

<https://www.bgcofgrg.org/become-a-member>



Step 1—Logging On

- A. **Open the Parent Portal** and click **Need a Login?** button.
- B. **Enter Parent details.** The system will automatically check to see if there is an existing account (matched by email). If a current account exists, you will be matched to the existing Household data that is already in the system. If the current account does not already exist, a new account will be created. Note: If the system encounters an issue with finding multiple matches, you will be prompted with a notice to call the Club for further support.
- C. **Click Submit** to create the new account. A welcome email with a confirmation link will be sent to your email address.
- D. **Go to your email** and click the link to create a password using the criteria listed.

Step 2—Update Membership/Pay Your Membership

- A. **Log in** to the parent portal and **click the Memberships tab.**
- B. **Select your Club location** from the **Locations** list. **Click Save Location.** Note: If you click **Change**, you can change the location.
- C. **Select a Membership Category.**
- D. **Select the Membership Type** that you'd like to purchase.
- E. On the next screen, **select** each **child** that you would like to purchase the membership for and **click Finish.** Note: You can create a new contact on the fly by clicking the Create a New Contact option from this screen.
- F. If applicable, **answer the Membership Questions** form and **Sign Contracts** form and click the **Finish** button.
- G. **Click the \$ Next** button and choose to **Make Payment** or **Pay at Club.**
- H. Select payment method, enter information and hit **Process Transaction.**
- I. From the Payment Complete page, you have the following options:
 - View or Print Receipt
 - Navigate back to the Account home page

If you have any questions or concerns, don't hesitate to contact your Club for assistance.