



## How to Sign -Up for Virtual Programs

1. Go to [www.bgclagunabeach.org](http://www.bgclagunabeach.org)
2. Click "Virtual Clubhouse"
3. Click "Register Here"
4. Sign into Parent Portal with your account information
  - a. If you do not have a Parent Portal account contact: [financedept@bgclaguna.org](mailto:financedept@bgclaguna.org) or call the Google Voice Number: 949-607-8138
5. Click "Enroll" on the top left
6. Select your Member to Enroll
7. Select "Virtual Programs" in the Club/Unit drop down box
8. Your first sign up **must** be "**Virtual Programming Membership 2020**" – This is a required prerequisite.
  - a. In the info box click the waiver in either English or Spanish
  - b. Read the Document, add in required information and sign at the end.
  - c. Please add your member's **SCHOOL EMAIL**
    - i. **It is necessary for your child to be logged into Zoom through Google with their school district email and password to participate in BGC Programs (See Step 23)**
  - d. Finalize document
9. Back in Parent Portal Click "Continue to Step 2" with "Virtual Programming Membership 2020" selected.
10. Click "Add to Cart"
11. Click "Continue Shopping"
12. Reselect your member in the "Enroll" drop down box
13. Reselect "Virtual Programs" in the Club/Unit Drop Down Box
14. Select the program you wish to enroll in (You can only select one program at a time)
  - a. Click "Continue to Step 2"
15. Click "Add to Cart"
16. Continue from Step 11 to enroll in as many programs as you would like
17. When you are done click "Proceed to Checkout"
18. Read the Policy, click "I HAVE READ THIS POLICY I UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS"
19. Click "Continue to Step 2"
20. Review your Cart
21. Click "Process Enrollment"
22. You will receive an email with a link to your Zoom sessions prior to the scheduled program if all of the steps above are completed.
23. **When logging into Zoom to participate in any Program, you must click "Sign In with Google", and enter your child's SCHOOL email and password. (See Photo)**

