GREAT FUTURES START HERE.

BOYS & GIRLS CLUB OF WATERTOWN

Online Registration Instruction Guide:

Begin by going to:

Our website: https://bgcofwatertown.com/
Select under Core Programs tab: Main Club Site
Click on the coral button labeled Join the Club
Scroll down to HOW TO JOIN and Click within Point #1 **HERE for Membership Options**

Or use this link: https://online.traxsolutions.com/bgcwsd/main#/memberships

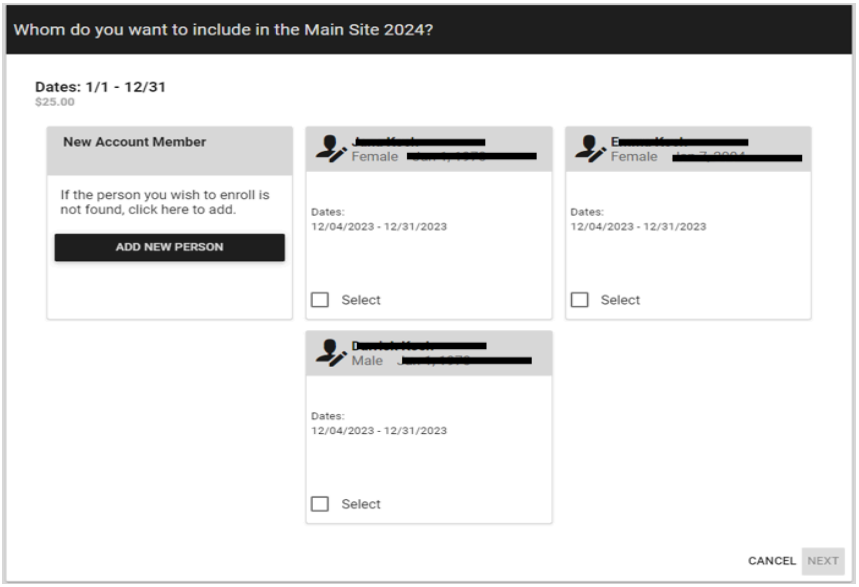
From the Trax Online Memberships Enrollment Screen: **for past Club member families**

1. Click on ENROLL within **a membership enrollment option you would like to enroll your child** (you will enroll one child at a time).

2. You will now see the User Sign In screen. Enter in your email you previously gave us for your 2025 membership. Enter your password OR click FORGOT PASSWORD to reset your password for your online account. (if you forgot your email address used previously, please email clubinfo@bgcofwatertown.com for a clarification (be patient with a response) as only viewed during business hours.

3. If you have been in our system before with that email address, you will see this response:

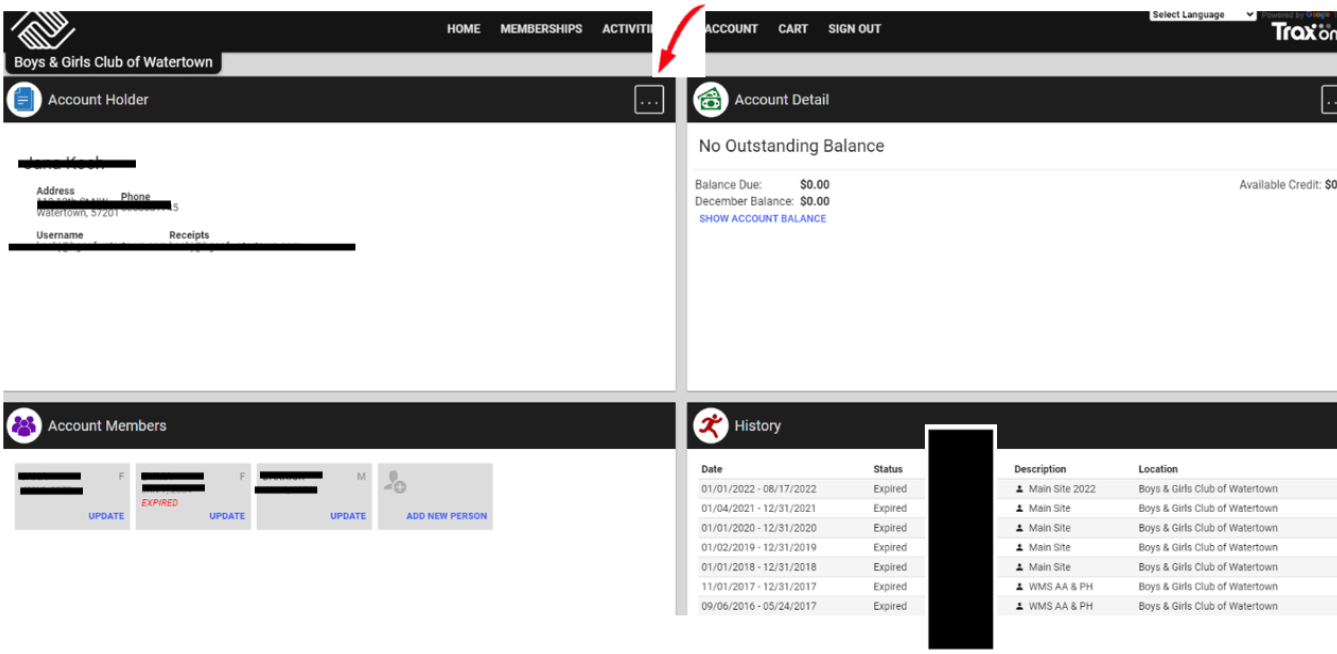
4. In the next box labeled Whom do you want to include?, select the box of your kiddo that you are wanting to register OR Click ADD NEW PERSON if you need to enter a new kiddo for a membership.



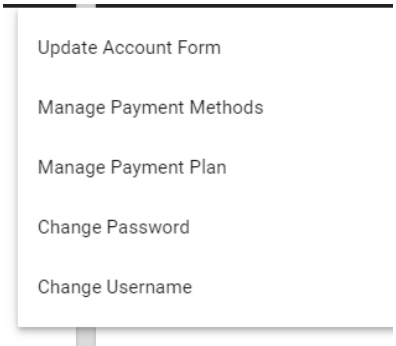
5. You will then be directed into your kiddo membership data entry sheet. Make updates to renew your kiddo as needed, making sure that grade level is current along with school attending. To update the grade level to the 2025-2026 school year, click ADD ANOTHER at the bottom of the grade level section.

6. Repeat the above steps (#6, 7, 8, 9) to add another kiddo from your household for membership by clicking again on MY ACCOUNT.

7. You may make changes to your household information within your account too. You click on MY ACCOUNT at top of the page, then click on the 3 dots in the square to the right of the Account Holder.



8. Choose Update Account Form, to change parent information, address, phone numbers, household contacts etc.



9. NOTE: please ensure that you have TWO emergency contacts listed within your household in addition to those listed as parents / guardians.

10. Club Staff will then at this point receive notification about your online registration. Please allow time for the notification process to be reviewed. An email will be sent to you during business hours confirming your online registration.

11. **Please fill out the required Food Service form, one per family.** You will see this form on our website to print off, or it is also pdf fillable. Please drop off to the Staff at the Club frontdesk or email back to clubinfo@bgcofwatertown.com We do have hardcopy Food Service forms available at the Club front desk.

12. **Brand NEW members along with a parent/guardian are required to attend an in-person orientation before attending the Club. These are held twice a month on Wednesdays at 5:30 pm, pre-registration is NEEDED. See the new member orientation dates here to sign up.** https://bgcofwatertown.com/youth-special-programs-calendar/

13. Club cards are required by members to attend the Club. If your kiddo lost their previous Club card and/or needs a new card made, pay $5.00 in person via cash or check for a new card to be made.

What can parents do in the portal?

1. Sign up for Club Main Site memberships.
2. Update household information such as phone number, address, etc. if it changes.
3. Get a statement of charges that are on your account.
4. Sign up for Club Main Site youth special event activities https://online.traxsolutions.com/bgcwsd/main#/search

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For the online membership payment process, please note:

Notice for Credit Card Receipts:

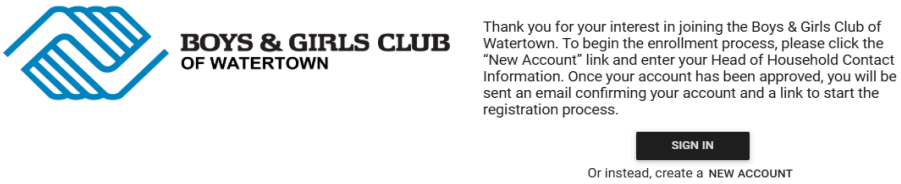
The merchant will be **TRAX SOLUTIONS**, 602-954-9557, AZ on your Credit or Bank Card statement.

Updated 12/31/2025

Brand New Family, never had a member involved in Club enrollment:

If you are a brand new family, never had a member involved in past Club Main Site, or maybe your kiddo has not been a member for more than two years

1. Click on **NEW ACCOUNT**, top of the page on black colored bar.



2. Input your name, address, email and phone number (enter your Full Address with Street, City, State, Zip Code) to make sure it is entered correctly.

3. Your request will be sent to Club Staff for approval. You will receive an email once your request is approved, please allow up to one or two business days for this approval to take effect.

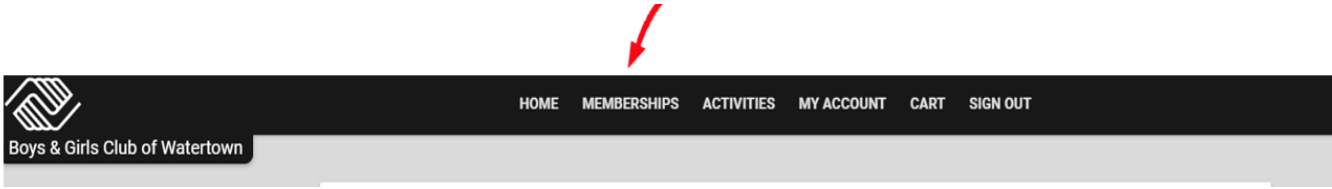
4. Once your request is approved, or you receive the automatic approval email, you will be able to go sign into your portal by clicking on the link in the email you receive to set your password.

5. After signing in, you will be prompted to fill out your Household information.

6. NOTE: please ensure that you have TWO emergency contacts in addition to those listed as parents / guardians.

7. From here you can enroll your child(ren) in the Main Site

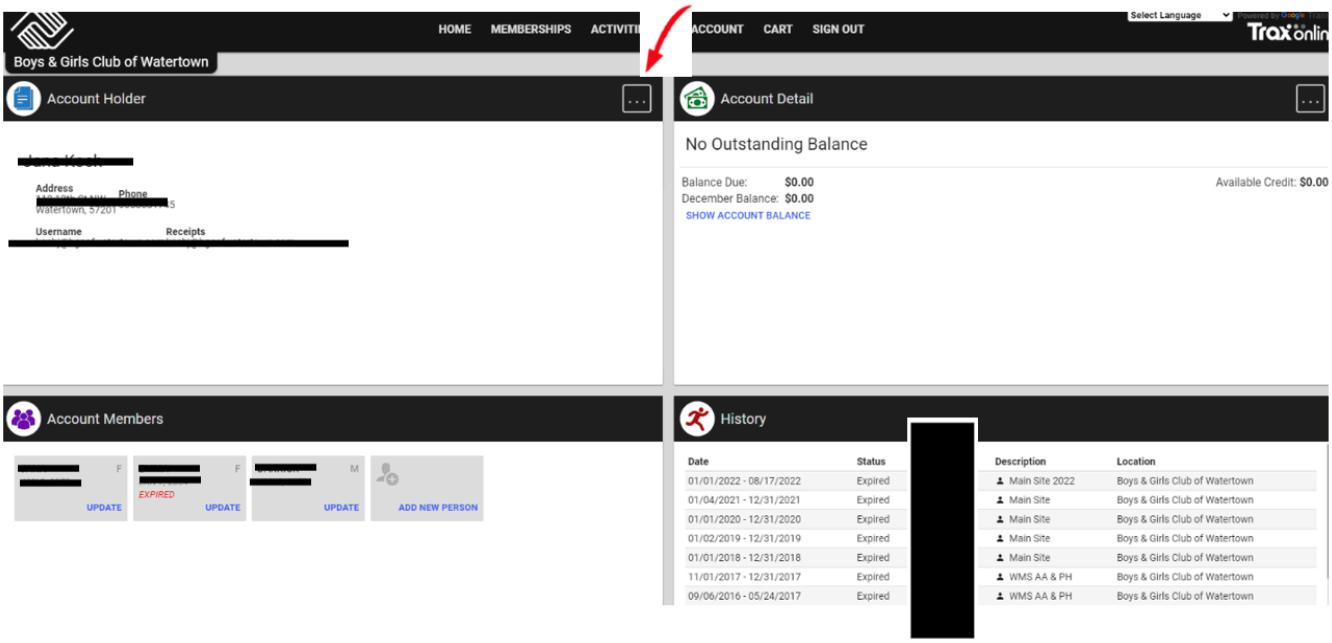
8. You will then be able to click MEMBERSHIPS (top of the page).



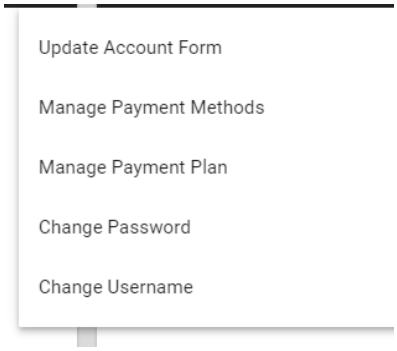
9. You will see this screen https://online.traxsolutions.com/bgcwsd/main#/memberships with various options to ENROLL your kiddo. (Enroll one kiddo at a time). Click ENROLL.

10. In the next box labeled Whom do you want to include in the Main Site 2024?, Click ADD NEW PERSON to enter a new kiddo for a membership.

11. You may make changes to your household information within your account too. You click on MY ACCOUNT at top of the page, then click on the 3 dots in the square to the right of the Account Holder.



12. Choose Update Account Form, to change parent information, address, phone numbers, household contacts etc.



13. Club Staff will then at this point receive notification about your online registration. Please allow time for the notification process to be reviewed. A new Club card will be made and will be hanging up on the hooks in the front foyer of Club.

14. Repeat the above steps (#8, 9, 10) to add another kiddo from your household for membership by clicking again on MY ACCOUNT.

15. **Please fill out the required Food Service form, one per family.** You will see this form on our website to print off, or it is also pdf fillable. Please drop off to the Staff at the Club frontdesk or email back to clubinfo@bgcofwatertown.com We do have hardcopy Food Service forms available at the Club front desk.

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