

Boys & Girls Club Household Enrollment Process

Important Note: During the enrollment process, please avoid using the back arrow. This may cause you to lose information you have already entered. Use the tabs at the top of the page when available.

Returning Families

1. Go to the enrollment website using this link: **BGC Membership Enrollment**.
2. Select **Log In** and enter the email address used to register previously.
3. From your **Dashboard**, verify that all information is correct or make necessary corrections.
4. To add a child, go to **Household** and select **+ CHILD > Active Youth**.
5. To add another child, return to your **Dashboard** and repeat these steps.
6. Advance to **Step 10** below.

New Families

1. Go to the enrollment website using this link: **BGC Membership Enrollment**.
2. Select **Sign Up** and create your **Household** account.
3. Select **Start** on **Add Membership** page.
4. Create your account using the name of the **Primary Adult** in your household.
(You will automatically be listed as the **Emergency Contact**.)
5. At the bottom of the page, under **Area of Interest**, select **Child Care**.
6. If you receive a message that your information matches another account:
 - o Select **Continue Adding Account** if you are enrolling the **Primary Adult** for the first time.
 - o Select **Log In** and return to Step 2 under **Returning Families** if you have previously enrolled the **Primary Adult**.
7. Add your first child by selecting **+ Child > Active Youth** and complete their information.
8. Repeat this step for each additional child.
9. If you receive a message that your information matches another account:
 - o Select **Continue Adding Account** if you are enrolling the **Child** for the first time.
 - o Select **Log In** and return to Step 2 under **Returning Families** if you have previously enrolled the **Child**. (They will be listed on your Dashboard.)

Next Steps for All Families

10. After adding all children, select **Next**.
11. Review and sign the **Parent Agreements, Waivers, and Parent Guide Acknowledgement**.
A signature is required to continue.
12. You will not be able to complete **Program Registration** until enrollment opens on **July 13 at 11:00 a.m.**
13. Once **Registration Opens** you will login into your Dashboard and select **Activities** at the top of the page to register for programs.
14. Additional instructions are provided for the **Registration Process**.
15. At any time, you may return to your **Dashboard** to update your household information using **Edit Profile** or the **Pencil Icons**.

Creating your household profile does NOT register your child in a Program. It only prepares your account, so you are ready when registration opens.