

Dear Families,

Boys & Girls Clubs of New Rochelle has a new membership database called MyClubHub that we will be using for registrations for Summer Camp! 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.
- 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

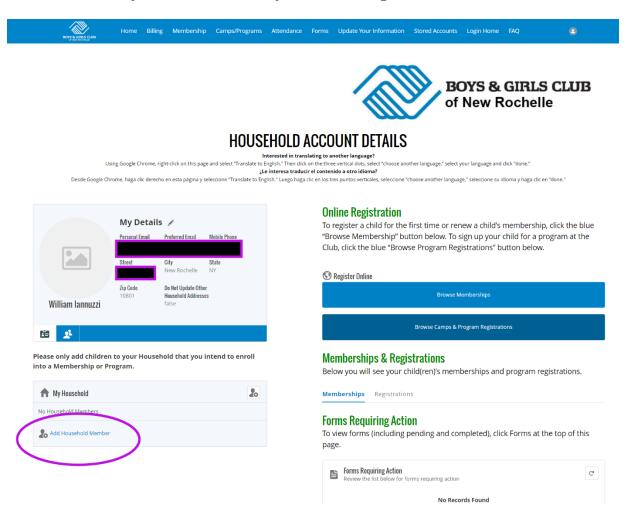
- Visit https://bgcnewrochelle.my.site.com/V2/s/login-home
- Select "Create Account"
- Enter your parent/guardian information first (not your child's). **Use the same** name and email that is used from the Active Account if you have one.
- Click "Submit"
- An email will be sent to the email address entered. 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 Mary Rivera at mrivera@bgcnr.org

Enrolling in Summer Camp at the Mascaro Clubhouse

Once you have confirmed your information is accurate, follow the attached steps to sign-up for Summer Camp at the Mascaro Clubhouse!

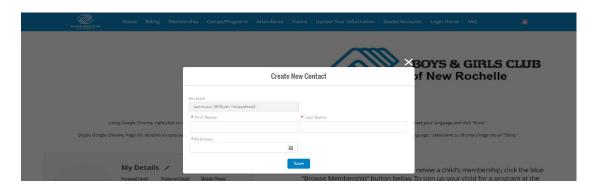


1- After signup, please add your child's information by clicking on Add Household Member if you are new to the system or adding new children.

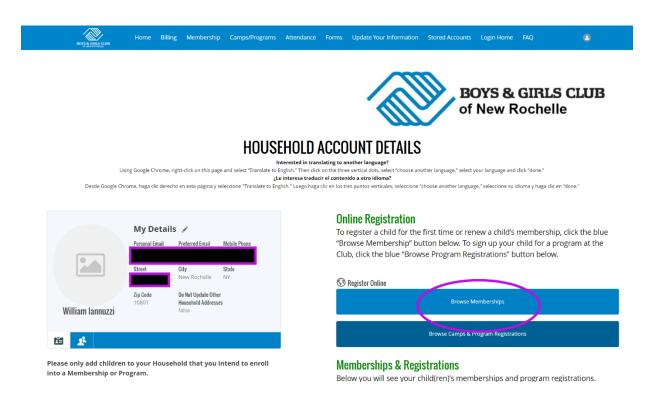


2- Add the childs information that is coming to Summer Camp



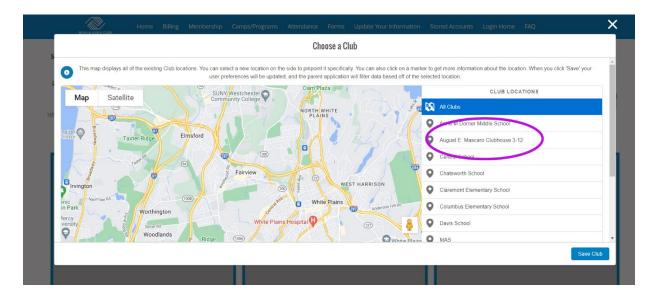


3- You will go back to the home page where you should click on Browse Memberships



4- Choose the August E. Mascaro Clubhouse Membership if you plan to attend the Mascaro Clubhouse Summer Camp.



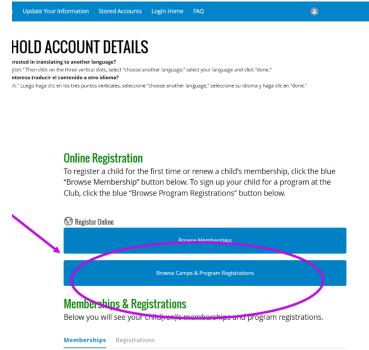


5- Choose the August E. Mascaro Summer 25 Membership



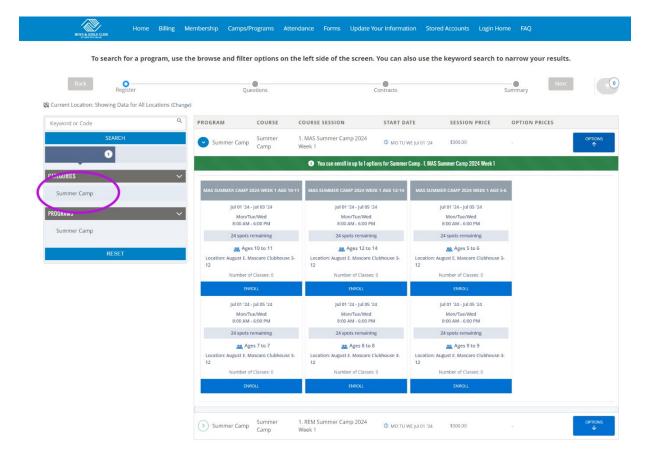
- 6- Select which kids are attending.
- 7- Click Finish and Checkout.
- 8- At the homepage, Click on Browse Camps and



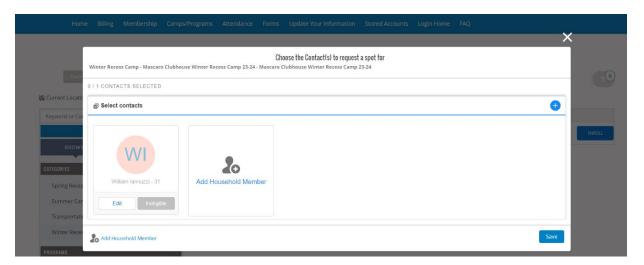


- 9- On the left-hand side, click on Summer Camp.
- 10-After clicking on it, click on Options to display the days you can enroll. You can pick and choose which weeks you want to attend based on the age of the kids you are registering.



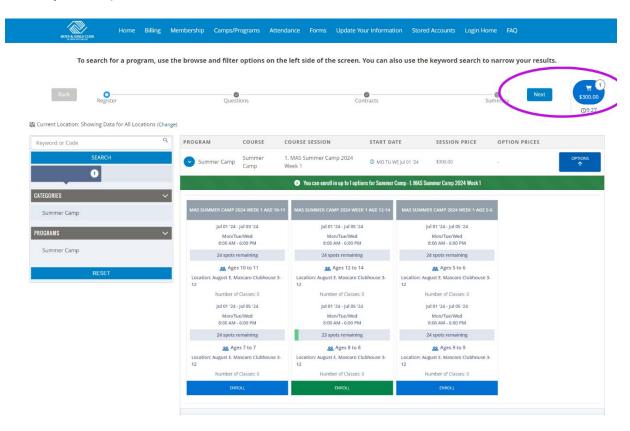


11-Choose your child that you wish to enroll. If you do not see them there you need to add them by clicking "Add Household Member."



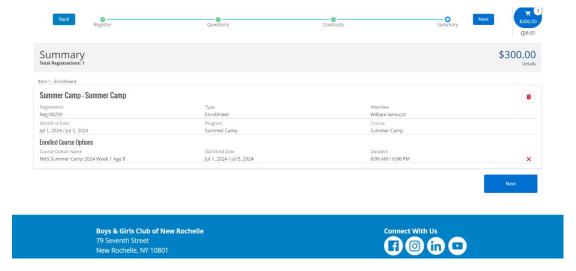


12-After adding the child you want to register, you will go back to this screen and you will press next.

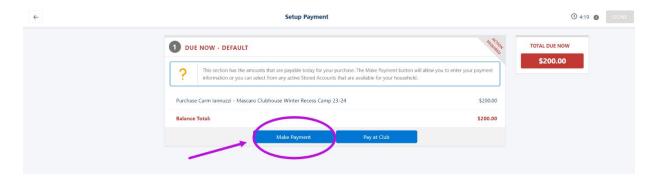


13-You will come to the summary page, where you will see the childs information and the cost. If everything looks ok, press next.





14-You are now going to be sent to the payment page, where you will select Make Payment.



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

Any questions or support please reach out to Mary River at mrivera@bgcnr.org or William Iannuzzi at wiannuzzi@bgcnr.org. All calls can be directed to our main office at 914-235-3736.

Thanks,

Boys & Girls Clubs of New Rochelle