



Dear Families,

Boys & Girls Clubs of New Rochelle has a new membership database called MyClubHub that we will be using for After-Care registrations, moving forward! See the instructions below for registration.

## How does this impact you?

- Updating your child's information like emergency contacts or medical needs every year will be easy and can be done from any phone or computer (preferably using a desktop).
- You'll be able to see or update your child's current information at any time.
- You can sign up more than one child for memberships or programs at a time without having to input the family information multiple times.
- From your account, you can see if your child is at the Boys & Girls Club in real time.
- Improved communication from the Club by text and email.

## Set up your Parent Portal Account

← → ↻ bgcnewrochelle.my.site.com/V2/s/login-home ☆ ⌵ ⌵ Paused ⋮

The logo for the Boys & Girls Club of New Rochelle, featuring a stylized blue icon of two hands clasped together and the text "BOYS & GIRLS CLUB OF NEW ROCHELLE".

### NEW TO THE PORTAL?

Register your household account

CREATE ACCOUNT

Returning parents can LINK their old account using the button above. Use the same parent/guardian first name, last name and email address that your Club has on file, and your account will be linked.

If you are unsure of the information your Club has on file, or receive an error message, please contact the Club.

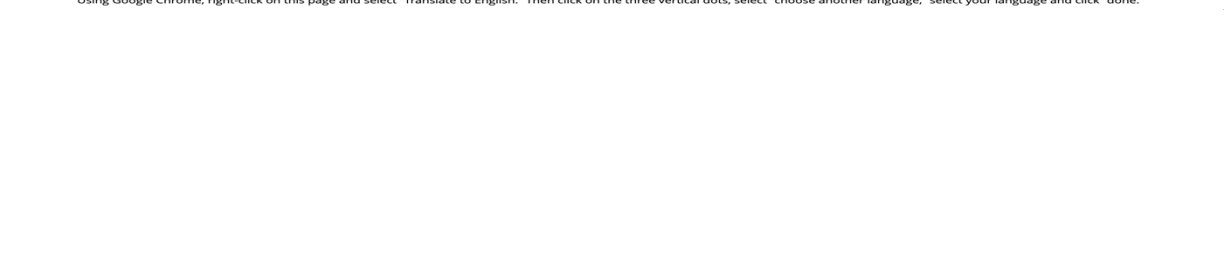
### ALREADY HAVE AN ACCOUNT?

Login Below

View My Account

Forgot Password?

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 dots, select "choose another language," select your language and click "done."





## BOYS & GIRLS CLUB OF NEW ROCHELLE

- Visit <https://bgcnewrochelle.my.site.com/V2/s/login-home>
- **Select "Create Account" (as indicted on screenshot)**
- Enter your parent/guardian information first (not your child's). **Use the same name and email that is used from the Active Account if you have one.**
- Click "Submit"
- An email will be sent to the email address entered. Follow the link in that email to set up your account password.
- Return to the Parent Portal and login using your email and your new password.
- Confirm that your children's information and any other information in your household is accurate.
- If you see any errors, please contact Program Operations Manager Mary Rivera, at [mriviera@bgcnr.org](mailto:mriviera@bgcnr.org).

## Enrolling in After-Care School Based Program

Once you have confirmed your information is accurate, **follow the attached steps to sign-up for designated After-Care School!**

- 1- After signup, please add your child's information by clicking on Add Household Member if you are new to the system or adding new children.

www.BGCNRO.org Home Billing Membership Camps/Programs Attendance Forms Update Your Information Stored Accounts Login Home FAQ

**BOYS & GIRLS CLUB  
of New Rochelle**

### HOUSEHOLD ACCOUNT DETAILS

Using Google Chrome, right-click on this page and select "Translate to English." Then click on the three vertical dots, select "choose another language," select your language and click "done."  
Desde Google Chrome, haga clic derecho en esta página y seleccione "Traducir a English." Luego haga clic en los tres puntos verticales, seleccione "choose another language," seleccione su idioma y haga clic en "done."

**My Details**

Personal Email Preferred Email Mobile Phone  
Street City State  
Zip Code Do Not Update Other Household Address

William Iannuzzi

Please only add children to your Household that you intend to enroll into a Membership or Program.

**My Household**

No Household Members

**Add Household Member**

**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.

**Register Online**

Browse Memberships

Browse Camps & Program Registrations

**Memberships & Registrations**  
Below you will see your child(ren)'s memberships and program registrations.

**Forms Requiring Action**  
To view forms (including pending and completed), click Forms at the top of this page.

**Forms Requiring Action**  
Review the list below for forms requiring action.

No Records Found



## BOYS & GIRLS CLUB OF NEW ROCHELLE

2- Add the child's information that will attend our After-Care Program.

3- You will go back to the home page where you should click on Browse Memberships.

4- Select "Club Location" the school/clubhouse member(s) will attend.



## BOYS & GIRLS CLUB OF NEW ROCHELLE

Choose a Club

Map Satellite

CLUB LOCATIONS

- All Clubs
- Anne M Dorner Middle School
- August E. Mascaro Clubhouse 3-12
- Central School
- Chatsworth School
- Claremont Elementary School
- Columbus Elementary School
- Davis School
- MAS
- Murray Ave. School
- Remington Clubhouse
- Roosevelt Elementary School
- Trinity School Extension
- Ward School Extension

Save Club

Mamaroneck Avenue School 1st-5th Grade Memberships

Murray School 1st - 5th Grade Memberships

Trinity School 1st - 5th Grade Memberships

5- Select a “Membership Category” which is the location member(s) will attend.

MEMBERSHIPS REGISTRANTS CHECKOUT \$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.

Central School 1st-5th Grade Memberships

Chatsworth School 1st - 5th Grade Memberships

Davis School 1st - 5th Grade Memberships

Mamaroneck Avenue School 1st-5th Grade Memberships

Murray School 1st - 5th Grade Memberships

Trinity School 1st - 5th Grade Memberships



## BOYS & GIRLS CLUB OF NEW ROCHELLE

- 6- “Select A Membership”, meaning Part-Time or Full-Time Service (for school-based programs).

SELECT A MEMBERSHIP				
MAMARONECK AVE. SCHOOL 24-25 FULL TIME SY 1ST-5TH GRADE MEMBERSHIP 1 YOUTH	\$100 Deposit + \$47.50/month. Payments start 9/1 and end 6/1.	1 1st-5th Grade	MAS	Select
MAMARONECK AVE. SCHOOL 24-25 PART TIME SY 1ST-5TH GRADE MEMBERSHIP 1 YOUTH	\$100 Deposit + \$23.50/month. Payments start 9/1 and end 6/1.	1 1st-5th Grade	MAS	Select

- 7- Select which members/registrants are attending.  
8- Complete “Membership Questions/Registration” Form.

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 members  
**\*\* Please only add children that you intend to enroll into a Membership or Program into your Household. \*\***

Current Location: Showing Data for All Locations (Change)

MEMBERSHIPS

REGISTRANTS

CHECKOUT

MAMARONECK AVE. SCHOOL 24-25 FULL TIME SY 1ST-5TH GRADE MEMBERSHIP 1 YOUTH

### Membership Questions

REGISTRATION STEP 2/2

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

ADDITIONAL GUARDIAN 1 (DO NOT LIST YOURSELF)		HOUSEHOLD DEMOGRAPHICS (HOLD CTRL OR CMD (MAC) TO SELECT MULTIPLE ITEMS)		SCHOOL INFORMATION	
If your child has any additional guardians please list them here. <b>You do not need to list yourself.</b>		Racial / Ethnic Identity *		School Name *	
Additional Guardian 1 First Name *		Hispanic or Latino		Select an Option	
Additional Guardian 1 Last Name *		Gender *		School Name Other	
Additional Guardian 1 Relationship *		Select an Option		If you do not know your teacher's name, type "N/A" below.	
Additional Guardian 1 Mobile Phone *		Member Lives With: *		Teacher *	
Additional Guardian 1 Alternate Phone *		Parents		School Lunch *	
Additional Guardian 1 Email (Must be in email format e.g., email@domain.com) *		Number of Adults in the household *		Select an Option	
		2.00		Select the grade enrolled in for the 2023-2024 school year.	
		Number of Youth in household *		Grade *	
		1.00		Select an Option	
		Primary language spoken in the home *			
		English			
		Household Income Range *		ADDRESS INFORMATION	



You must complete the form to its entire entity, you cannot proceed to “checkout” without doing so. **Please be mindful of \*Asterisk\* questions.**

9- You will come to the summary page, where you will see the child’s information and the cost.

A screenshot of the registration summary page. At the top, there is a progress bar with three steps: MEMBERSHIPS, REGISTRANTS, and CHECKOUT. The REGISTRANTS step is currently active. Below the progress bar, there is a "Back to Browse" button and a note: "Now that you have completed the registration steps, you can add more members to a different Membership type in the same Transaction." To the right of the progress bar, there is a green circular icon with a shopping cart and the text "\$2.00". The main heading of the page is "Summary". Below this, there is a table titled "Immediate Charges" with two columns: "SITE SPECIFIC - 2 MULTI-CHILD - SCHOOL YEAR - FEE STRUCTURE GROUP" and "MEMBERSHIP GROUP". The first row shows "Child Denise Penelope - Site Specific - 2 Multi-Child - School Year - Fee Structure" and "Membership" with a price of "\$2.00". Below this table, there is a section titled "IMMEDIATE PAYABLES" with two rows: "Initial Fee" and "GRAND TOTAL", both with a price of "\$2.00". At the bottom, there is a text input field for "Enter Coupon Code" and a button labeled "Apply Code".

10-You are now going to be sent to the payment page, where you will select “Make Payment”. All families are required to pay \$100 registration fee (per child), that applies to your balance. **We do not accept cash payments!**

**Options:**

-Pay-In-Full

-Payment plan starting 9/1 and ending 6/1. Payments will come out automatic, to the card on file/system.

**Once you’ve selected your payment options, if everything looks ok, press DONE (on the top right corner of the screen).**



**BOYS & GIRLS CLUB  
OF NEW ROCHELLE**

Setup Payment

<b>1 DUE NOW - DEFAULT</b>		<b>TOTAL DUE NOW</b> <b>\$2.00</b>
	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.	
Site Specific - 2 Multi-Child - School Year - Fee Structure Group		\$2.00
<b>Balance Total:</b>		<b>\$2.00</b>

11-After making payment, it will send you a receipt and copy of registration summary.

Any questions or support please reach out to Mary Rivera at [mriviera@bgcnr.org](mailto:mriviera@bgcnr.org). Also, Shirley Rodriguez at [srodriguez@bgcnr.org](mailto:srodriguez@bgcnr.org) Director of Operations for New Rochelle School-Based Sites **OR** Cynthia Davis at [cdavis@bgcnr.org](mailto:cdavis@bgcnr.org) Director of Operations for Larchmont/Mamaroneck School-Based Sites.

All calls can be directed to our main office at 914-235-3736.

Thanks,

Boys & Girls Clubs of New Rochelle