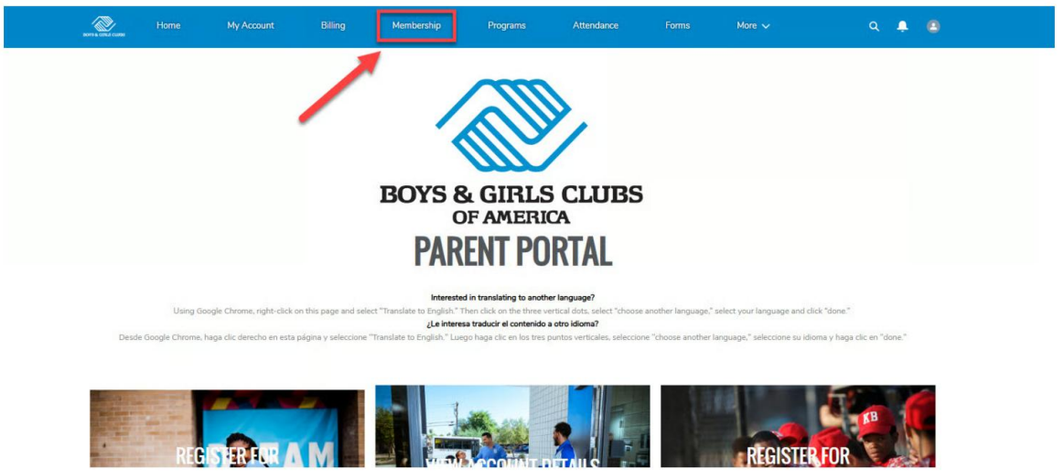
To Create A Membership:

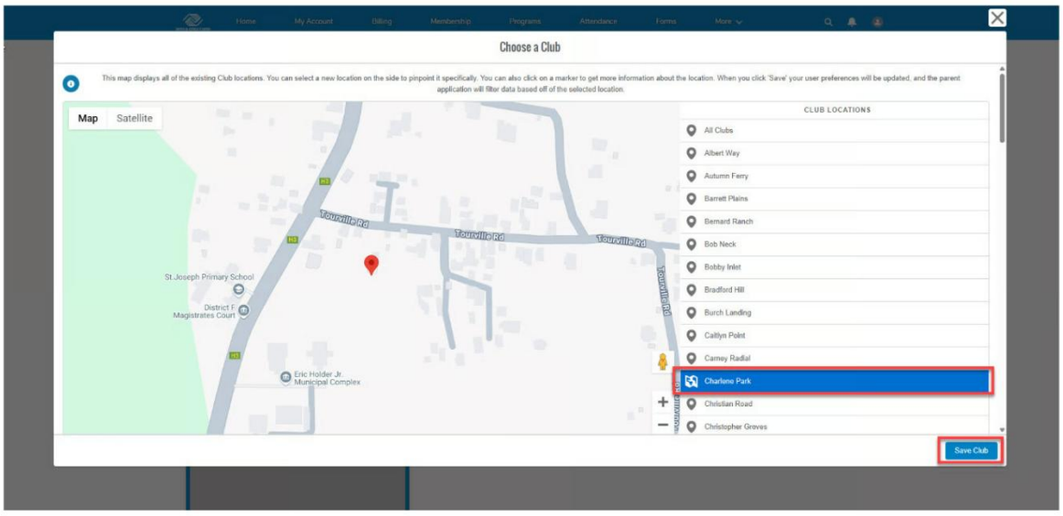
Step One

- Log in to the parent portal and click the **Memberships** tab at the top, or click the **Register for Memberships** box from the My Account page.



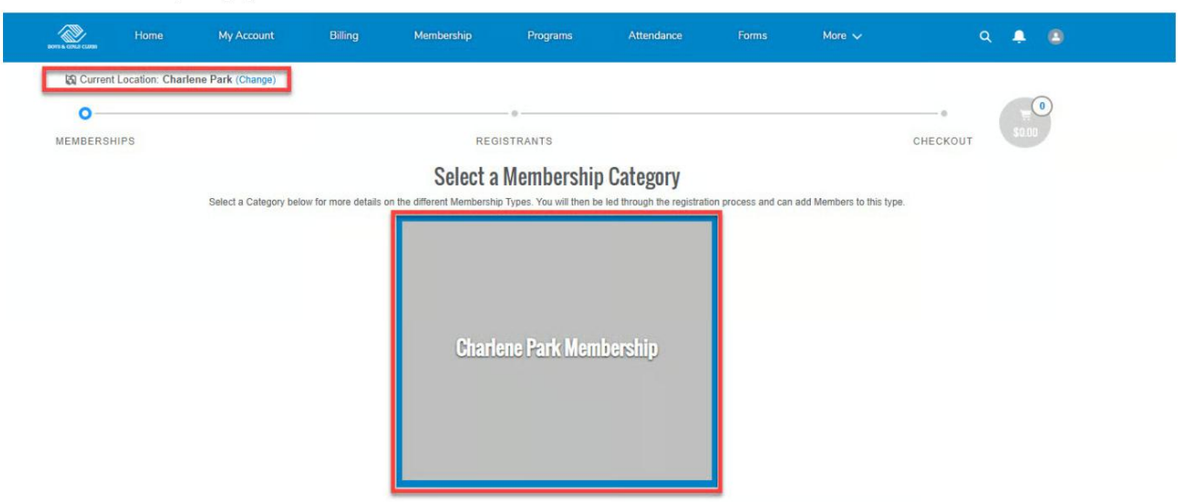
Step Two

- Select your local Club location from the Club Locations list. Click **Save Club**. You can change the location after you have selected it if needed by clicking the "**Change**" button beside the selected location.
- Moving forward, this will be set as your default location.



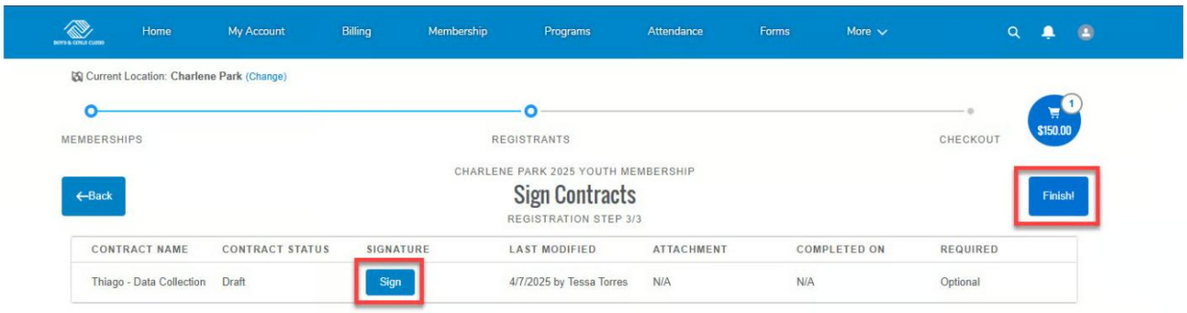
Step Three

- Select a membership category.



Step Seven

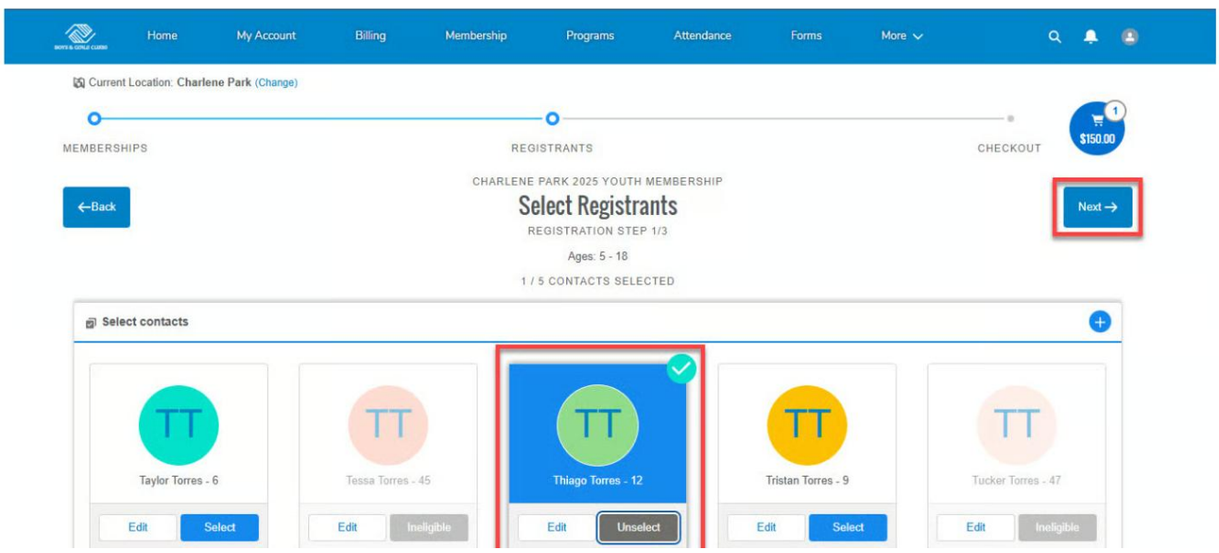
- If there are contracts or waivers requiring signature, click **Sign** to view the documents. Click **Confirm** after reviewing each document.



S

- Select each child that you'd like to purchase a membership for. Click **Next**.

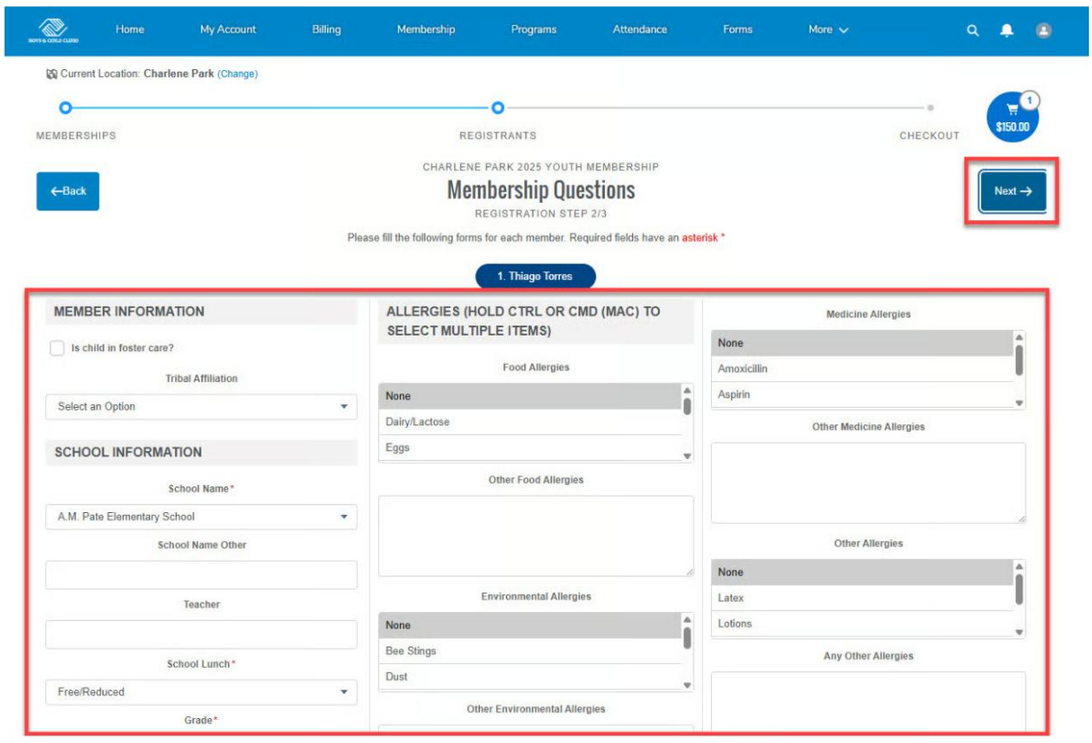
	You can quickly add a new contact by clicking the plus sign-in the top-right corner or by selecting the **Add Household Member** box.



Step Six

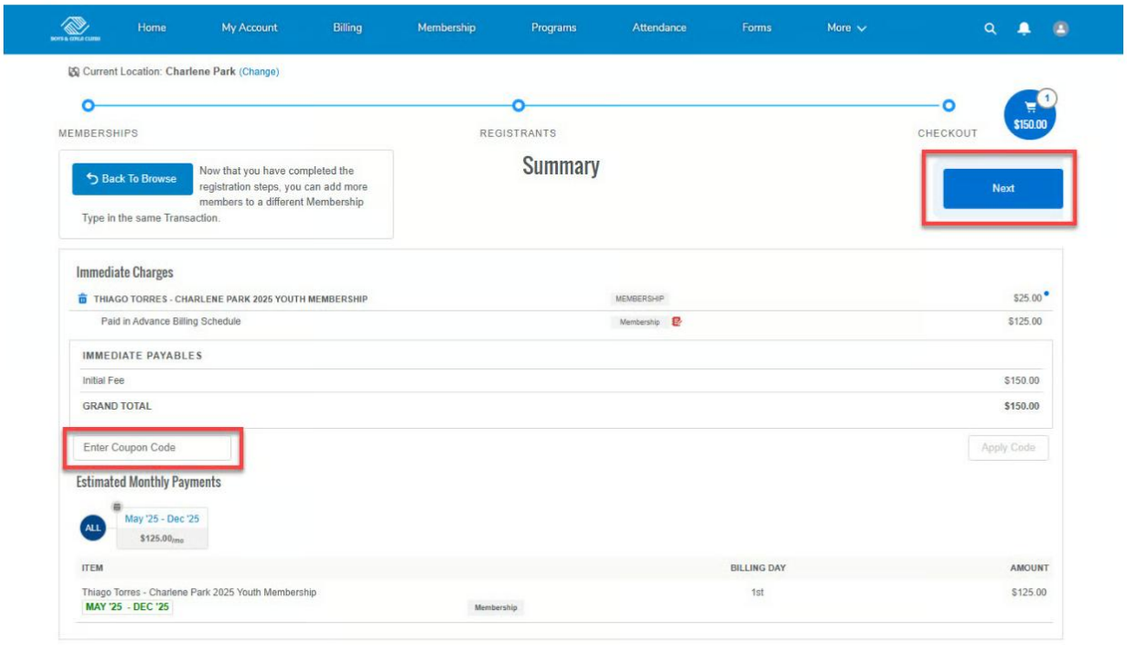
- If applicable, answer the membership questions form. Then click "**Next**."

	If registering multiple children, click on each child's name to answer their membership questions. **Financial Assistance** Financial Assistance will automatically apply for members who have already been approved to receive it. Or, if the parent requested financial assistance while answering the membership questions (step 6), they will receive an email prompting them to complete the Financial Assistance application.



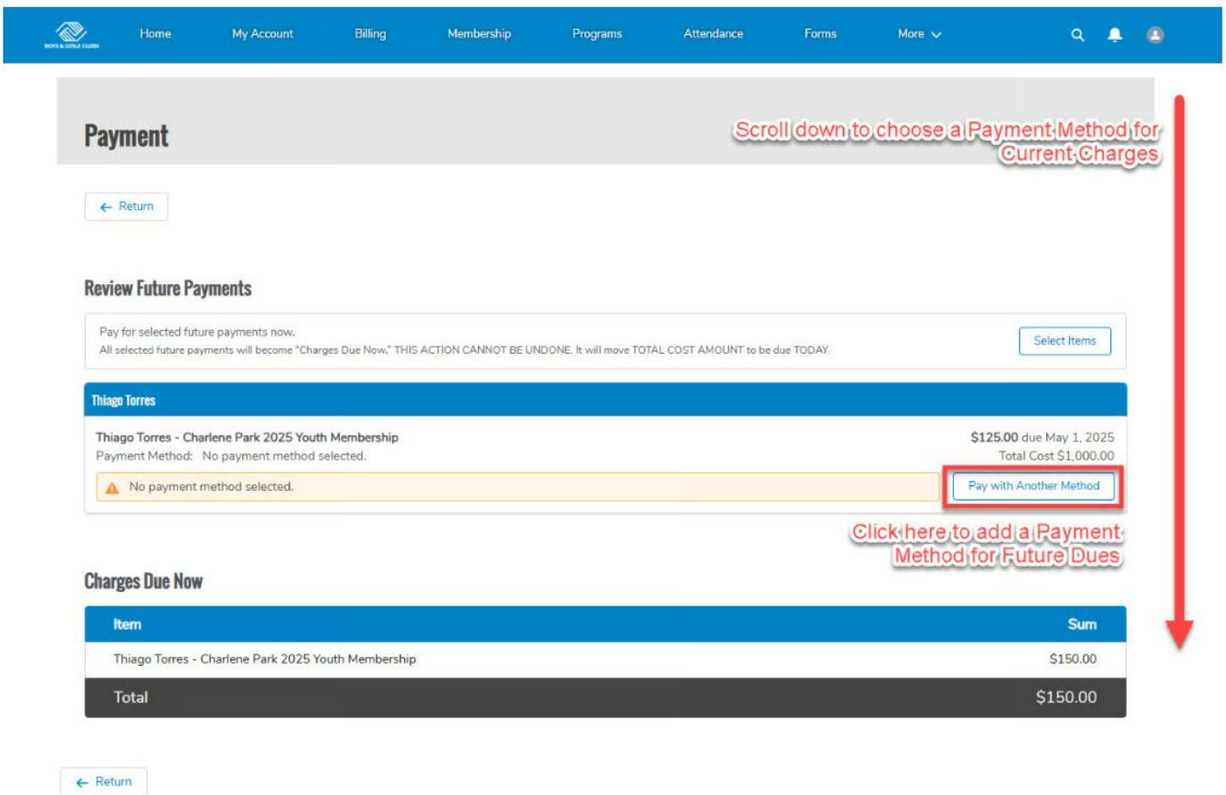
Step Eight

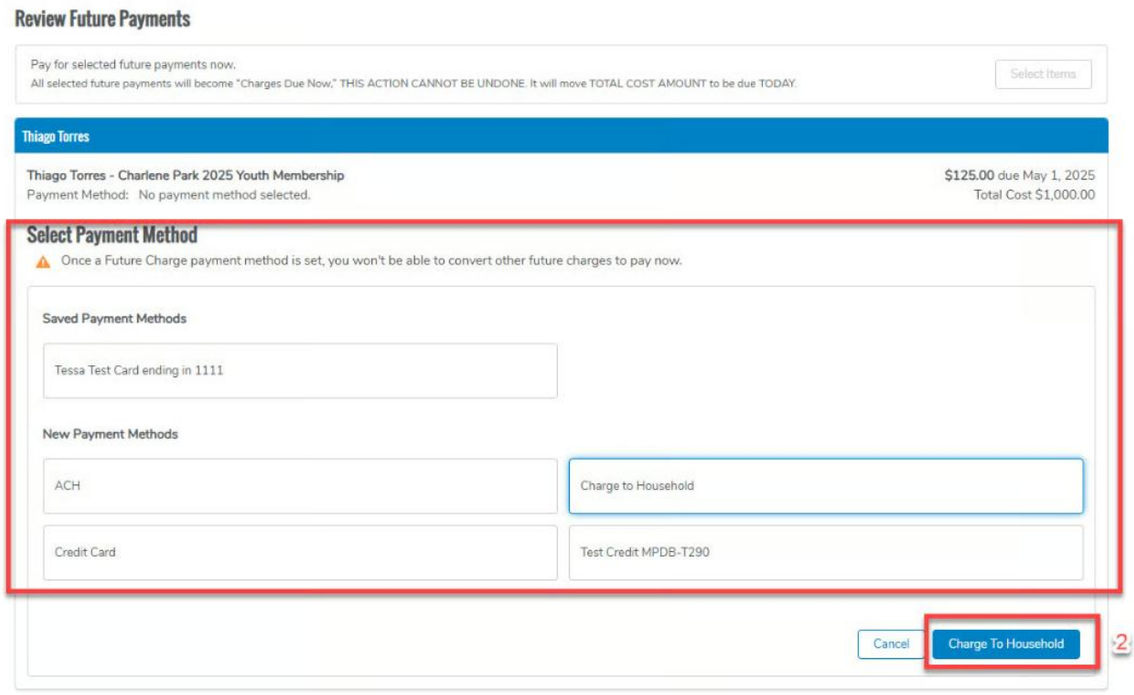
- You will now be brought to the Transaction Summary page. Here you can add a coupon code and review your upcoming charges. To proceed to the Payment page click "**Next**."



Step Nine

- You will now be brought to the payment page.
- There are multiple sections on this page
- **Review Future Payments**
  - **Saved Payment Methods**: A method will appear here if a parent has a stored account on file.
  - **ACH:** If your Club is using ACH, you can choose this method.
  - **Credit Card:** To add a credit card, click "Credit Card"
  - **Charge to Household:** If a parent selects this option, when you run billing each month (or whatever cadence you set on the PBS), their charges will post as an outstanding balance on their account and they can pay the balance off/down in their Billing tab in the Parent Portal.
  - Depending on the payment method selected you may be asked to input additional information. If you are posting the balance to the household, you will be prompted to "Charge to Household."
  - Here you'll see recurring fees that will be billed in the future (most likely on a monthly basis).
  - If your organization is requiring Parents to put a stored account on file, and that has not yet been set-up, you will be prompted to "**Pay With Another Method**."
  - Click this button to choose how you want to handle these charges. Your Payment Methods will appear based on what your org has chosen to be available.

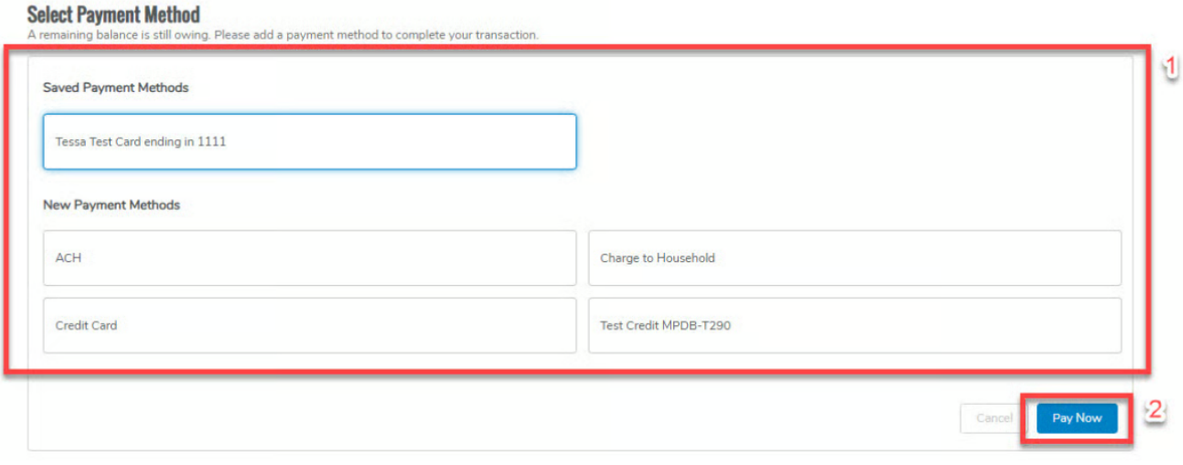


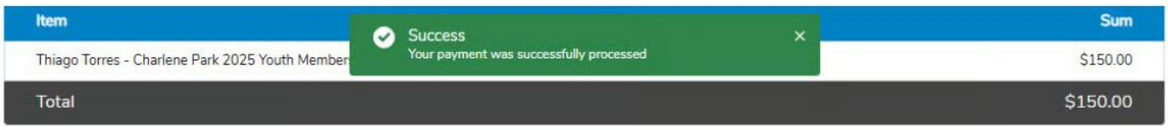


- **Charges Due Now**
  - If there are current charges due now, they will appear here.
- **Payment**
  - This section shows what the parent is being charged today for this transaction. To edit the amount to pay, you can click into the box provided.
- **Select Payment Method**
  - **Saved Payment Methods**: A method will appear here if a parent has a stored account on file.
  - **ACH:** If your Club is using ACH, you can choose this method.
  - **Credit Card:** To add a credit card, click "Credit Card"
  - **Charge to Household:** If a parent selects this option, all charges due now will post as an outstanding balance on their account and they can pay the balance off/down in their Billing tab in the Parent Portal.
  - Depending on the payment method selected you may be asked to input additional information. If you are posting the balance to the household, you will be prompted to "Charge to Household." **Clicking this will finalize the transaction.**
  - For the current charges due you will be prompted to select a Payment Method.

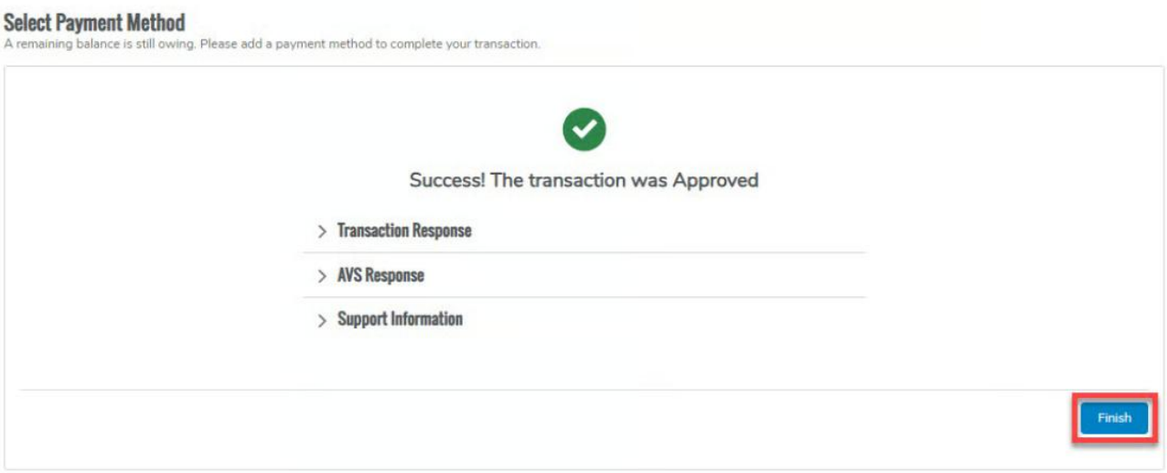






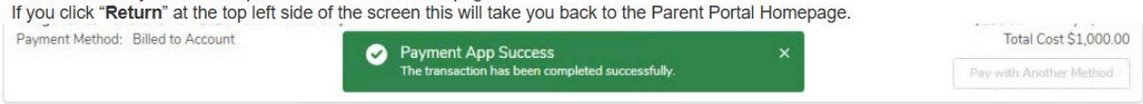






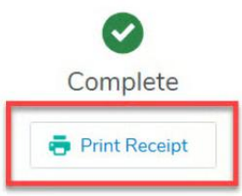
Step Ten

- You will see "**Complete**" appear at the bottom of the screen when the transaction is completed. You will then be able to print a receipt.
- You can click any tab at the top of the screen to exit this page.
- If you click "**Return**" at the top left side of the screen this will take you back to the Parent Portal Homepage.









TORRES, TESSA HOUSEHOLD

April 7, 2025 11:50 AM

RECEIPT

Tessa Torres

123 Taylor Street
Dallas TX 75201

REFERENCE #T-000603

IMMEDIATE CHARGES

MEMBERSHIP	Thiago Torres - Charlene Park 2025 Youth Membership	$25.00
MEMBERSHIP	Paid in Advance Billing Schedule	$125.00
IMMEDIATE CHARGES		**$150.00**
TOTAL CHARGES		**$150.00**

PAYMENTS

CREDIT CARD	XXXX-XXXX-XXXX-1111 Expiry: 04/27 (Tessa Test Card)	TPTX-00000130	$150.00
TOTAL PAYMENTS			**$150.00**

SUMMARY

TOTAL CHARGES		TOTAL PAYMENTS		OUTSTANDING BALANCE
$150.00	-	$150.00	=	$0.00

ESTIMATED MONTHLY PAYMENTS

MAY 2025 - DECEMBER 2025

		BILLED ON	
MEMBERSHIP	Thiago Torres - Charlene Park 2025 Youth Membership	1st	$125.00
			$125.00 /mo