



Register for Summer Camp 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. **Click the "Register for Programs" button.**
- C. **Set your location** to Boys & Girls Club of Greater Billerica, Inc.
- D. **Select Summer Camp** under "Categories" in the left-hand menu. This will populate enrollment options based on grade level. *All enrollment is based on your child's current grade level this 2025-2026 school year.* Find the **Course Session** based on grade and then **Click Options**.
- E. **Select Enroll** on all desired sessions. Click the blue enroll bar.
 - A window will appear to add your child. **Select the child** to enroll or click **Add New Household Member** to add a new child. Add the child's first name, last name, birthdate, grade, and gender. **Click select and save.**
 - *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.*
- F. 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.
- G. **Sign** all contract forms and click the **Next** button.
- H. **Review** your registration information for accuracy and then **click Next**.
- I. **Setup payment** and pay the \$50 registration fee, per child.
 - **Save a Payment Method:** Add a credit card or ACH. A stored account is required to complete Summer registration. This card will be billed automatically on the scheduled dates.
- J. If you want to break up your payments before assigned due dates you can log into your MCH Parent Portal and make payments ahead of time. **Return to My Account** to review your account and registration information.
- K. To register for **Extended Care**, follow the same steps and choose the Summer 2026 After Care **Course Session** to enroll in all sessions needed.

Please reach out to childcarebilling@billericabgc.com to help troubleshoot!