Online Registration FAQ’s

Where can I register online?
Registration is done online through our website, dmbgc.org and click “No School Day & Program Registration” or going here directly.

How do I register online?
To register for Club membership or an activity, you must have an online account. For first time users, click Register and wait for a confirmation email to create your account. There are step by step directions available on the Online Registration page and the Club’s page.

What is the confirmation email?
The confirmation email is generated automatically once your information has been verified with our database. It will NOT come from the Club but one of these email address: online@traxsolutions.com or nfocus@traxsolutions.com.

I never received my confirmation email, what do I do now?
For first time users registering for an account, please wait at least 1 business day before checking for a confirmation email. If you still have not received one, please check your SPAM or Junk folder.

I don’t have a computer, what can I do?
The online registration portal is available through any PC, Mac, AND any smartphone. When using a smartphone, make sure that cookies are enabled and that you have the privacy mode turned off.

I signed up for an account, is my child/children registered?
Signing up for an account is just the first step of the online registration. Once you have an account you must fill in your household information, full completion of the membership application and full payment. Once you have successfully registered, you will receive another email confirming what program your child is registered for and receipt of payment (if applicable).

Will I have to pay online as well?
Payment can be made either online when you register or in the Admin office at Don Moyer Boys & Girls Club, Monday through Friday, 9am – 5pm. You can pay by cash, check/money order or credit card. Registration payment must be paid in full by the week before programming starts.

The online registration says I have to pay online.
In order to complete the registration, you must checkout of the online portal. You are able to change the fee amount to zero on the very last page of the checkout screen after you’ve completed the membership application.

I have more questions, who can I contact?
If you have additional questions you can email or call the Club, contact@dmbgc.org or 217-355-5437.
Online Registration Walkthrough & Instructions

Access the Online Registration by going to dmbgc.org and clicking No School Day & Program Registration or click here.

When you first arrive at the Online Registration site, you will have the option of registering or signing in. If this is your first registering your child[ren] online, then click register. If you are returning, click Sign in.

For first time users, you will need to fill out the Registration Form. You can either put your children in now by adding them, or later once registered. If you have any issues adding your children, skip it for now and just add yourself. If you children already go to the Club, please try and use the same email address you have used in previous membership forms.
Once you have finished the form you will receive this popup. **Please wait at least 1 Business Day to receive this confirmation email. If you have not received it, please check your spam folder.** The confirmation email is generated automatically once your information has been verified with our database. It will NOT come from the Club but one of these email address: online@traxsolutions.com or nfocus@traxsolutions.com.

If for some reason you do not receive an email within 48 business hours. Contact the Club.

Once you’ve received your email, the email will contain a link that will let you set your password. After creating a password you will automatically be taken to this form.

**Household Information – Parent/Guardian(s) and Contact Information**
Once you’ve filled out that form it is now time for you to register your children. If you entered your children information at the initial registration, you can skip to Membership. Otherwise you need to add your children as members of your household first.

Click My account to add members.

Under the household members section, click the “Click to Add”

Once you have all your children added to your household, it’s time to enroll them.

Click Memberships to enroll your children as Club members then click Enroll. This does NOT enroll them in our Programs, but a required step to make sure all the proper forms are completed.
Check which members of your household members you want to enroll then click continue. The system lists everyone in the household by default.

Once added you will see this screen.

Next, click Enroll in Additional Activities. Or you can choose Activities from the menu bar.

You will see a list of our current programs available, choose the program of your choice by clicking enroll and select which child/children then click continue. You will be redirected back to the cart where you can either register for another activity or continue to check out. When you are done you must choose Check Out.

The Membership form should appear for each of the children you are enrolling. If you are registering more than one child, each form will be separate. Fill out each form completely.
You must click PAY NOW to submit your form. You will be able to change the amount you are paying on the next screen.
On the Checkout screen you can change to the amount you want to pay; if you want to pay in the Club put $0.

IMPORTANT: If you did not pay online, payment is due within one week of submitting your registration. Your registration is not complete until you’ve come into the Club and paid.

For Summer Camp Only: Half of the fee is due upon registration and the other half is due one week before the Camp starts. Payment arrangements can only be made in person at the Club.

Once you’ve either changed the amount, or put in your credit card information, click Submit.

If your registration was successful you will get this popup. If you get any other message or an error, please contact the club and include a picture (screen shot) of the error.

Club Contact Information: 217-355-5437      contact@dmbgc.org     201 East Park St., Champaign