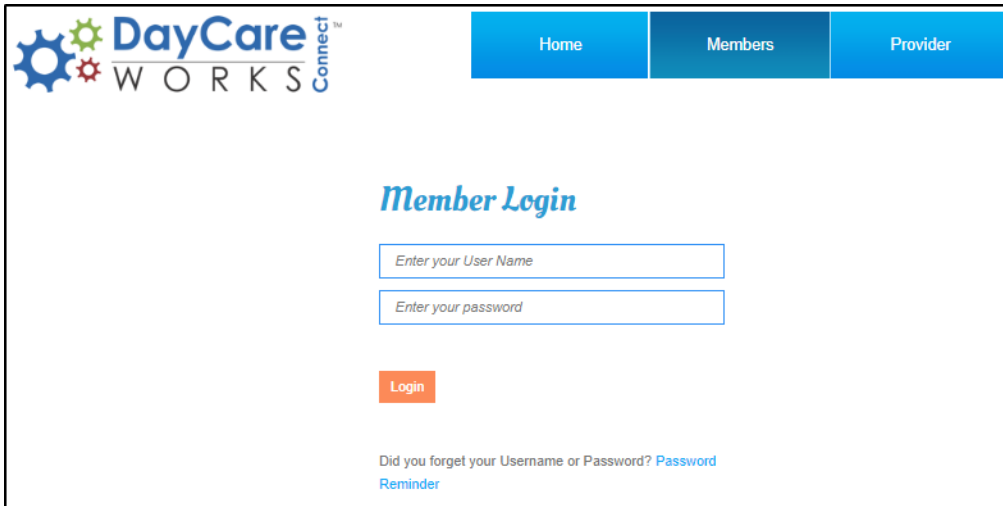


PARENT PORTAL INSTRUCTIONS

The Parent Portal provides a convenient way to access important information, view your child's schedule, update your contact information, find statements, make payments, and stay connected.

LOGGING IN

- Navigate to <https://family.daycareworks.com/login.jsp>
- Enter your **User Name** and **Password**.



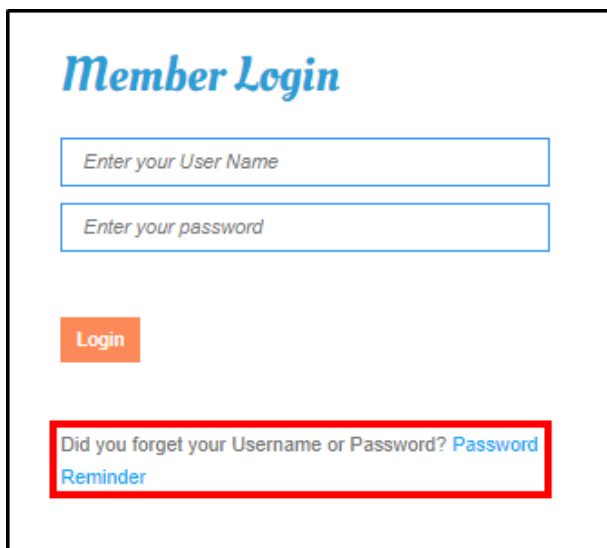
The screenshot shows the DayCare Works Connect Member Login page. At the top left is the logo with three gears and the text "DayCare WORKS Connect". To the right are three navigation buttons: "Home", "Members", and "Provider". The main heading is "Member Login". Below it are two input fields: "Enter your User Name" and "Enter your password". An orange "Login" button is positioned below the password field. At the bottom, there is a link: "Did you forget your Username or Password? [Password Reminder](#)".

- Click **Login**

FORGOT YOUR PASSWORD?

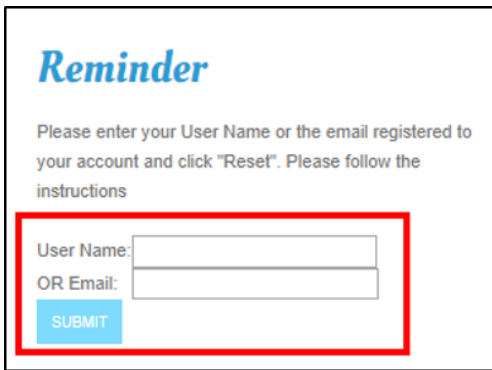
Follow the steps below to create a new Password:

- On the Login screen, click **Password Reminder** below the Login button.



This is a close-up of the Member Login page. It shows the "Member Login" heading, the "Enter your User Name" and "Enter your password" input fields, and the orange "Login" button. A red rectangular box highlights the text "Did you forget your Username or Password? [Password Reminder](#)" at the bottom of the page.

- Enter your User Name in the User Name field **OR** email address in the Email field and click **Submit**.



Reminder

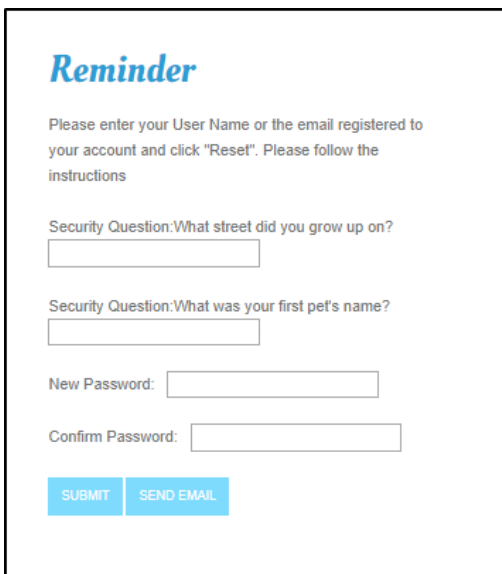
Please enter your User Name or the email registered to your account and click "Reset". Please follow the instructions

User Name:

OR Email:

SUBMIT

- If Security Questions **are** set up for the account, you will be prompted to answer the questions, then reset the password.



Reminder

Please enter your User Name or the email registered to your account and click "Reset". Please follow the instructions

Security Question: What street did you grow up on?

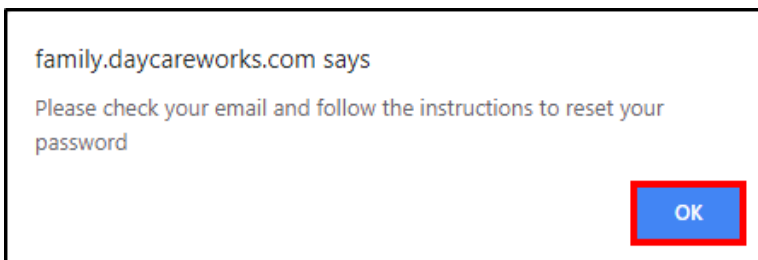
Security Question: What was your first pet's name?

New Password:

Confirm Password:

SUBMIT SEND EMAIL

- If Security Questions **are not** set up, the below notification will appear, click **OK**.



family.daycareworks.com says

Please check your email and follow the instructions to reset your password

OK

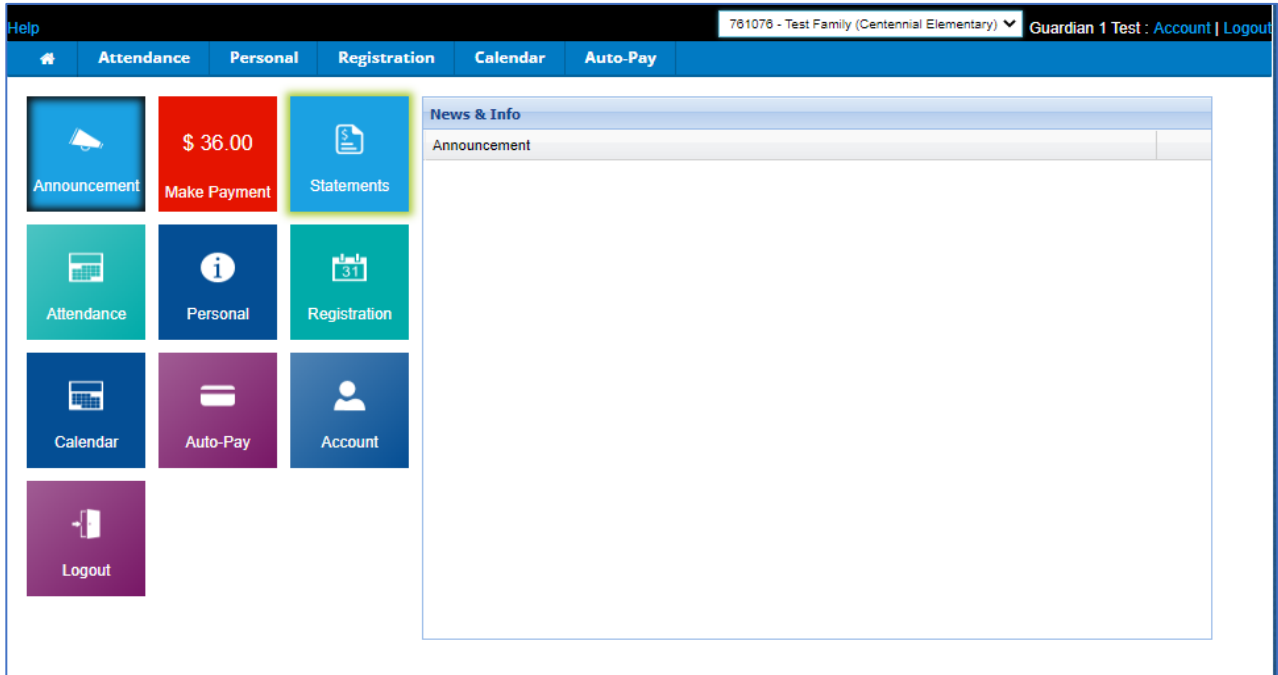
- An email is sent to the email address *associated with the Parent Portal account*. Click the link in the email to reset the Password or locate the User Name within the email message.
- The link will launch the Change Password screen to create a new password. Once a password is created, click **Submit**.

Key Point: If for any reason the Password Reminder option does not work, please contact BGCRV for assistance.

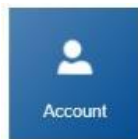
HOME SCREEN

The home screen consists of the following options:

- **Name Drop-Down** – if there are linked accounts, use this drop-down to choose which account to view.
- **Account** – The Account button provides account information, allows for a password reset, create or update security questions, and link accounts.
- **Logout** – to log out of the Parent Portal.
- **Home icon** – click this icon from any screen to be directed back to the home screen.
- **Menu options** – these options are the same as some tiles.
- **News & Info** – announcement window.



ACCOUNT INFORMATION



The Account Information section contains the following information:

- **User Name**
- **First and Last Name** of the user logged in
- **Create a New Password** – to create a new password, enter the new password and confirm the same password. Ensure all password requirements are met. Then click **Save**.

SECURITY QUESTIONS

Set up Security Questions to assist with a password reset. Select a question from the drop-down list, then fill in the answer.

Security Questions

Security questions are used to reset your password when you forget it.

Please answer at least two questions to be able to reset your password with the security questions.

Question:

Answer:

Question:

Answer:

Question:

Answer:

SAVE

REGISTRATION



The Registration screen is where you can sign youth up for new programs.

REGISTRATION RECONFIRMATION

For returning families, when the Registration tile is selected, there could be a reconfirmation popup. These popups are a notification to parents to update/add specific information prior to completing registration. Examples could include:

- Please review all student, parent, and contact detail prior to registering into a new program.
- **Two emergency contacts other than the parents/guardians, MUST be entered prior to registering or the registration process cannot be completed.**

HOW TO REGISTER

- Click the Registration tile from the home screen of the portal.
- Locate the correct Location/Program (for example, Centennial Elementary) and select **Click to View Offerings** to view programs under that category.

The screenshot displays the registration portal interface. At the top, there is a navigation bar with tabs for 'Attendance', 'Personal', 'Registration', 'Calendar', and 'Auto-Pay'. The main content area is titled 'Choose a Location' and features a dropdown menu with 'Boys and Girls Clubs of the Red River Valley' selected. Below this, there are three sections, each with a blue header and a green 'Click to View Offerings' button. The sections are labeled 'All Day Program', 'Bennett Elementary', 'Centennial Elementary', and 'Eagles Elementary'. The 'Eagles Elementary' button is circled in red. On the right side, there is a vertical sidebar with a list of schools: 'All Day Program', 'Bennett Elementary', 'Centennial Elementary', 'Eagles Elementary', 'Ed Clapp Elementary', 'Hawthorne Elementary', 'Kennedy Elementary', 'Lewis & Clark Elementary', 'Lincoln Elementary', 'Longfellow Elementary', 'McCormick Park Youth Center', 'Midtown Youth Center', 'Rose Creek Youth Center', 'Teen Club', 'Washington Elementary', and 'Back to Top'. The 'Bennett Elementary', 'Centennial Elementary', and 'Eagles Elementary' items in the sidebar are also circled in red.

- Review the program details and click **Enroll**.

The screenshot shows a web interface for program enrollment. At the top right, there is a green header with the text "Centennial FULL-TIME 2023". Below it is a blue header with "Centennial Elementary ~ Summer 2023" and a green "Back to Top" button with an upward arrow. The main content area has a blue header "Centennial FULL-TIME 2023" and a dashed box containing program details: "Location: Centennial Elementary - Summer 2023 - Centennial FULL-TIME 2023", "When: 06/05/2023 until 08/18/2023", "Total Enrollment: 0", and "Registration Fee: 0.00". A green "Enroll" button is circled in red.

- Select the student(s) to enroll and click **Submit**.

The screenshot shows a web interface with a modal dialog box. The background is dimmed and shows a "Search Programs" section with a search bar and program details for "All Day Only Program" at "Rose Creek Youth Center - School Year 2022-2023". The modal dialog box has a title "Please select the children to register for this program" and a close button (X). It features a blue person icon and the name "Rachel Test". At the bottom right, there are two buttons: a green "Submit" button circled in red and a red "Close" button.

- The Registration Form will display, complete required fields and click **Add to Cart**.

Registration

Registration

The * and ★ icons indicate mandatory fields that must be filled out.

Programs

Centennial FULL-TIME 2023 at Centennial Elementary

Required Fields

First Name

Last Name

Birthday

Height

Weight

Consent Information

I agree to photo release for program site use only? *

Yes No

Child Swim Level

--Please Select--

Add to Cart Close

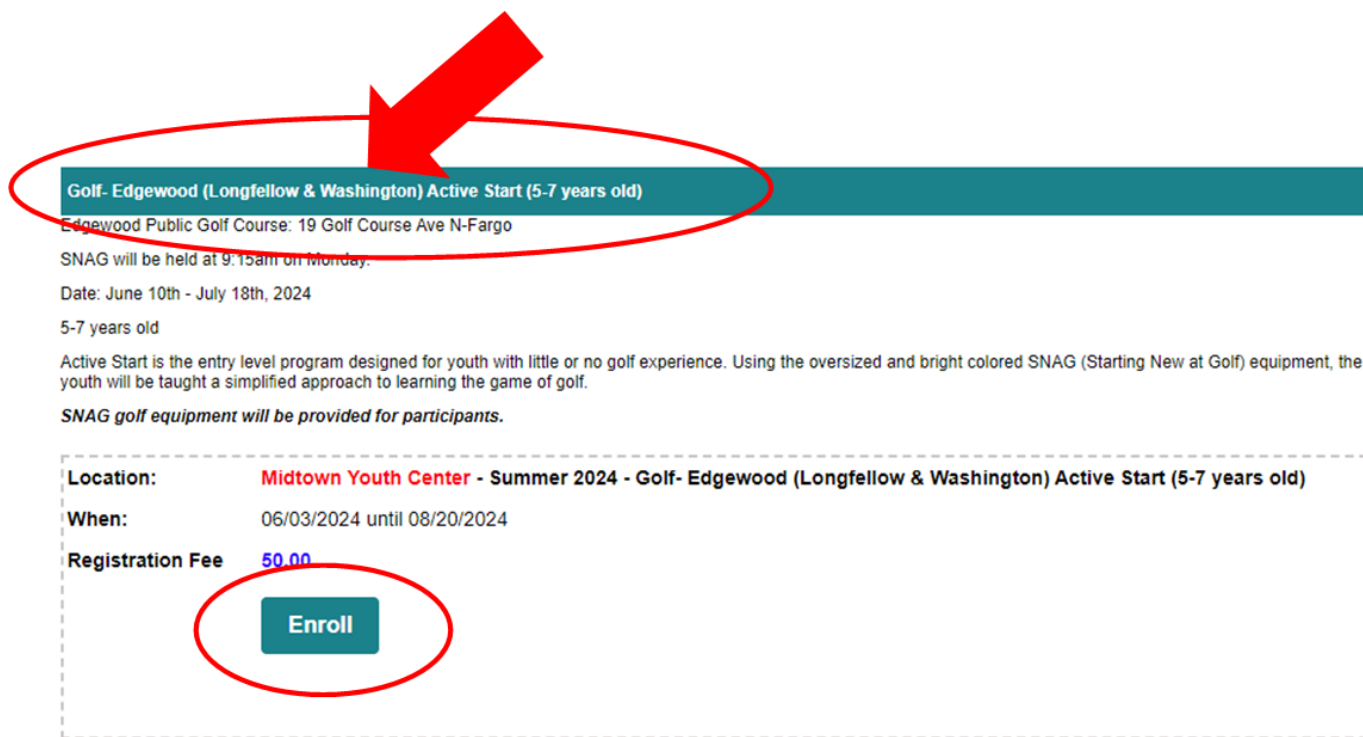
- Once Add to Cart has been selected, the parent will be directed to the Cart/Payment screen.

OPTIONAL PARK DISTRICT REGISTRATION

1. On the Registration page, click **Fargo Parks** on the navigation bar located on the right of your screen. Then Click to View Offerings.



2. **PLEASE NOTE:** Pay close attention to the description to make certain you select the correct sport for your child's location, level, and age/grade. Once you have located the correct sport, click **Enroll**.



3. Select which child(ren) you want to enroll. You will only need to verify child's name, birthdate, parent's names, then check all waivers.

4. You can add more sports by clicking “Add More Programs” in your cart.

The screenshot shows a registration interface with two main sections. The top section, titled "Your Program Selections", features a blue header with navigation tabs: Attendance, Personal, Registration, Calendar, and Auto-Pay. Below the header, a program selection is displayed: Centennial Elementary - Baseball-Minor Tu/Th 10:15am (Kindergarten or 6 years old), Summer 2023: 06/05/2023 - 08/18/2023. A red box highlights a field for immunizations, with a link to "Edit Immunizations". To the right, the registration fee is listed as \$73.50, and the total is also \$73.50. At the bottom of this section are two green buttons: "Apply Scholarship" and "Add More Programs", with the latter circled in red. The bottom section, titled "Payment Information", has an "Edit" button in the top right. It includes a "Payment Type" dropdown set to "Credit Card" with a "Check Unlock" button. There are checkboxes for "Use Guardian 1 Information (1)" and "Use Guardian 2 Information (2)". Below these are input fields for "First Name on Card" and "Last Name on Card", each with a red star icon. At the bottom, there are fields for "Billing Address" and "Billing City".

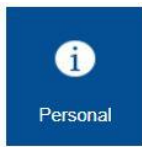
5. After everything is in your cart, you can proceed with payment. All families pay a \$20 BGRRV registration fee. Park District activities are optional and require an additional fee.

*If you register for both a BGRRV program and a Fargo Parks activity, you may be required to enter form of payment twice.

The screenshot shows a registration interface with two main sections. The top section, titled "Confirmation Questions", has an "Edit" button in the top right. Below it is the "Payment Information" section, which also has an "Edit" button. The "Payment Information" section includes a "Payment Type" dropdown set to "Credit Card" with a "Check Unlock" button. There are checkboxes for "Use Guardian 1 Information (1)" and "Use Guardian 2 Information (2)". Below these are input fields for "First Name on Card" and "Last Name on Card", each with a red star icon. Further down are fields for "Billing Address", "Billing City", "Billing State", and "Billing Zip", each with a red star icon. Below these are fields for "Billing Phone" and "Billing Email", each with a red star icon. At the bottom left of this section is a red "GO BACK" button. At the bottom right of the entire form, there is a summary table:

Subtotal	\$20.00
Amount Due	\$20.00

PERSONAL



The Personal tile allows you to add new students or view/update personal information for students, parents/guardians, or other contacts.

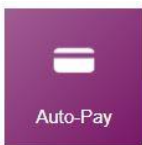
- To make any updates to your child’s information, click **Update Information**.

The screenshot shows the 'Personal' page for a student named Rachel Test. The page includes a header with 'Add New Student | Child Documents' and a sub-header 'Test, Rachel'. The main content area is divided into several sections: a profile section with a name field (Test, Rachel) and an 'Update Information' link circled in red; an 'Information Record' section with fields for Birthday (04/28/2015), Admission (04/28/2022), and Phone; a 'Set Guardian 2 to N/A' section; a 'Parents/Guardians' section with two entries: 'Guardian 1 Test' and 'test dad dad'; and a 'Contacts' section with two entries: 'test contact' and 'testing contact'. A table with columns for 'Room/Program', 'Effective Date', 'End Date', and days of the week (M, T, W, T, F) is also visible.

- To add a new authorized pick-up, click **Add New Contact**.

The screenshot shows the 'Personal' page for a student named Rachel Test, identical to the previous one. The 'Add New Contact' link in the 'Contacts' section is circled in red.

AUTO-PAY



Auto-Pay allows a parent to enter payment information into the system and have their card automatically charged for fees. The family's current balance is also displayed in the top right corner of the screen.

- To add an auto-payment method, click the **Auto-Pay tile** from the home screen.
- On the Payment Method screen, it will display the current balance, any current payment methods set up, and allow for a new payment method to be added. Click **Add New Payment Method**.

- Once the Add New Payment Method screen appears, complete the necessary information.
 - Name, address, email, phone number
 - Credit/Debit Card Information

- Leave the Recurring type as **Full Amount**.
- Once the information is entered, click **Save**.

WHAT'S NEXT

- An automated email response from No-reply1@procaresoftware.com will be immediately issued acknowledging your form submission. ***This is not a confirmation of enrollment, only that your forms have been submitted and received.***
- Within the next 3-7 business days, you will receive an enrollment confirmation email from No-reply1@procaresoftware.com which will be notification that your registration was accepted and approved.

HOW TO STAY INFORMED

- Please read your weekly BGCRRV parent newsletters for updates, they are emailed at 4pm each Thursday.
- Check the website www.bgcrrv.org for all current information.
- Follow us on our social media accounts



CONTACT US

- 701-235-2147
- Registration & Scheduling Dept: schedule@bgcrrv.org
- Billing: billing@bgcrrv.org
- Accounts/Tax Statements: accounts@bgcrrv.org
- Communications: communications@bgcrrv.org