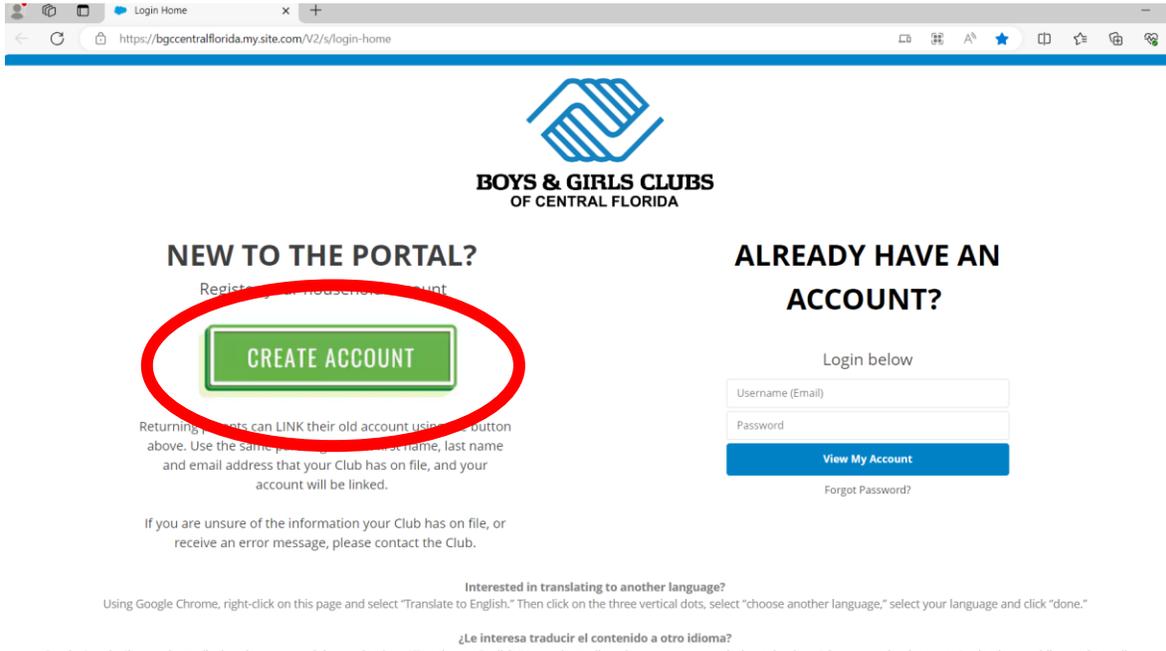


SUMMER ZONE REGISTRATION INSTRUCTIONS: NEW MEMBERS (STUDENTS)

Follow the steps below to create a membership for your child and enroll them into our Summer Zone program. If your child is an existing member, please refer to the instructions on our website for “Existing Members”. If you need support, you may reach out to your Site Coordinator or email mramos@bgccf.org Thank you!

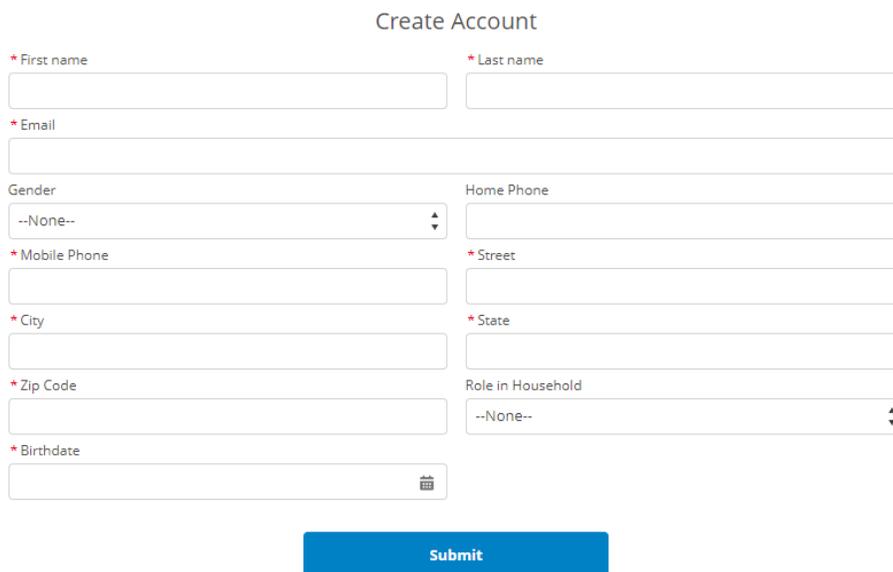
STEP 1: Click on this link to access our parent portal [Login Home \(site.com\)](#)

STEP 2: Click the green button to create an account.



The screenshot shows a web browser window with the URL <https://bgccentralfloida.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. The "ALREADY HAVE AN ACCOUNT?" section has a login form with fields for "Username (Email)" and "Password", and a blue "View My Account" button. Below the login form is a "Forgot Password?" link. At the bottom of the page, there are links for "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.



The screenshot shows the "Create Account" form. It has the following fields:

- * First name
- * Last name
- * Email
- Gender (dropdown menu, currently set to "--None--")
- Home Phone
- * Mobile Phone
- * Street
- * City
- * State
- * Zip Code
- Role in Household (dropdown menu, currently set to "--None--")
- * Birthdate (calendar icon)

At the bottom of the form is a blue "Submit" button.

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

Username (Email)

Password

View My Account

Forgot Password?

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

Home Billing Membership Programs Attendance Forms Update Your Information Stored Accounts Login Home FAQ More

BOYS & GIRLS CLUBS OF CENTRAL FLORIDA

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."

My Details

| | | |
|--|-------------------------------|--|
| Personal Email michellema02@hotmail.com | Preferred Email Personal | Mobile Phone 2298151811 |
| Home Phone 12298151811 | Street 9460 Montello Drive | City Orlando |
| State FL | Zip Code 32817 | Do Not Update Other Household Addresses false |

Michelle Ramos

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 Program Registrations

Memberships & Registrations

STEP 6: Click “Change” next to “Current Location” select school name of the school your child attends if it says “all sites” or another location. Then select the membership box for that school. A pop up box will appear, press blue button that says “select”

Home Billing Membership Programs Attendance Forms Update Your Information Stored Accounts Login Home FAQ More

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 memberships.
Club staff may ask you to bring a copy of your child's birth certificate to verify their age.

Current Location: **SunRidge Middle School (Change)**

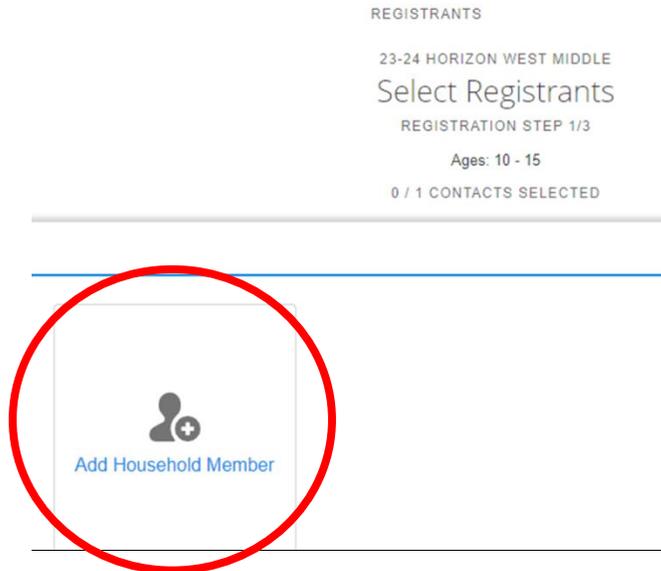
REGISTRANTS CHECKOUT 10.00

Select a Membership Category

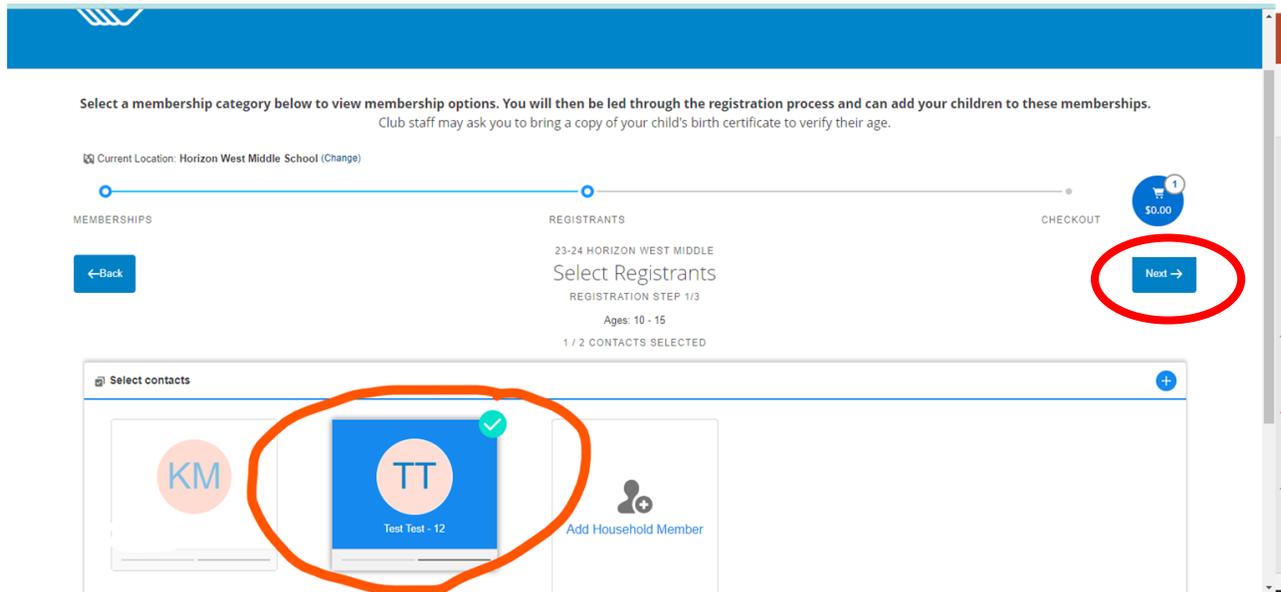
Select a Category below for more details on the different Membership Types. You will then be led through the registration process and can add Members to this type:

SunRidge Middle School Membership

STEP 7: On the next page, click on the “Add Household Member” box to enter your child’s information. A box will appear for you to enter your child’s name, birthdate, and role in household. Click blue “save” button after you input the information.



STEP 8: Your child will now appear as a contact. Click the box with your child’s name, then click the “Next” button.



STEP 9: Fill out all of the information on the form that appears. Then click the “Next” button.

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 memberships.
Club staff may ask you to bring a copy of your child's birth certificate to verify their age.

Current Location: Horizon West Middle School (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

23-24 HORIZON WEST MIDDLE
Membership Questions
REGISTRATION STEP 2/3

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

1. Test Test

ADDITIONAL GUARDIAN 1 (DO NOT LIST YOURSELF)
If your child has any additional guardians please list them here. *You do not need to list yourself.*
Additional Guardian 1 First Name

Does your member use an EpiPen? *
No

Does your member use insulin? *
No

Does your member use an inhaler? *

Emergency Contact 2 Relationship *
Teacher

Emergency Contact 2 Mobile Phone *
test

Emergency Contact 2 Alternate Phone *

Next →

STEP 10 & 11: Sign all of the forms, then click the “Finish” button. A new page will appear. Click the blue button under the cart to complete the membership.

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 memberships.
Club staff may ask you to bring a copy of your child's birth certificate to verify their age.

Current Location: Horizon West Middle School (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

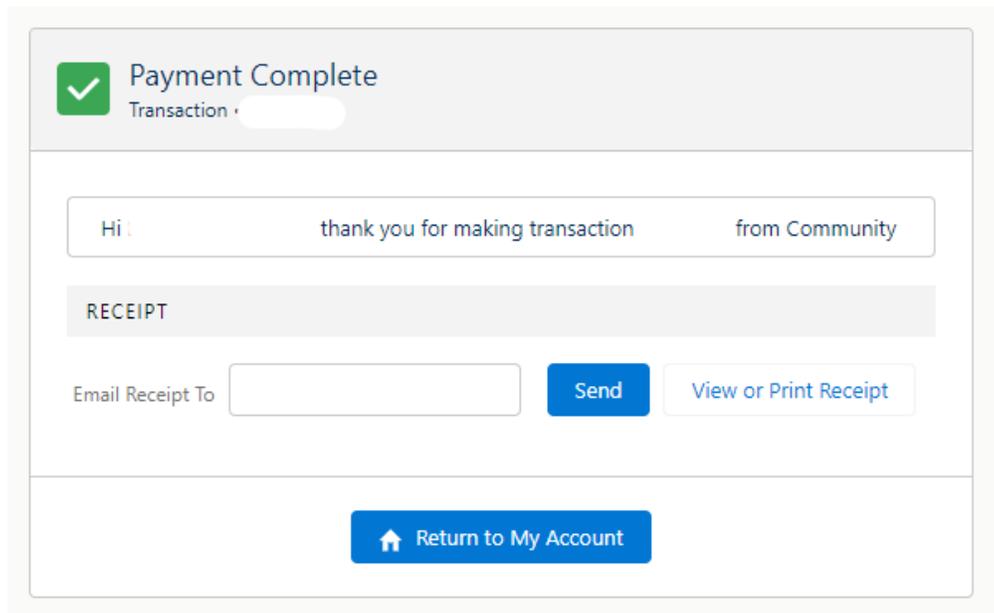
23-24 HORIZON WEST MIDDLE
Sign Contracts
REGISTRATION STEP 3/3

| CONTRACT NAME | CONTRACT STATUS | SIGNATURE | LAST MODIFIED | ATTACHMENT | COMPLETED ON | REQUIRED |
|---|-----------------|-----------|---------------------------------|------------|--------------|-------------------|
| Test - 2023 Parent Handbook Acknowledgement | Draft | Sign | 4/5/2024 by Kathryn McCallister | N/A | N/A | Prior to Purchase |
| Test - ASZ Publicity Release | Draft | Sign | 4/5/2024 by Kathryn McCallister | N/A | N/A | Prior to Purchase |
| Test - ASZ Technology Acceptable Use for Club Members | Draft | Sign | 4/5/2024 by Kathryn McCallister | N/A | N/A | Prior to Purchase |
| Test - Membership Waiver | Draft | Sign | 4/5/2024 by Kathryn McCallister | N/A | N/A | Prior to Purchase |
| Test - SAFE PASSAGE AND RELEASE OF LIABILITY WAIVER | Draft | Sign | 4/5/2024 by Kathryn McCallister | N/A | N/A | Prior to Purchase |

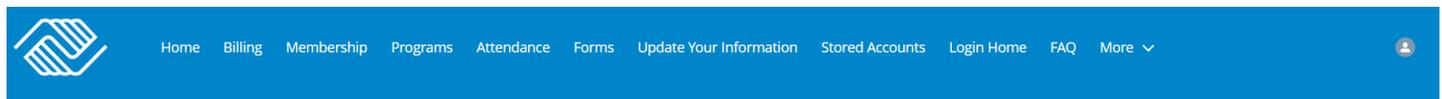
Finish!

STEP 12: This box will appear when you complete the membership. You can send yourself a receipt. Click on the “Return to My Account” button.

IMPORTANT: Membership is the 1st step for Summer Zone enrollment. You must follow the instructions below to add on the Summer Zone program enrollment. If you do not add Summer Zone to your child’s membership, they will not be enrolled into the program.



STEP 13: From your home screen, click on “Browse Program Registrations”.



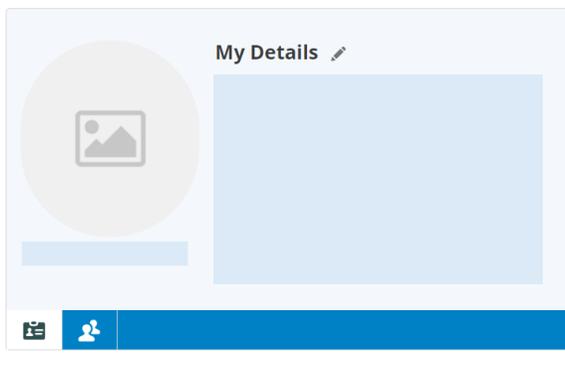
HOUSEHOLD ACCOUNT DETAILS

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¿Le interesa traducir el contenido a otro idioma?

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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.

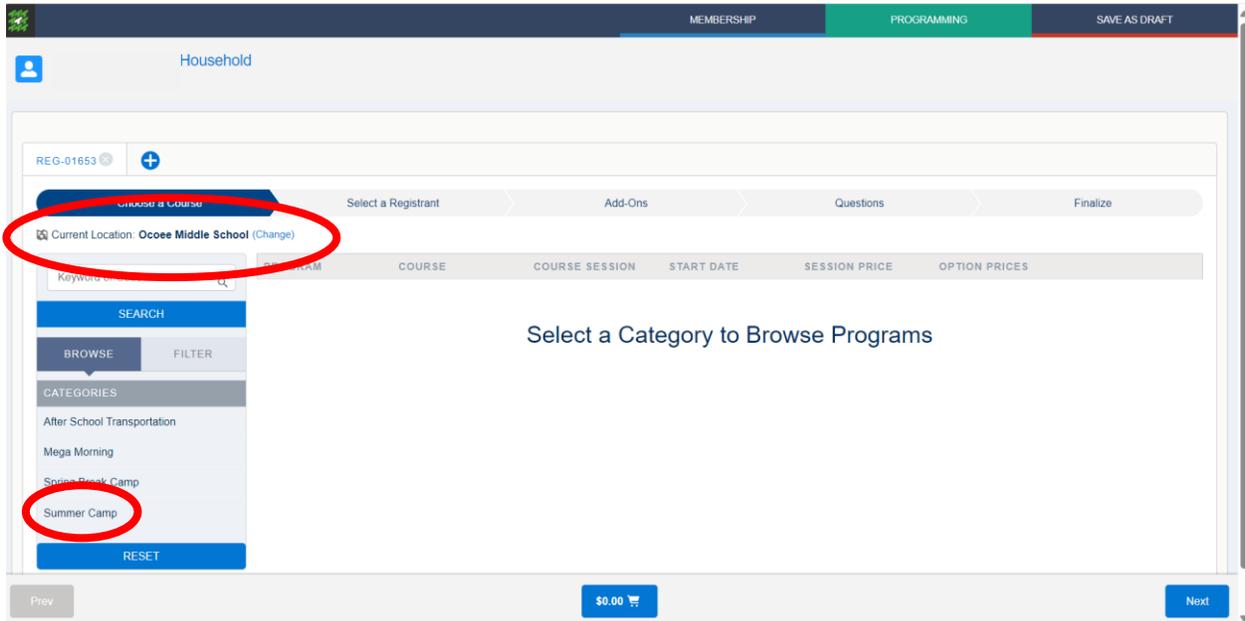
Register Online



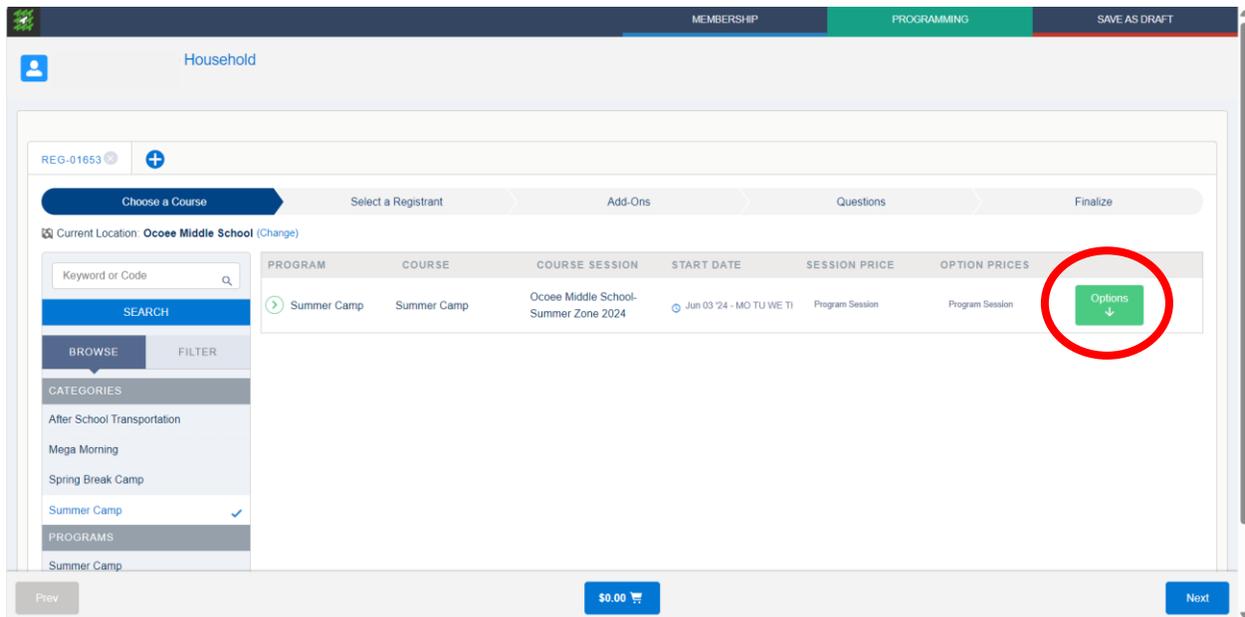
Memberships & Registrations

STEP 14: Make sure the current location is set to your site (school child attends). If not, change it.

STEP 15: Select “Summer Camp” option from categories.



STEP 16: 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 17: 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 (Change)". A search bar is present, and a sidebar on the left contains filters for categories and programs. 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" with a green checkmark. Below the table, a detailed view of the selected course session is shown, including the BOYS & GIRLS CLUBS OF CENTRAL FLORIDA logo, dates (Jun 03 '24 Jul 25 '24), times (Mon/Tue/Wed/Thu - 8:30 AM - 5:00 PM), 123 spots remaining, and an "ENROLL" button circled in red. The bottom navigation bar includes "Prev", "\$0.00" with a shopping cart icon, and "Next".

STEP 18: “Enroll” button will turn green. Click on “Next” button in bottom right hand corner.

This screenshot shows the registration interface after the enrollment step. The "ENROLL" button from the previous step is now a green "UNENROLL" button. The "Next" button in the bottom right corner of the navigation bar is circled in red. The rest of the interface, including the sidebar, search bar, and course details, remains the same as in the previous screenshot.

STEP 19: 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 20: Questions page will appear. Click on “Next” button in the bottom right hand corner.

Household

| SUMMER CAMP +

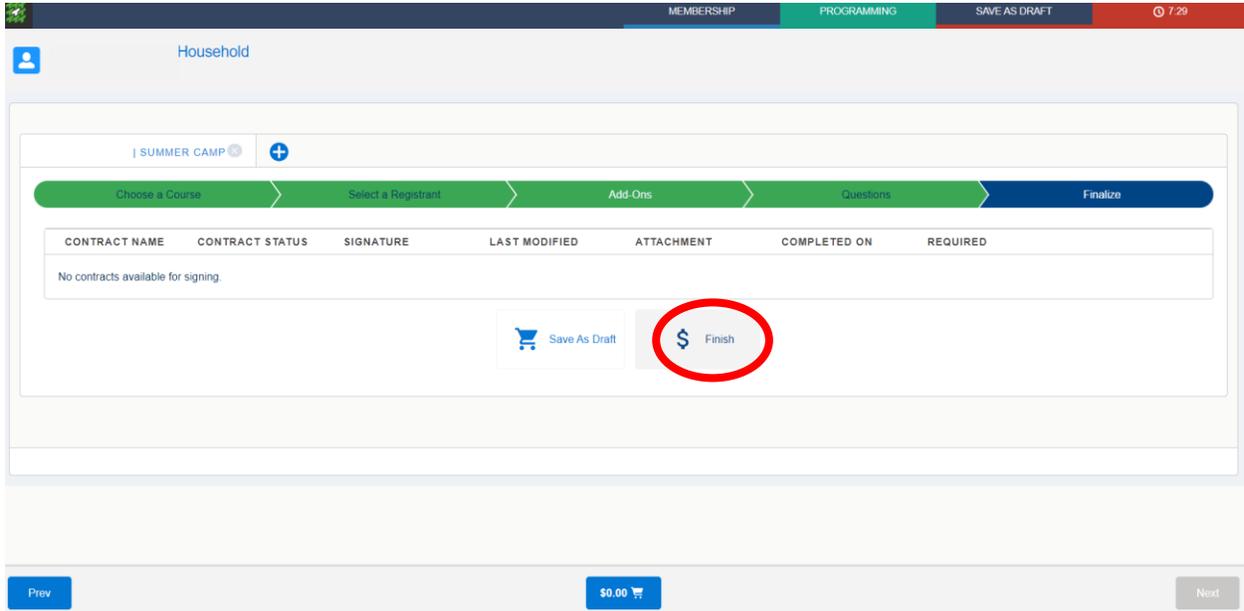
Choose a Course Select a Registrant Add-Ons Questions Finalize

Sydney Stynes

No Questions Available

Prev \$0.00 Next

STEP 21: Finalize page will appear. Click on “\$Finish” button in the bottom center of the page.



STEP 22: “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.

