

# 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

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# 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

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Visit us on the Web:  
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