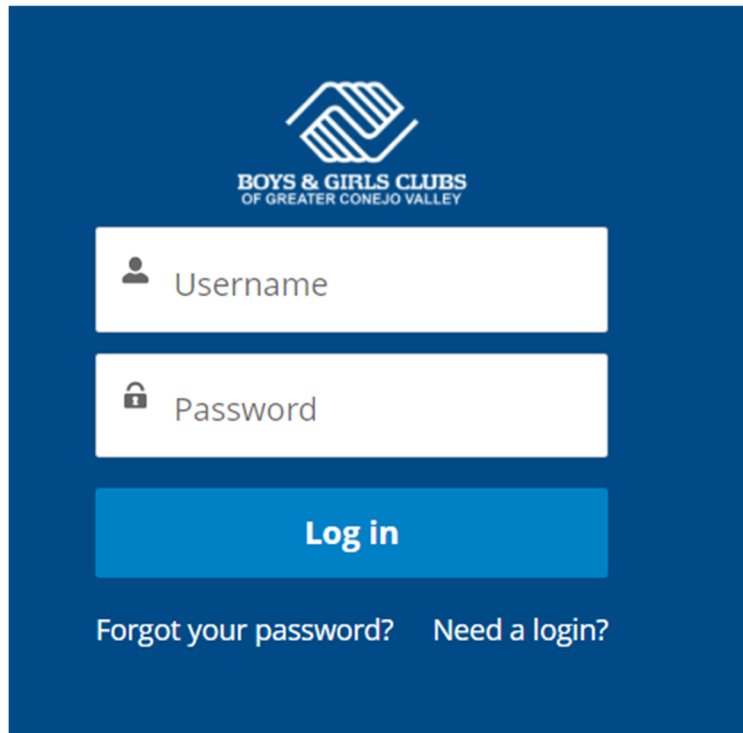


## Parent Portal – User Registration

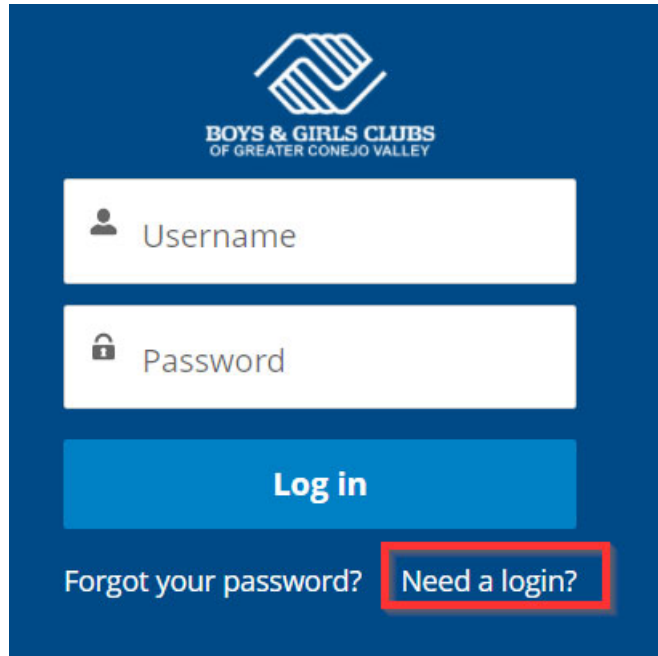
Boys & Girls Clubs of Greater Conejo Valley is committed to providing quality programming to all kids in the community. Parents are able to sign their kids up for available programs through our online Parent Portal.

- Navigate to the Parent Portal at <https://bgcconejo.force.com/portal/s/>. You will see the following screen.



The screenshot shows a login interface on a dark blue background. At the top center is the Boys & Girls Clubs logo, which consists of two hands shaking, with the text "BOYS & GIRLS CLUBS OF GREATER CONEJO VALLEY" below it. Below the logo are two white input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields is a blue button with the text "Log in". At the bottom of the form, there are two links: "Forgot your password?" and "Need a login?".

- If you have previously registered with us on a prior system, click Need a login?



The image shows a login form for the Boys & Girls Clubs of Greater Conejo Valley. At the top is the organization's logo, which consists of two hands shaking. Below the logo, the text reads "BOYS & GIRLS CLUBS OF GREATER CONEJO VALLEY". The form has a dark blue background. It features two white input fields: the first is labeled "Username" with a person icon, and the second is labeled "Password" with a lock icon. Below these fields is a blue "Log in" button. At the bottom left, there is a link "Forgot your password?". At the bottom right, there is a link "Need a login?" which is highlighted with a red rectangular border.

You will be taken to the following page.

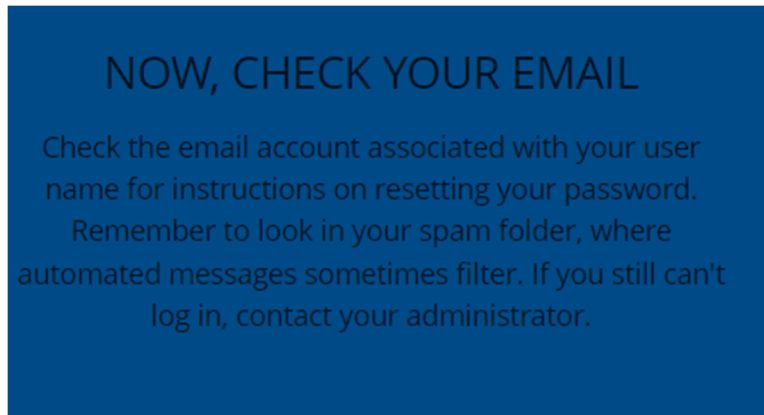
### Create Account

* First name	* Last name
<input type="text"/>	<input type="text"/>
* Birthdate	* Email
<input type="text"/>	<input type="text"/>
Gender	Business Phone
--None--	<input type="text"/>
Home Phone	* Mobile Phone
<input type="text"/>	<input type="text"/>
Other Phone	Business Fax
<input type="text"/>	<input type="text"/>
* Street	* City
<input type="text"/>	<input type="text"/>
* State	* Zip Code
<input type="text"/>	<input type="text"/>
Country	Role in Household
<input type="text"/>	--None--

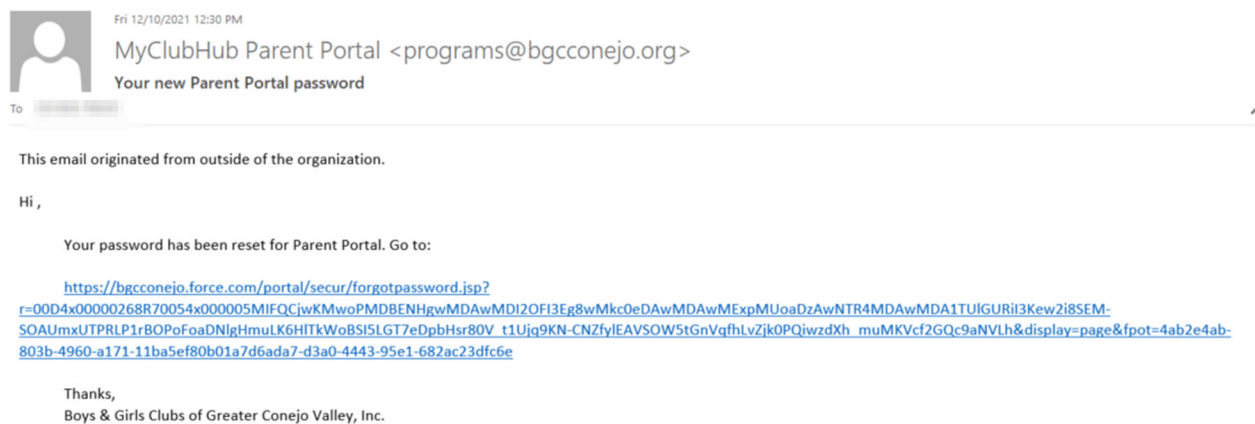
**Submit**

Make sure to enter the previously used information for the primary contact. The system will recognize that your information is already in the system, and match you with a record.

You will see the following screen.



- Check your email, and you should see an email like the following.



You will be taken to a page and prompted to reset your password. From there, you will be able to access your account.