



Boys & Girls Clubs  
of Hamilton  
A good place to be

# How to Create RecDesk Account

<https://bgchamilton.recdesk.com/Community/Home>



Welcome to  
Boys and Girls Clubs of Hamilton



CREATE ACCOUNT

SIGN IN

PROGRAMS



MEMBERSHIPS



FACILITIES



CALENDAR



Click 'Create Account'



Sign In to your Community Account

**SIGN IN**

- OR -

[Create New Account](#)

[Forgot password?](#)

[Log in as Instructor/Coach/Volunteer](#)

Node: RD-PROD-N16-2



Click 'Create New Account'

RETURN TO MAIN WEBSITE



Boys & Girls Clubs  
of Hamilton

[Home](#) [Programs](#) [Memberships](#) [Facilities](#) [Calendar](#)

### Create Account

Name \*

First Name

MI

Last Name

Primary Phone \*

[ ] - [ ]

Primary Email Address \*


example@example.com

Continue >

Already have an account? [Log In](#)

Enter your information and click 'Continue'

me Programs Memberships Facilities Calendar Log In

 **Create Account**

**General Information**

Name \*

Head of Household  (\*\* This Member is included on email notifications to other Family Members)

Date of Birth \*

Gender \*

**Address**

Address Line One \*

Address Line Two

City \*

State/Province \*

Zip/Postal Code \*

**Email Address**

Email Address \*

Enter parent/guardian information

Carrier

**Emergency Contact**

Name #1

Mobile Phone

Name #2

Mobile Phone

**Member Note (General Notes, Disabilities, Food Allergies, etc)**

Note

**Login ID & Password**

User Name \*

Password \*

Repeat Password \*

Password strength: **Weak**

Continue to enter parent/guardian information and create user name and password

The screenshot displays the website interface for Boys & Girls Clubs of Hamilton. At the top, the logo and navigation menu (Home, Programs, Memberships, Facilities, Calendar) are visible. The main content area is divided into two columns. The left column shows a 'Desk Household' profile with 1 member, a calendar link, invoice view, forms, and a prominent green 'Add Household Member' button. Below this, it shows 'Household Credit' and 'Balance Due' both at \$0.00, and a 'Household Reports' dropdown. The right column features a 'Front Desk' profile card with contact information and buttons for 'Profile', 'History', 'Calendar', and 'Edit'. Below the card are sections for 'General Information', 'Address', and 'Email Address', each containing a table of details.

General Information	
Name	Front Desk (ID: 509) FrontDesk
Date of Birth	1/1/1999 (22 years)
Gender	Prefer Not To Disclose
Head of Household	Yes

Address	
Address Line One	45 Ellis Avenue
Address Line Two	-
City	Hamilton
State	ON
Zip/Postal Code	L8H 4L8

Email Address	
Email Address	frontdesk@kboysandgirlsclub.com
Alt. Email Address #1	-
Alt. Email Address #2	-

Add each participant/child to 'Household Member' link

The screenshot shows the website for Boys & Girls Clubs of Hamilton. The navigation menu includes 'Home', 'Memberships', 'Facilities', and 'Calendar'. A red arrow points to the 'Memberships' link. The main content area is titled 'Memberships' and features a search bar and a 'Category' dropdown menu set to 'All'. Below this is a table of membership options:

Memberships		
General		
Child Membership (0 - 13)		
Period	Duration	Enroll
Open (Ongoing)	1 year(s)	<a href="#">Enroll</a>
Senior Membership (55+)		
Period	Duration	Enroll
Open (Ongoing)	1 year(s)	<a href="#">Enroll</a>
Youth Membership (14 - 24)		
Period	Duration	Enroll
Open (Ongoing)	1 year(s)	<a href="#">Enroll</a>

At the bottom of the table, it says 'Displaying 1 - 3 of 3' and '25 per page'.

Click 'Memberships' to enroll participants



Boys & Girls Clubs of Hamilton

Home Programs Memberships Facilities Calendar

## Shopping Cart

Item	Fee + Deposit
1. Child Membership (0 - 13) Membership Period: 3/3/2021 to 3/2/2022 Member(s): 1 Member Junior Desk (Primary) Enroll another HOUSEHOLD MEMBER in this membership >	\$5.00
<b>Total:</b>	<b>\$5.00</b>

**Please Note:** you MUST go to Check Out and make Payment to complete the registration process. Spots in Programs are **not guaranteed** until the Check Out process is complete.

[Add New Registration](#) [Go To Checkout](#)

Add new registration or go to check out

## Checkout

### Checkout

Total Amount Due **\$5.00**

Item Total **5.00**

Sales Tax **0.00**

Convenience Fee **0.00**

#### Card Info

Name on Card

Card Type

Card Number

Expiration

CW Code

#### Cardholder Address

Address Line One

City

State/Province \*

Zip/Postal Code

Check out with Credit Card



Boys & Girls Clubs  
of Hamilton

A good place to be

---

# Thank You

<https://bgchamilton.recdesk.com/Community/Home>