

Registering for Memberships in the Parent Portal

1. Sign into your Parent Portal (linked on our website: www.bgclubpc.org).
* If you haven't done this before, please see the instructions at the end of this document.

2. Before purchasing a membership(s), 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 on your computer or phone.

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

5. Select the child(ren) 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.

To set up your Parent Portal account:

1. Go to our website: www.bgclubpc.org, and click the button labeled "Parent Portal."
2. On the login page, click the green button labeled "Create Account."
3. Enter Parent/Guardian Information (NOT the child's information) *If you are a previous BGC family, the name and email you sign in with must match what we have on file. Please contact the Membership Services Director with questions.*
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.

HOUSEHOLD ACCOUNT DETAILS

My Details

Preferred Email: brooke.decker@bgclubpc.org
Work Email: brooke.decker@bgclubpc.org
Home Phone: None
City: Stevens Point, WI
State: WI
Zip Code: 54481

Memberships & Registrations

Below you will see your child(ren)'s memberships and program registrations.

Contact Name	Membership Type	Membership Start Date	Membership End Date
Timothy Decker	2023-24 Youth - School Year Enroll...	9/1/2023	5/31/2024
Timothy Decker	2023-24 Teen - Annual Enrollment ...	9/1/2023	8/1/2023
Timothy Decker	2023-24 Youth - School Year Enroll...	9/1/2023	8/1/2023
Timothy Decker	2023-24 Youth - School Year Enroll...	9/1/2023	8/1/2023
Timothy Decker	2023-24 Youth - School Year Enroll...	9/1/2023	8/1/2023

Online Registration

- To register a child for the first time or renew a child's membership, click the blue "Browse Membership" button below.
- To sign your child up for a program at the Club, click the blue "Browse Program Registrations" button below.

If the School Lunch Status shown above for your child is incorrect, please click on the gear symbol next to your child's name and update that information before purchasing a new membership for your child.

Register Online

Browse Memberships

Browse Program Registrations

Select a membership category below to view membership options. You will then be led through the registration process and can add your children to these memberships.

Berard & Teen Center (Change)

Select a Membership Category

Select a Category below for more details on the different Membership Types. You will then be led through the registration process and can add Members to this type.

Berard Center Membership

Serving Barricache, Madison, Washington, St. Paul, & Pacelli students in grades 1-6.

The Club-Teen Center Membership

Serving grades 7-12.