Registering for Teen Club After-School Program

Your child **MUST** be a registered member of our Teen Club in order to attend the Teen Club after-school program. An online parent account is required to register.

<u>If you already have an online account with us, skip to step #2 on the next page.</u>

1. CREATING YOUR ONLINE ACCOUNT

A. You must first request to create a parent account. Head over to www.bgcfremont.org and scroll to the “New Member Registration” button.

B. Scroll down to the “4th Street Teen Club” and click “Register Today!”

C. Select the “Teen Club” membership. The system will prompt you to create an account before being able to register.

D. You will have to wait for your account to be approved by our administrator. Once approved, you will be receiving an email titled “Welcome To Trax Online”

E. This email will prompt you to confirm your email address and create a password to activate your account.

F. Once your account is created, you will be prompted to enter your contact information to begin creating your household. You will be named “Head of Household” by default.

G. In the next section, you will be prompted to add any additional contacts and authorized pick-ups for your child that lives in the SAME household.

H. The next “Emergency Contact” section is for individuals that you request as a contact/authorized pick-up for your child, who live OUTSIDE of the household.

I. The last section will have you answer some demographics about your household. These are required for reporting purposes and all information stays confidential.

2. YOU NOW HAVE AN ONLINE ACCOUNT WITH BOYS & GIRLS CLUB OF FREMONT COUNTY!

A. Once your account is set up, go to the "My Account" page.

B. <u>You will have four boxes:</u>

BOX 1: Shows the account holder information.

BOX 2: Shows any balances/upcoming balances for memberships and sessions that you have signed up for. If you have not signed up for any memberships or sessions, there will be no balance.

BOX 3: Shows all people on your account. THIS IS WHERE YOU WILL ADD THE CHILDREN THAT YOU WOULD LIKE TO REGISTER/ENROLL (if they are not already on your account). Enter their birth date and gender. All other information will be entered upon checkout.

BOX 4: Shows your enrollment history and what the status of the enrollments are.

C. Once you have added all necessary people to your account, you can now click on our "Membership" tab. Locate the "Teen Club" membership. This is where you can enroll into our after-school program.

D. Select the teen you want to enroll. If your child is not yet registered into our Teen Club membership, the system will prompt you to register them here. It will not let you enroll if your child DOES NOT meet the age requirements for membership at our club. Age requirements are ages 13-18. **There is a $25 fee to become a member of Teen Club. There is an additional $10 monthly fee for after-school activities. If you have paid the membership fee for Teen Night, you DO NOT have to pay again for the Teen Club Membership. You can "zero" out the fee in the check out page and our admin will verify that the membership fee was paid and void charges, if necessary.**

E. Once you click "Next" the system will prompt you to review your cart. Ensure your selections are correct and click "Next" again.

F. You will now be prompted to finish entering your child's information (If not already filled out). **Any registrations that do not have their child's information properly filled out will be rejected.**

G. You will then be prompted to check out. Here, you can choose to pay now, or "zero" out your amounts to pay in the future.

<u>Please see the next page for follow-up information.</u>

Follow-Up Information

Your child's/children's information has now been sent to our administrator! Your youth will be placed in the Teen Club after-school program. The membership fee must be paid before your teens first day of attendance and can be paid online through your parent account or by calling our office at 719-345-4038. You will be sent updates through email as they become available. If you have any questions or concerns, you can call our office Monday-Friday from 9am to 5pm at 719-345-4038.

PARENT & GUARDIAN DISCLAIMER

Any registrations that DO NOT have their household, contact and child's information properly filled out will be rejected. Full payment for the $25 membership fee is necessary to secure placement.