

Purchase Your 2026-2027 Club Membership!

*Membership is open to youth, teens & adults from any community. Membership for the program year cost \$45 for adults and all youth ages 12 & under and \$25 for teens.

- A. Head to the **Parent Portal** at <https://bgcgreaterbillerica.my.site.com/portal>. **Login** in if you have already accessed your account and move onto **Step B**. If you have not accessed or created an account, follow these instructions:
 - **Open the Parent Portal** and click the **Need a Login?** button.
 - **Enter Parent details:** Make sure you enter *parent info* and include *your* name, email, phone number & address.
 - 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 data that is in the system.
 - **Important Note:** *If you have participated in any Club programs since Jan. 2024, you have an account. Make sure to use the email you shared with the Club when enrolling. Please reach out if you'd like to confirm your email!*
 - **Click Submit** to create your account. A welcome email with a confirmation link will be sent to your email address.
 - **Go to your email** and click the link to create a password using the criteria listed.
 - **Log in** to the parent portal.
- B. **Click the View button** on the Register for Memberships image.
- C. Make sure your **Current Location** is set to **Boys & Girls Club of Greater Billerica, Inc.** **Click Change** if you need to switch locations.
- D. **Select the Membership Category** either Adult Memberships or Main Clubhouse: 19 Campbell Road. **Click Next**.
- E. **Select the Membership Type** relevant to your member, based on age. **Click Select**.
- F. **Select a contact** to register or click **Create a New Household Member** to add a contact.
- G. Click the blue **Next button**. You will come to the **Membership Questions** section, answer all questions, and review & update any information that has changed.
 - **Important Note:** *Thorough and complete answering of this section is vital to providing a safe program for our members. When done click Next.*
- H. **Sign** all contract forms and click the **Finish** button.
- I. **Review** the information and **Click Next**.
- J. Review the **Payment Page**.
 - If you have a credit, **Click Apply** to add them to this transaction.
 - **Select a Payment Method** to pay your balance.

Email Vanessa at vanessa@billericabgc.com if you need any support!