



**BOYS & GIRLS CLUB  
OF ABERDEEN AREA**

# **FIELD TRIP SIGN-UP HOW TO GUIDE**



# How To Sign-Up For Field Trips:

Parent Portal Tip: For the best registration experience, please use Google Chrome or Microsoft Edge as your internet browser of choice to access your account.

## Step 1: Access the Parent Portal

- Go to the Boys & Girls Club of Aberdeen Area website: [www.bgcaberdeen.org](http://www.bgcaberdeen.org)
- Click on the orange "Parent Portal" button.



## Step 2: Log Into Your Parent Portal Account

- Enter your:
  - Username/Email
  - Password
- Forgot your password?
  - Click "Forgot Password" and a reset email will be sent to the email address connected to your account.



## Step 3: Open Program Registration

- Click the VIEW button under the "Register for Programs" option.
- This will take you to all available:
  - Field Trips
  - Outreach Programs
  - Programs requiring parent/guardian sign-up



*Having trouble logging in?*

*Please call us at 605-225-8714 for assistance!*



#### Step 4: Select the Correct Category

- Under Categories, select: "Grades 1-5 Field Trips"

#### Step 5: Select the Program

- Under Program, select: "Grades 1-5 Field Trips"

#### Step 6: Select the Course

- Under Courses, select: "2026 Summer Program Field Trips"

#### Step 7: Enroll in Field Trips

- Select the field trips you would like your child to attend and click the "ENROLL" button. Reminder: sign-up is always done one week in advance!

#### Step 8: Complete Registration

- Finalize your child's field trip sign-up by following the step-by-step checkout and registration process until you receive confirmation of enrollment.

#### Step 9: Finish & Confirm Registration

- When finalizing your registration, be sure to select "\$ Finish" — even if the program or field trip is FREE.
- Do NOT select "Save as Draft" or your registration will not be completed.
- Once finished, your screen should display "Transaction Complete" confirming your child has been successfully registered.
- You may also email yourself a copy of your registration confirmation to the email address connected to your Parent Portal account.





# IMPORTANT REMINDER

WHEN REGISERTING FOR PROGRAMS VIA YOUR PARENT PORTAL ACCOUNT



Finish

Even if the program or field trip is **FREE**, you must still select "\$ Finish" to complete your registration otherwise it will not finalize your sign-up!



DO NOT SELECT SAVE AS DRAFT



LAST MODIFIED	ATTACHMENT	COMPLET
	Save as Draft	Finish



**Transaction Complete!**

This is what your screen should look like once you have completed your registration!



**Transaction Complete**

Email receipt to:

(Your Email Address Here)

Send

Print Receipt

Back to Account

Back to Contact

**YOU CAN EMAIL YOURSELF A COPY OF YOUR REGISTRATION (REGISTERED EMAIL ADDRESS)**

