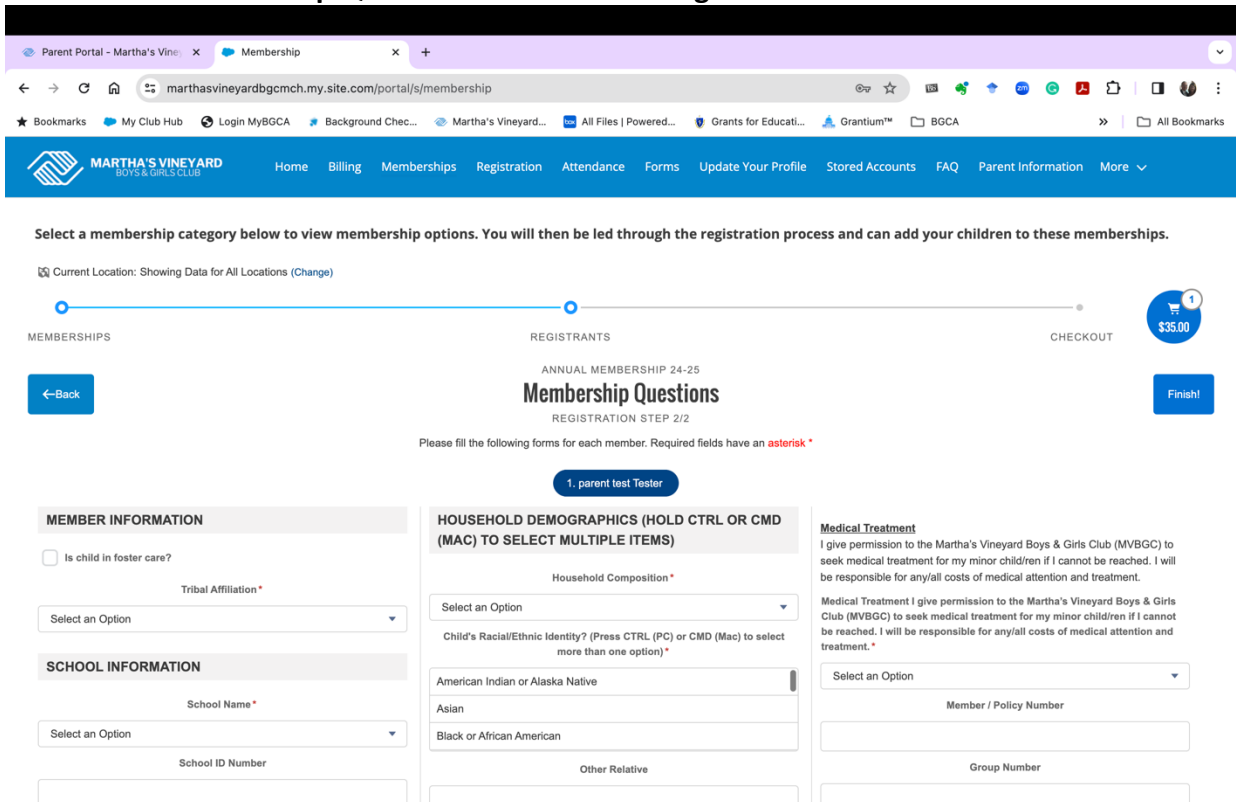
Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

SELECT A MEMBERSHIP				
ANNUAL MEMBERSHIP 24-25	\$35.00	1 (5-22)	Martha's Vineyard Boys & Girls Club	<a href="#">Select</a>
SCHOOL YEAR MEMBERSHIP 23-24	\$35.00	1 Grades K - 12th (5-18)	Martha's Vineyard Boys & Girls Club	<a href="#">Select</a>

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



5 Answer the **Membership Questions** form for each registrant and click the **Finish** button.



6 **Review the Summary and Click NEXT to finalize the purchase of your membership(s).**

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: Showing Data for All Locations (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT \$35.00

[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.

### Summary

#### Immediate Charges

PARENT TEST TESTER - ANNUAL MEMBERSHIP 24-25	MEMBERSHIP	\$35.00
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#### IMMEDIATE PAYABLES

Initial Fee	\$35.00
<b>GRAND TOTAL</b>	<b>\$35.00</b>

7 **Select Make Payment.** Note: By clicking Make Payment, you will be taken to a credit card payment screen.

Setup Payment

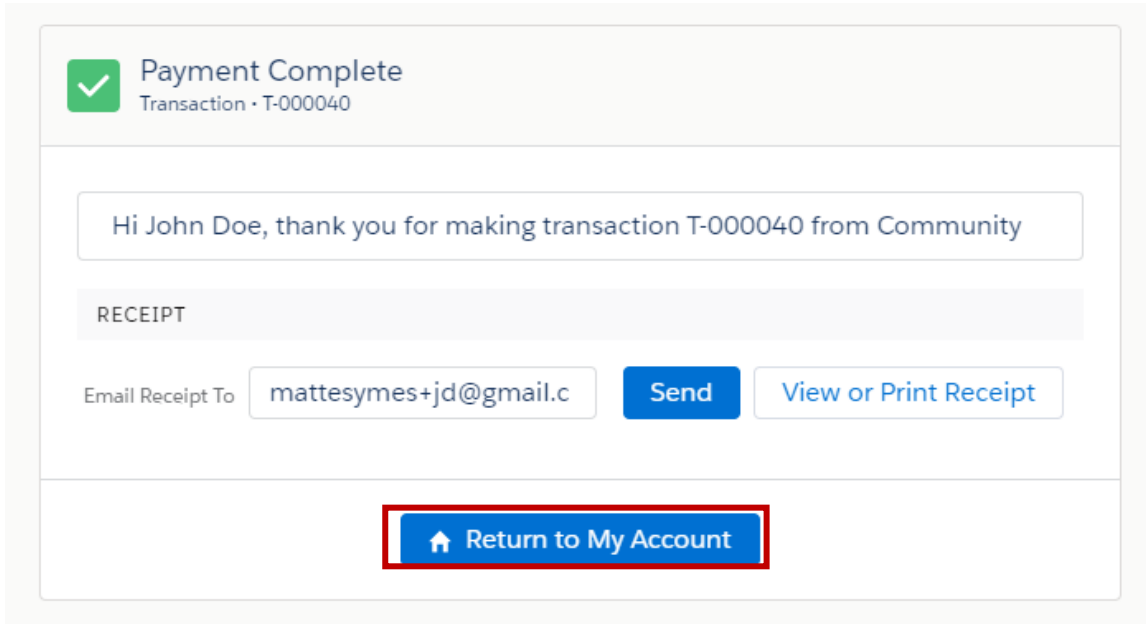
**1 DUE NOW - DEFAULT**

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.

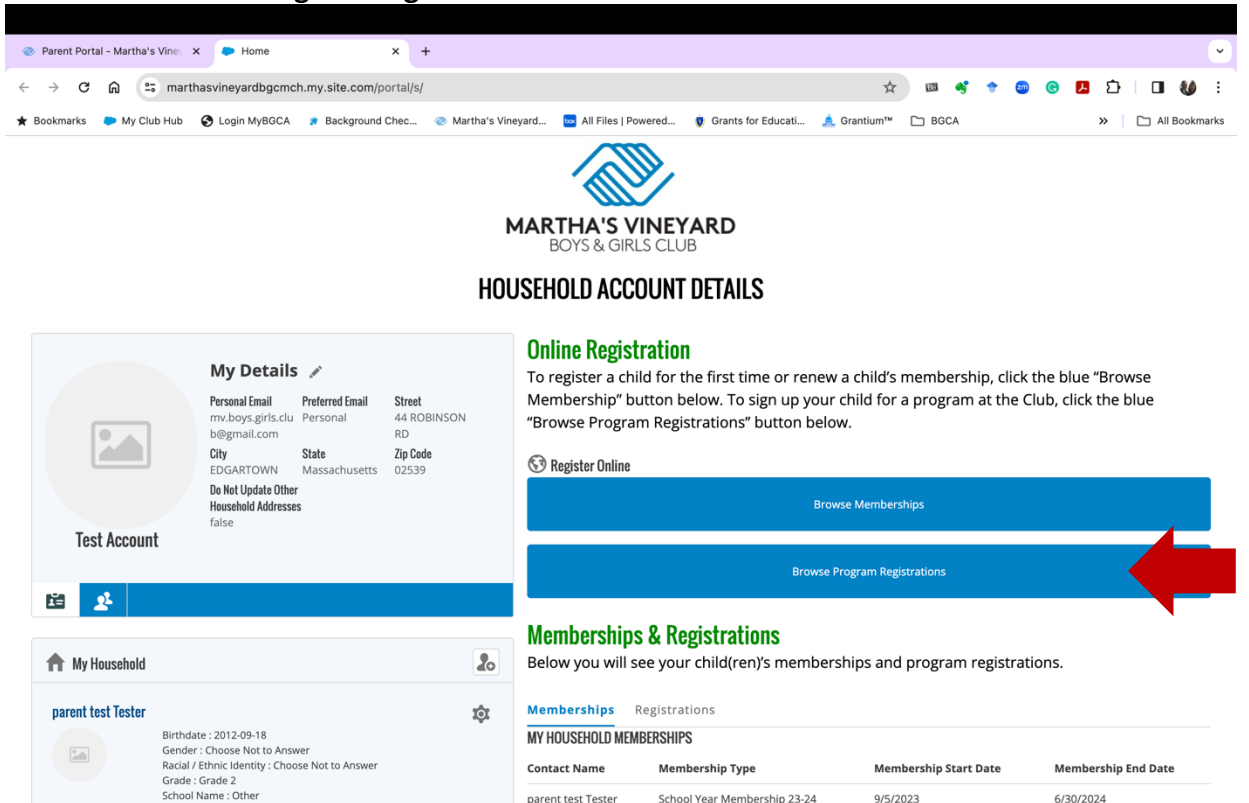
parent test Tester - Annual Membership 24-25	\$35.00
<b>Balance Total:</b>	<b>\$35.00</b>

**TOTAL DUE NOW**  
**\$35.00**

- 8
- A. **Select the Return to My Account button to continue to the Summer Camp Registration.**
- a. From the Payment Complete page, you can View or Print Receipt.



- 9
- Select the Browse Program Registration button.**





10

Select Summer Camp 2024 on the left side of the screen.

The screenshot shows a web browser window with the URL `marthasvineyardbgcmch.lightning.force.com/TREX1/TSR.app?transactionId=a2uVX000001NYrYAM&mode=programming`. The user is logged in as 'Account, Test Household' (parent test Tester). The interface displays a registration flow with steps: 'Choose a Course', 'Select a Registrant', 'Add-Ons', 'Questions', and 'Finalize'. The current location is 'Martha's Vineyard Boys & Girls Club'. A table lists two 'Summer Camp 2024' sessions. On the left, a search and filter menu is open, with 'Summer Camp 2024' selected and highlighted by a red arrow.

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES
Summer Camp	Summer Camp 2024	Summer Camp Session I	Jul 01 '24 - MO TU WE TH	\$750.00	Options ↓
Summer Camp	Summer Camp 2024	Summer Camp Session II	Jul 29 '24 - MO TU WE TH	\$750.00	Options ↓

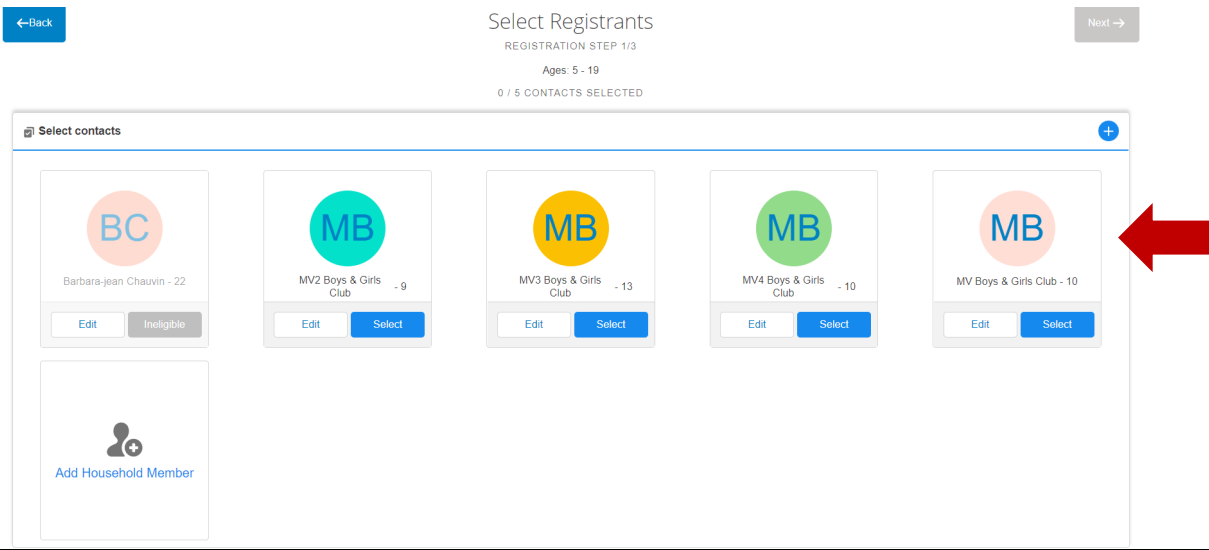
11

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

The screenshot shows the same registration interface as in step 10, but now the 'Enroll' button for the first session is highlighted with a red arrow. The interface includes a progress bar with steps: 'Back', 'Register', 'Questions', 'Contracts', 'Summary', and 'Next'. The current location is 'Martha's Vineyard Boys & Girls Club'. The table lists two 'Summer Camp 2023' sessions. The 'Enroll' button for the first session is highlighted.

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

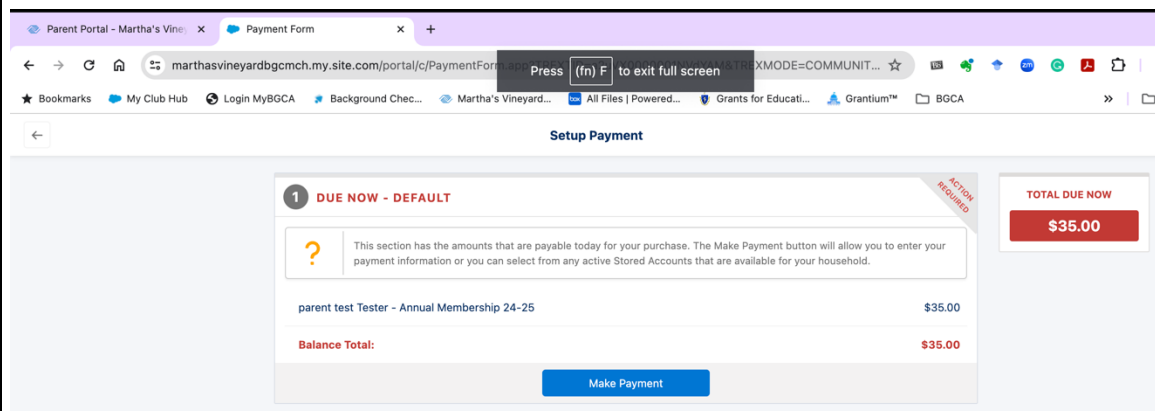
12 On the next screen, **select** each **child** that you would like to purchase the registration for and **click Next**. Note: You can create a new contact on the fly by clicking the **Add Household Member** option from this screen.



13 **Answer the Summer Camp Registration Questions** form for each registrant and **click the Finish** button.

14 **Review the Transaction Summary.**

15 Select **Make Payment**. Note: By clicking Make Payment, you will be taken to a credit card payment screen.



16 From the Payment Complete page **View or Print your Receipt** and **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](mailto:cbergen@baileyboyd.com)) or
- The Family Resource Center at MV Community Services 508-693-7900 x406