

Wednesday, March 8, 2023

Dear Club Families,

715 E. Lincoln St. Greenfield, IN 46140 (317) 462-2404 ext. 23 rreed@bgchc.com On April 1, 2023 our organization will be implementing MyClubHub, a new membership database that will support a variety of management functions throughout our organization and provide an enhanced registration process for our families through the use of a Parent Portal.

MyClubHub:

- Is intuitive and easy to use
- · Helps club staff connect with Parents more efficiently
- Provides relevant and timely data

With these and many other benefits, MyClubHub will allow us to better focus on our relationships with our members and families.

What benefits will I see?

- · Easier membership and program registration
- Ability to register more than one Member at a time
- · Ability to setup auto-pay or pay to account
- Notifications and reminders for upcoming payments
- Ability to view the near real-time status of your kid at the Club
- Mobile/Tablet capability

BE ON THE LOOKOUT!! The link to our Parent Portal will be sent via Email to all of our club families on the morning of April 1st (when our site goes live & Camp registration opens!)

**Please note: Again this summer, we are offering 7 weekly camp sessions. We will be closed on Tuesday July 4th, and July 24th-July 28th.

Dates and Costs are detailed in the table below:

Week	Dates	Costs:	
1	June 5 - June 9	Full 7 Week Summer	\$525.00
2	June 12 - June 16	Select weeks of session	\$75.00
3	June 19 - June 23		
4	June 26 - June 30	Weekly Multi-family discount (2 youth)	\$140.00
5	July 3 - July 7	Weekly Multi-family discount (3+ youth)	\$200.00
6	July 10 - July 14		
7	July 17 - July 21	Anthem Medicaid families receive two paid weeks	

www.bgchc.com/donate









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To set up your Parent Portal Account:

- 1. Click the link (you will be sent this link on the Morning of Saturday April 1st)
- Select "Need a login"
 - a. The email on file in the system is the one provided during after-school registration.
- 3. Enter Parent/Guardian information (NOT members information)
 - a. Parents in separate households will have individual Parent Portal Account
- 4. Click "Submit"
- 5. An email will be sent to the address entered. Follow the link in that email to set your account password.
- 6. Return to log-in page and log-in using your email & new password.
- 7. Review that the members and other information in your household is accurate.
 - a. If you see any errors, Please contact Robb by emailing at rreed@bgchc.com, or calling on Monday April 3 @ 10:30am.

To complete your pre-application for Summer Camp:

- 1. Click the "Programs" tab along the top of your screen.
- 2. On the left of your screen, under categories, select "School-out Days"
- 3. Click the blue "Options" drop down button
- 4. Click "Enroll" for the first week your youth will attend, then select the member(s) attending for that week
- 5. Click "Save" and repeat the process for each week they will be attending.
- 6. You may select a club t-shirt as an add-on (please only select once as it will ask after each week enrolled)
- 7. Once finished with enrollment, click the Next at the top of the screen (it should be flashing)
- 8. Please answer all the guestions on this screen for each member, then click "next"

This will bring you to the next step in the process, **signing waivers.**

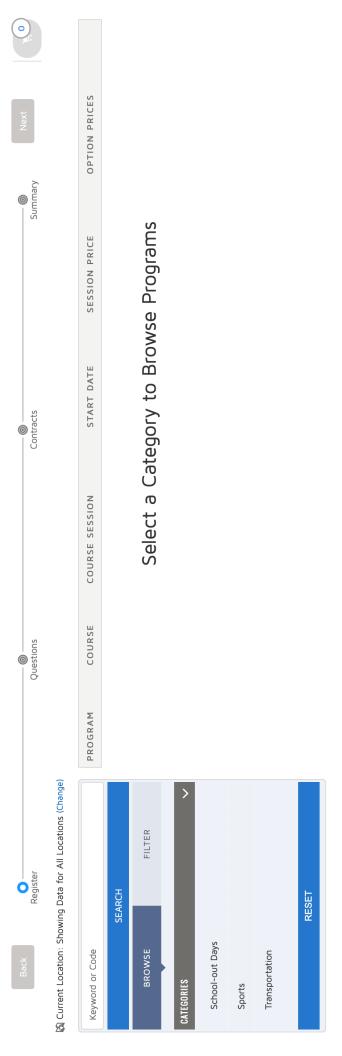
- 9. Click on the blue "Sign" button for each waiver, read the waiver completely, then click "Confirm"
- 10. When all waivers have been read and signed, click "Next"
- 11. Click "Setup Payment Method." You can either select Pay Future Date, Change Payment Method, or Arrange Later at Club

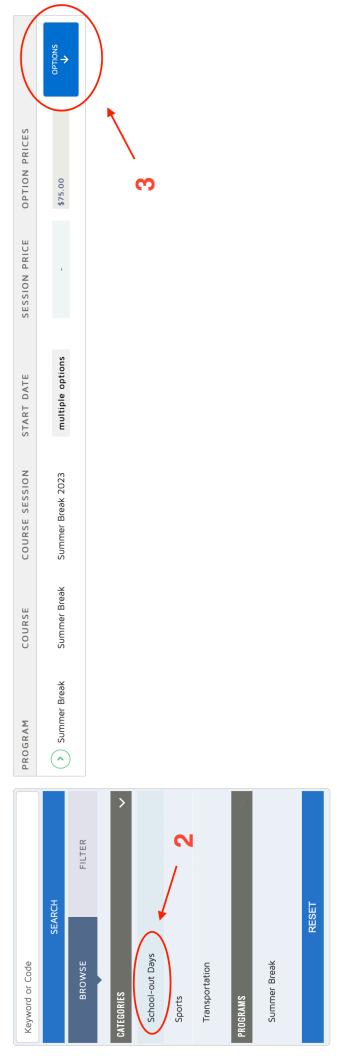




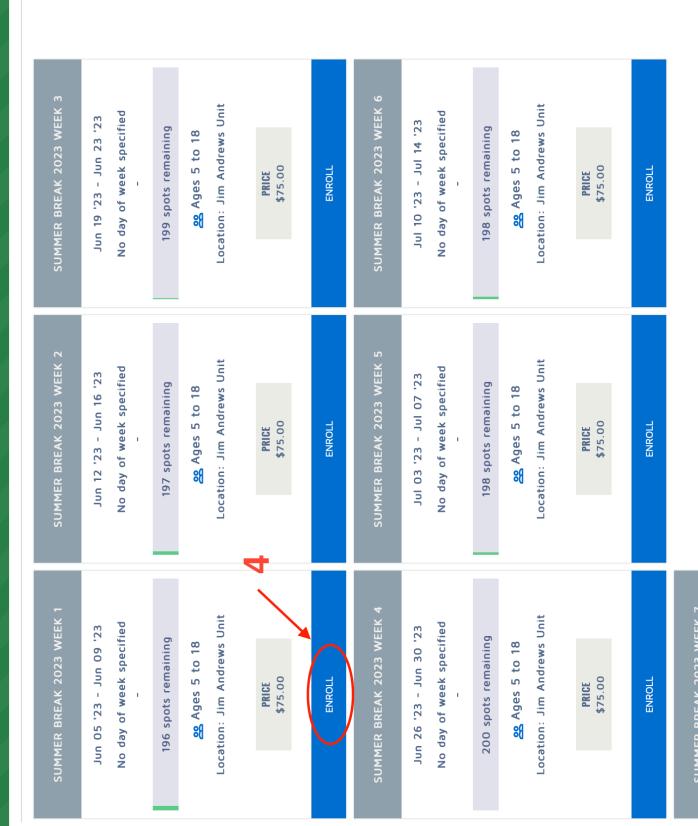


To search for a program, use the browse and filter options on the left side of the screen. You can also use the keyword search to narrow your results.





¥ You can enroll in up to 7 options for Summer Break - Summer Break 2023



Jul 17 '23 - Jul 21 '23

Add Household Member Joe Smith - 67 Edit Unselect Jim Smith - 12 Edit Unselect 2/3 CONTACTS SELECTED Jane Smith - 13 Select contacts Edit

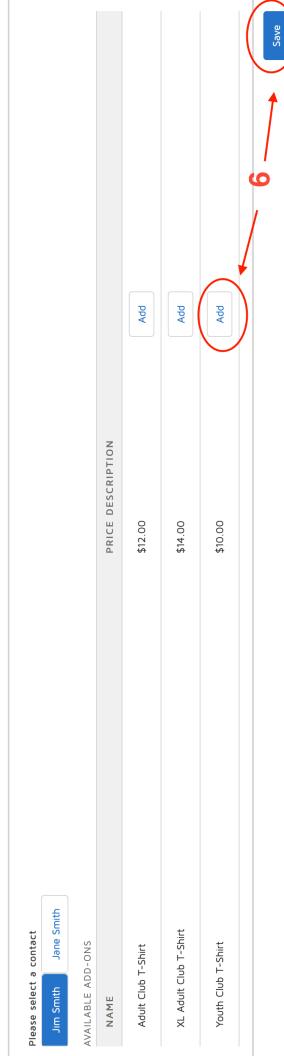
Choose the Contact(s) to request a spot for

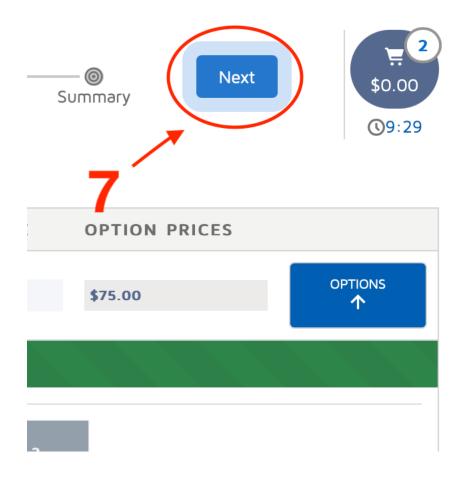
Summer Break - Summer Break 2023 - Summer Break 2023 Week 1

Add Household Member

Save

Please select the addons







Jane Smith

MEMBER INFORMATION

ls child in foster care?

Tribal Affiliation

Yes

Apache

Gender*

Does your member use insulin?

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Does your member use an inhaler? 🍍

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Can your member self-administer their own medication?

Yes

HEALTH INSURANCE

Insurance Carrier

American Indian or Alaska Native

Shirt Size

XXS

Racial / Ethnic Identity

Female

Ethnicity (Please check one)

Hispanic/Latino

Anthem

Member / Policy Number

Group Number

Anthem Medicaid (Hoosier Healthwise, Hoosier Care Connect)* ADDRESS INFORMATION

Emergency Contact 1 Email (Must be in email format e.g., email@domain.com)

Emergency Contact 1 authorized for pickup?

EMERGENCY CONTACT 2

Emergency Contact 2 First Name*

James

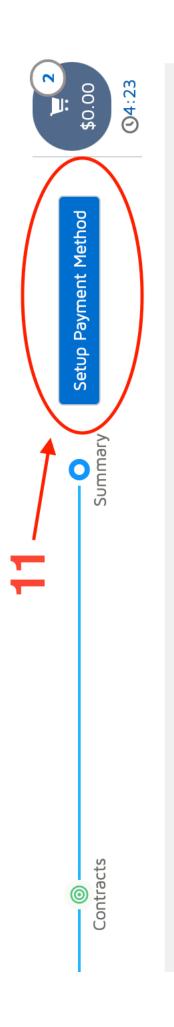
Emergency Contact 2 Last Name

Emergency Contact 2 Relationship

Emergency Contact 2 Mobile Phone

Emergency Contact 2 Alternate Phone

Next Prior to Purchase Prior to Purchase REQUIRED COMPLETED ON N/A N/A ATTACHMENT N/A N/A 3/8/2023 by Joe Smith 3/8/2023 by Joe Smith LAST MODIFIED SIGNATURE Sign CONTRACT STATUS **o** Draft Draft Contracts Please complete all contracts Jane - Liability Waiver CONTRACT NAME Jim - Liability Waiver



1 FUTURE DUE - DEFAULT



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.

Jane Smith - Summer Break 2023 Week 1 - Jim Andrews Unit - Starts: 6-5-2023

Jun '23 \$75.00

Jun '23 \$75.00

Jun '23 \$75.00

Jim Smith - Summer Break 2023 Week 2 - Jim Andrews Unit - Starts: 6-12-2023

Jane Smith - Summer Break 2023 Week 2 - Jim Andrews Unit - Starts: 6-12-2023

Jim Smith - Summer Break 2023 Week 1 - Jim Andrews Unit - Starts: 6-5-2023

Jun '23 \$75.00

Pay Future Due

Setup Payment Method

Arrange Later at Club