



MyClubHub Parent Portal

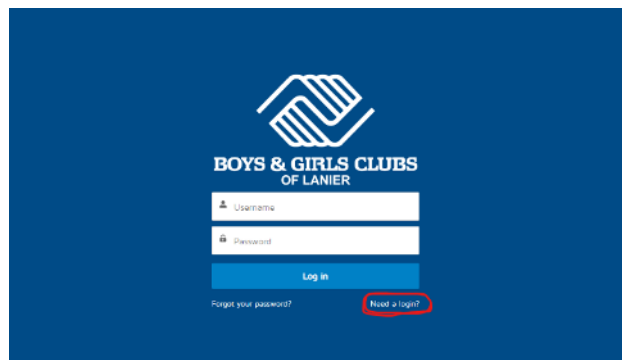
Login and Navigation Instructions



Setting Up Your Parent Portal Account- First Time Users

To set up your MyClubHub Parent Portal account for the first time, click on navigate to <https://mch-lanier.my.site.com/portal/s/login/> or go to the Boys and Girls Club - Lanier website (www.boysgirlsclubs.com) and select "Make A Payment" in the top blue bar.

You will see this screen. Click Need a Login? In the bottom right corner.



Once you select Need a Login?, you will be prompted to Create Account. Enter all required information including name, DOB, email, and address.

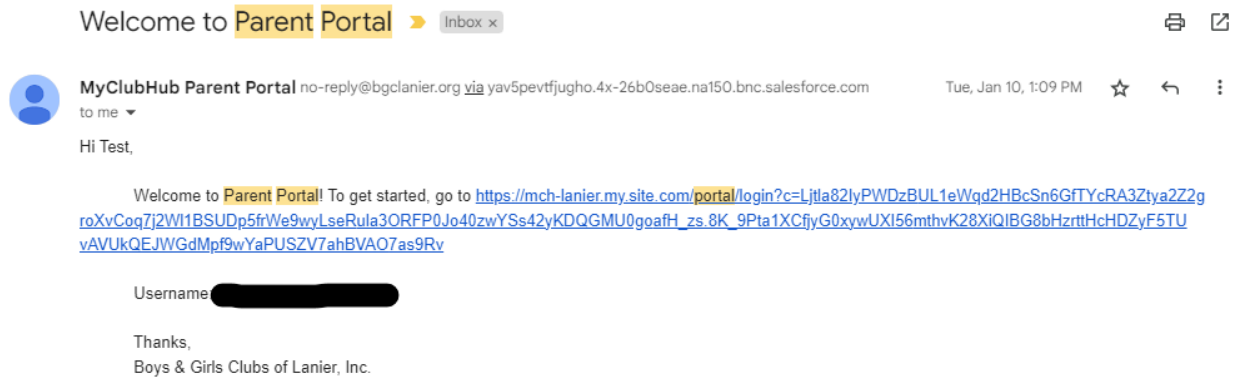
PARENTS/GUARDIANS: Enter your information below to create an account.

Create Account

* First name	* Last name
<input type="text"/>	<input type="text"/>
* Birthdate	* Email
<input type="text"/>	<input type="text"/>
Gender	* Mobile Phone
--None--	<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"/>	--None--

* and its [Privacy Policy](#) and [Terms of Service](#) apply

Once you submit your account, you will be sent an email from MyClubHub Parent Portal, titled Welcome to Parent Portal, with a link to create your password. You must use this link. Your username will be your email.

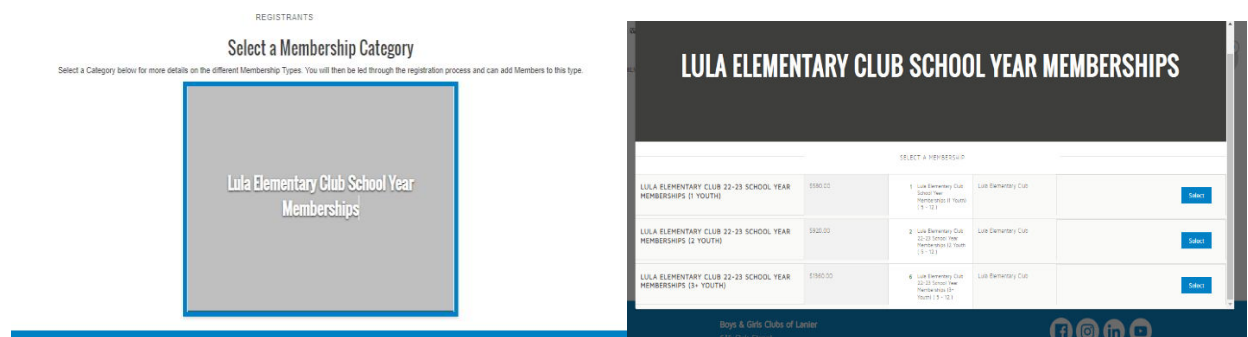


Once you create your password, you will be taken back to the original blue login page. You can now login to your account.

Register For New Membership- After School and Summer

To register for a new membership, you will navigate to the Memberships tab at the top of the screen. You will then select your wanted site, membership, sub-type, and contacts you want to register. You will then answer all required questions and add your payment option. After completing the registration, you must upload 4 required documents under Documents and Forms.

Please note sites may have the option to select memberships for multiple children. These will be denoted by 1 youth, 2 Youth, and 3+ youth. If you have multiple children attending 1 site, choose the option that matches the number of children in your home. If you have 2 children, select the 2-youth option and select 2 contacts to add to the membership.



The image shows two screenshots from a registration portal. The left screenshot, titled "Select Registrants", displays a list of school membership options for "Lulu Elementary Club 20-21 School Year Memberships (2 Youth)". It shows a selection of "CS" (Cost \$10) and "TS" (Cost \$10) with "1 of 2 CONTACTS SELECTED". The right screenshot, titled "Membership Questions", is "REGISTRATION STEP 2.3" and contains various form fields for emergency contacts and additional guardians, including fields for name, phone, email, and relationship.

Updating Member/Household Information

To update profile information, such as grade level, school attended, medical information, etc. Select the Update Your Profile tab at the top of your screen. Select the household member and information you'd like to update. Fill in all questions and select Finish.

The image shows the "Update Your Profile" section of the parent portal. At the top is a navigation bar with "Update Your Profile" highlighted in red. Below the navigation bar, there is a heading "To update your profile or information for your child, select the appropriate form from the list below." followed by instructions: "Please use the dropdowns below to select your household member and which form you would like to update. You will then be given a chance to update the information stored for them!" and "If you would like to update multiple forms, you can click 'Finish' after saving a form and start again." Two dropdown menus are shown: "Select Household Member" and "Select Form to Update", both with red boxes around their labels. A "Next" button is located at the bottom right.

Documents and Forms

Once in the Parent Portal, you will see a very large message about uploading documents to the account when registering for memberships. You must upload all 4 documents for staff to review before your child may start their membership.



HOUSEHOLD ACCOUNT DETAILS

ATTENTION PARENTS!

Please remember that **after you purchase a membership**, you **MUST** click on the Documents & Forms tab at the top of the Parent Portal and **complete the 2 required uploads.**

We cannot accept your member until those three items are done!

These forms can be found under the "Documents & Forms" tab at the top.

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

Forms Requiring Action		
Review the list below for forms requiring action.		
INCOMPLETE	Child Scott	Parent ID Lula Elementary Club 22-23 School Year Memberships (1 Youth) ACTIVATED: Jan 10, 2023 DUE: Jan 10, 2023
INCOMPLETE	Child Scott	Proof Of Income Lula Elementary Club 22-23 School Year Memberships (1 Youth) ACTIVATED: Jan 10, 2023 DUE: Jan 10, 2023
INCOMPLETE	Child Scott	Income Eligibility Form Lula Elementary Club 22-23 School Year Memberships (1 Youth) ACTIVATED: Jan 10, 2023 DUE: Jan 10, 2023

Select Fill Out Form for each document. Once all forms are uploaded, a staff member must review and verify each form. Reach out to your site to verify the completion of forms.