Register for Fun Club 2025-2026!

A. Head to the **Parent Portal** at https://bgcgreaterbillerica.my.site.com/portal. **Login** 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 **Create an Account** button.
   - **Enter Parent details:** Make sure you enter *parent info* and include *your* name, email, phone number, address, & birthdate**.**
       - 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 are currently participating in Club programs, you have an account. Make sure to use the email you shared with the Club when enrolling.*
   - **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. Please note that if your child does not have an active Fun Club enrollment for the 2024-2025 school year you will need to register on Monday, June 23rd at 12:00 p.m.
C. **Click the "Register for Programs" button.**
D. **Set** your **location** to your child's school.
E. **Select Fun Club** under "Categories" in the left-hand menu. This will populate enrollment options based on the number of days your child will attend.
   - Make sure to find the course session for the 2025-2026 school year with the number of days you want to enroll your child in. **Then click Options.**
F. **Click** the days you plan to attend. Click the blue bar and then **click the blue enroll button** *for every day you need to enroll.*
   - When you click each day, a window will appear to add your child or select a child already in the system.
   - *If you do not see **any children**, please email childcarebilling@billericabgc.com as you may have created a duplicate account and we'll need to fix this on our end.*
G. Click the blue **Next button** towards the top of the screen. You will come to the **Questions** section. Answer all questions. *Thorough and complete answering of this section is vital to providing a safe program for our members*. When done **click Next** at the bottom of this section.
H. **Sign** all contract forms and **click the Next button** at the top of the screen.
I. **Review** your registration information for accuracy.
J. **Click Setup Payment Method button. Do <u>not</u> click the Pay Future Due button. Please note:** After adding a payment method you will **<u>automatically be enrolled in autopayment</u>** for the assigned billing dates. If you do not want autopayment, please email childcarebilling@billericabgc.com to unenroll. *If you do not enroll in autopayment, you will need to log in to your parent portal each month to make your payment within 5 calendar days.*
K. **Click Return to My Account** to review your account and registration information.

We appreciate you choosing the Fun Club program!
Please reach out to childcarebilling@billericabgc.com with any questions.