

HOW TO CREATE A PARENT PORTAL ACCOUNT (and enroll for summer)

Step 1:

- Go to parentportal.mybgc.org
- Click the “New User? Click Here to Register” button.
- Fill in your personal information and household information.

Step 2:

- Once your information is in the system check your e-mail to confirm and activate your account.

Step 3:

- Select Profile—Add New Members
- Add each of your children as members.
- **Select your HOME CLUB** (even if this site is closed in the summer).
- Fill in all information about your child.

Repeat Step 3 For each child in your household who attends Boys & Girls Clubs.



**BOYS & GIRLS CLUBS
OF SOUTHWEST WASHINGTON**
www.mybgc.org

SEE REVERSE FOR HOW TO ENROLL YOUR CHILD(REN) FOR SUMMER

ENROLLING FOR SUMMER

After all of your children have been added to the Parent Portal

Step 4:

- Click on the Enroll tab at the top of the page.
- Select the member you wish to enroll.
- Select the Club location you wish to enroll them for summer (may be different than your home Club, if that Club is closed during the summer).
- Select the Summer Enrollment—Elementary or Teens
- You must first sign up and pay for Membership before adding and paying for Early Birds.

Step 5:

- Select the Summer Fee for which your household qualifies
- If you are uncertain of which rate applies to you, please see our Income Sliding scale in the FAQ's at the top of the page.

Step 6:

- Enter your payment information.
- Only Credit Cards are accepted on the Parent Portal to complete Summer Enrollment.
- For Scholarships Requests OR if you wish to make a Cash/Check payment, enrollment must be completed at the Club Front Desk.

Step 7:

- Carefully read our Terms & Conditions Agreement to complete enrollment.

Repeat Steps 4 - 7: For each child in your household you wish to enroll for summer.

NOTE: If your child(ren) is a returning member, after initial Summer Enrollment through the Parent Portal, we will merge your new account with any old payment records we have on file. Please give us one week to process your account.

If you have questions, please contact your Clubs front desk, or Alison Lauderdale, Area Director at 360-448-7089, alison@mybgc.org