

Parent/Guardian Instructions for Academic Year 2024-2025 Membership

1. Click on Parent Portal and log into your account



NEW TO THE PORTAL?

Register for a new Household Account



If you are returning to the Club but it is your FIRST time in this Parent Portal, use the same parent/guardian first and last name and email address that your Club has on file, your account will be linked.

If you are unsure of the information your Club has on file, or receive an error message, please contact the Club.

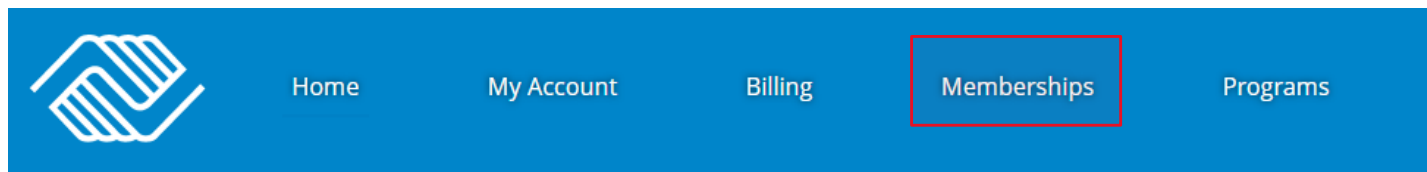
ALREADY HAVE AN ACCOUNT?

Login Below



[Forgot Password?](#)

2. Select Memberships



3. Select either Brenham Unit or Burton Unit

Choose a Club



This map displays all of the existing Club locations. You can select a new location on the side to pinpoint it specifically. You can also click on a marker to get more information about the location. When you click 'Save' your user preferences will be updated, and the parent application will filter data based off of the selected location.

Map Satellite

CLUB LOCATIONS

- All Clubs
- Brenham Unit
- Burton Unit

Save Club

4. Click Save Club

CLUB LOCATIONS

- All Clubs
- Brenham Unit
- Burton Unit



Save Club

5. Under Select a Membership Category, click on Brenham Unit Membership or Burton Unit Membership

REGISTER FOR MEMBERSHIP

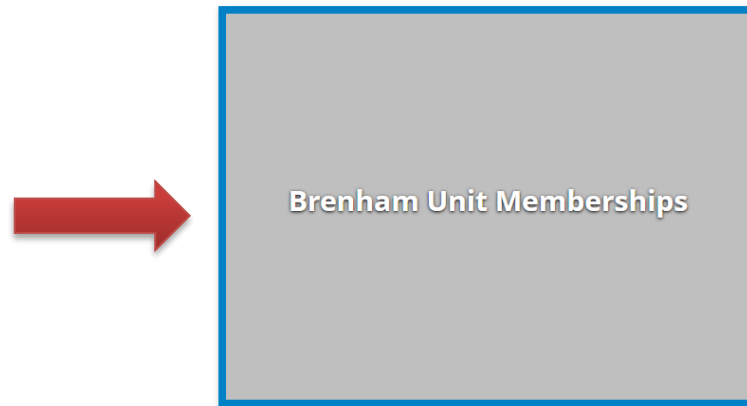
Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

📍 Current Location: **Brenham Unit** (Change)



Select a Membership Category

Select a Category below for more details on the different Membership Types. You will then be led through the registration process and can add Members to this type.



6. Click Select on Academic Year 24-25 Membership

BRENHAM UNIT MEMBERSHIPS

SELECT A MEMBERSHIP

BRENHAM UNIT -ACADEMIC YEAR 24-25

Brenham Unit (AES, BES, KES, BMS, BJHS, and BHS)

1 (5 - 18)

Brenham Unit

Select

7. Now select Registrants (children)

- a. If multiple children: select a child first, wait until you see a green check mark and then select next child

BRENHAM UNIT -ACADEMIC YEAR 24-25

Select Registrants

REGISTRATION STEP 1/2

Ages: 5 - 18

0 / 2 CONTACTS SELECTED

←Back

Next →

Select contacts

CT

Child Testing - 10

Edit

Select

IG

Edit

Ineligible



Add Household Member

8. Once your child/children have been selected, click on next

Current Location: Brenham Unit (Change)

MEMBERSHIPS

REGISTRANTS

CHECKOUT



←Back

BREHAM UNIT -ACADEMIC YEAR 24-25

Select Registrants

REGISTRATION STEP 1/2

Ages: 5 - 18

1 / 2 CONTACTS SELECTED



Next →

Select contacts

CT
Child Testing - 10

Edit Unselect

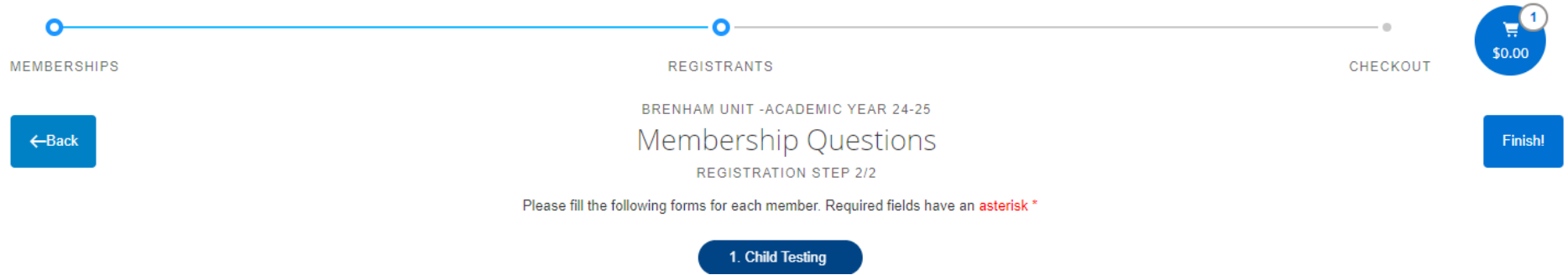
IG

Edit Ineligible

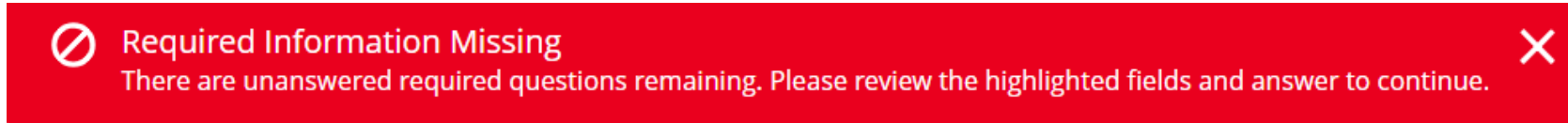
Add Household Member

9. Complete all membership questions

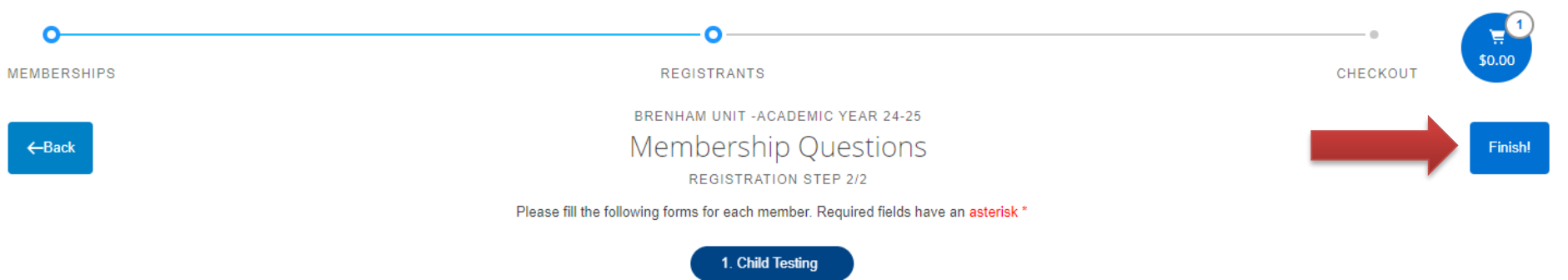
- a. If you have more than one child selected, make sure to answer the questions for the child highlighted in blue



- If you received a “Required Information Missing” message, please double check all your answers



10. Once all questions have been answered click finish



11. Review Summary and Click Finish

📍 Current Location: **Brenham Unit** (Change)

MEMBERSHIPS REGISTRANTS CHECKOUT

[↩ Back To Browse](#) Now that you have completed the registration steps, you can add more members to a different Membership Type in the same Transaction.

Summary

[Finish](#)

Immediate Charges

📍 CHILD TESTING - BRENHAM UNIT - ACADEMIC YEAR 24-25 MEMBERSHIP

IMMEDIATE PAYABLES	
GRAND TOTAL	\$0.00

12. You will see a Payment Complete window once you have submitted your application

Payment Complete
Transaction • T-000398

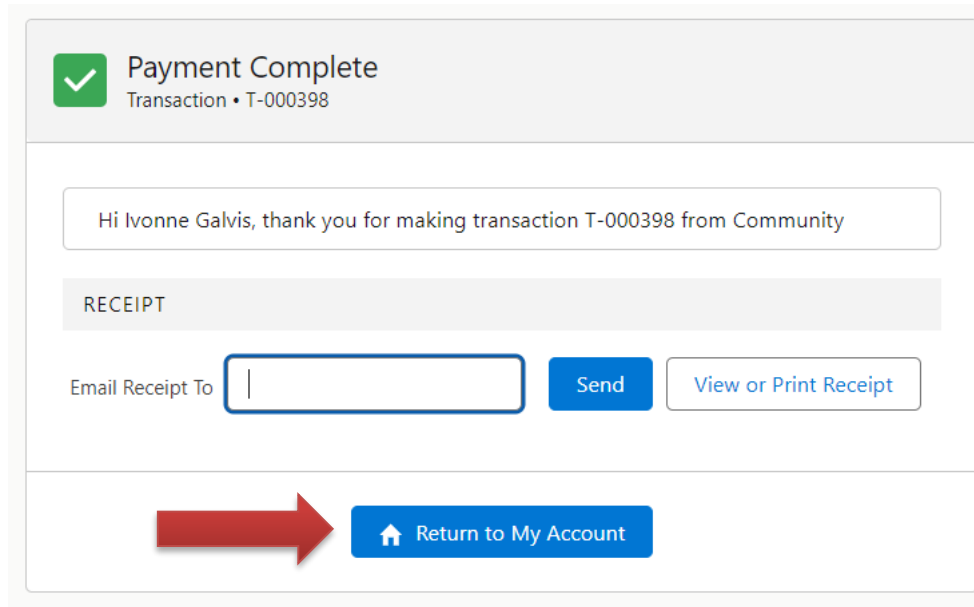
Hi Ivonne Galvis, thank you for making transaction T-000398 from Community

RECEIPT

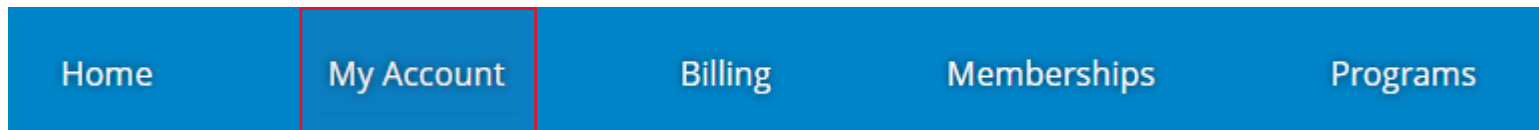
Email Receipt To [Send](#) [View or Print Receipt](#)

[Return to My Account](#)

13. Click on Return to My Account



14. Click on My Account

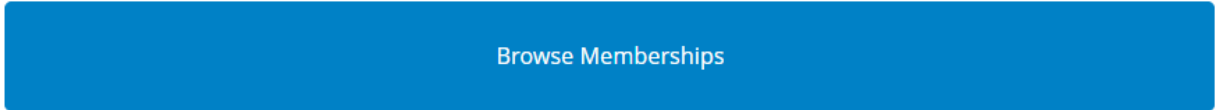


15. Review to see you see the Brenham Unit- Academic 24-25

Memberships

Below you will see your child(ren)'s memberships. If you need to sign up or renew a membership, click the blue "Browse Memberships" button below.

 Register Online



MY HOUSEHOLD MEMBERSHIPS

Contact Name	Membership Type	Membership Start Date	Membership End Date
Child Testing	Brenham Unit -Academic Year 2...	8/13/2024	5/16/2025

