

## GREAT FUTURES START **HERE.**



### Online Registration Instruction Guide:

#### Begin by going to:

Our website: <https://bgcofwatertown.com/>

Select under Core Programs tab: Main Club Site

Click on the pink button labeled Join the Club

Please read the **red bolded information paragraph on the website**

Scroll down to HOW TO JOIN and Click on **Membership Form** within the Complete the online Membership Form registration

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 2024 membership. Enter your password OR click FORGOT PASSWORD to reset your password for your online account. (if you forgot your your email address used previously, please email [clubinfo@bgcofwatertown.com](mailto: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.

The screenshot shows a list of individuals to be included in the membership. At the top, it says 'Whom do you want to include in the Main Site 2024?'. Below this, it shows 'Dates: 1/1 - 12/31' and '\$25.00'. There are four entries, each with a 'Select' checkbox and a 'Remove' link. The first entry is 'New Account Member' with a note: 'If the person you wish to enroll is not found, click here to add.' The second entry is 'Female' with 'Dates: 12/04/2023 - 12/31/2023'. The third entry is 'Female' with 'Dates: 12/04/2023 - 12/31/2023'. The fourth entry is 'Male' with 'Dates: 12/04/2023 - 12/31/2023'. At the bottom right, there are 'CANCEL' and 'NEXT' buttons.

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.

The screenshot shows the Boys & Girls Club of Watertown website. The top navigation bar includes links for HOME, MEMBERSHIPS, ACTIVITIES, ACCOUNT, CART, and SIGN OUT. A red arrow points to the three-dot menu icon next to the 'Account Holder' section. The 'Account Detail' page is displayed, showing 'No Outstanding Balance' with a balance due of \$0.00 and a December balance of \$0.00. Below this, there are buttons for 'SHOW ACCOUNT BALANCE' and 'RECEIPTS'. The 'Account Members' section shows three individuals with 'UPDATE' buttons. The 'History' section lists emergency contacts with their dates and status. A large black redaction box covers the right side of the page content.

Date	Status
01/01/2022 - 08/17/2022	Expired
01/04/2021 - 12/31/2021	Expired
01/01/2020 - 12/31/2020	Expired
01/02/2019 - 12/31/2019	Expired
01/01/2018 - 12/31/2018	Expired
11/01/2017 - 12/31/2017	Expired
09/06/2016 - 05/24/2017	Expired

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

The screenshot shows the 'Update Account Form' page. It includes links for 'Manage Payment Methods', 'Manage Payment Plan', 'Change Password', and 'Change Username'.

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](mailto: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>

=====

#### **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 12/31/2024

## 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.



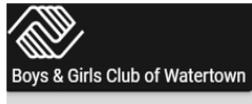
BOYS & GIRLS CLUB  
OF WATERTOWN

Thank you for your interest in joining the Boys & Girls Club of Watertown. To begin the enrollment process, please click the "New Account" link and enter your Head of Household Contact Information. Once your account has been approved, you will be sent an email confirming your account and a link to start the registration process.

[SIGN IN](#)

Or instead, create a [NEW ACCOUNT](#)

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.

The screenshot shows a website interface for the Boys & Girls Club of Watertown. At the top, there is a navigation bar with links for HOME, MEMBERSHIPS, ACTIVITIES, ACCOUNT, CART, and SIGN OUT. A red arrow points from the 'ACCOUNT' link in the top navigation to the 'Account Detail' section on the right. The 'Account Detail' section displays a message 'No Outstanding Balance' and shows balance information: Balance Due: \$0.00, December Balance: \$0.00, and a link to 'SHOW ACCOUNT BALANCE'. To the right, it says 'Available Credit: \$0.00'. Below this, the 'Account Members' section is shown, featuring a list of household members with 'UPDATE' and 'ADD NEW PERSON' buttons. On the right, there is a 'History' section showing a list of events with columns for Date, Status, Description, and Location.

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

The screenshot shows a list of options under the heading 'Update Account Form': Manage Payment Methods, Manage Payment Plan, Change Password, and Change Username.

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](mailto:clubinfo@bgcofwatertown.com) We do have hardcopy Food Service forms available at the Club front desk.

16. **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/>

17. 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?**

5. Sign up for Annual memberships.
6. Update household information such as phone number, address, etc. if it changes.
7. Get a statement of charges that are on your account.
8. Sign up for Club Main Site youth special event activities

<https://online.traxsolutions.com/bgcwsd/main#/search>

---

**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 12/31/2024