

MyClubHub Parent Portal — Membership Registration Guide

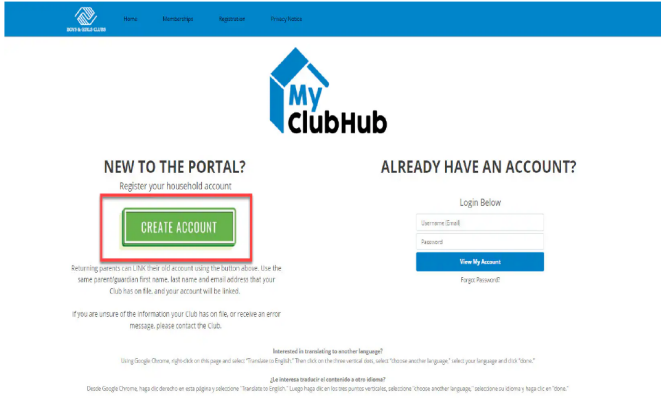
Boys & Girls Clubs of North Alabama • Desktop Version • For all parents & guardians

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

Step 1 — Access the Portal

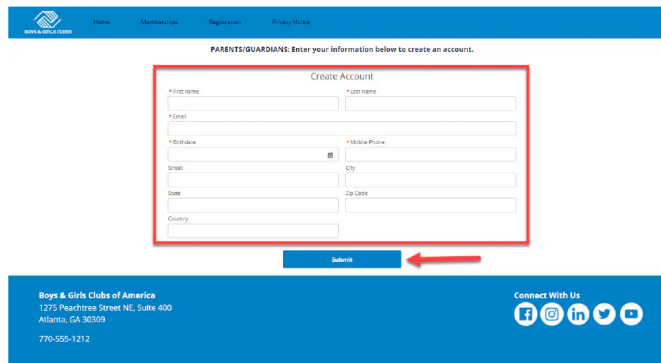
NEW TO THE PORTAL?

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




Click **CREATE ACCOUNT** on the left

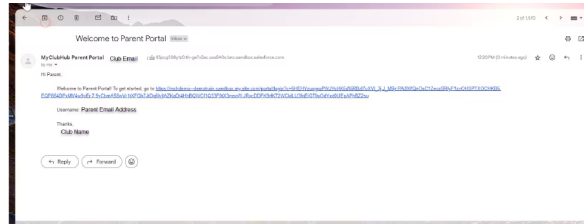
On the Create Account page, enter your name, email, birthdate, and phone, then click **Submit**. Use the **same email address your Club has on file** — this links your account to your child's record.




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.



Welcome email — click the link to set your password

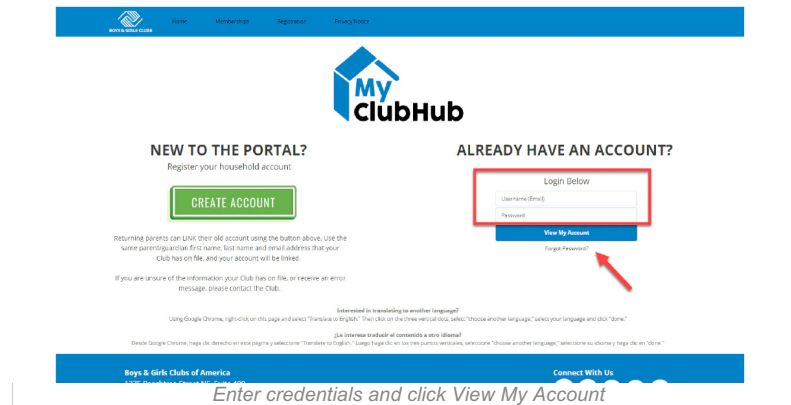
 Once logged in, your children will appear in My Account. If they don't show up within 24 hours, contact your Club's front desk.

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.



Steps 2–9 — Register for Membership

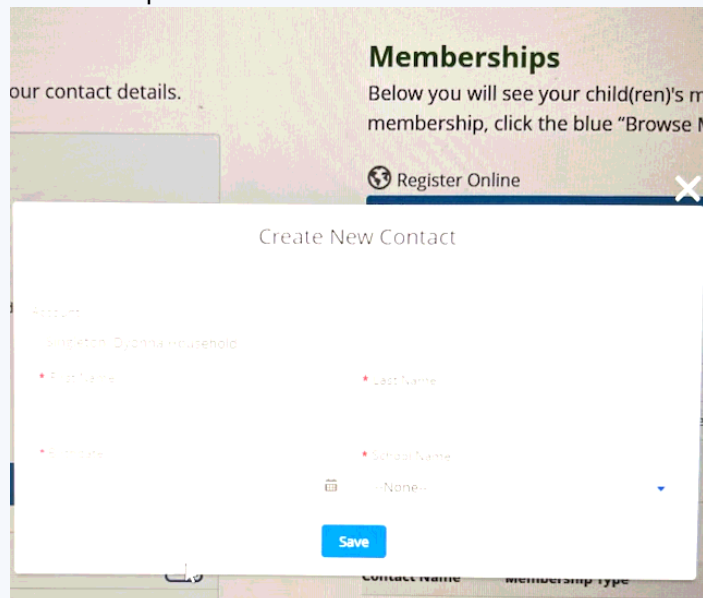
Once logged in, follow these steps to register your child for a membership.

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. Click **My Account** at the top of the page, then click **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:

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



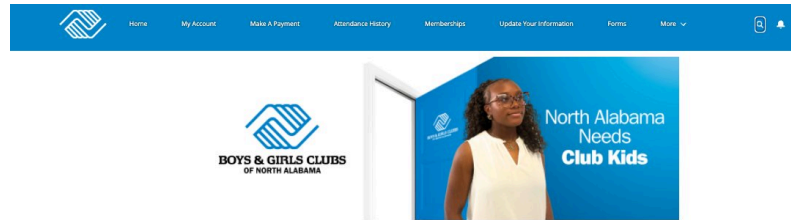
Create New Contact dialog — My Account → Add Household Member



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

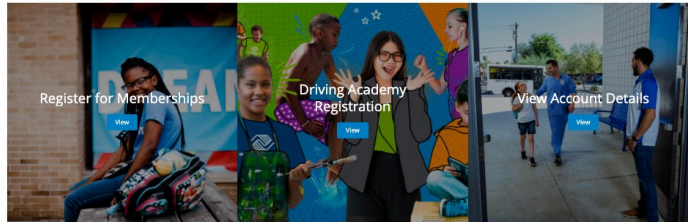
On the portal homepage, click the **Register for Memberships** button.



PARENT PORTAL

Interested in translating to another language?
Using Google Chrome, right-click on this page and select "translate to English." Then click on the more 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 "traducir a inglés." Luego haga clic en los tres puntos verticales, seleccione "elegir otro idioma," seleccione su idioma y haga clic en "hecho."

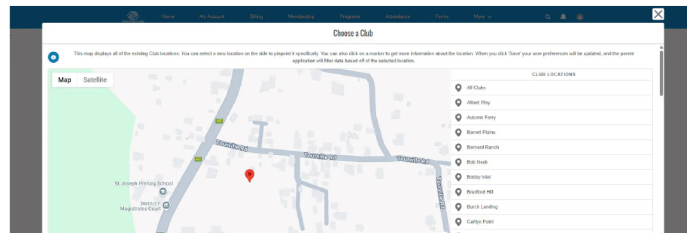
IMPORTANT: If registering for the Elementary Afterschool Programs starting on January 6, 2026 for Huntsville City Schools, [CLICK HERE](#) or select the button under "Register for Memberships" below.



Click Register for Memberships on the homepage

Step 4 Select Your Club Location

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



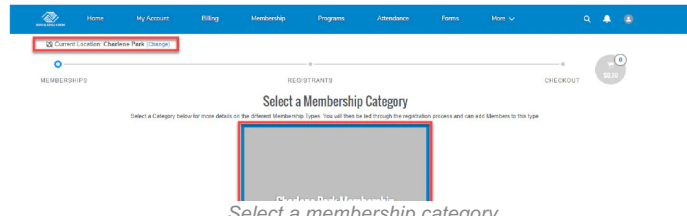
Select your Club location and click Save Club

Step 5 Select a Membership Category

Select the membership category that applies to your child.



Step Three
• Select a membership category.

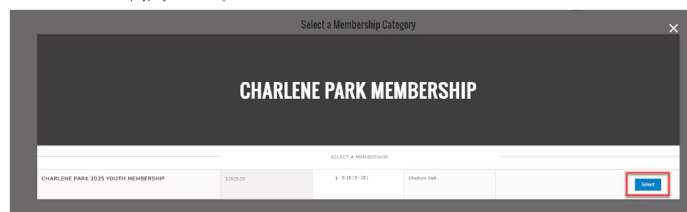


Select a membership category

Step 6 Select a Membership Type

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

Step Four
• Select the membership type you'd like to purchase.



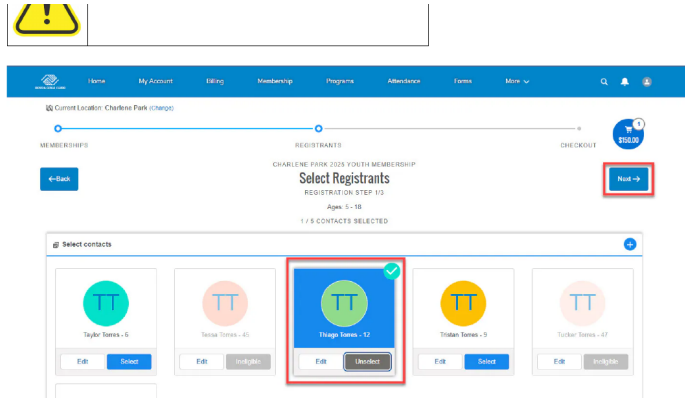
Choose the membership type and click Select

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**.



Step Six

- If applicable, answer the membership questions form. Then click **"Next"**.

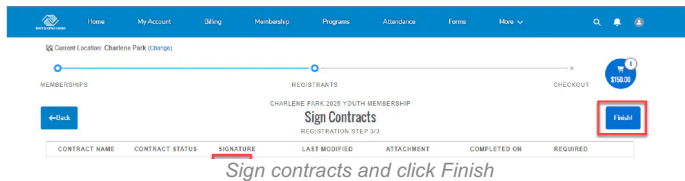
Select each child to register

Step 9 Sign Contracts & Waivers

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

Step Seven

- If there are contracts or waivers requiring signature, click **Sign** to view the documents. Click **Confirm** after reviewing each document.



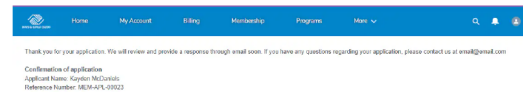
Sign contracts and click Finish

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.



Submission confirmation screen



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

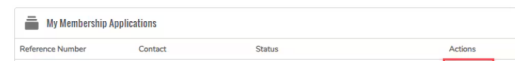
Step 11 Track Your Application Status

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:

Step Five: Parent Confirms Approval and Pays for Membership/Posts Balance to Household

- Back in the parent portal, the parent should go again to the My Account tab and find the 'My Membership Applications' component.
- You'll see the kid's membership application and the status is now showing 'Approved Pending Confirmation'.
- In the Action column, click the 'Next' button



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 child(ren)'s memberships. If you need to sign up or renew a membership, click the blue "Browse Memberships" button below.

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	Alix WilliamsTEST	Submitted	No action required

MY HOUSEHOLD MEMBERSHIPS

Contact Name	Membership Type	Membership Start Date	Membership End Date
		9/27/2024	
Matrinox	Off Campus Afternoon Member...	1/18/2024	6/1/2025
Kynsleigh Turner	Off Campus Afternoon Member...	1/12/2024	6/1/2025
Alayah Hargrove	Cavalry Club Youth Approved S...	2/9/2026	5/21/2026
Alycia Taylor	3rd Street Approved Youth Sch...	8/7/2025	5/21/2026

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.

Payment

[Return](#)

Charges Due Now

Item	Sum
Kayden McDaniel - P&M Program (D&E) Membership Approval - School Year 25-26	\$40.00
Liberty	\$40.00
Total	\$40.00

Payment

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

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.