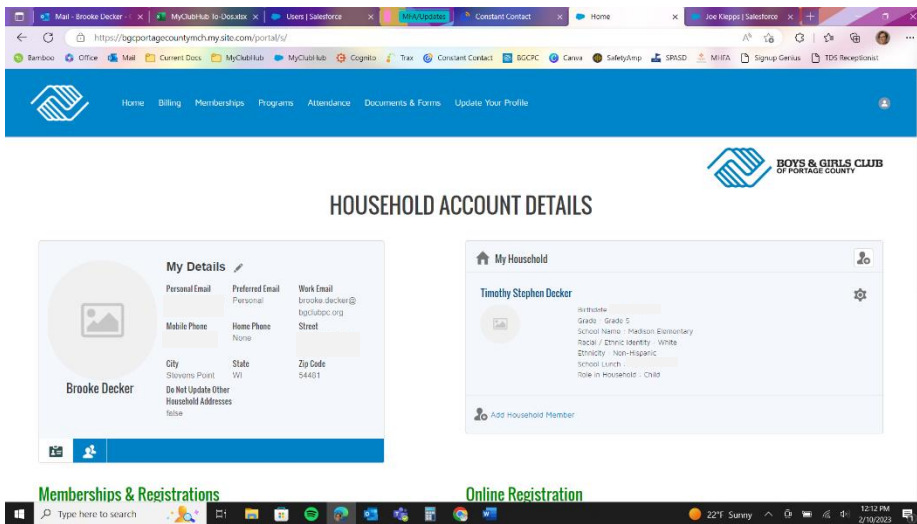# Enrolling for Memberships in the Parent Portal


1. Sign into your Parent Portal, which is linked on our website: www.bgclubpc.org. If you haven't done this before, please see instructions at the end of this document or contact the Membership Coordinator, Brooke Decker, at 715-341-4386, ex. 1, or brooke.decker@bgclubpc.org.
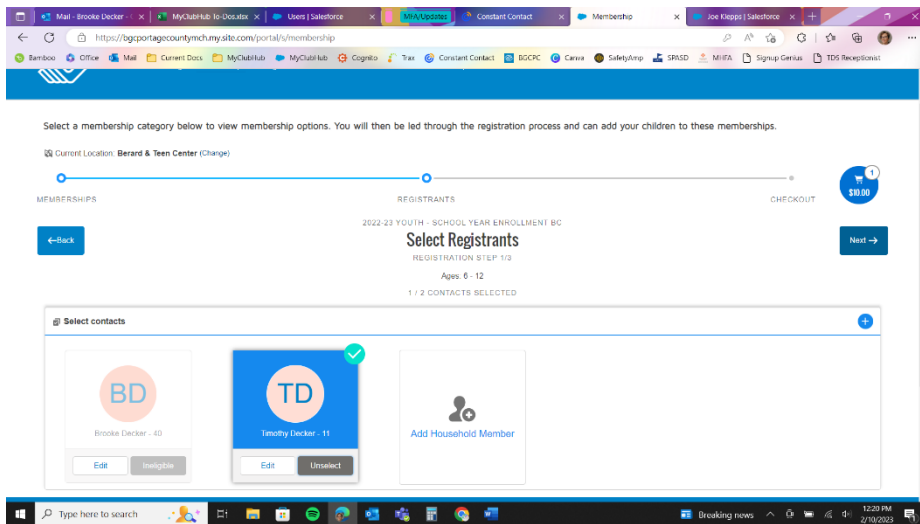
2. Before purchasing memberships, please make sure your child(ren)'s information is up to date by clicking the cog wheel across from their name and selecting "Edit Contact."
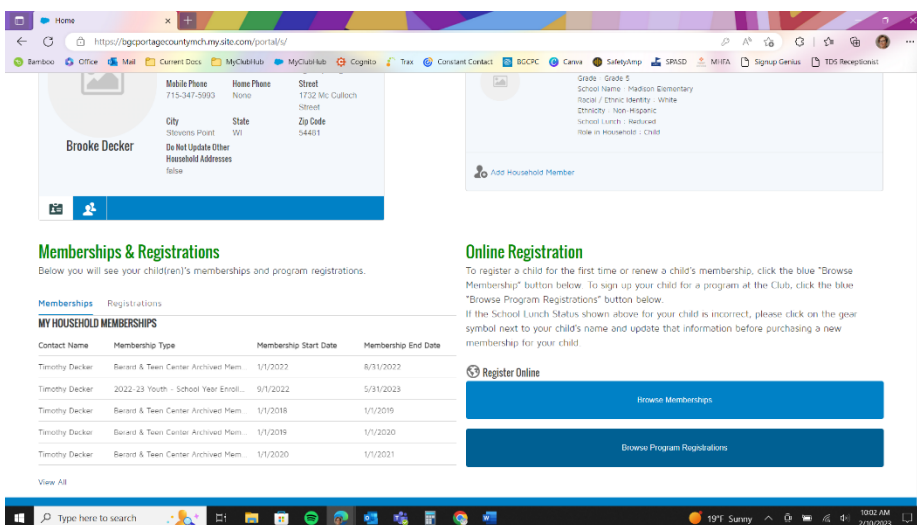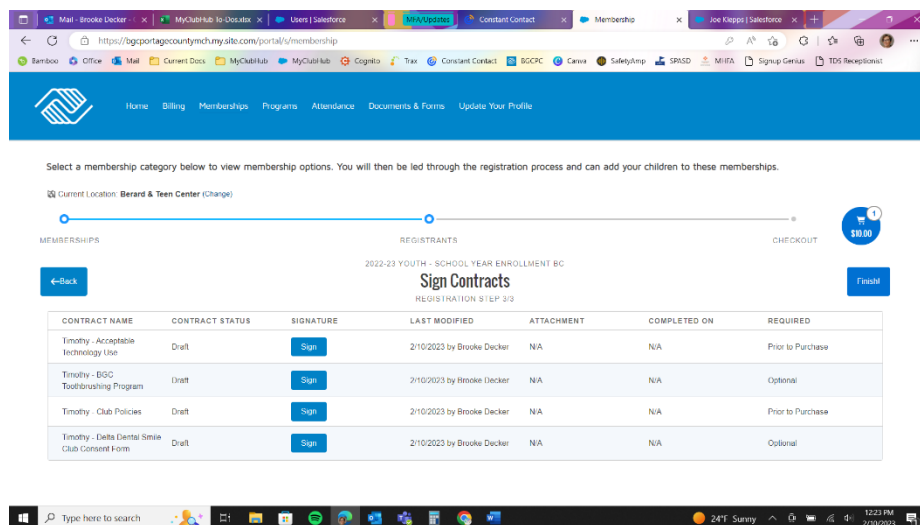
3. Click "Browse Memberships" near the bottom of your screen (computer or phone).
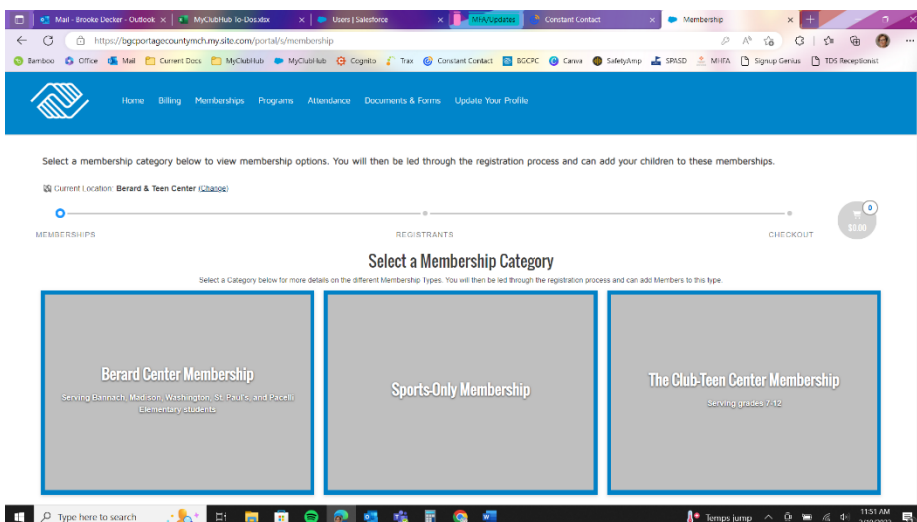
4. Ensure that your Current Location is correct and then select a Membership Category.

5. Select the Club member(s) you wish to assign this Membership to and click "Next" to fill out the Membership Questions.

6. Click "Sign" to acknowledge the various waivers (some are required, and some are optional).

7. Click "Finish" to proceed to the Summary page.

8. Click "Next" to proceed to the Payment page where you can pay with a card online or choose to pay in person with cash or check at your Club location.

To set up your Parent Portal account:

1. Go to our website: www.bgclubpc.org, click the orange button labeled "Parent Portal."
2. On the login page, click the green button labeled "Create Account."
3. Enter Parent/Guardian Information (NOT member's information) *** The name and email you sign in with must match what we have on file. Please contact the Membership Coordinator with questions. ***
4. Click "Submit"
5. An email will be sent to the 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.