



VA NEW ACCOUNT REGISTRATION INSTRUCTIONS

LINK:
[HTTPS://BGCGW.FORCE.COM/PORTAL/S/](https://bgcgw.force.com/portal/s/)

- 1 CLICK ON NEED A LOGIN
- 2 COMPLETE REQUIRED PARENT INFORMATION THEN SUBMIT
- 3 CHECK YOUR EMAIL FOR LINK TO CREATE PASSWORD
- 4 LOG BACK INTO PARENT (URL LINK ABOVE)
- 5 CLICK ON BROWSE MEMBERSHIPS
- 6 CHOOSE YOUR SITE AND SAVE LOCATION
- 7 CLICK ON YOUR CLUB'S ANNUAL MEMBERSHIP
- 8 CHOOSE YOUR MEMBERSHIP TYPE (YOUTH OR TEEN)
- 9 CLICK CREATE NEW CONTACT (CAN CREATE MULTIPLE CONTACTS FOR MULTIPLE CHILDREN IF UNDER THE SAME MEMBERSHIP TYPE)
- 10 ENTER INFORMATION, SAVE, AND SELECT CHILD(REN), CLICK NEXT
- 11 ENTER MEMBER/HOUSEHOLD INFORMATION, CLICK FINISH
- 12 CLICK PAY NOW
- 13 CLICK MAKE PAYMENT AND COMPLETE CHECK OUT PROCESS



BOYS & GIRLS CLUBS
OF GREATER WASHINGTON