

Registering for programs at Boys & Girls Clubs of Greater Conejo Valley

For parents and kids who are new to a Club

- Navigate to <https://bgcconejo.imiscloud.com/>.
- Click Create a New Account



Home Volunteer application Summer Camp Registration

Welcome to iMIS for Clubs

Manage your membership profile, register and pay for Club programs, apply to volunteer, and donate through a convenient, safe and secure environment.

Username

Password

SIGN IN

[Forgot username?](#) | [Forgot password?](#)

Join the Club today!

CREATE A NEW ACCOUNT

There are several sections to fill out as part of the application form.

Home Volunteer application Summer Camp Registration

1 Parent/Guardian 2 Other Parent/Guardian Information 3 Household information 4 Add member

5 Member information 6 Authorized contacts 7 Releases

INSTRUCTIONS:

- First, enter your information on the Parent/Guardian tab. This tab will allow you to set up a user name and password for future logins.
- Click Next.
- Next, enter any additional information on the Other Parent/Guardian Information tab, such as employer.
- Click Next.

- Now, enter information regarding your household.
- Click Next.
- Add your child's name and address information to the Add Member tab. At the bottom of the page, you will be asked to add the name of your primary Club. This will be the Club that your child attends most frequently.
- Click Next.
- Now provide additional information regarding your child to the Member Information, such as birth date, current school, current grade, insurance info, etc.
- Click Next.
- Add authorized and emergency contacts to the Authorized Contacts tab. This will let us know who to contact in case of an emergency, as well as let us know who can pick your child up from Club. You may also indicate if there are contacts who are not authorized to pick your child up from Club on this page.
- Click Next.
- Finally, initial beside each item in the Release & Waivers tab. Then enter your name and today's date at the bottom of the page.
- Press Finish.

You will be taken to the following page with the Club that your child is registered at.



MY ACCOUNT

Add member

INSTRUCTIONS:
1. Select the name of the club your member will join to complete registration.

Select club to join

Please do not use the back button on your browser during this process.

Primary Club
Notter

- Click on the name of the Club.

Choose the program(s) that you would like to register your child for from the options listed.

Purchase Membership

Please do not use the back button on your browser during this process.

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Payments are due on the 15th of the month, prior to the program start.

Annual Membership/Membership Renewal Payments are due on the 15th of the month, prior to the program start.

Item	Unit Price	Quantity	Amount
<input type="checkbox"/> Annual Membership	0.00	0	0.00

Full Day Care Program time: 8am - 5pm. Payments are due on the 15th of the month, prior to the program start.

Item	Unit Price	Quantity	Amount
<input type="checkbox"/> MWF Full Day	555.00	0	0.00
<input type="checkbox"/> T/TH Full Day	420.00	0	0.00
<input type="checkbox"/> M-F Full Day	750.00	0	0.00

Partial Day Care for Elementary Payments are due on the 15th of the month, prior to the program start.

Item	Unit Price	Quantity	Amount
<input type="checkbox"/> M-F AM Elementary 8am-12pm	425.00	0	0.00
<input type="checkbox"/> M-F PM Elementary 11am-3pm	425.00	0	0.00
<input type="checkbox"/> M-F AM Middle 8:30am-12:30pm	425.00	0	0.00
<input type="checkbox"/> M-F PM Middle 11:45am-3:45pm	425.00	0	0.00

Extended Care Payments are due on the 15th of the month, prior to the program start.

Item	Unit Price	Quantity	Amount
<input type="checkbox"/> M-F After School 5pm-6pm	120.00	0	0.00
<input type="checkbox"/> M-F Elementary After School 3pm-5pm	240.00	0	0.00
<input type="checkbox"/> M-F Middle School After School 3:45pm-5pm	143.00	0	0.00
<input type="checkbox"/> M-F Elementary Before School 7am-8am	120.00	0	0.00

- Click Add to Cart.
- Once you have added all of the items you want, click on Proceed to Checkout.
- Confirm the amount listed in Cart Charges is what you expect.
- Update the payment method to the credit card type you would like to use.
- Enter the name listed on the card.
- Enter the card number, expiration date, 3 or 4 digit code from the back of the card, and your mailing ZIP code.

Payment details

*Bill to

*Payment amount

Payment method

*Name on card

*Card

- Press Submit order.

A confirmation will be sent to your email address with the details of your transaction.