

Register for Summer Camp 2025!



- 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 on your MyClubHub portal. If you have an active membership, move onto **Step C**.
 - **Click the “Register for Memberships” button.** Set your **location** to Boys & Girls Club of Greater Billerica, Inc.
 - **Click the grey Membership Category box “Boys & Girls Club of Greater Billerica Annual Memberships”.**
 - **Click the blue “Select” button** next to the appropriate membership type to enroll. 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.**
 - **Important Note:** *If a child’s box is grey, they are ineligible for that membership because they are outside the age range. Select the blue Back button to choose a different membership type.*
- C. Register for Summer! **Click the “Register for Programs” button.**
- D. **Set your location** to Boys & Girls Club of Greater Billerica, Inc.
- E. **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 grade level for the 2024-2025 school year.* **Click Options** based on next year’s grade.
- F. **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.**
- 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.
- I. **Review** your registration information for accuracy and then **click Next**.

- J. **Setup payment.** All registrations & session deposits are due at registration for all members registered. Registrations will not move out of draft if you do not complete this payment step and your spot will not be secured.
- **Save a Payment:** Add a credit card or ACH account and your remaining balance will be run on the scheduled due dates.
 - **Pay Future Due:** This allows you to pay in full your entire camp registration. Only click this if you plan to pay off your entire summer balance during registration.
 - Families interested in **financial aid** or who hold a **voucher** are responsible for the registration fees and deposits upon registering for camp. Email all necessary documentation to childcarebilling@billericabgc.com. Acceptance of vouchers and decisions on financial aid will be shared with families before May 1st.
- K. **Return to My Account** to review your account and registration information. Make sure to review closely and complete all necessary requirements to complete your registration.

We are excited to welcome your child to camp this summer!
Please reach out to childcarebilling@billericabgc.com to help troubleshoot.