

# **Apply for the Club in MyClubHub!**

### (Desplácese hacia abajo para español)

1. Select <u>https://bgcdenver.force.com/portal/s/login-home</u> For optimal performance, please consider using Google Chrome

2. Next, if this is your first time applying via the MyClubHub Parent Portal, you will select the green "Create Account" button:



3. To create your account, please fill this out for YOURSELF, not for your child(ren). Select "Submit" when done:

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Birthdata	*Email
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Other Phone	* Street
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4. Please log into the same email address that you typed in above. You should have received an email from <u>noreply@bgcmd.org</u> titled "Welcome to the Parent Portal". Please open this email and then select the link:



Thanks, Boys & Girls Clubs of Metro Denver

5. Create a new password and select "Change Password":











6. You should now be automatically logged in to your Parent Portal Account! To apply for a membership, please select "Apply for a Membership" under "Online Registration"

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7. From here you can choose your Club and then select Save Club



8. You will be prompted to select between a standard membership and "approval queue" membership. Choose the standard membership if it is available, otherwise choose the "approval queue membership.









### 9. Click Add Contact and set up a profile for each of your children

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#### 10. After selecting all of the relevant kids, click next



11. Next, you will need to fill out all of the blank boxes. Required information is indicated as such with a red asterisk. After filling it out for your first kid, please select your next child (if relevant) at the top of the screen

12. From here, proceed with the application and reach out to your Club Director with any questions.

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timely language spaties in the horse*	Emergency Contact 1 Zip Cirole	Nppert*
·	EMERGENCY CONTACT 2	Does your child take any medications? <sup>4</sup>
tore anguige spores in the form	Entergency Contact 2 First Name*	•
tour answer here sull not impact the status of your application.		Please kst all meticotions.
anual Hausehold Income (We are collecting this information for data nalysis purposes. Please use only numeric values in the text.)*	Emergency Contact 2 Last Manu <sup>4</sup>	







# ¿Necesita ayuda para aplicar? ¡Siga estas sencillas instrucciones!

1. Seleccione <u>https://bgcdenver.force.com/portal/s/login-home</u>. Para un rendimiento óptimo, considere usar Google Chrome

2. A continuación, incluso si es una familia que regresa al sistema, seleccionará el botón verde "Crear cuenta":

Home Billing Memberships Register for Sports Acsendance Documents & Fo	rms Updaw Your Profile FAQ BGCHD Website Stored Accounts
Interested in translating to another language?	
Using Google Chrome, right-click on this page and select "Translate to English". Then click on the three vertical dets,	select "choose another language",
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ale interesa traducir el contenido a otro idioma?	BOYS & GIRLS CLUBS
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NEW TO THE PORTAL?	Already Have an Account?
Register for a new Household Account	
	Login below
	Username (Email)
GREATE ACCOUNT	Password
	View My Account
All parents must click "Create Account" to create a NEW Parent	Forget Password?
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3. Para crear su cuenta, complete esta información para USTED MISMO, no para sus hijos. Seleccione "Enviar" cuando haya terminado:

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4. Inicie sesión desde la misma dirección de correo electrónico que ingresó anteriormente. Debería haber recibido un correo electrónico de noreply@bgcmd.org titulado "Bienvenido al Portal para Padres". Abra este correo electrónico y luego seleccione el enlace:



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5. Cree una nueva contraseña y seleccione "Cambiar contraseña":







6. ¡Ahora debería tener automáticamente iniciada la sesión en su cuenta del Portal para padres! Para solicitar una membresía, seleccione "Solicitar una membresía" en "Registro en línea"

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7. Desde aquí puedes elegir tu Club y proceder con la solicitud



