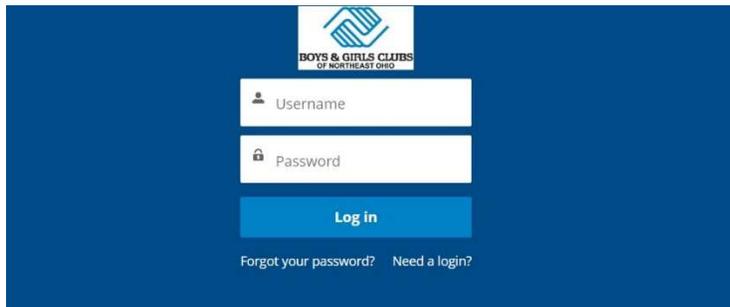


My ClubHub Parent Portal Registration

<https://bgcneo.force.com/portal/s/>



Go to this link

You will select NEED LOGIN.

Then the parent sets up their account. They will enter an email address that they will then receive a confirmation to that email to set their password.

After this they will select Browse Memberships, they will then select ALL CLUBS

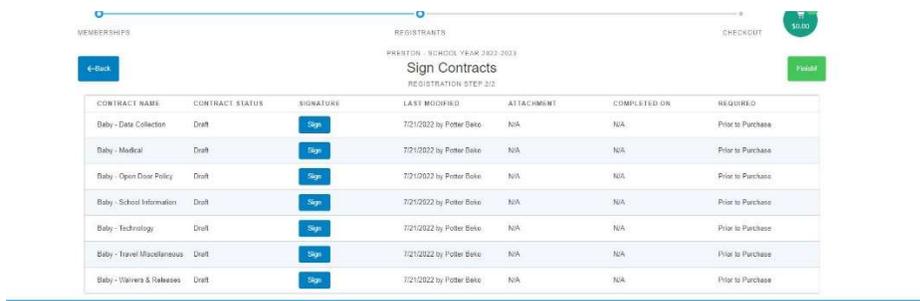
Select their County – School Year 2022-2023. It will list available sites. Select the correct site.

It will then let you CREATE NEW CONTACT- this is the kid information. Once you create that, you will select that contact, or add more if needed. Select them, click Next



**If they have kids already at the site, they will still set up an account but make sure to use the same email on file. When they login, their kids will link and show up. They can then update their membership or add school year/summer memberships as needed as well as add more kids.

It will then take you to the waiver page where you initial. Then click FINISH!



| CONTRACT NAME | CONTRACT STATUS | SIGNATURE | LAST MODIFIED | ATTACHMENT | COMPLETED ON | REQUIRED |
|-----------------------------|-----------------|----------------------|-------------------------|------------|--------------|-------------------|
| Baby - Data Collection | Draft | Sign | 7/21/2022 by Pater Boko | N/A | N/A | Prior to Purchase |
| Baby - Medical | Draft | Sign | 7/21/2022 by Pater Boko | N/A | N/A | Prior to Purchase |
| Baby - Open Door Policy | Draft | Sign | 7/21/2022 by Pater Boko | N/A | N/A | Prior to Purchase |
| Baby - School Information | Draft | Sign | 7/21/2022 by Pater Boko | N/A | N/A | Prior to Purchase |
| Baby - Technology | Draft | Sign | 7/21/2022 by Pater Boko | N/A | N/A | Prior to Purchase |
| Baby - Travel Miscellaneous | Draft | Sign | 7/21/2022 by Pater Boko | N/A | N/A | Prior to Purchase |
| Baby - Visitors & Releases | Draft | Sign | 7/21/2022 by Pater Boko | N/A | N/A | Prior to Purchase |