

# Mitchell Community Schools Parent Portal Instructions

---



Register for the Boys & Girls Club of Lawrence County Mitchell Community Schools After School program by scanning the QR code or visiting:  
<https://mch-lawrencecountyin.my.site.com/portal/s/login-home>

Next, follow the instructions below to navigate the Parent Portal.

## Step 1: Creating a MyClubHub Parent Portal Account:

*\*If you already have a MyClubHub Parent Portal Account, login into your account and skip to Step 2.*

- Select "**Create Account**"
- Enter the parent/guardian information first (*not your child's*). **Example:** Parent/Guardian first and last name and email you will be using to login to your parent portal account. Then click "**Submit**".
- An email will be sent to the email address entered. Follow the link in the email to set up your account password. (**Be sure to check your junk mail**) *\*If you did not receive an email, please contact the Club.*
- Return to the Parent Portal and login using your email and the new password you created.

### **Creating a Household:**

- Enter the parent/guardian information first (not your child's).
- Select "**Add New Contact**". Here, you will add your child's name and information. If you need to add an additional child, select "**Add Contact**" and enter the other child's name and information.

## Step 2: Registering for a Membership:

- On your home screen, scroll down to "**Online Registration**".
- Next, select "**Browse Memberships**". Make sure your Current Location (upper left) is set to "**All Locations**" or "**Mitchell Junior High School**".
- Select "**Annual Membership**" and "**2024-25 Mitchell Community Schools Membership**".
- Select the contact (child) who will be attending and fill out all the information.
- Hit "**Next**" and sign the Membership Guidelines.
- Instead of hitting "**Finish**", click the cart icon in the top right. In the coupon code box enter "**MITCHELL**" and hit "**Apply Code**" to receive your membership for **FREE!** Now click out of the cart and hit "**Finish**".
- Repeat the process for any additional children you would like to register for a membership.

## Step 3: Registering for After School:

- Your child **must** have an active membership to register for After School (or other Club programs).
- On your home screen, scroll down to "**Online Registration**".
- Next, select "**Browse Program Registrations**". Once again, make sure your Current Location (upper left) is set on "**All Locations**" or "**Mitchell Junior High School**".
- Under Categories click on "**After School**". Moving to the right, click the drop-down arrow for After School 2024-25 and then select "**Enroll**". Select the contact (child) you are registering and hit "**Save**" and "**Next**".
- Fill out the required information and then click "**Next**". Review that the information is correct and click "**Next**" a final time to submit your registration. After School is always free with your Club membership.
- Repeat the process for any additional children you would like to register for After School.

**Questions or need assistance? Email [info@bgcblc.org](mailto:info@bgcblc.org) or call 812-279-6123**

