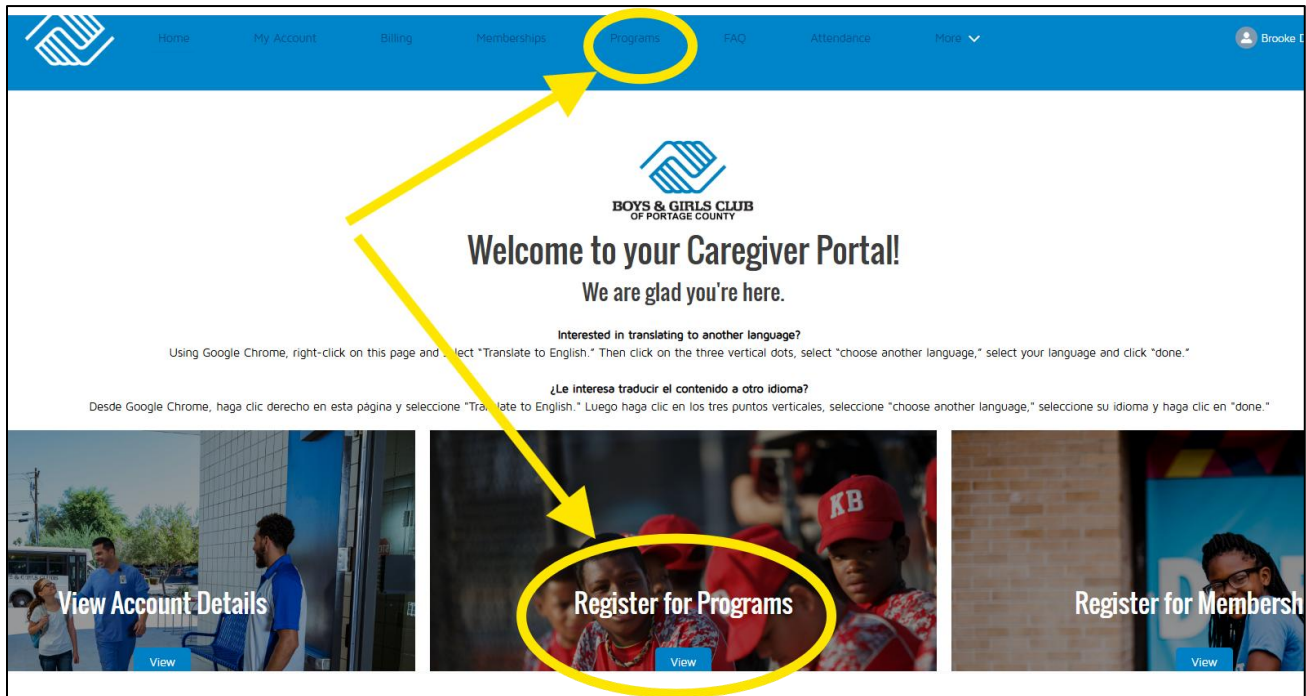
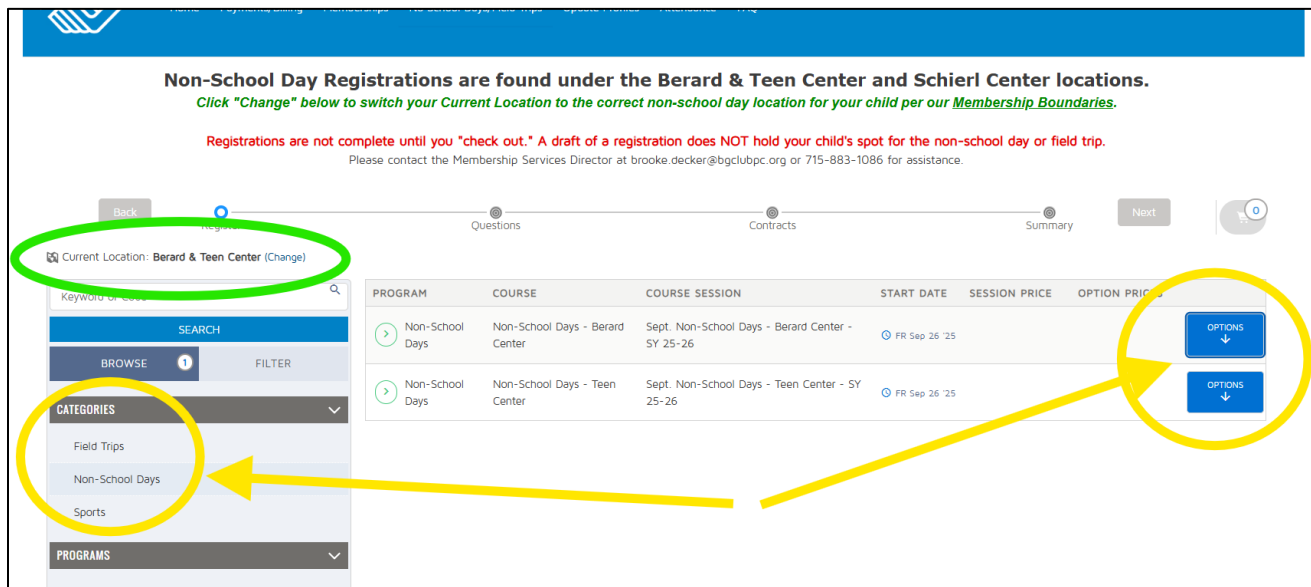


Enrolling for No-School Days, Field Trips, and Programs in the Caregiver Portal

1. Sign into your [Caregiver Portal](#). If you haven't done this before, need your password reset, or have questions, please contact the Membership Services Director at brooke.decker@bgclubpc.org or 715-883-1086.
2. Click "Register for Programs" near the bottom of your screen or "Programs" at the top.

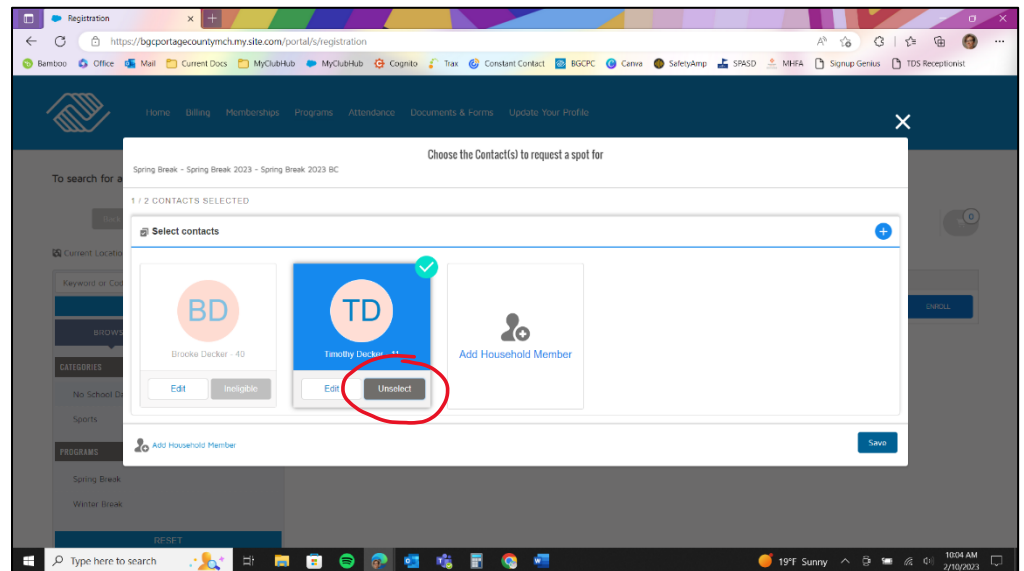


3. Click your desired program under "Categories" and then click the blue box labeled "Options" next to the program you want. Be sure to only select options that are for your child(ren)'s specific Club location.



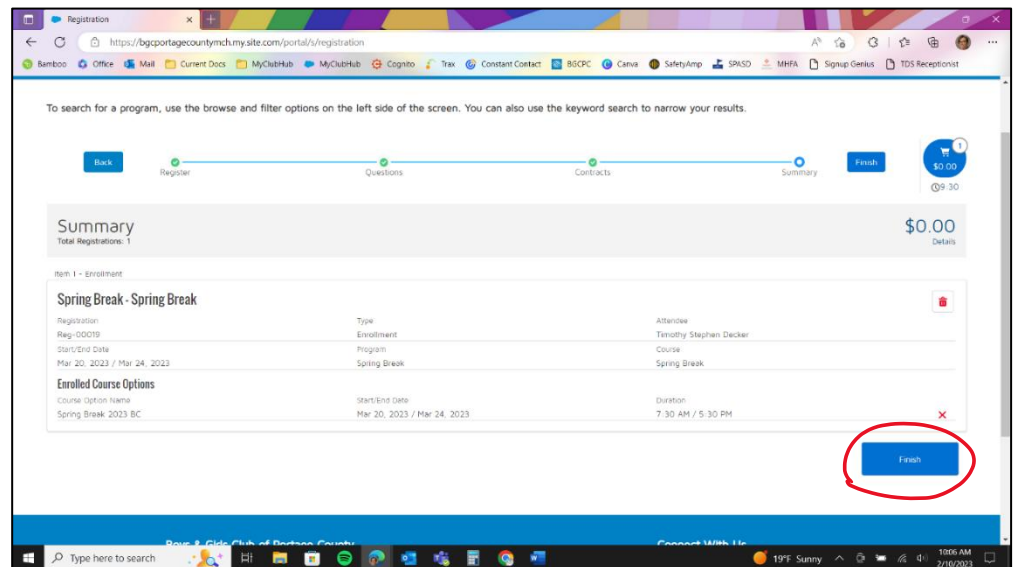
****If you don't see what you are looking for, you may have to change your location (indicated here by the green circle). No-School Day registrations will only be found under the Berard Center & Teen Center and Schierl Center locations. Membership Boundaries apply.**

- Click “Enroll,” select the Club members you wish to enroll in the program and click “Save.” If no spaces are available in the program, you will be asked if you would like to be added to the waitlist. If we are able to remove you from the waitlist, you will receive a phone call.



- Click “Next” until you can click “Finish” on your check-out cart to complete the registration.

If you don’t click “Finish” your registration will be left as a draft and your spot(s) will not be reserved.



- To confirm your registration was successful, return to your Caregiver Portal’s Home page and select “Registrations” under “Memberships & Registrations.”

Registrations left as drafts do not count as reserved spots and will self-delete after a couple of days.

Questions? Contact Brooke at brooke.decker@bgclupc.org or 715-883-1086. Thank you!

