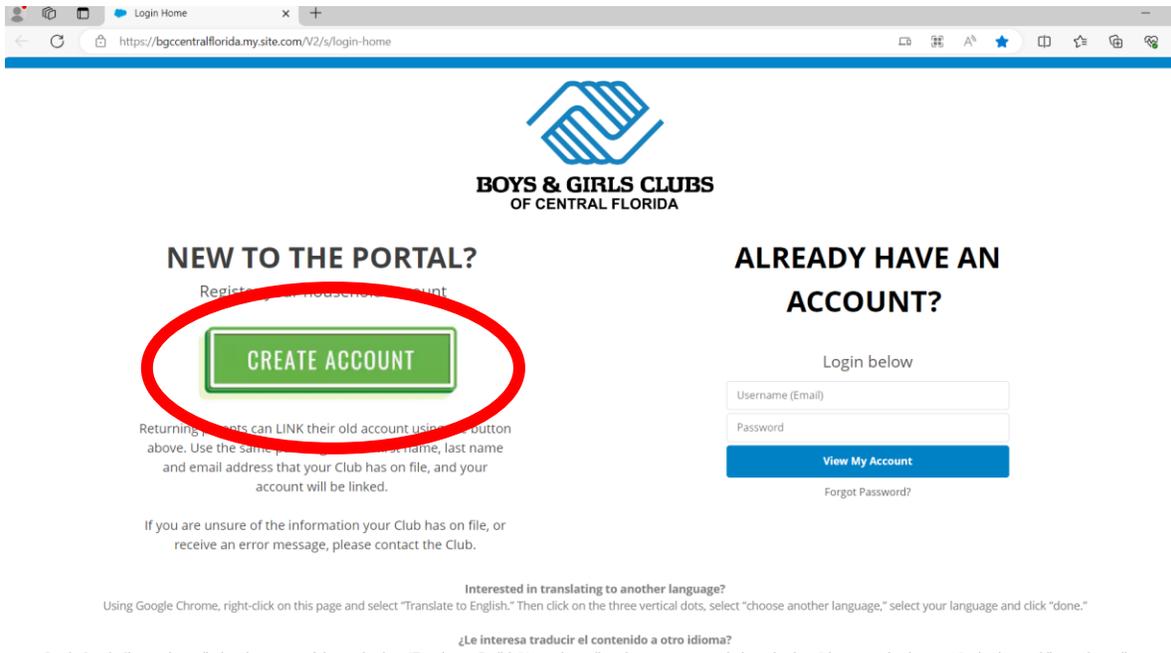


SUMMER ZONE REGISTRATION INSTRUCTIONS: EXISTING MEMBERS (STUDENTS)

Follow the steps below to register your existing member into Summer Zone. If your child is not an existing member, please refer to the instructions on our website for “New Members”. If you need support you may reach out to your Site Coordinator or email mramos@bgccf.org Thank you!

STEP 1: Click on this link to access our parent portal [Login Home \(site.com\)](#)

STEP 2: If this is your first time accessing our parent portal, click the green button. If you have previously linked your account, go to step 4.



The screenshot shows a web browser window with the URL <https://bgccentralflorida.my.site.com/V2/s/login-home>. The page features the Boys & Girls Clubs of Central Florida logo at the top. Below the logo, there are two main sections: "NEW TO THE PORTAL?" and "ALREADY HAVE AN ACCOUNT?". The "NEW TO THE PORTAL?" section has a green "CREATE ACCOUNT" button circled in red. Below this button, there is text explaining that returning parents can link their old account using the button above. The "ALREADY HAVE AN ACCOUNT?" section has a "Login below" heading, followed by input fields for "Username (Email)" and "Password", a blue "View My Account" button, and a "Forgot Password?" link. At the bottom, there is a language selection section with the text "Interested in translating to another language?" and "¿Le interesa traducir el contenido a otro idioma?".

STEP 3: Fill in your (parent) information. Student information will be later. Please use the same email address and spelling of your name that you provided earlier in the year to prevent creating a duplicate. If you need assistance, please ask the Site Coordinator at your site to confirm what they have in the system.

Create Account

* First name	* Last name
<input type="text"/>	<input type="text"/>
* Email	<input type="text"/>
Gender	Home Phone
--None--	<input type="text"/>
* Mobile Phone	* Street
<input type="text"/>	<input type="text"/>
* City	* State
<input type="text"/>	<input type="text"/>
* Zip Code	Role in Household
<input type="text"/>	--None--
* Birthdate	
<input type="text"/>	

STEP 3: Check your email. You will receive an email from memberships@bgccf.org. It could be in your spam folder.

STEP 4: Log into your account using the email and password you created.

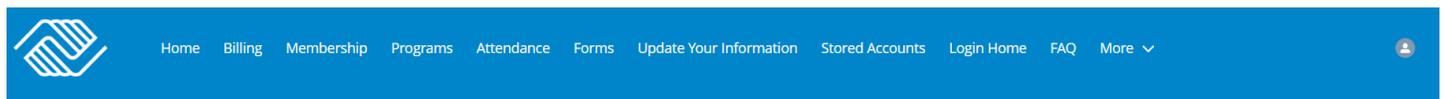
ALREADY HAVE AN ACCOUNT?

Login below

[View My Account](#)

[Forgot Password?](#)

STEP 5: Once logged in. Click on “Browse Program Registrations”.



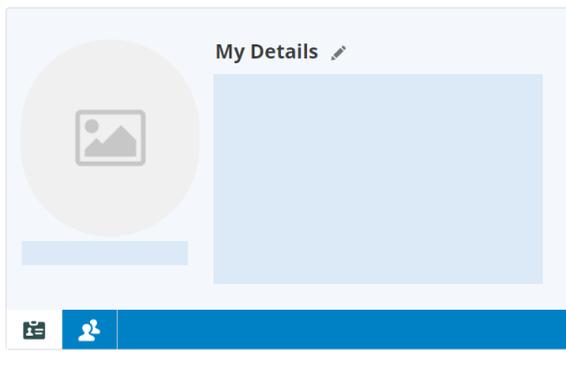
HOUSEHOLD ACCOUNT DETAILS

[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."

[¿Le interesa traducir el contenido a otro idioma?](#)

Desde Google Chrome, haga clic derecho en esta página y seleccione "Translate to English." Luego haga clic en los tres puntos verticales, seleccione "choose another language," seleccione su idioma y haga clic en "done."



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.

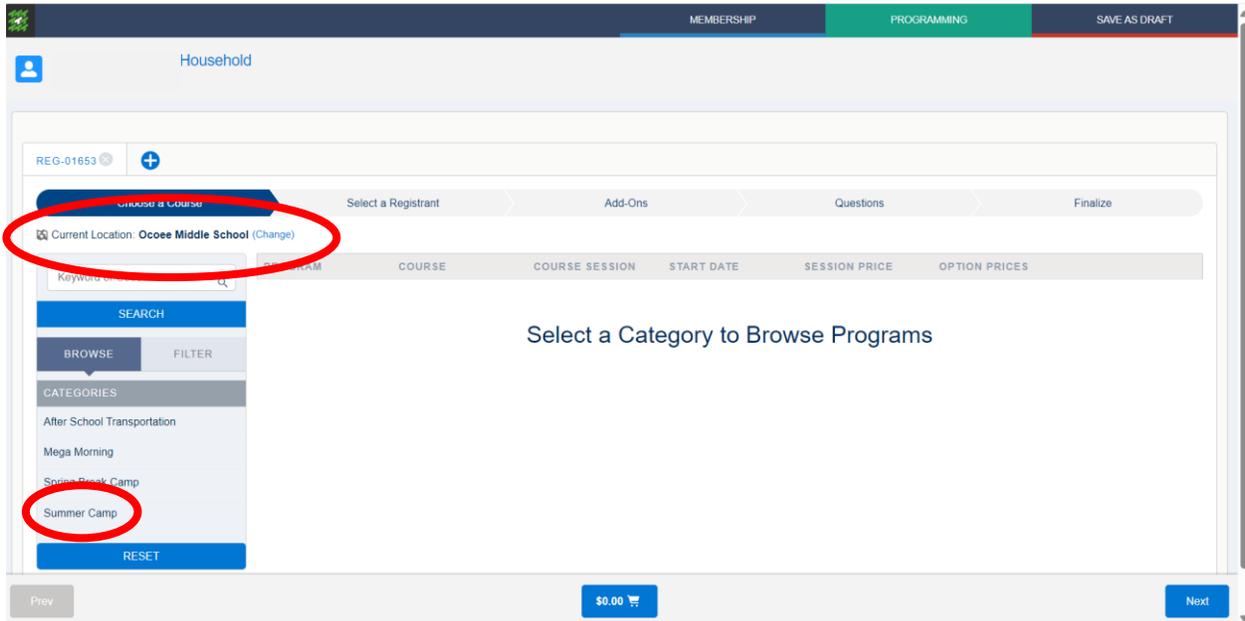
[Register Online](#)



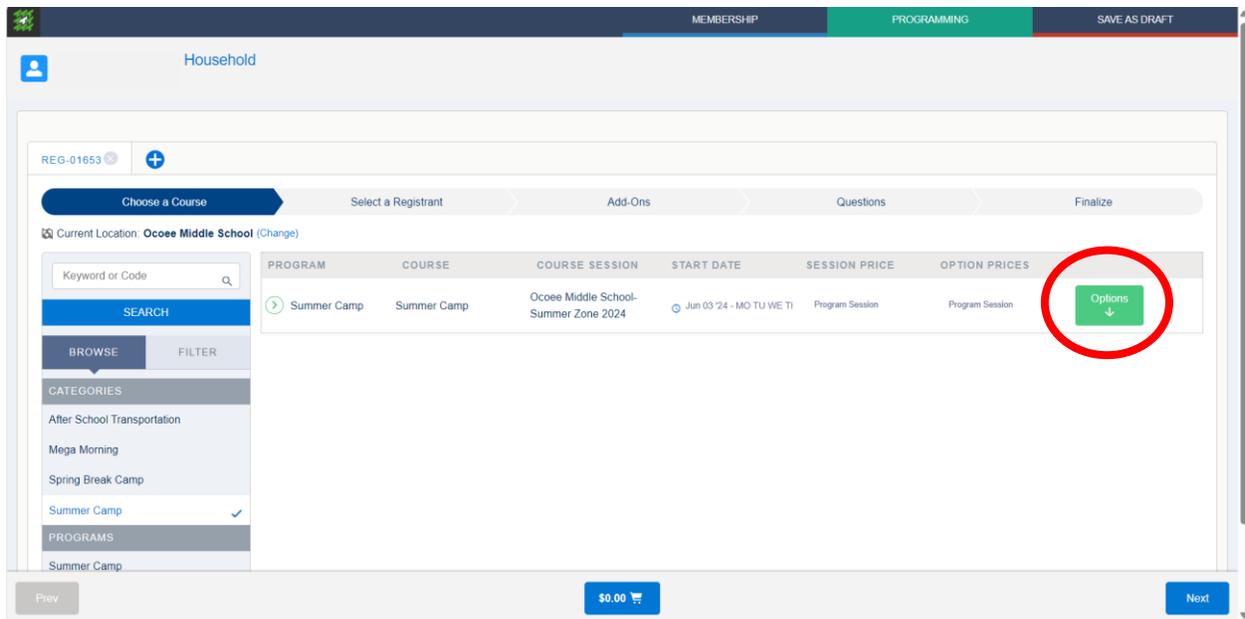
Memberships & Registrations

STEP 6: Make sure the current location is set to your site (school child attends). If not, change it.

STEP 7: Select “Summer Camp” option from categories.



STEP 8: Your summer camp option will appear. Click on green “Options” button. If your site is not hosting summer, you still need to make sure you are enrolling into Summer Zone based on the home school. For example, Lakeview is going to Ocoee. Lakeview students need to register into “Lakeview Middle School- Summer Zone 2024”.



STEP 9: Summer Zone will appear. Click on “Enroll” button.

The screenshot shows a registration interface for a summer camp. At the top, there are navigation tabs: "Choose a Course", "Select a Registrant", "Add-Ons", "Questions", and "Finalize". Below these, the current location is set to "Ocoee Middle School". A search bar and filter options are on the left. The main content area displays a table with columns for PROGRAM, COURSE, COURSE SESSION, START DATE, SESSION PRICE, and OPTION PRICES. The first row shows "Summer Camp" for "Ocoee Middle School-Summer Zone 2024" starting on "Jun 03 '24 - MO-TU-WE-TH". Below the table, a detailed view of the "Ocoee Middle School-Summer Zone 2024" program is shown, including dates, times, spots remaining, and an "ENROLL" button highlighted with a red circle. The bottom navigation bar includes "Prev", "\$0.00" with a cart icon, and "Next".

STEP 10: “Enroll” button will turn green. Click on “Next” button in bottom right hand corner.

This screenshot shows the registration interface after the "Enroll" button has been clicked. The "ENROLL" button is now green and labeled "UNENROLL". The "Next" button in the bottom right corner is highlighted with a red circle. The rest of the interface, including the search filters and program details, remains the same as in the previous step.

STEP 11: Select member (student) name in contact section. Then click on “Next” button in the bottom right hand corner.

Household

| SUMMER CAMP +

Choose a Course Select a Registrant Questions Finalize

Contact

Sydney S

+ Add Household Member

Course Start Date Jun 3, 2024

Registration Start Date Jun 3, 2024 Change Registration Start Date Save

Enrollments

STATUS	CONTACT	COURSE OPTION
Draft	Sydney Stynes	Ocoee Middle School-Summer Zone 2024

Prev \$0.00 Next

STEP 12: Questions page will appear. Click on “Next” button in the bottom right hand corner.

Household

| SUMMER CAMP +

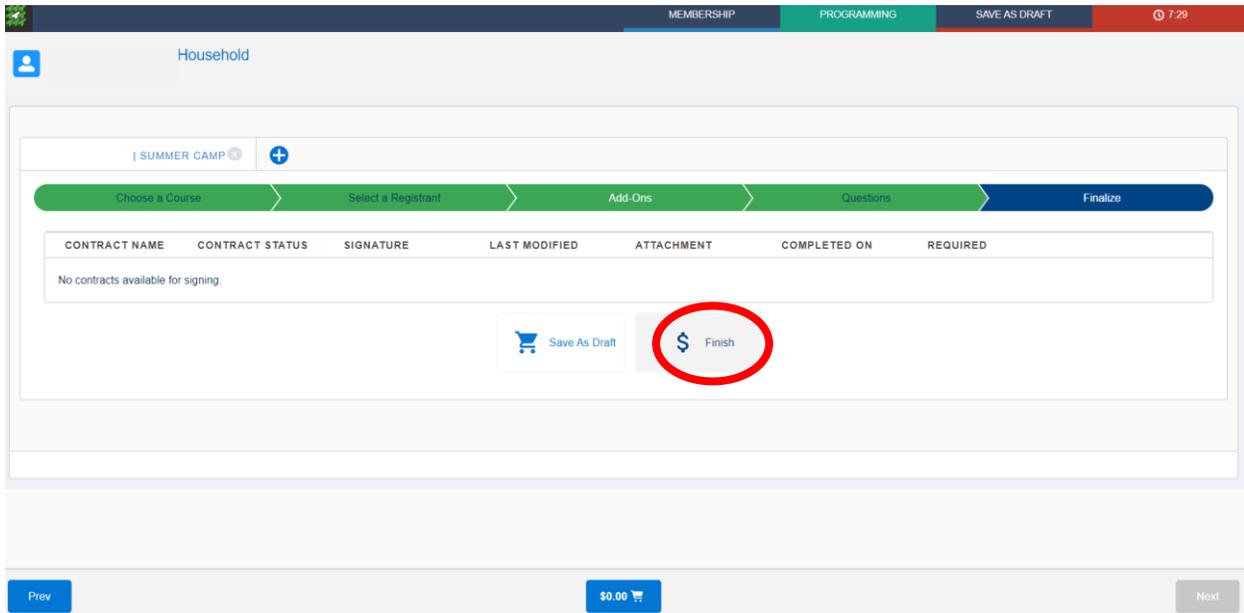
Choose a Course Select a Registrant Add-Ons Questions Finalize

Sydney Stynes

No Questions Available

Prev \$0.00 Next

STEP 13: Finalize page will appear. Click on “\$Finish” button in the bottom center of the page.



STEP 14: “Payment Complete” box will appear. Repeat these steps for additional eligible students if applicable. Your child is now enrolled in Summer Zone. If capacity has been reached, the system will indicate that and you will be placed on the waiting list.

