

MyClubHub Parent Portal — Membership Registration Guide

Boys & Girls Clubs of North Alabama • Mobile Version • For all parents & guardians

Portal: <https://bgcnorthalabama.my.site.com/portal/s/>

Step 1 — Access the Portal

NEW NEW TO THE PORTAL?

Go to the portal and click the green **"CREATE ACCOUNT"** button on the left side of the screen.

BOYS & GIRLS CLUBS

Memberships Registration

My
ClubHub

NEW TO THE PORTAL?

Register your household account

CREATE ACCOUNT

Returning parents can LINK their old account. Use the same first name, last name and email address your Club has on file.

ALREADY HAVE AN ACCOUNT?

Login Below

Username (Email)

Password

View My Account

[Forgot Password?](#)

Boys & Girls Clubs of America
1275 Peachtree Street NE, Suite 400 • Atlanta, GA 30309

Click CREATE ACCOUNT on the left

On the Create Account page, enter your name, email, birthdate, and phone, then click **Submit**. Use the **same email address your Club has on file** — this links your account to your child's record.

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PARENTS/GUARDIANS: Enter your information below to create an account.


Create Account

* First name	* Last name
<input type="text"/>	<input type="text"/>
* Email	
<input type="text"/>	
* Birthdate	* Mobile Phone
<input type="text"/>	<input type="text"/>
Street	
<input type="text"/>	
City	
<input type="text"/>	
State	Zip Code
<input type="text"/>	<input type="text"/>
Country	
<input type="text"/>	

Submit →

Boys & Girls Clubs of America
1275 Peachtree Street NE, Atlanta, GA 30309


Create Account form — click Submit

 Use the same First Name, Last Name, and Email your Club has on file. This links your account to your child.

Check your inbox for a **Welcome to Parent Portal** email from MyClubHub. Click the link inside to set your password — you will then be logged in automatically. Check your spam folder if you don't see it.

◀ **Inbox (1 new)**

Welcome to Parent Portal • Inbox

 **Welcome to Parent Portal**
MyClubHub Parent Portal • Club Email
Just now

Hi Parent,


Welcome to Parent Portal! To get started, go to <https://bgcnorthalabama.my.site.com/portal/s/> and use the link below to set up your password.

Username: Parent Email Address

Thanks,
BGC North Alabama

← Reply → Forward

Welcome email — click the link to set your password


 Once logged in, your children will appear in My Account. If they don't show up within 24 hours, contact your Club's front desk.


 **ALREADY HAVE AN ACCOUNT?**

Enter your **email (username)** and **password** on the right side of the login page and click **View My Account**.

Forgot your password?

Click "Forgot Password?" on the login page, enter your email, and follow the reset link sent to your inbox.

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NEW TO THE PORTAL?
Register your household account

CREATE ACCOUNT

Returning parents can LINK their old account using the same name and email on file.

ALREADY HAVE AN ACCOUNT?
Login Below

Username (Email)

Password

View My Account

Forgot Password? ↑

Boys & Girls Clubs of America
1275 Peachtree Street NE, Atlanta, GA 30309

Enter credentials and click View My Account

Steps 2–9 — Register for Membership

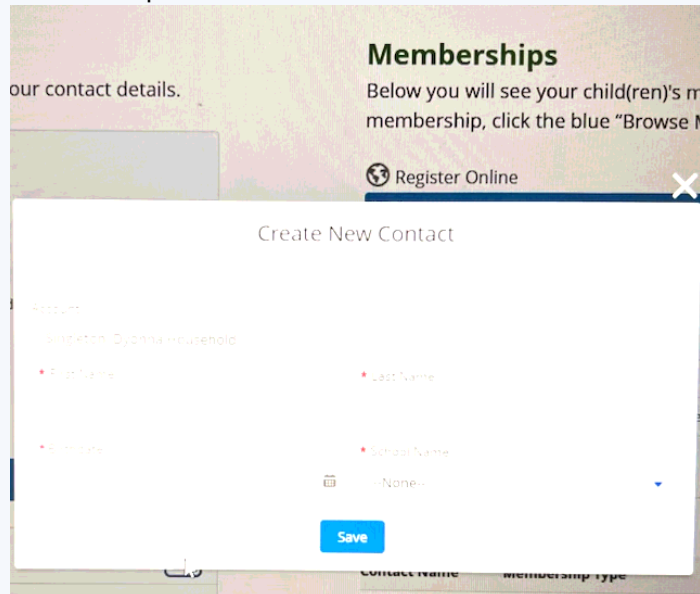
Once logged in, follow these steps to register your child for a membership.

Step 2 Add New Contact in My Account

If the child you are registering is **not already listed in your household**, you must add them before starting the membership application. Tap **My Account** at the top of the page, then tap **Add Household Member** and fill in the child's details. Once saved, return to the **Memberships** tab to continue with Step 3. If your child is already listed under your account, skip to **Step 3**.

How to add a new household member:

- Tap **My Account** in the top navigation bar.
- Scroll down and tap **Add Household Member**.
- Enter the child's first name, last name, and date of birth, then tap **Save**.
- Return to the **Memberships** tab and continue to Step 3.



Create New Contact dialog — My Account → Add Household Member



You must add any new children to your household in My Account before starting a membership application. You cannot add new household members from within the membership application workflow.

Step 3 Register for Memberships

On the portal homepage, click the **Register for Memberships** button.



Click Register for Memberships on the homepage

Step 4 Select Your Club Location

Choose your Club from the list and click **Save Club**.

← Choose a Club X

Huntsville, AL

CLUB LOCATIONS

- All Clubs
- Binford
- Butler
- Liberty**
- Lincoln
- Martin Luther King

Save Club

Select your Club location and click Save Club

Step 5 Select a Membership Category

Select the membership category that applies to your child.

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Current Location: Liberty (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

Select a Membership Category

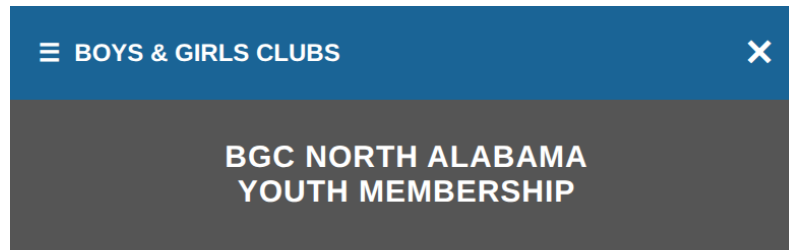
Select a category to see available membership types.

BGC NORTH ALABAMA YOUTH MEMBERSHIP

Select a membership category

Step 6 Select a Membership Type

Choose the specific membership type for your child and click **Select**.



SELECT A MEMBERSHIP

BGC North Alabama 2025 Youth Membership \$40.00

Ages 5–18 Liberty



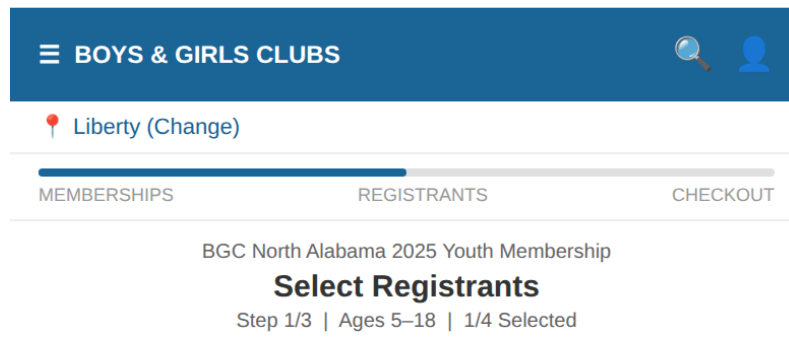
Choose the membership type and click Select

Step 7 Select Your Child

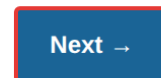
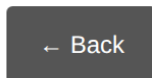
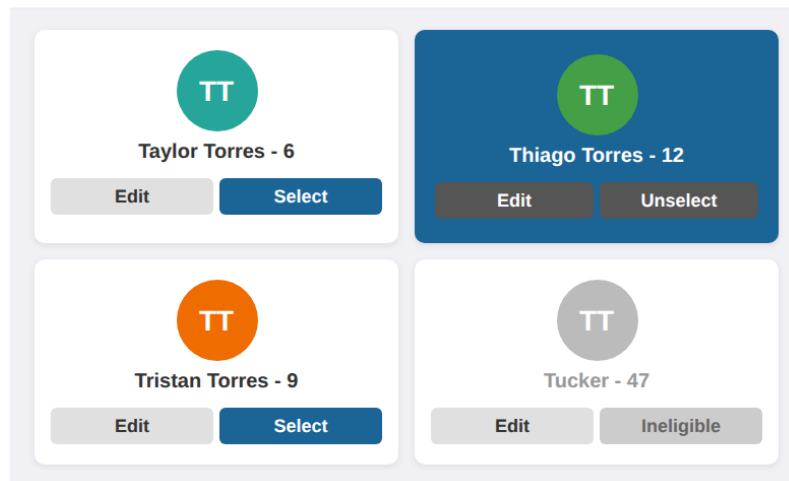
Select each child you are registering, then click **Next**. To add a new household member, click the **+ icon** in the top-right corner before starting.

Step 8 Complete Membership Questions

Answer all questions for each child and click **Next**.



Select contacts



Select each child to register

Step 9 Sign Contracts & Waivers

If required, click **Sign** to view each document, click **Confirm** after reading, then click **Finish**.

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Sign Contracts

Registration Step 3/3

CONTRACT NAME	STATUS	SIGNATURE
Thiago - Data Collection	Draft	Sign

[← Back](#) [Finish](#)

Sign contracts and click Finish

Steps 10–13 — After Submission: Approval Queue

After submitting your membership application, it enters a staff review queue. Follow the steps below to track your application and complete payment once approved.

Step 10 Submission Confirmation

After clicking Finish, you'll see a confirmation screen and receive a **Membership Submission Confirmation** email. Your application is now in the staff review queue.

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✓

Confirmation of Application

Thank you for your application. We will review and provide a response by email soon.

Applicant: Thiago Torres
Reference: MEM-APL-00024
Membership: BGC North Alabama 2025 Youth Membership
Status: Submitted — Awaiting Staff Review

[Finish](#)

i Your application is now in the staff review queue. You will receive an email once a decision has been made.

Submission confirmation screen

⚠ Do not submit a duplicate application for the same child while one is under review.

Step 11 Track Your Application Status

Log in and click **My Account** at the top of the page. On the My Account page you will see your **My Membership Applications** component listing each application and its current status. If action is required, a button will appear in the Actions column.

Status Reference:

BOYS & GIRLS CLUBS

Home > My Account

My Membership Applications

MEM-APL-00024
Thiago Torres
 BGC North Alabama 2025 Youth Membership

Approved Pending Confirmation Next

MEM-APL-00021
Taylor Torres
 BGC North Alabama 2025 Youth Membership

Submitted

Click Complete in the Actions column

Status	What It Means
Submitted	Received — awaiting staff review.
Under Review	A staff member is reviewing your application.
Needs More Info	Staff will contact you for additional details.
Approved Pending Confirmation	Approved — payment required. See Step 13.
Approved	Active. No further action needed.
Rejected	Not approved. Contact staff for information.

Step 12 Confirm Approval & Pay

When your application is approved you will receive an email notification. Log in, go to **My Account** → **My Membership Applications**. Your status will show **Approved Pending Confirmation**. Click **Complete** in the Actions column to proceed to payment.

HOUSEHOLD ACCOUNT DETAILS

IMPORTANT: If registering for the Elementary Afterschool Programs starting on January 6, 2026 for Huntsville City Schools, CLICK HERE or select the button labeled "Browse Memberships" below.

Attention Primary Guardian
 Please use the pencil icon below to update your contact details.

Memberships
 Below you will see your children's memberships. If you need to sign up or renew a membership, click the blue "Browse Memberships" button below.

Register Online Browse Memberships

My Membership Applications

Reference Number	Contact	Status	Actions
MEM-APL-00000	Little Testing	Approved Pending Confirmation	Complete
MEM-APL-00001	Aaron WilliamsTEST	Submitted	No action required
MEM-APL-00002	Alice WilliamsTEST	Submitted	No action required

Show More 3/3 visible Show Less

MY HOUSEHOLD MEMBERSHIPS

Contact Name	Membership Type	Membership Start Date	Membership End Date
9/27/2024			
Matrox	Off Campus Afternoon Member...	1/08/2024	5/1/2025
Kyrstleigh Turner	Off Campus Afternoon Member...	1/09/2024	6/1/2025
ADajah Hargrove	Cavalry Club Youth Approved S...	2/5/2026	5/21/2026
AJayla Taylor	3rd Street Approved Youth Sch...	8/7/2025	5/21/2026

View All

My Account page — My Membership Applications and status

Step 13 Complete Payment

Select your payment method (Credit Card) and click **Pay Now**. Once payment is processed, your membership will be active and you will receive a final confirmation email.

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Payment

CHARGES DUE NOW	
BGC North Alabama 2025 Youth Membership	\$40.00
Total	\$40.00

PAYMENT	
Total Due	\$40.00
Payment Amount	\$40.00
Remaining Due	\$40.00

SELECT PAYMENT METHOD

Credit Card
Enter a new card

Pay Now

Payment page — select method and Pay Now

Need help? Contact your Club's Unit Director or front desk staff. Do not submit a duplicate application while one is under review.

MyClubHub Parent Portal | Boys & Girls Clubs of North Alabama | 3911 Pulaski Pike NW, Huntsville, AL 35810 | bgcnorthalabama.my.site.com/portal/s/