

Boys & Girls Club Afterschool Program Registration Instructions

IMPORTANT: If you have not completed the Household Enrollment Process, please follow the **Household Enrollment Process first**. Once your household enrollment is complete, return to these instructions to register for a program.

If you have **completed the Household Enrollment Process**, continue with these instructions.

1. Go to the **Enrollment website** using this link: [BGC Membership Enrollment](#).
2. From your **Dashboard** in the upper-right corner, select **Activities > Register for a Program** OR under **Registrations**, select **+NEW**.
3. Under **Categories**, select **2026–27 Afterschool Q1**.
4. On the left side of the page, under **Locations**, select the school your child attends.
5. On the right side of the page, select the appropriate **Quarterly Fee** (see fee info below).
6. Follow the instructions and make your **Payment**.

Important Information

Transportation: The Boys & Girls Club provides transportation only from the school selected during registration to the Club. If you select **Non-Bus Rider**, you are responsible for providing transportation to the Club.

Fee Selection: You are responsible for selecting the correct fee. If you select the wrong fee, return to the previous screen and correct it before completing registration.

- **Standard Quarterly Fee:** You may proceed with registration. No additional documentation is required.
- **Reduced Quarterly Fee:** Upload proof of Medicaid or Free/Reduced Lunch from your Dashboard by selecting **+ Add Document**. Documents must be submitted before your child can attend. Failure to provide documentation may result in your child losing their spot.
- **Grant Enrollment:** Select this option only if a BGC Grant Director has notified you that your child has been approved. Selecting Grant Enrollment without prior notification may result in your child losing their spot.

Payments and Start Dates

Payment is due in full at registration.

We require 2 business days to process registrations. Registrations and payments made after 6:00pm will be processed the following business day, unless otherwise specified. Students can start on Mondays and Thursdays only as shown below.

Registrations received **by 6pm** Monday or Tuesday can begin on Thursday.

Registrations received **by 6pm** Wednesday or Thursday can begin the following Monday.

Registrations received **by 6pm** Friday, Saturday, or Sunday can begin the following Thursday.

Registrations received **after 6pm** Monday can begin on Thursday.

Registrations received **after 6pm** Tuesday or Wednesday can begin the following Monday.

Registrations received **after 6pm** Thursday, Friday, Saturday, or Sunday can begin the following Thursday.