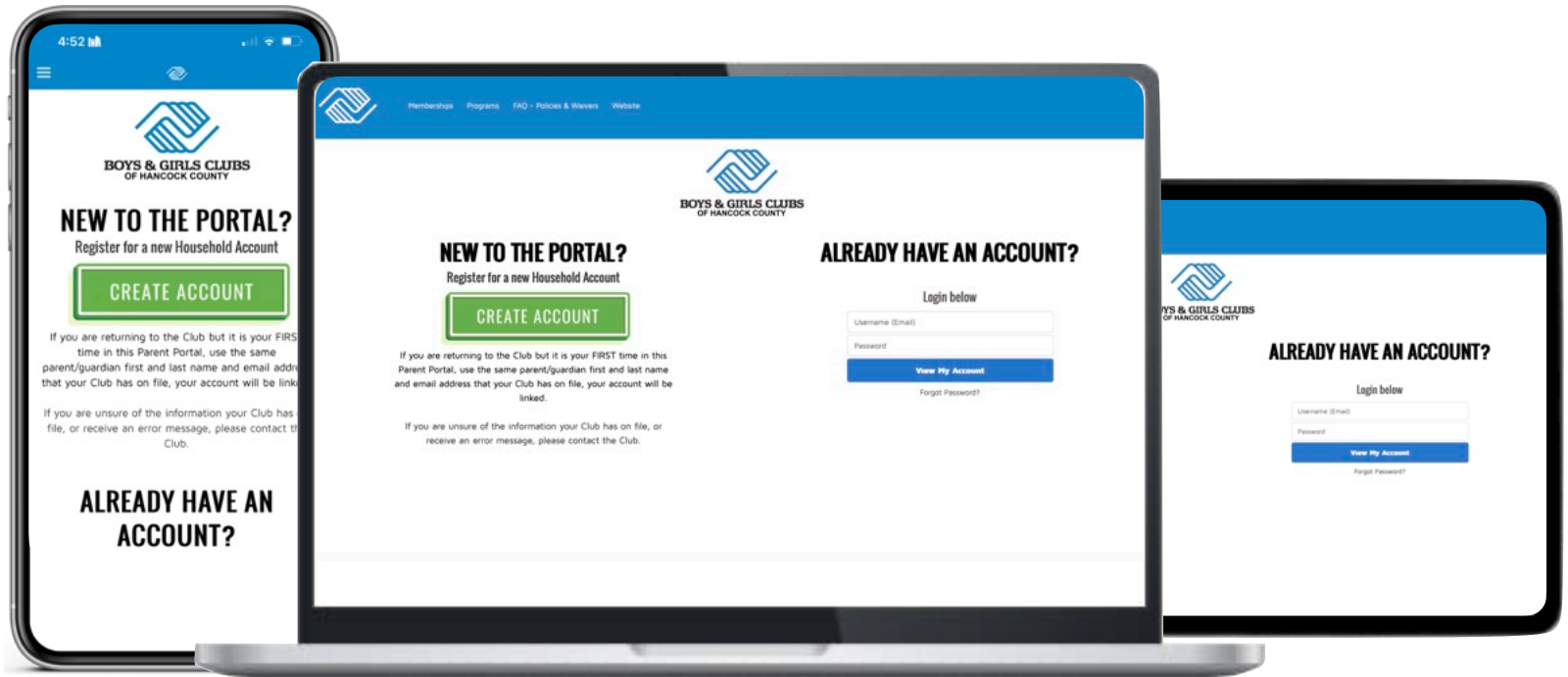




**BOYS & GIRLS CLUBS  
OF HANCOCK COUNTY**



# Where to Start

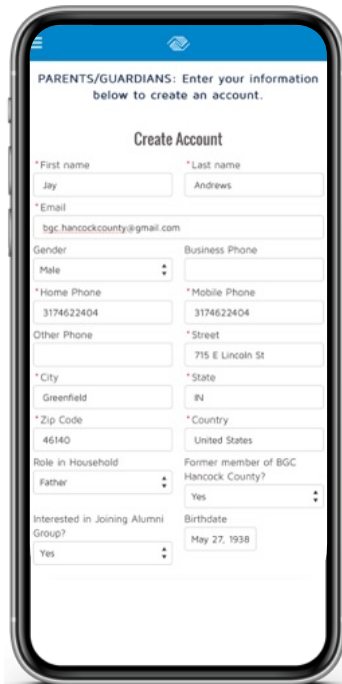
Setting up MCH Portal Account

1



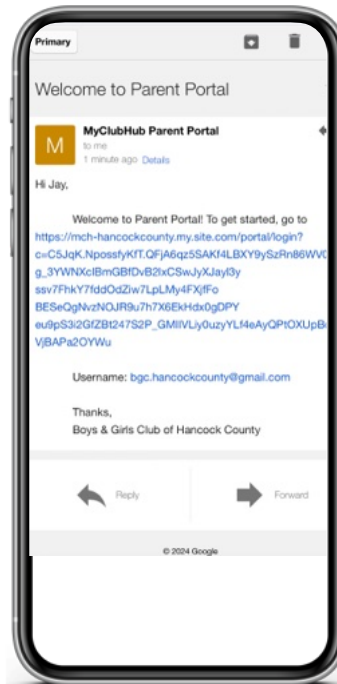
Create Account

2



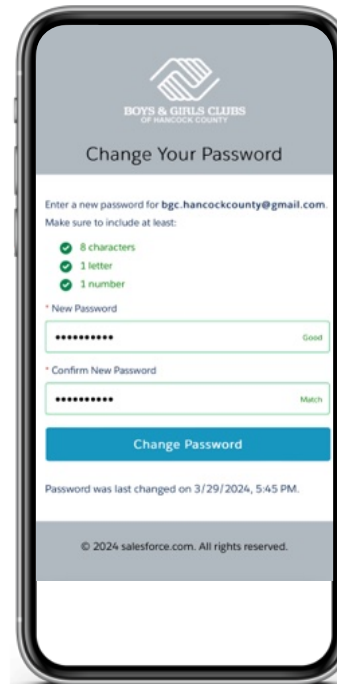
Required Details

3



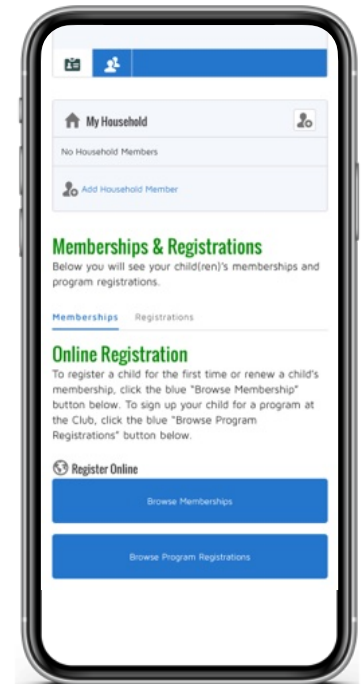
Check Email & Verify Account

4



Create Password

5



Time to Begin REGISTRATION



# Membership Registration

After your MCH account has been created and verified, you may now register members



Log Into Parent Portal



Complete this step for:

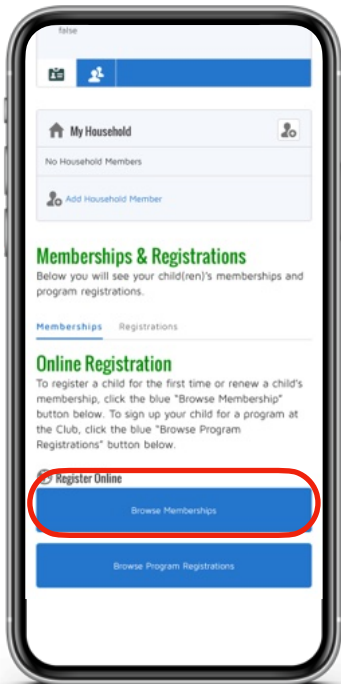
[New Membership](#)  
After-School Registration  
Before-School Registration

[Only Break Support](#)  
(Only needs to be completed once during School year)  
Fall Break  
Winter Break  
Spring Break



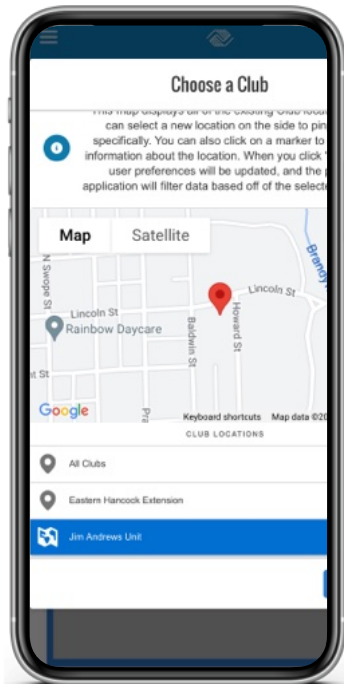
# Membership Registration

1



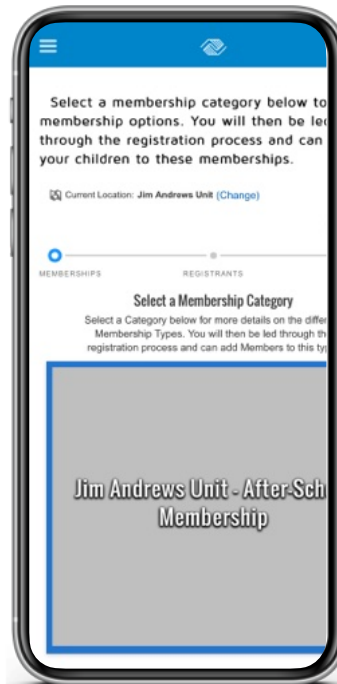
Choose Browse Memberships

2



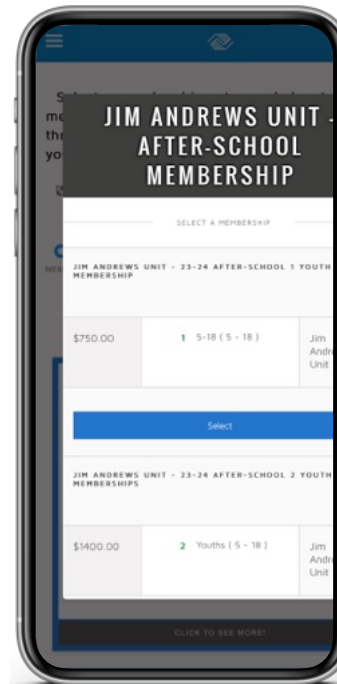
Choose a Club Location

3



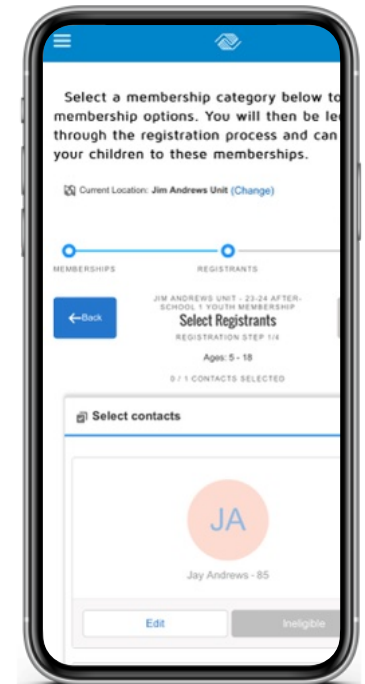
Choose Membership Category

4



Select Membership Type

5

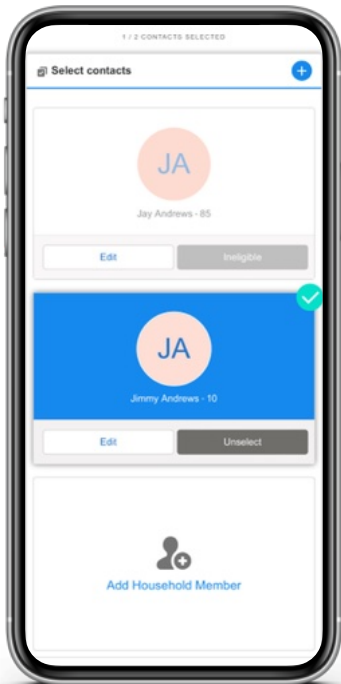


Assign Membership to Child



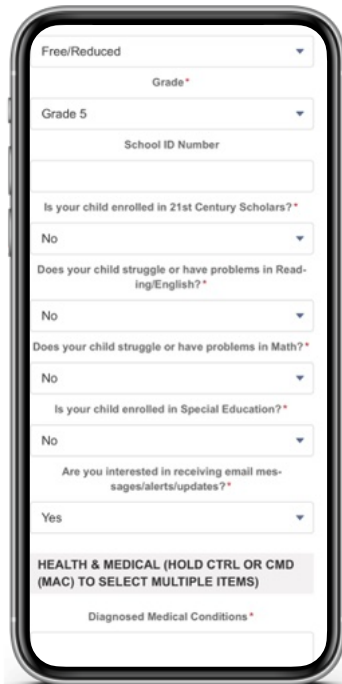
# Membership Registration

1



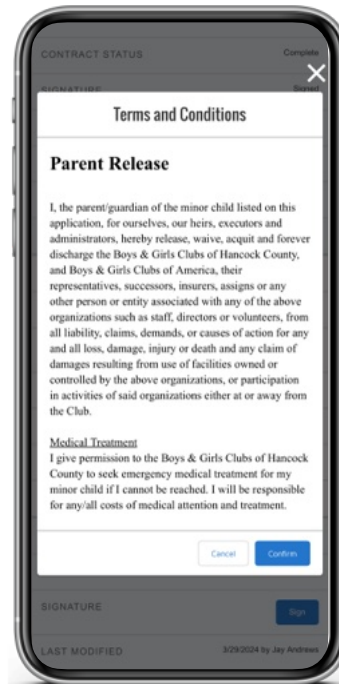
Select or Add Child

2



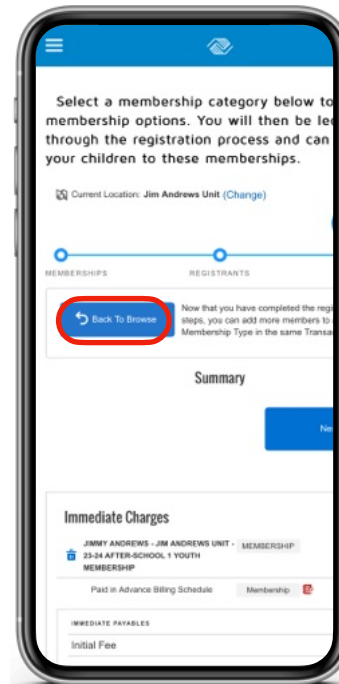
Complete Questions

3



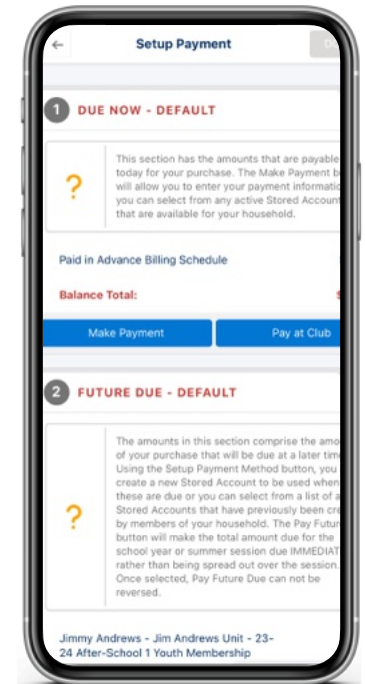
Sign Waivers

4



Multiple youth  
Choose Back to  
Browse and repeat  
the process

5

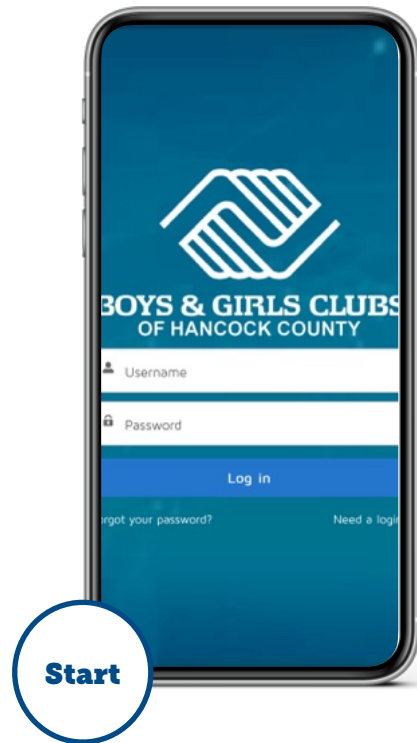


After Memberships  
are Complete, Click  
FINISH to Checkout



# Program Registration

Now that you are a registered member for the current session, you can access BGCHC's Program Registration options.



Log Into Parent Portal



Complete this step for:

[Academic Success](#)

No current programs

[Character and Leadership](#)

Agape Horse Therapy

[School Breaks](#)

Fall Break

Winter Break

Spring Break

Summer Break

[Sports and Recreation](#)

Youth Basketball League

[Transportation](#)

Brandywine Elementary

Greenfield Intermediate

Greenfield-Central Jr. High/  
High School

Harris Elementary

J.B. Stephens Elementary

Eden Elementary/Maxwell

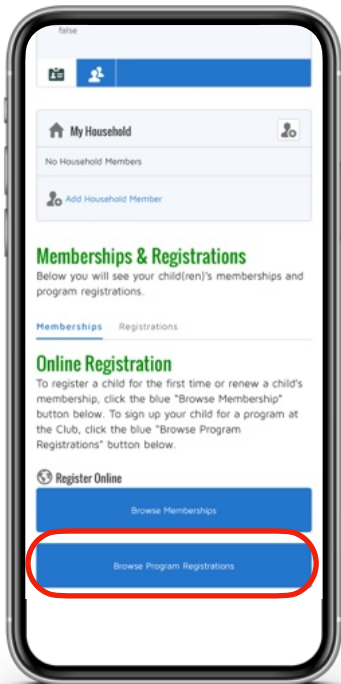
Intermediate

Weston Elementary



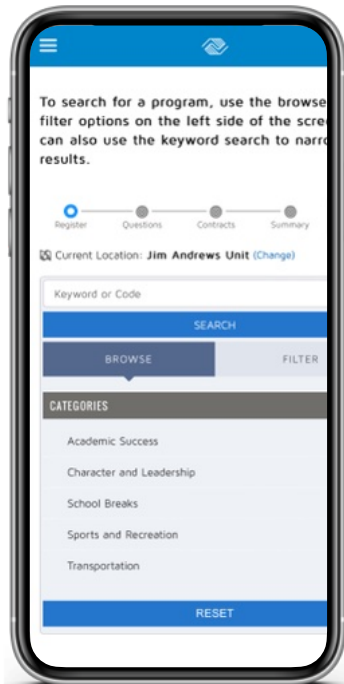
# Membership Registration

1



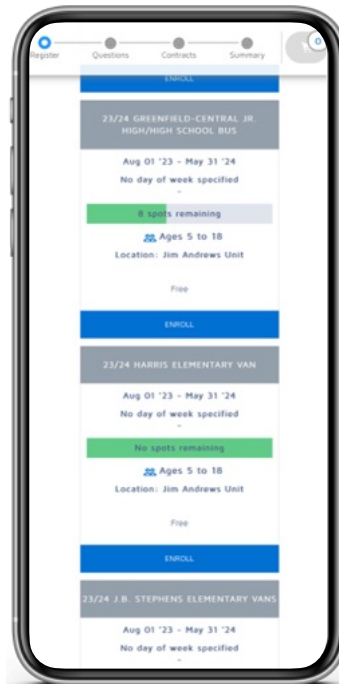
Choose Browse Program Registration

2



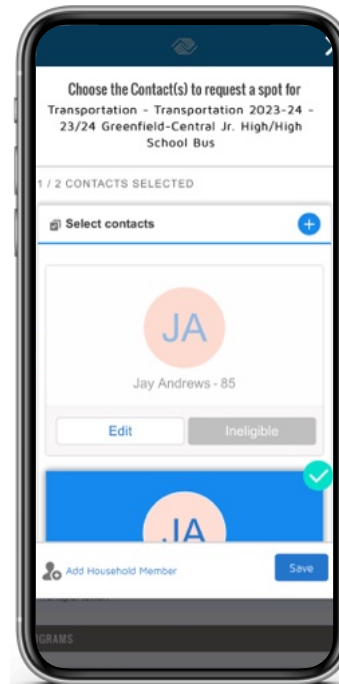
Select Program Category

3



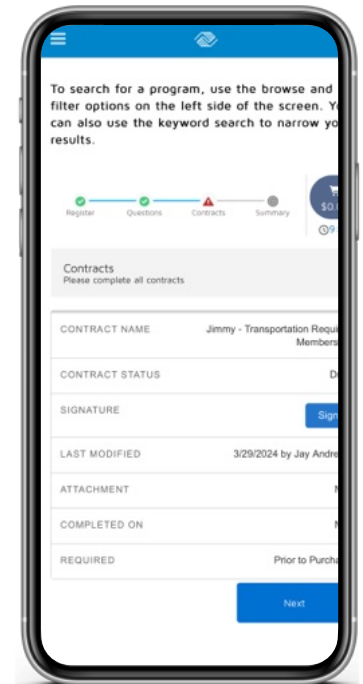
Continue Through Screen Selection

4



Continue Through Screen Selection

5



Sign Waiver & Checkout

Finish