How to Register for Clubhouse-New Family

1. Navigate to our home page: http://www.lgsrecreation.org/clubhouse/
2. Review your District’s Clubhouse Tuition Offerings/Pricing Sheet.
3. Click on “Click Here For Online Registration” to start the registration process for the 2017-18 school year program.

4. You’ll find two headers in a blue text box on this screen, “2017/18 Before and After Care Plan Options” which contains our fixed monthly tuition offerings and “2017/18 Drop-In” which is our flexible daily option. Select “Click to View Offerings” under the appropriate header to expand offerings.
5. For this example, we’re registering for an “After School Care Plan” at Blossom Hill, but you’ll find each location’s offerings listed under the categories illustrated below.

6. Select “Enroll” under the appropriate Category/Location.
7. Select your child’s plan for enrollment and then proceed to complete the required registration information fields.

8. After completing all required registration fields (indicated by ⭐) click “Add To Cart.”
9. If you would like to add more programs-Before School Care, or another child, click the appropriate field and complete steps 5 through 8 again.

10. Once you have selected all your offerings, create your Parent Portal User ID & Password—be sure to save this information for your records.
11. Enter Payment Information

12. Review and confirm LGS Recreation Clubhouse confirmation questions and then click “Complete Registration.” Once registration is submitted, a confirmation email will be sent to the primary account holder’s email address.

If you have any questions please email: clubhouse@lgsrecreation.org