

Logging on to Your Account

- Enter your login ID and password; hit *login*
- Click onto '*Change your password*' under Personal Information
- Enter current and new password
- Click *change question* and choose one from the drop down menu then enter the answer
- Hit *save*

Please write down your new password and security question answer for future reference.

Boys and Girls Club of Niagara

8800 McLeod Road
Niagara Falls, Ontario L2E 6S5
club@boysandgirlsclubniagara.org

Online Recreation Program Registration

Here is your login card containing your login and password. Please login to your account and change your password as soon as possible.



**Boys & Girls Club
of Niagara**
A good place to be

Recreation Program Registration

While on your home screen (Account Options), start your registration for a recreation program:

- Click on *Register for Recreation Programs* located under Other services
- Search by keywords, club location or days/times to find the program or scroll through the list
- Once you have found the program, click on *Add to Cart*
- Choose the correct participant from the drop down menu and click *next*
- Proceed to Shopping cart OR Register another participant OR add to cart & continue shopping
- **Add to cart & Continue shopping:**
 - Follow process as above
- **Register Another Participant for this Activity:**
 - Select other participant from drop down menu
 - Follow checkout steps as above
- **Proceed to Shopping Cart:**
 - Proceed to Checkout
 - Enter your credit card information
 - Hit pay and finish

Membership Renewal

If any of your family members need to renew their membership to participate in the recreation program, you can do this while reviewing items in your shopping cart:

- In the bottom right hand corner, click onto *Add Memberships*
- Click onto *Child and Youth Membership*
- Add this to your cart
- Choose the number of enrollment periods you would like for the participant
- Add this to your cart
- Click the appropriate participant for the Child and Youth Membership from the drop down menu
- When you are done, click continue
- Fill out the questions for a child and youth membership before clicking continue

Membership must be active during time of enrollment. If you need to purchase a membership before enrollment; click onto My Account in the top right hand corner:

- Under Other Services, click on *Purchase or Renew Programs*
- Click onto *Add to cart* for a Child and Youth Membership
- Follow steps as above

My Account

Under Account Recreation Program

Show Your Family Schedule:

- Select the correct dates from the calendar button beside the date
- Choose from weekly or monthly layout
- Add family members from Available Family Members and click the >> to add them
- Remove family members from schedule by click their name and <<
- Under Available Schedule Details, click recreation programs and the >> to add schedule
- Click View Schedule

Congratulations, you have successfully used our online registration resource. We look forward to seeing you in our upcoming sessions!

Contact Us

Boys and Girls Club of Niagara
8800 McLeod Road
Niagara Falls, Ontario

905-357-2444
club@boysandgirlsclubniagara.org

Visit us on the Web:
www.boysandgirlsclubniagara.org