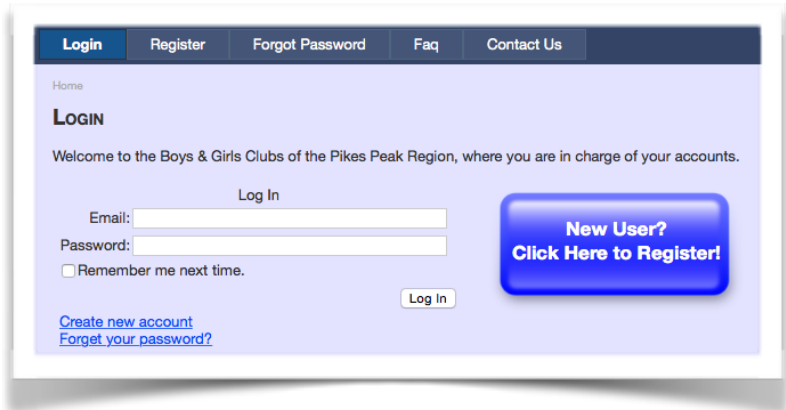




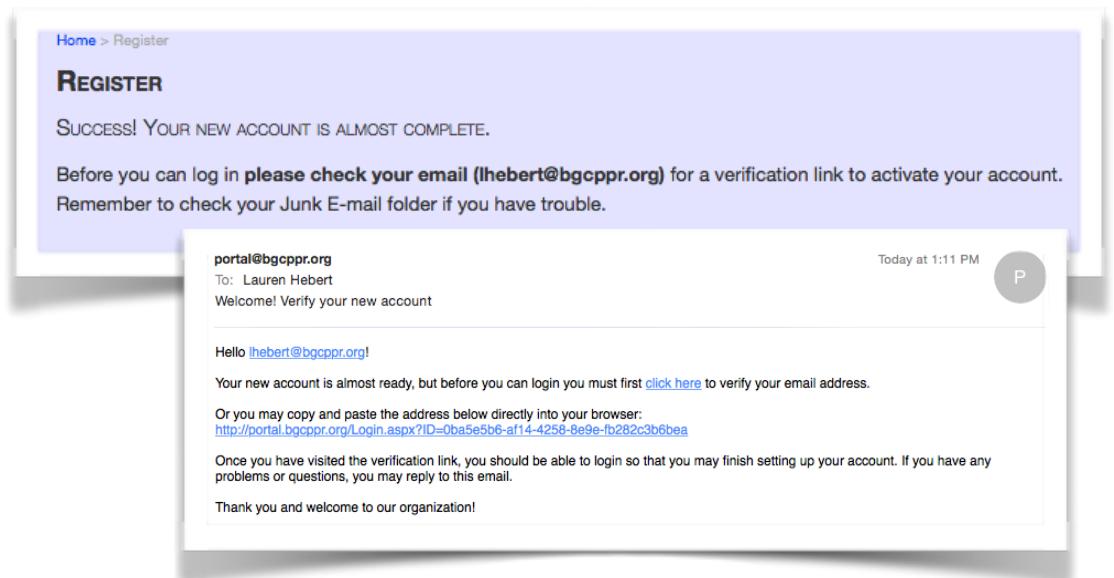
Online Enrollment Tutorial

How To: Create a Parent Portal Account

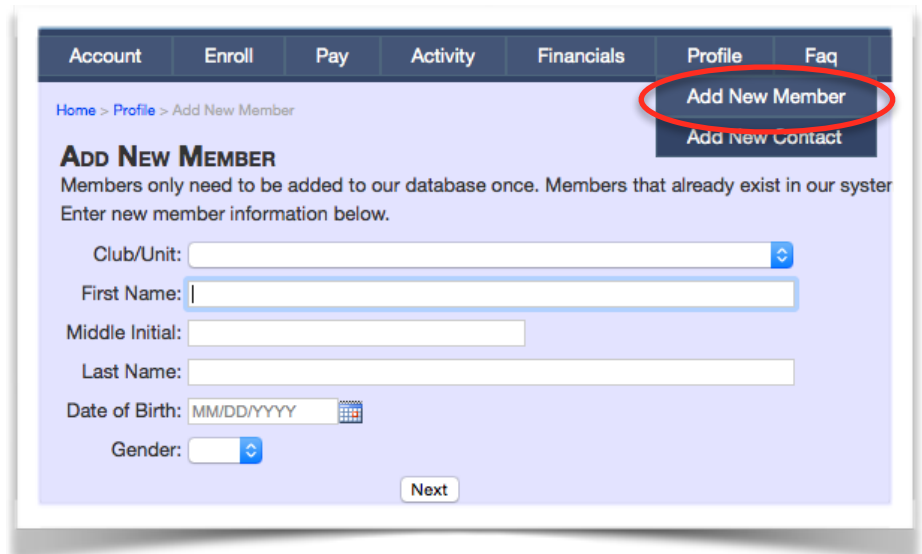
1. Go to portal.bgcppr.org, click the “New User” button, and fill in your personal and household information.



2. Once your information is in the system, check your email to confirm your address.



3. Add each of your children as members. Please note that we will need additional member information, such as immunization records and birth certificates, for each child (if not already in our records).



How To: Enroll Your Child in Programs

1. Click on the Enroll tab at the top of the page. Then, select the member you wish to enroll; select the campus, payment method, and service

Account **Enroll** Pay Activity Financials Profile Faq Contact Us

Home > Enroll

ENROLL - STEP 1 OF 4

Member enrollment is not complete until initial payment is made by credit card (complete Step 4 of 4).

Enroll:

Club/Unit:

Club/Unit:

- Single Child Registration Fee 2015-2016
- Family Registration 2015-2016 (2+ Children)
- Before & After School 2015-2016
- Before School 2015-2016**
- After School 2015-2016
- Before School Drop In 2015-2016
- After School Drop In 2015-2016
- School Out Day 10-23-15
- School Out Day 11-25-15
- Winter Camp Bulk 2015-2016
- Winter Camp Week 1 2015-2016
- Winter Camp Drop In 2015-2016
- School Out Day 01-18-16

In order to complete enrollment for this service you MUST select and pay for the appropriate registration option.

Before School Services:
M-F 6:00am-until school begins

If your child needs transportation from and/or to our program location, please contact the district or school to make those arrangements. Otero bus departs at 8:00am. Please make sure your child is dropped off at Otero 10 minutes prior to the bussing time at minimum.

The before program is a relaxed, fun environment where kids can play, hangout with friends, do homework, and get ready to start their day.

School Out Days are not included in this service. You will need to enroll for any SODs separately.

2. After selecting the service, select the weeks your child will attend. Please choose carefully as the weeks can not be adjusted once chosen. In order to access a discounted rate, make a selection from the drop-down "rate" box. Once you select an option, a pop-up detailing the documents we need in order for you to keep that discounted rate will appear. Please read this information carefully and click "I Agree." You will notice that your rate has been reduced.

Account **Enroll** Pay Activity Financials Profile Admin Faq Contact Us

Home > Enroll

ENROLL BEEBOP POLO RIDER - OTERO ELEMENTARY - STEP 2 OF 4

Member enrollment is not complete until initial payment is made by credit card (complete Step 4 of 4).

BEFORE SCHOOL 2015-2016

Use the calendars to select enrollment dates.

Start: End:

Total Days: 142 Openings: Upcoming Payments: 33

Rate: \$12.00/day Payment Amount: \$51.27

Total: \$1,704.00 **Pay Now: \$12.00**

Balance: \$1,691.91*

*The balance \$1,691.91 was rounded down from \$1,692.00 so that your recurring payment is the same amount every billing cycle.

Billing Options

Auto Payment Manual Payment

[What's the difference?](#)

Frequency:

Rate:

Discount:

#	Week Day	Payment Date	Amount
1	Monday	10/12/2015	\$51.27
2	Monday	10/19/2015	\$51.27
3	Monday	10/26/2015	\$51.27
4	Monday	11/2/2015	\$51.27
5	Monday	11/9/2015	\$51.27
6	Monday	11/16/2015	\$51.27
7	Monday	11/23/2015	\$51.27
8	Monday	11/30/2015	\$51.27
9	Monday	12/7/2015	\$51.27
10	Monday	12/14/2015	\$51.27
11	Monday	12/21/2015	\$51.27
12	Monday	12/28/2015	\$51.27
13	Monday	1/4/2016	\$51.27

3. Please enter your payment information, then carefully read our Terms and Conditions Agreement before paying and completing enrollment. Once you have completed your enrollment you will receive an e-mail confirming your registration.

The image shows two overlapping screenshots of a web-based enrollment system. The top screenshot is titled "ENROLL BEEBOP POLO RIDER - OTERO ELEMENTARY - STEP 3 OF 4". It features a navigation bar with "Enroll" selected. The main content area is divided into "PAYMENT INFORMATION" and "PURCHASE SUMMARY". Under "PAYMENT INFORMATION", there are input fields for Cardholder Name (Jrace Rider), Cardholder Street Address (PO Box 2078), Cardholder Zip (80901), Card Number, Card Expires (07/2020), and Card ID (CVV) (688). A "What is this?" link is next to the CVV field. The "PURCHASE SUMMARY" section lists "Beebop Polo Rider Otero Elementary Before School 2015-2016", "Start: 10/12/2015", "End: 05/26/2016", and "Total Days: 142".

The bottom screenshot is titled "ENROLL BEEBOP POLO RIDER - OTERO ELEMENTARY - STEP 4 OF 4". It also has the "Enroll" navigation bar selected. The main content area is titled "Terms and Conditions Agreement" and includes the text "Our Payment and Enrollment Policy:" followed by a list of terms:

- Pre-payment of 1 day for service is required to complete enrollment. This payment is non-refundable.
- **Rate Verification:** Documentation to validate discounted rates is due at the time of enrollment. If valid documentation is not provided, you will pay the Standard Rate until it is received.
- **Rates Subject to Change:** Rates are subject to change without notice. Customers who withdraw or are disenrolled from the program for non-payment will have to re-enroll in the program at current rates.

At the bottom of the agreement, there is a checkbox labeled "I HAVE READ THIS POLICY. I UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS." which is checked. To the right of the checkbox is a link "Print this agreement". Below the agreement are two buttons: "Previous" and "Process Enrollment".

4. Repeat steps 1, 2 and 3 for each child you wish to enroll.

Please contact Kandel Hess with any questions you might have (719-570-7077 or khess@bgcppr.org).