

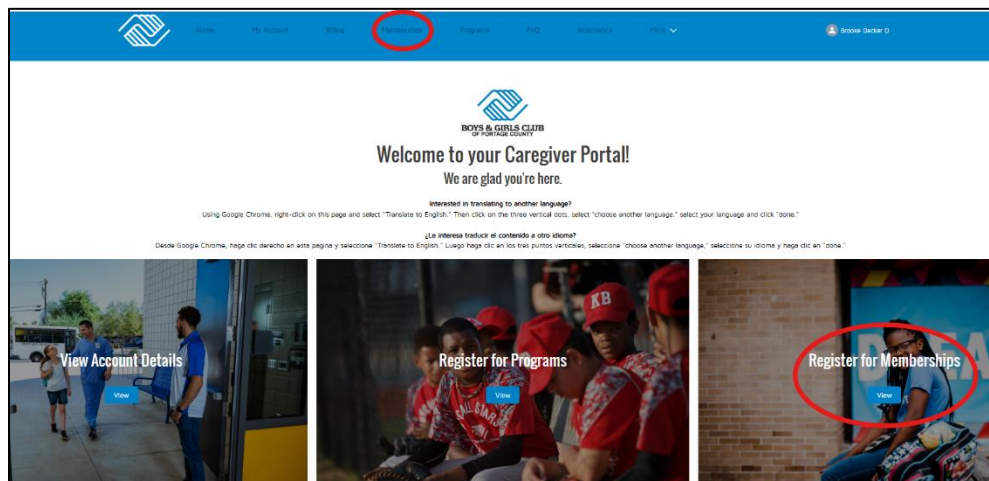
Registering for Memberships in the Caregiver Portal

1. Sign into your Caregiver Portal linked on our website:

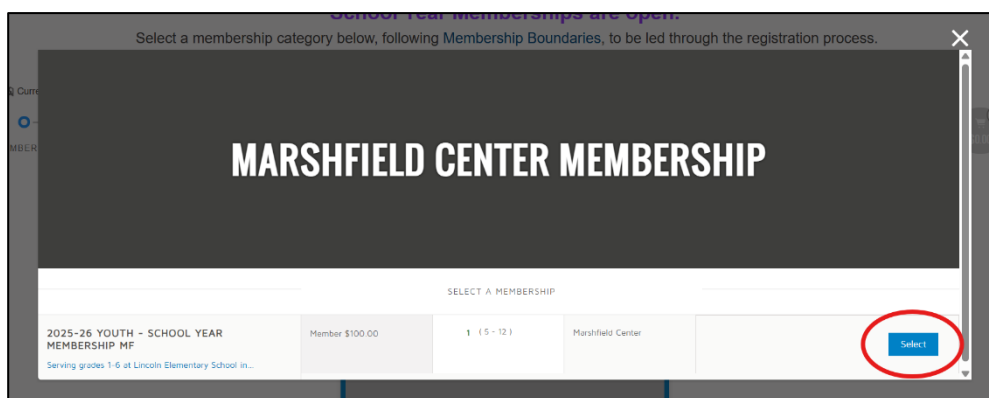
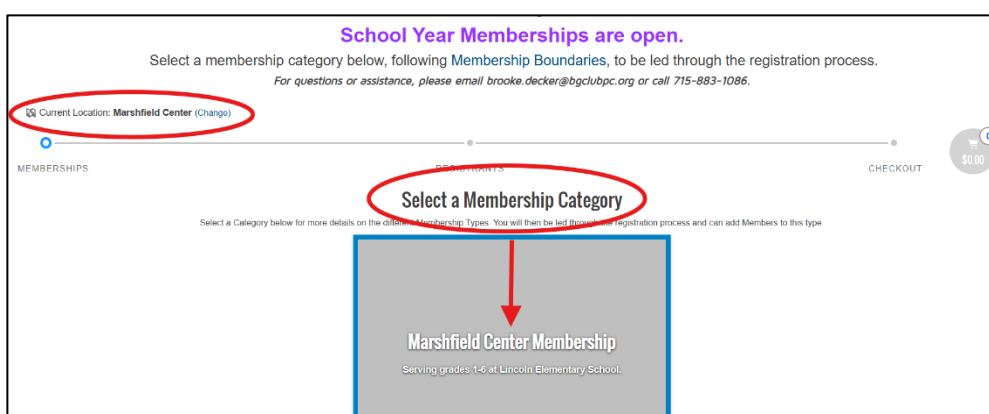
www.bgclubpc.org/members.

** If you haven't done this before, please see the instructions at the end of this document.*

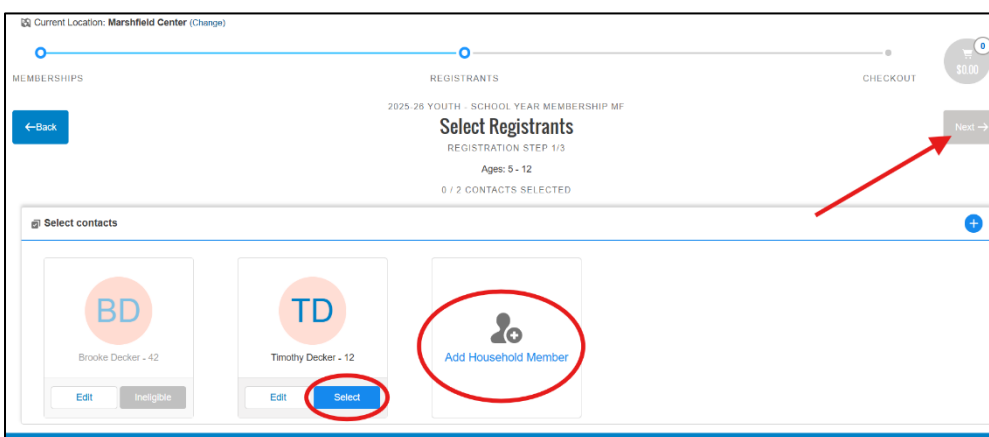
2. Click "Register for Memberships" near the bottom of your screen or "Memberships" at the top.



3. Ensure that your Current Location is correct and then select a Membership Category.



4. Select the child(ren) you wish to assign this Membership to or click "Add Household Member" to add a new child(ren) and click "Next" to fill out the Membership Questions. Click "Next" when you have completed all the Membership Questions.



5. Click "Sign" to acknowledge the required waivers.
6. Click "Finish" to proceed to the Summary page.

Summer Memberships are closed.
School Year Memberships are open.

Select a membership category below, following [Membership Boundaries](#), to be led through the registration process.
 For questions or assistance, please email brooke.decker@bgclubpc.org or call 715-883-1086.

Current Location: [Marshfield Center \(Change\)](#)

MEMBERSHIPS REGISTRANTS CHECKOUT **\$10.00**

2025-26 YOUTH - SCHOOL YEAR MEMBERSHIP MF

Sign Contracts
 REGISTRATION STEP 3/3

CONTRACT NAME	CONTRACT STATUS	SIGNATURE	LAST MODIFIED	ATTACHMENT	COMPLETED ON	REQUIRED
Decker, Brooke Household - Club Policies	Draft	Sign	8/18/2025 by Brooke Decker	N/A	N/A	Prior to Purchase

Finish!

7. Click "Next" to proceed to the Payment page.

Current Location: [Marshfield Center \(Change\)](#)

MEMBERSHIPS REGISTRANTS CHECKOUT **\$10.00**

Summary

[Back To Browse](#) Now that you have completed the registration steps, you can add more members to a different Membership Type in the same Transaction.

Next

Immediate Charges

CHARGE	MEMBERSHIP	AMOUNT
TIMOTHY DECKER - 2025-26 YOUTH - SCHOOL YEAR MEMBERSHIP MF	MEMBERSHIP	\$100.00
\$90 Free/Reduced Discount	Discount	-\$90.00

IMMEDIATE PAYABLES

PAYABLE	AMOUNT
Initial Fee	\$100.00
Discounts	-\$90.00
GRAND TOTAL	\$10.00

8. Enter credit or debit card information to pay for your membership(s).

Total Due \$10.00

Payment Amount \$10.00

Remaining Due \$10.00

Select Payment Method
 A remaining balance is still owing. Please add a payment method to complete your transaction.

New Payment Methods

Surcharges may apply

☐ Save for Future Use

Surcharges Note
 To help recoup processing fees a \$0.35 surcharge will be applied.

Next

To set up your Caregiver Portal account:

1. Go to our website: www.bgclubpc.org, and click the button labeled "Caregiver Portal."
2. On the login page, click the green button labeled "Create Account."
3. Enter Caregiver (your) information (NOT the child's information)
4. Click "Submit."
5. An email will be sent to the email address entered. Follow the link in that email to set your account password.
6. Return to the login page and log in to review/edit member and household information and purchase memberships or register for programs.