



PARENT PORTAL  
INSTRUCTION  
MANUAL


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- Section A – Membership Application.....pages 3-13
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# Membership Application

Section A

## 1. Log in to the parent portal

[Home](#) [Memberships](#) [Registration](#) [Login Home](#) [BGCNW.com](#)



### NEW TO THE PORTAL?

Register for a new Household Account

CREATE ACCOUNT

Returning parents can LINK their old account using the button above. Use the same parent/guardian first name, last name and email address that your Club has on file, and your account will be linked.

If you are unsure of the information your Club has on file, or receive an error message, please contact the Club.

### ALREADY HAVE AN ACCOUNT?


Login below

View My Account

[Forgot Password?](#)

2. Click the “Membership” tab at the top of your screen.

2




BOYS & GIRLS CLUB  
OF NORTHERN  
WESTCHESTER

Home Billing **Memberships** Registration Facility Visits Documents & Forms Update Your Profile FAQ Login Home BGCNW.com

BOYS & GIRLS CLUB  
OF NORTHERN  
WESTCHESTER

## HOUSEHOLD ACCOUNT DETAILS

Interested in translating to another language?  
Using Google Chrome, right-click on this page and select "Translate to English." Then click on the three 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 "Translate to English." Luego haga clic en los tres puntos verticales, seleccione "choose another language," seleccione su idioma y haga clic en "done."



**My Details** ✎

Personal Email	Preferred Email	Do Not Update Other Household Addresses
sartis.bgc@gmail.com	Personal	false

**Wilfred (TEST-Do Not Delete) Jennings**

🏠 👤

**My Household** 👤

**Adele Jennings** ⚙️

Birthdate : 2014-04-29

### Online Registration

To register a child for the first time or renew a child's membership, click the blue "Browse Membership" button below.

To sign up your child for a program at the Club, click the blue "Browse Program Registrations" button below.

🌐 Register Online

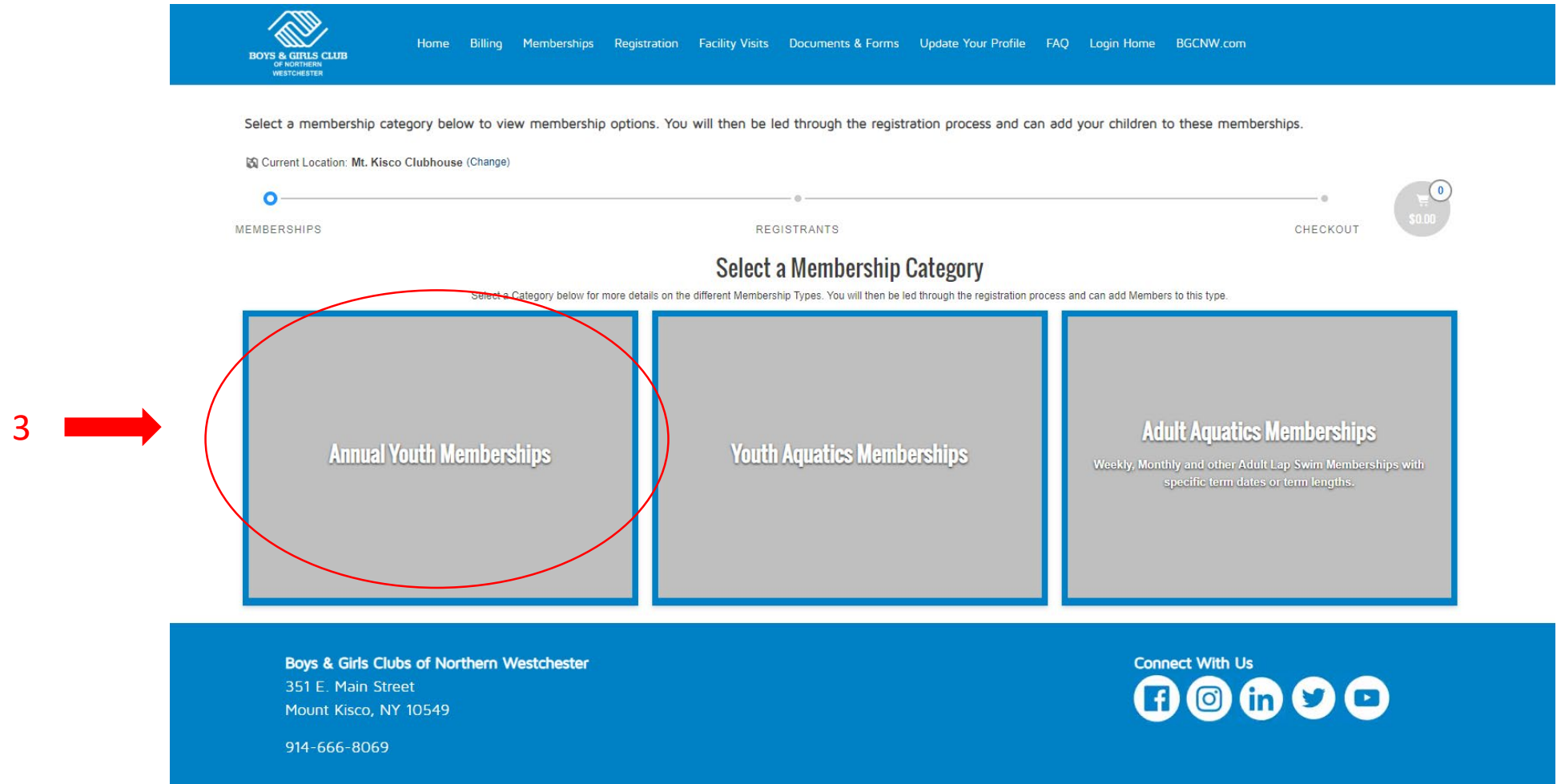
Browse Memberships

Browse Program Registrations

### Memberships & Registrations

Below you will see your child(ren)'s memberships and program registrations.

### 3. Select “Annual Youth Membership” under Select a Membership Category.



The screenshot displays the website's navigation bar with links: Home, Billing, Memberships, Registration, Facility Visits, Documents & Forms, Update Your Profile, FAQ, Login Home, and BGCNW.com. Below the navigation bar, a message states: "Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships." The current location is set to "Mt. Kisco Clubhouse (Change)". A progress bar shows three steps: MEMBERSHIPS (active), REGISTRANTS, and CHECKOUT. A shopping cart icon indicates a total of \$0.00.

### Select a Membership Category

Select a Category below for more details on the different Membership Types. You will then be led through the registration process and can add Members to this type.

**Annual Youth Memberships**

**Youth Aquatics Memberships**

**Adult Aquatics Memberships**  
Weekly, Monthly and other Adult Lap Swim Memberships with specific term dates or term lengths.

**Boys & Girls Clubs of Northern Westchester**  
351 E. Main Street  
Mount Kisco, NY 10549  
914-666-8069

**Connect With Us**

Facebook, Instagram, LinkedIn, Twitter, YouTube

4. Click “Select” next to the type of membership for which to enroll your child (Early Child Care, Fun Club, or Teen Program).

# ANNUAL YOUTH MEMBERSHIPS

SELECT A MEMBERSHIP				
EARLY CHILD CARE 2023-2024	Member \$25.00 Member \$35.00	1 Preschoolers Ages 3-4 ( 3 - 5 )	Mt. Kisco Clubhouse	<div>4 → <div>Select</div></div>
FUN CLUB 23-24	Member \$25.00 Member \$35.00	1 Kindergarten - 5th Grade ( 4 - 11 )	Mt. Kisco Clubhouse	<div>Select</div>
TEEN PROGRAM 23-24	Member \$25.00 Member \$35.00	1 Grades 6 - 12 ( 12 - 18 )	Mt. Kisco Clubhouse	<div>Select</div>

5. Click “Select” for the household member you wish to enroll.

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

📍 Current Location: Mt. Kisco Clubhouse (Change)

MEMBERSHIPS

REGISTRANTS

CHECKOUT

0  
\$0.00

← Back

FUN CLUB 23-24  
**Select Registrants**

REGISTRATION STEP 1/3

Ages: 4 - 11

0 / 6 CONTACTS SELECTED

Next →

Select contacts

+

AJ

Adele Jennings - 9

Edit

Select

BJ

Brian Jennings - 7

Edit

Select

CJ

Christopher Jennings - 3

Edit

Ineligible

FJ

Fiona Jennings - 11

Edit

Select

WJ

Wilfred Jennings - 83

Edit

Ineligible

WJ

Willy (Test) Jennings - 8



Add Household Member

5





6. Once selected, click “Next”.

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

📍 Current Location: Mt. Kisco Clubhouse (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

←Back

FUN CLUB 23-24

**Select Registrants**

REGISTRATION STEP 1/3

Ages: 4 - 11

1 / 6 CONTACTS SELECTED

5 →

→ 6

1 \$0.00

Next →

Select contacts

AJ Adele Jennings - 9

BJ Brian Jennings - 7

CJ Christopher Jennings - 3

FJ Fiona Jennings - 11

WJ Wilfred Jennings - 83

WJ Willy (Test) Jennings - 8

Add Household Member

Edit Unselect

Edit Select

Edit Ineligible

Edit Select

Edit Ineligible

- 7a. You should now be on the questionnaire window; Please answer all the questions on this screen
- 7b. If you wish to apply for financial aid, make sure to check the box here.
- 7c. Click “Next”.

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

📍 Current Location: Mt. Kisco Clubhouse (Change)

MEMBERSHIPS

REGISTRANTS

CHECKOUT

← Back

Next →

FUN CLUB 23-24

Membership Questions

REGISTRATION STEP 2/3

Please fill the following forms for each member. Required fields have an **asterisk \***

1. Adele Jennings

ADDITIONAL GUARDIANS

Additional Guardian 1 First Name

Additional Guardian 1 Last Name

Additional Guardian 1 Relationship

Additional Guardian 1 Mobile Phone

Additional Guardian 1 Alternate Phone

Additional Guardian 1 Email

EMERGENCY CONTACT 1

Assistance Programs\*

None

Childcare Assistance

Food Stamps/SNAP

ALLERGIES (HOLD CTRL OR CMD (MAC) TO SELECT MULTIPLE ITEMS)

Food Allergies

None

Dairy/Lactose

Eggs

Other Food Allergies

Environmental Allergies

None

Child's Dentist Phone Number\*

Dentist

I consent to emergency treatment of my child\*

Yes

FINANCIAL ASSISTANCE APPLICATION

If you apply for financial assistance, you will receive an email with additional information that must be completed to apply. Financial assistance applications will be processed after all documentation is received. You will pay after financial assistance is reviewed. Please complete only ONE application per household. If you have more than one child to register you may do so, but only indicate your need for financial aid on the first child's application.

Please select "Pay at Club" at checkout for your membership

☒ Would you like to apply for financial assistance?

HEALTH INSURANCE

Insurance Carrier

FINANCIAL ASSISTANCE APPLICATION

If you apply for financial assistance, you will receive an email with additional information that must be completed to apply. Financial assistance applications will be processed after all documentation is received. You will pay after financial assistance is reviewed. Please complete only ONE application per household. If you have more than one child to register you may do so, but only indicate your need for financial aid on the first child's application.

Please select "Pay at Club" at checkout for your membership.

☒ Would you like to apply for financial assistance?

- 8a. Click on the blue “Sign” button for each waiver, read the waiver completely, then click “Confirm”,
- 8b. When all waivers have been read and signed, click “Finish”.

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

 Current Location: **Mt. Kisco Clubhouse** [\(Change\)](#)

MEMBERSHIPS

REGISTRANTS

CHECKOUT



[←Back](#)

FUN CLUB 23-24  
**Sign Contracts**  
REGISTRATION STEP 3/3

**Finish!**

8b

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Adele - Allergies and Disability Statement	Draft	<b>8a</b>  <a href="#">Sign</a>	9/19/2023 by Wilfred Jennings	N/A	N/A	Prior to Purchase
Adele - Care For Emergency	Draft	<a href="#">Sign</a>	9/19/2023 by Wilfred Jennings	N/A	N/A	Prior to Purchase
Adele - Liability Statement	Draft	<a href="#">Sign</a>	9/19/2023 by Wilfred Jennings	N/A	N/A	Prior to Purchase
Adele - Suspension & Dismissal Policy	Draft	<a href="#">Sign</a>	9/19/2023 by Wilfred Jennings	N/A	N/A	Prior to Purchase
Jennings, Wilfred Household - Payment Agreement	Draft	<a href="#">Sign</a>	9/19/2023 by Wilfred Jennings	N/A	N/A	Prior to Purchase

- 9a. Review your information.
- 9b. If you have additional household members to add, click the “Back to Browse” button. Follow the same steps.
- 9c. If you are done with membership registration for your household, click “Finish”

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

📍 Current Location: Mt. Kisco Clubhouse (Change)

MEMBERSHIPS

REGISTRANTS

CHECKOUT

1

\$0.00

9b

➡

⬅️ Back To Browse

Now that you have completed the registration steps, you can add more members to a different Membership Type in the same Transaction.

Summary

Finish

9c

Immediate Charges

📦 ADELE JENNINGS - FUN CLUB 23-24

MEMBERSHIP

IMMEDIATE PAYABLES

GRAND TOTAL

\$0.00

Enter Coupon Code

Apply Code

10. You should now be on the payment page. Registration for membership is free of charge. Membership registration will not secure your child a spot in a Club program. To register your child(ren) for a Club program, click “Return to My Account”.

✓ Payment Complete  
Transaction • T-005482

Hi Wilfred (TEST-Do Not Delete) Jennings, thank you for making transaction T-005482 from Community

RECEIPT

Email Receipt To  [Send](#) [View or Print Receipt](#)

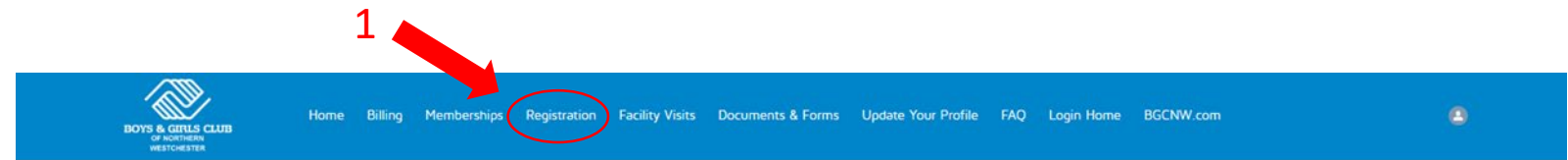
[Return to My Account](#) ← 10

# Program Registration

Section B

1. Once you have completed the membership application, return to the home screen and click the “Registration” tab at the top of your screen.

1



The screenshot shows the top navigation bar of the Boys & Girls Club of Northern Westchester website. The 'Registration' tab is highlighted with a red circle, and a red arrow points to it from the number '1'.


**BOYS & GIRLS CLUB OF NORTHERN WESTCHESTER**

Home Billing Memberships **Registration** Facility Visits Documents & Forms Update Your Profile FAQ Login Home BGCNW.com

**BOYS & GIRLS CLUB OF NORTHERN WESTCHESTER**

## HOUSEHOLD ACCOUNT DETAILS

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**My Details** ✎

Personal Email	Preferred Email	Do Not Update Other Household Addresses
sartis.bgc@gmail.com	Personal	false

**Wilfred (TEST-Do Not Delete) Jennings**

My Household

**Adele Jennings**

Birthdate : 2014-04-29

### Online Registration

To register a child for the first time or renew a child's membership, click the blue "Browse Membership" button below.

To sign up your child for a program at the Club, click the blue "Browse Program Registrations" button below.

Register Online

Browse Memberships

Browse Program Registrations

### Memberships & Registrations

Below you will see your child(ren)'s memberships and program registrations.

2. You should now be on the Program page. Select “Fun Club” from the category section.

The screenshot displays the website's navigation bar with links: Home, Billing, Memberships, Registration, Facility Visits, Documents & Forms, Update Your Profile, FAQ, Login Home, and BGCNW.com. Below the navigation bar, a message states: "To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results."

A progress bar shows the steps: Back, Register, Questions, Contracts, Summary, and Next. The current location is set to "Mt. Kisco Clubhouse (Change)".


On the left side, there is a search and filter panel. The "BROWSE" tab is selected. Under the "CATEGORIES" section, the following options are listed: Aquatics, ECE Vacation Club Winter Break, Fun Club, Summer Adventure Camp, Vacation Club, Vacation Club Spring Break, and Vacation Club Winter Break. The "Fun Club" option is circled in red, and a red arrow points to it from the number "2".

At the bottom of the panel is a "RESET" button.

On the right side, there is a table header with the following columns: PROGRAM, COURSE, COURSE SESSION, START DATE, SESSION PRICE, and OPTION PRICES. Below the header, the text "Select a Category to Browse Programs" is displayed.



3. To view offerings by grade level, select “Fun Club” from the program section.



[Home](#) [Memberships](#) [Registration](#) [Facility Visits](#) [Documents & Forms](#) [Update Your Profile](#) [FAQ](#)

To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

Back

Register

Questions

Contracts

Summary

Next

0

Current Location: Mt. Kisco Clubhouse (Change)

Keyword or Code

SEARCH

BROWSE

FILTER

CATEGORIES

Aquatics

Fun Club

PROGRAMS


Fun Club

RESET

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES	
> Fun Club	1st Grade	After School (3 Days) - 5:30 Pick-Up - 1st Grade	None	Member \$1,985.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (3 Days) - 6:30 Pick-Up - 1st Grade	None	Member \$2,985.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (4 Days) - 5:30 Pick-Up - 1st Grade	None	Member \$2,535.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (4 Days) - 6:30 Pick-Up - 1st Grade	None	Member \$3,935.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (5 Days) - 5:30 Pick-Up - 1st Grade	None	Member \$3,285.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (5 Days) - 6:30 Pick-Up - 1st Grade	None	Member \$4,905.00	Pricing Calculated Based on BS/AS selections	OPTIONS

3

4. Select the appropriate grade level for your child.



[Home](#) [Memberships](#) [Registration](#) [Facility Visits](#) [Documents & Forms](#) [Update Your Profile](#) [FAQ](#)

To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

Back

Register

Questions

Contracts

Summary

Next

Current Location: Mt. Kisco Clubhouse (Change)

Keyword or Code

SEARCH

BROWSE

FILTER

CATEGORIES

Aquatics

Fun Club

PROGRAMS

Fun Club

COURSES

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

6th & 7th Grade

BEFORE School - Ages 5-11/Grades K - 5


Kindergarten

RESET

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES	
> Fun Club	1st Grade	After School (3 Days) - 5:30 Pick-Up - 1st Grade	None	Member \$1,985.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (3 Days) - 6:30 Pick-Up - 1st Grade	None	Member \$2,985.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (4 Days) - 5:30 Pick-Up - 1st Grade	None	Member \$2,535.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (4 Days) - 6:30 Pick-Up - 1st Grade	None	Member \$3,935.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (5 Days) - 5:30 Pick-Up - 1st Grade	None	Member \$3,285.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	1st Grade	After School (5 Days) - 6:30 Pick-Up - 1st Grade	None	Member \$4,905.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	2nd Grade	After School (3 Days) - 5:30 Pick-Up - 2nd Grade	None	Member \$1,985.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	2nd Grade	After School (3 Days) - 6:30 Pick-Up - 2nd Grade	None	Member \$2,985.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	2nd Grade	After School (4 Days) - 5:30 Pick-Up - 2nd Grade	None	Member \$2,535.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	2nd Grade	After School (4 Days) - 6:30 Pick-Up - 2nd Grade	None	Member \$3,935.00	Pricing Calculated Based on BS/AS selections	OPTIONS
> Fun Club	2nd Grade	After School (5 Days) - 5:30 Pick-Up - 2nd Grade	None	Member \$3,285.00	Pricing Calculated Based on BS/AS selections	OPTIONS

4

5. Select the course option that you desire. **\*\*\*Please note the *session price* is the total for September-June. You payments will be broken down into monthly installments.**



HomeMembershipsRegistrationFacility VisitsDocuments & FormsUpdate Your ProfileFAQ

To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

BackRegisterQuestionsContractsSummaryNext

Current Location: Mt. Kisco Clubhouse (Change)

Keyword or Code

SEARCH

BROWSEFILTER

CATEGORIES

Aquatics

Fun Club

PROGRAMS

Fun Club

COURSES

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

6th & 7th Grade

BEFORE School - Ages 5-11/Grades K - 5

Kindergarten

RESET

PROGRAM	COURSE	COURSE SESSION	START DATE	SESSION PRICE	OPTION PRICES
> Fun Club	3rd Grade	After School (3 Days) - 5:30 Pick-Up - 3rd Grade	None	Member \$1,985.00	Pricing Calculated Based on BS/GS selections
> Fun Club	3rd Grade	After School (3 Days) - 6:30 Pick-Up - 3rd Grade	None	Member \$2,985.00	Pricing Calculated Based on BS/GS selections
> Fun Club	3rd Grade	After School (4 Days) - 5:30 Pick-Up - 3rd Grade	None	Member \$2,535.00	Pricing Calculated Based on BS/GS selections
> Fun Club	3rd Grade	After School (4 Days) - 6:30 Pick-Up - 3rd Grade	None	Member \$3,935.00	Pricing Calculated Based on BS/GS selections
> Fun Club	3rd Grade	After School (5 Days) - 5:30 Pick-Up - 3rd Grade	None	Member \$3,285.00	Pricing Calculated Based on BS/GS selections
> Fun Club	3rd Grade	After School (5 Days) - 6:30 Pick-Up - 3rd Grade	None	Member \$4,905.00	Pricing Calculated Based on BS/GS selections

5

Session Price

6. You must click “Enroll” to register your child for each day available in the session you choose. **\*\*\*Please note the number of *spots remaining* for each day of enrollment.**

COURSES

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

6th & 7th Grade

BEFORE School - Ages 5-11/Grades K - 5

Kindergarten

RESET

Fun Club 3rd Grade After School (5 Days) - 6:30 Pick-Up - 3rd Grade

None

Member \$4,905.00

Pricing Calculated Based on BS/AS selections

OPTIONS

You can enroll in up to 5 options for 3rd Grade - After School (5 Days) - 6:30 Pick-Up - 3rd Grade

FUN CLUB

We provide a safe, enjoyable, and educational place for children grades K-7 School program provides homework help, a nutritious hot meal (prepared by physical activity, as well as mentoring and guidance, to hundreds of children at or near the poverty level and attend at little or no cost. After School Activities include

Book Buddies: For children identified as needing extra support, a one-to-one reading program for ages 7-9 via Skype to help youth with reading comprehension.

Power Hour Homework Power Hour helps Club members ages 5-12 achieve academic success by providing homework help, tutoring and high-yield learning activities, and by encouraging members to become self-directed learners.

Project Learn High Yield Learning Activities, High Yield Learning Activities, for Club members ages 5-12, reinforces and enhances

more information

1. AFTER SCHOOL - MONDAY (3)

Ongoing Enrollment

17 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

2. AFTER SCHOOL - TUESDAY (3)

Ongoing Enrollment

17 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

3. AFTER SCHOOL - WEDNESDAY (3)

Ongoing Enrollment

17 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

4. AFTER SCHOOL - THURSDAY (3)

Ongoing Enrollment

17 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

5. AFTER SCHOOL - FRIDAY (3)

Ongoing Enrollment

17 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

Spots remaining

6

7. Select the household member that you wish to enroll in the selected course session. Click “Save”

BOYS & GIRLS CLUB  
OF NORTHERN  
WESTCHESTER

To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

Back Register Questions Contracts Summary Next

Current Location: Mt. Kisco Clubhouse (Change)

Keyword or Co

BROWSE

CATEGORIES

Aquatics

Fun Club

Fun Club

COURSES

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

6th & 7th Grade

BEFORE School - Ages 5-11/Grades K - 5

Kindergarten

RESET

Choose the Contact(s) to request a spot for  
Fun Club - After School (5 Days) - 6:30 Pick-Up - 3rd Grade - 1. After School - Monday (3)

1 / 4 CONTACTS SELECTED

Select contacts

AJ  
Adele Jennings - 8

BJ  
Brian Jennings - 6

WJ  
Wilfred Jennings - 82

WJ  
Willy (Test) Jennings - 7

Create a New Contact

Edit Unselect

Edit Ineligible

Edit Ineligible

Edit Ineligible

Create a New Contact

Save

more information



8. Repeat instructions 6 and 7 for each available day of enrollment in the course session you've chosen.

COURSES

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

6th & 7th Grade

BEFORE School - Ages 5-11/Grades K - 5

Kindergarten

RESET

Fun Club

3rd Grade

After School (5 Days) - 6:30 Pick-Up - 3rd Grade

None

Member \$4,905.00

Pricing Calculated Based on BS/AS selections

OPTIONS

You can enroll in up to 5 options for 3rd Grade - After School (5 Days) - 6:30 Pick-Up - 3rd Grade

FUN CLUB

We provide a safe, enjoyable, and educational place for children grades K-7 School program provides homework help, a nutritious hot meal (prepared b physical activity, as well as mentoring and guidance, to hundreds of children at or near the poverty level and attend at little or no cost. After School Activities include

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For children identified as needing extra support, a one to one reading program for ages 7-9 via Skype to help youth with reading comprehension.

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Power Hour helps Club members ages 5-12 achieve academic success by providing homework help, tutoring and high-yield learning activities, and by encouraging members to become self-directed learners.

Project Learn High Yield Learning Activities,

High Yield Learning Activities, for Club members ages 5- 12, reinforces and enhances

more information

1. AFTER SCHOOL - MONDAY (3)

Ongoing Enrollment

16 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

2. AFTER SCHOOL - TUESDAY (3)

Ongoing Enrollment

17 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

3. AFTER SCHOOL - WEDNESDAY (3)

Ongoing Enrollment

17 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

4. AFTER SCHOOL - THURSDAY (3)

Ongoing Enrollment

17 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

5. AFTER SCHOOL - FRIDAY (3)

Ongoing Enrollment

17 spots remaining

Ages to

Location: Mt. Kisco Clubhouse

Pricing Calculated Based on BS/AS selections

ENROLL

8

9. Review your selections, click “Next”.



To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.

Back

Register

Questions

Contracts

Summary

Next

1

\$35.00

6:46

Summary

Total Registrations: 1

\$35.00

Details

Item 1 - Enrollment

Fun Club - 3rd Grade

Registration

Reg-00020

Type

Enrollment

Attendee

Adele Jennings

Start/End Date

Jul 25, 2022 /

Program

Fun Club

Course

3rd Grade

Enrolled Course Options

Course Option Name	Start/End Date	Duration	
1. After School - Monday (3)	/	/	X
2. After School - Tuesday (3)	/	/	X
3. After School - Wednesday (3)	/	/	X
4. After School - Thursday (3)	/	/	X
5. After School - Friday (3)	/	/	X

9



Next

10. You should now be on the payment page. You will see a “Due Now” amount which reflects the administrative fees associated with registration and a “Future Due” amount which reflects the monthly cost associated with the course session for which you’ve enrolled your child. If you chose “Post Balance to Household” during the membership application, you will also see this amount in the “Due Now” area. If you have more household members to register in the program, please choose “Pay at Club/Arrange Later at Club”, return to the home page, and continue with your household registrations.

1

DUE NOW - DEFAULT

ACTION REQUIRED

?

This section has the amounts that are payable today for your purchase. The Make Payment button will allow you to enter your payment information or you can select from any active Stored Accounts that are available for your household.

Purchase Adele Jennings - After School (5 Days) - 6:30 Pick-Up - 3rd Grade

\$35.00

Balance Total:

\$35.00

Make Payment

Pay at Club

TOTAL DUE NOW

\$35.00

2

FUTURE DUE - DEFAULT

ACTION REQUIRED

?

The amounts in this section comprise the amount of your purchase that will be due at a later time. Using the Setup Payment Method button, you can create a new Stored Account to be used when these are due or you can select from a list of active Stored Accounts that have been previously been created by members of your household.

Purchase Adele Jennings - After School (5 Days) - 6:30 Pick-Up - 3rd Grade

Sep '22 - Jun '23 \$487.00

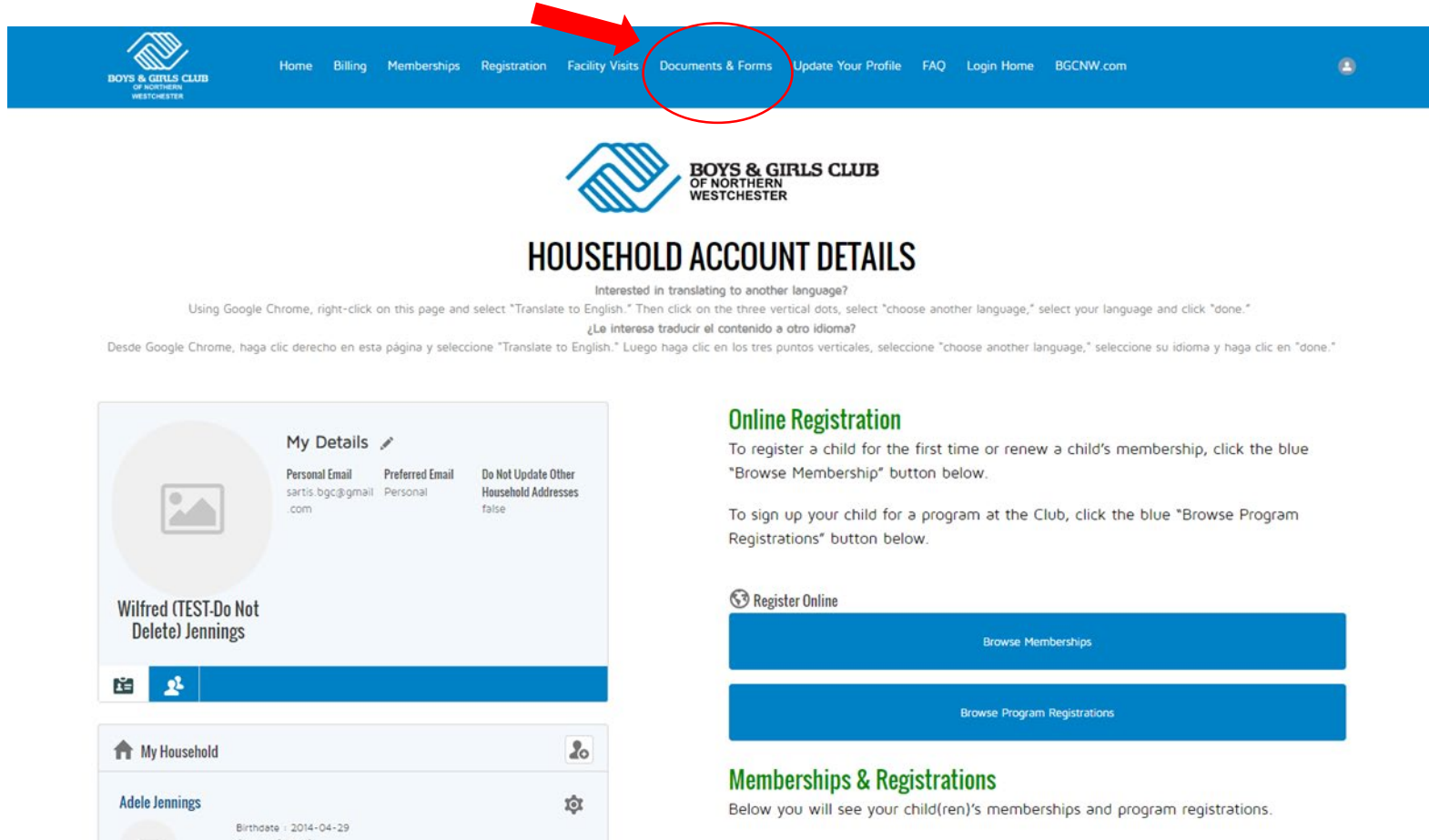
Pay Future Due

Setup Payment Method

Arrange Later at Club



11. Once you have completed all registration information and chosen your payment method, return to the home screen and click on “Documents & Forms”.



The screenshot shows the website's navigation bar with a red arrow pointing to the "Documents & Forms" link. Below the navigation bar is the Boys & Girls Club of Northern Westchester logo and the title "HOUSEHOLD ACCOUNT DETAILS". The page includes a language selection notice and a "My Details" section for Wilfred (TEST-Do Not Delete) Jennings. The "My Details" section shows a profile picture placeholder, a "My Details" title with an edit icon, and fields for "Personal Email" (sartis.bgc@gmail.com), "Preferred Email" (Personal), and "Do Not Update Other Household Addresses" (false). Below this is a "My Household" section for Adele Jennings, showing a birthdate of 2014-04-29. To the right, the "Online Registration" section provides instructions and two blue buttons: "Browse Memberships" and "Browse Program Registrations". The "Memberships & Registrations" section follows, stating that the user will see their child(ren)'s memberships and program registrations.


BOYS & GIRLS CLUB OF NORTHERN WESTCHESTER


Home Billing Memberships Registration Facility Visits **Documents & Forms** Update Your Profile FAQ Login Home BGCNW.com

BOYS & GIRLS CLUB OF NORTHERN WESTCHESTER

## HOUSEHOLD ACCOUNT DETAILS

Interested in translating to another language?  
Using Google Chrome, right-click on this page and select "Translate to English." Then click on the three 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 "Translate to English." Luego haga clic en los tres puntos verticales, seleccione "choose another language," seleccione su idioma y haga clic en "done."



**My Details** 

Personal Email

sartis.bgc@gmail.com



Preferred Email



Personal

Do Not Update Other Household Addresses

false

Wilfred (TEST-Do Not Delete) Jennings



 My Household 

Adele Jennings


Birthdate

2014-04-29

Browse Memberships

Browse Program Registrations

12. Here you will find all outstanding documents that need to be completed and returned to the Club to finalize your child's enrollment.

 Forms Requiring Action  
Review the list below for forms requiring action.

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Displaying Page No: 2/2

INCOMPLETE	Adele Jennings	CONSENT FORMS, EMERGENCY PLAN & HEALTH PLAN PACKET Fun Club 2022-2023 ACTIVATED: Jul 25, 2022 DUE: Jul 25, 2022	Fill Out Form
INCOMPLETE	Willy (Test) Jennings	Financial Assistance Application ACTIVATED: Jul 25, 2022 DUE: Jul 25, 2022	Fill Out Form

 Forms in Review  
The following forms are in process with our organization. No Action from you is required.

STAFF REVIEW	Brian Jennings	Financial Assistance Application ACTIVATED: Jun 29, 2022 DUE: Jun 29, 2022
STAFF REVIEW	Willy (Test) Jennings	Financial Assistance Application ACTIVATED: Jun 29, 2022 DUE: Jun 29, 2022

13. Click “Fill Out Form” to continue.

Forms Requiring Action

Review the list below for forms requiring action.

<< < > >>

Displaying Page No: 2/2

INCOMPLETE	Adele Jennings	CONSENT FORMS, EMERGENCY PLAN & HEALTH PLAN PACKET Fun Club 2022-2023 ACTIVATED: Jul 25, 2022 DUE: Jul 25, 2022	Fill Out Form
INCOMPLETE	Willy (Test) Jennings	Financial Assistance Application ACTIVATED: Jul 25, 2022 DUE: Jul 25, 2022	Fill Out Form

Forms in Review

The following forms are in process with our organization. No Action from you is required.

STAFF REVIEW	Brian Jennings	Financial Assistance Application ACTIVATED: Jun 29, 2022 DUE: Jun 29, 2022
STAFF REVIEW	Willy (Test) Jennings	Financial Assistance Application ACTIVATED: Jun 29, 2022 DUE: Jun 29, 2022

13a. Click the box to verify that you understand you must complete all necessary forms.

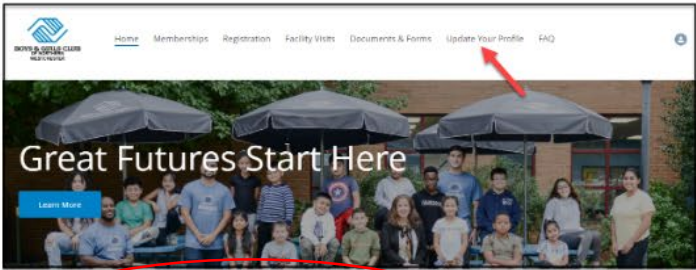
13b. Click on each file name to download.

13c. If you need more time to complete the forms, click “Save Draft”. Otherwise, once you have downloaded and completed all forms, click “Submit”.

Custom Question Viewer

each child:

1. Download the forms by clicking the links provided below.
2. Complete all necessary information
3. Upload the form on the Parent Portal by going to the Update Your Profile tab.
4. Select "CONSENT FORMS, EMERGENCY PLAN & HEALTH PLAN PACKET" then click "File Upload" to upload files.
5. Be sure to do this for each child unless otherwise specified.



13b

13a

13c

☒ I understand that I must complete all necessary forms using the links below:✱

CANCEL SAVE DRAFT SUBMIT

ACTIVATED: Jun 29, 2022

14. Once you have completed all forms, return to the home screen and select “Update Your Profile” at the top of your screen.

The screenshot shows the website interface for the Boys & Girls Club of Northern Westchester. At the top, a blue navigation bar contains the club's logo and several menu items: Home, Billing, Memberships, Registration, Facility Visits, Documents & Forms, Update Your Profile (highlighted with a red circle and a red arrow), FAQ, Login Home, and BGCNW.com. Below the navigation bar, the main content area features the club's logo and the title "HOUSEHOLD ACCOUNT DETAILS". There are three lines of text providing instructions on how to translate the page using Google Chrome. The page is divided into two main sections. The left section, titled "My Details", includes a profile picture placeholder, the name "Wilfred (TEST-Do Not Delete) Jennings", and a table of personal information. The right section, titled "Online Registration", provides instructions on how to register a child and includes two large blue buttons: "Browse Memberships" and "Browse Program Registrations". Below these sections, there is a "Memberships & Registrations" section with a heading and a brief description.

BOYS & GIRLS CLUB OF NORTHERN WESTCHESTER

Home Billing Memberships Registration Facility Visits Documents & Forms Update Your Profile FAQ Login Home BGCNW.com

BOYS & GIRLS CLUB OF NORTHERN WESTCHESTER

## HOUSEHOLD ACCOUNT DETAILS

Interested in translating to another language?  
Using Google Chrome, right-click on this page and select "Translate to English." Then click on the three 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 "Translate to English." Luego haga clic en los tres puntos verticales, seleccione "choose another language," seleccione su idioma y haga clic en "done."

My Details

Personal Email	Preferred Email	Do Not Update Other Household Addresses
sartis.bgc@gmail.com	Personal	false

Wilfred (TEST-Do Not Delete) Jennings

My Household

Adele Jennings

Birthdate: 2014-04-29

### Online Registration

To register a child for the first time or renew a child's membership, click the blue "Browse Membership" button below.

To sign up your child for a program at the Club, click the blue "Browse Program Registrations" button below.

Register Online

Browse Memberships

Browse Program Registrations

### Memberships & Registrations

Below you will see your child(ren)'s memberships and program registrations.

## 15. From the drop-down list under “Select Form to Update”, choose “CONSENT FORMS, EMERGENCY PLAN & HEALTH PLAN PACKET”



[Home](#) [Memberships](#) [Registration](#) [Facility Visits](#) [Documents & Forms](#) [Update Your Profile](#) [FAQ](#)

To update your profile or information for your child, select the appropriate form from the list below.

Please use the dropdowns below to select your household member and which form you would like to update. You will then be given a chance to update the information stored for them!

If you would like to update multiple forms, you can click 'Finish' after saving a form and start again.

\* Select Household Member

Adele

\* Select Form to Update

Additional Parents/Guardians

Next

### Boys & Girls Clubs of Northern Westchester

351 E. Main Street  
Mount Kisco, NY 10549

914-666-8069

**e-News Sign Up**

### Connect With Us



[Contact Us](#) | [Donate Now](#) | [Employment](#) | [Parent Portal](#)

16a. Click on “File Upload” in the upper left corner of the dialogue box.

16b. Click “Upload File” to upload your completed documents to the portal. **\*\*\*Please note you will use the same steps to upload ANY required documents, including for financial assistance.**



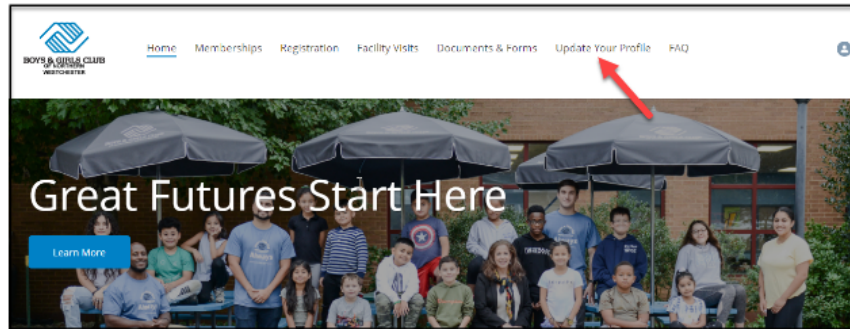
[Home](#) [Memberships](#) [Registration](#) [Facility Visits](#) [Documents & Forms](#) [Update Your Profile](#) [FAQ](#)

To update your profile or information for your child, select the appropriate form from the list below.

[Custom Questions](#) [File Upload](#)

Each of these forms are required to finalize your membership. A form is required for each child.

1. Download the forms by clicking the links provided below.
2. Complete all necessary information
3. Upload the form on the Parent Portal by going to the Update Your Profile tab.
4. Select "CONSENT FORMS, EMERGENCY PLAN & HEALTH PLAN PACKET" then click "File Upload" to upload files.
5. Be sure to do this for each child unless otherwise specified.



FORMS: (Click on each file name to download)

#### ENGLISH FORMS

1. Medical Consent Form
2. Individual Allergy and Anaphylaxis Emergency Plan
3. Individual Health Care Plan
4. Food Program Eligibility Form

#### SPANISH FORMS

1. Formulario de Consentimiento para Medicamentos
2. Plan de Emergencia Individual para Alergias y Anafilaxia
3. Plan Individual de Atencion Medica
4. Formulario de Elegibilidad de Alimentos

0 file(s) have been uploaded.

Attach File


[Upload Files](#) Or drop files


# Financial Assistance Application


Section C



1. Now that you have completed the membership application, return to the home screen and click on “Documents & Forms”.


[Home](#)[Billing](#)[Memberships](#)[Registration](#)[Facility Visits](#)[Documents & Forms](#)[Update Your Profile](#)[FAQ](#)[Login Home](#)[BGCNW.com](#)






## HOUSEHOLD ACCOUNT DETAILS

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**My Details** 



Personal Email  
sartis.bgc@gmail.com


Preferred Email  
Personal

Do Not Update Other Household Addresses  
false




**Wilfred (TEST-Do Not Delete) Jennings**

**My Household**

**Adele Jennings**

Birthdate : 2014-04-29


Gender : Female



### Online Registration

To register a child for the first time or renew a child's membership, click the blue "Browse Membership" button below.

To sign up your child for a program at the Club, click the blue "Browse Program Registrations" button below.

 Register Online

[Browse Memberships](#)

[Browse Program Registrations](#)

### Memberships & Registrations

Below you will see your child(ren)'s memberships and program registrations.

2. Here you will find the Financial Assistance Application and all outstanding documents that need to be completed and returned to the Club to finalize your child’s enrollment. Click “Fill Out Form” to continue. **\*\*\*Please note, you need only fill out ONE Financial Assistance Application per household.**

Forms Requiring Action

Review the list below for forms requiring action.

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Displaying Page No: 2/2

INCOMPLETE	Adele Jennings	CONSENT FORMS, EMERGENCY PLAN & HEALTH PLAN PACKET Fun Club 2022-2023 ACTIVATED: Jul 25, 2022 DUE: Jul 25, 2022	Fill Out Form
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Forms in Review

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STAFF REVIEW	Brian Jennings	Financial Assistance Application ACTIVATED: Jun 29, 2022 DUE: Jun 29, 2022
STAFF REVIEW	Willy (Test) Jennings	Financial Assistance Application ACTIVATED: Jun 29, 2022 DUE: Jun 29, 2022



3. Complete the Questionnaire. If you need more time to complete the application, click “Save Draft”, otherwise click “Submit”. You will receive an email detailing any additional information you will need to provide for your application to be processed. Once all required documents have been submitted, and the application reviewed, you will receive notice.

Custom Question Viewer

Brian Jennings

Financial Assistance Application

Custom Questions

FINANCIAL ASSISTANCE QUESTIONS (HOLD CTRL OR CMD (MAC) TO SELECT MULTIPLE ITEMS)

Please complete only ONE financial aid application per household. If you need to register more than one child you may do so but only indicate the need for financial assistance for the first child's application.

Household Composition

Grandparents

Other Relative

Number of Adults in the Household

2.00

Number of Youth in the Household

3.00

Household Income Range

\$45,001 - 50,000

Other Income Sources

Filed income Tax Return for 2021\*

Yes

How did you file your taxes?\*

Married - filed joint return

Parent 1 Employer\*

BGCA

Parent 1 Gross Monthly Salary\*

3500.00

Parent 1 - Years Worked at Current Employer\*

55

Parent 1 - Employment Status\*

Employed/ Self Employed

Parent 1 - Occupation\*

Parent 2 - Employment Status\*

Employed/ Self Employed

Parent 2 - Occupation\*

Library Assistant

Do you rent or own your home?\*

Yes

What is your monthly housing payment?\*

1400.00

Do you lease, finance or own a vehicle?\*

Yes

What is your monthly vehicle payment?\*

100.00

What are your total monthly expenses including phone, cable, utilities, insurance, groceries and...?\*

CANCEL

SAVE DRAFT

SUBMIT

History

Form history: see details for completed forms

4. To complete your registration and to upload required documents directly to the portal, return to the home screen and select “Update Your Profile” from the top of your screen.

The screenshot shows the website's navigation bar with the following links: Home, Billing, Memberships, Registration, Facility Visits, Documents & Forms, Update Your Profile (highlighted with a red circle and a red arrow), FAQ, Login Home, and BGCNW.com. Below the navigation bar is the Boys & Girls Club of Northern Westchester logo and the heading "HOUSEHOLD ACCOUNT DETAILS".

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**My Details** ✎

Personal Email	Preferred Email	Do Not Update Other Household Addresses
sartis.bgc@gmail.com	Personal	false

**Wilfred (TEST-Do Not Delete) Jennings**

My Household

**Adele Jennings**

Birthdate : 2014-04-29

### Online Registration

To register a child for the first time or renew a child's membership, click the blue "Browse Membership" button below.

To sign up your child for a program at the Club, click the blue "Browse Program Registrations" button below.

Register Online

Browse Memberships

Browse Program Registrations

### Memberships & Registrations

Below you will see your child(ren)'s memberships and program registrations.

5. From the drop-down list under “Select Form to Update”, choose “CONSENT FORMS, EMERGENCY PLAN & HEALTH PLAN PACKET”.



[Home](#) [Memberships](#) [Registration](#) [Facility Visits](#) [Documents & Forms](#) [Update Your Profile](#) [FAQ](#)

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\* Select Household Member

Adele

\* Select Form to Update

Additional Parents/Guardians

Next

### Boys & Girls Clubs of Northern Westchester

351 E. Main Street  
Mount Kisco, NY 10549

914-666-8069

[e-News Sign Up](#)

### Connect With Us



[Contact Us](#) | [Donate Now](#) | [Employment](#) | [Parent Portal](#)

- 6a. Click on “File Upload” in the upper left corner of the dialogue box.
- 6b. Download and complete all required forms.
- 6c. Click “Upload File” to upload your completed documents to the portal.



[Home](#) [Memberships](#) [Registration](#) [Facility Visits](#) [Documents & Forms](#) [Update Your Profile](#) [FAQ](#)

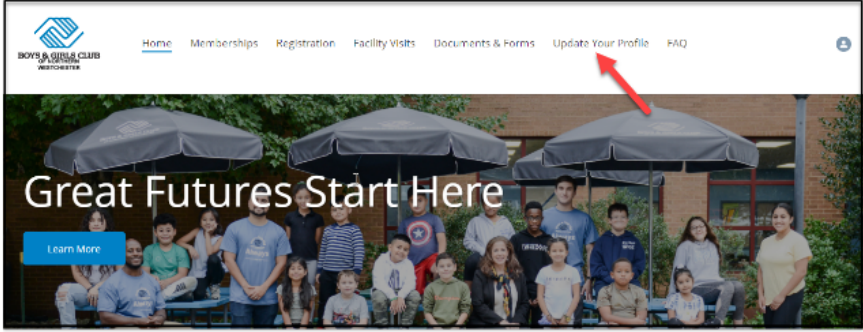
6a

To update your profile or information for your child, select the appropriate form from the list below.

Custom Questions [File Upload](#)

Each of these forms are required to finalize your membership. A form is required for each child.

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2. Plan de Emergencia Individual para Alergias y Anafilaxia
3. Plan Individual de Atencion Medica
4. Formulario de Elegibilidad de Alimentos

0 file(s) have been uploaded.

Attach File

[Upload Files](#) Or drop files

6c

6b



If you would like more information about our programs, require additional assistance, or have questions about the status of an application, please contact Pablo Malaver at [pmalaver@bgcnw.com](mailto:pmalaver@bgcnw.com) or 914-666-8069.

351 Main Street  
Mount Kisco, NY 10549



[www.bgcnw.com](http://www.bgcnw.com)  
914-666-8069