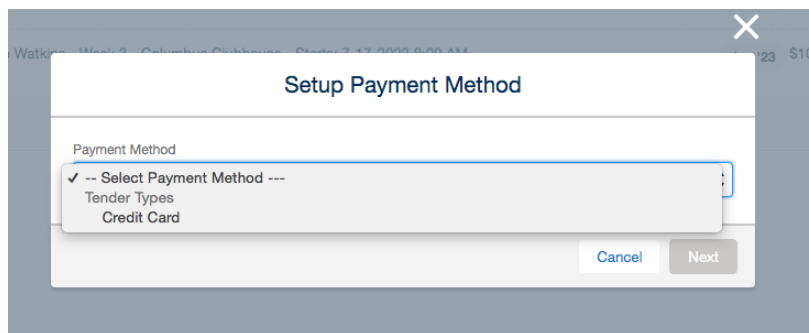


## **Membership Registration Directions (Afterschool)**

1. Login to Parent Portal Account: <https://greaternewhaven.my.site.com/portal/s/login>
  - a. For New to the Club Parents – Please create an account at the following link: <https://greaternewhaven.my.site.com/portal/s/create-account>
2. Click on tab labelled “Memberships”
  - a. Please note your **current location** dictates what is available for you to see, if you are unsure of what to select, leave all locations available as your view.
3. Select Membership category for your desired city.
  - i. New Haven School Year Membership
  - ii. North Haven School Year Membership
  - iii. Wallingford School Year Membership
4. Select appropriate membership type for your youth. For sibling members in K-5 you **MUST** select the sibling membership – you will be able to add all youth at once.
5. Click “Next” and it should take you to questions. Please answer all the questions, especially those with the red ( \* ) once you complete all the questions click next to finalize.
6. You will be able to see the options for add-ons, before care would be an add on.  
*\*BEFORE CARE IS ONLY OFFERED IN **NORTH HAVEN AND WALLINGFORD.** \**
7. Once complete you will reach “Summary” Page which will confirm your selected registrations.
8. Next, select the “Setup Payment Option”.
  - a. You will have two options
    - i. Pay Future Due – Will give you the option to select the months you would like to pay for at registration. If you would like to pay for the school year in advance – you can select this option. Please note: you have the option to select how many months you’d like to pay for. You do NOT have to pay for the year in full, the Club will run Billing monthly, every FIRST Tuesday!
    - ii. Setup Payment Method – Will prompt you to input a card to be charged at billing. All families **MUST** store an active credit or debit card for billing.  
*(Families applying for financial assistance are required to store a card)*



Waterloo Middle School Clubhouse - Student: 7-17-2023 8:00 AM 23 \$100

Setup Payment Method

Payment Method

✓ -- Select Payment Method ---

Tender Types

Credit Card

Cancel Next

9. You are all set !!!!!