

GREAT FUTURES START **HERE.**



Online Registration Instruction Guide:

Begin by going to:

1. Our website: <https://bgcofwatertown.com>
2. Select under Programs tab: Main Club Site
3. Click on **REGISTER HERE** tab

Or use this link: <https://online.traxsolutions.com/bgcsd/main>

From the Trax Online Registration Screen:

1. Click **NEW ACCOUNT**
2. Input your name, address, email and phone number
 - a. If your information matches the information already in our system, you will receive an email for next steps.
 - b. If your information does not automatically match up, your request will be sent to Club Staff for approval. You will receive an email once your request is approved.
3. Once your request is approved, or you receive the automatic approval email, you will be able to go sign into your portal by clicking on the link in the email you receive to set your password.
4. After signing in, you will be prompted to fill out your Household information.
 - a. If you already have information in our system, it will automatically have it in there for you - you can make updates at this time, as needed.
 - b. NOTE: please ensure that you have TWO emergency contacts in addition to those listed as parents / guardians.
5. From here you can enroll your child(ren) in the Main Site 2023.

Please ensure you do not sign yourself up for a membership - be sure to select your child(ren), or "Add New Person" if your child(ren) does not show up.

You can navigate to the "My Account" tab in the portal to see an overview of your information, account balances, etc.

What can parents do in the portal?

1. Sign up for Annual memberships.
2. Update household information such as phone number, address, etc. if it changes.
3. Get a statement of charges that are on your account.