



## Register for Drop-In Bus Transportation for the 2025-2026 School Year! **BOYS & GIRLS CLUB OF GREATER BILLERICA**

- 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 you do not have an active membership you will need to renew your membership prior to your registration date.
- C. **Click the “Register for Programs” button.**
- D. **Set your location** to Boys & Girls Club of Greater Billerica, Inc.
- E. Select **Transportation** under “Categories” in the left-hand menu.
- F. Click the blue **“Options” button.**
- G. Select **Enroll** on the school your child will be attending.
  - 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 stop and email [vanessa@billericabgc.com](mailto:vanessa@billericabgc.com).*
- H. 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.
- I. **Sign** all contract forms and click the **Next** button.
- J. **Review** your registration information for accuracy and then click **Next**.
- K. Setup payment for the Transportation fee that will be **due on August 1st, 2025**. You will not be able to submit your registration without a payment method saved.
  - If you need **Financial Aid**, complete and return the form **by July 23, 2025**. *You will still need to save a payment method, but it will not be charged until your aid package is confirmed.*
- L. **Return to My Account** to review your account and registration information.

Please reach out to [vanessa@billericabgc.com](mailto:vanessa@billericabgc.com) to help troubleshoot!