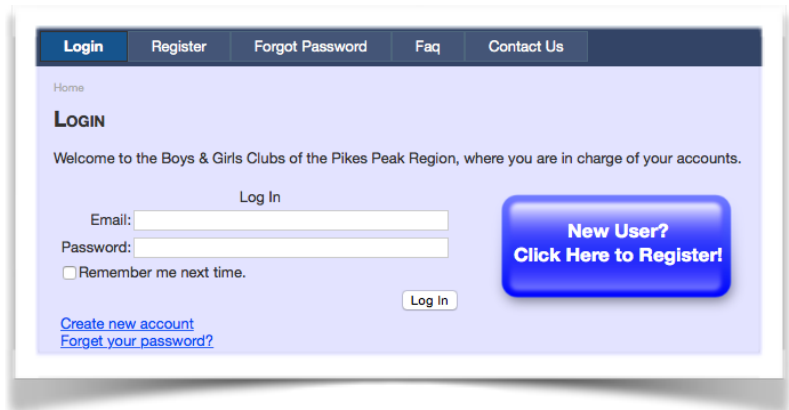
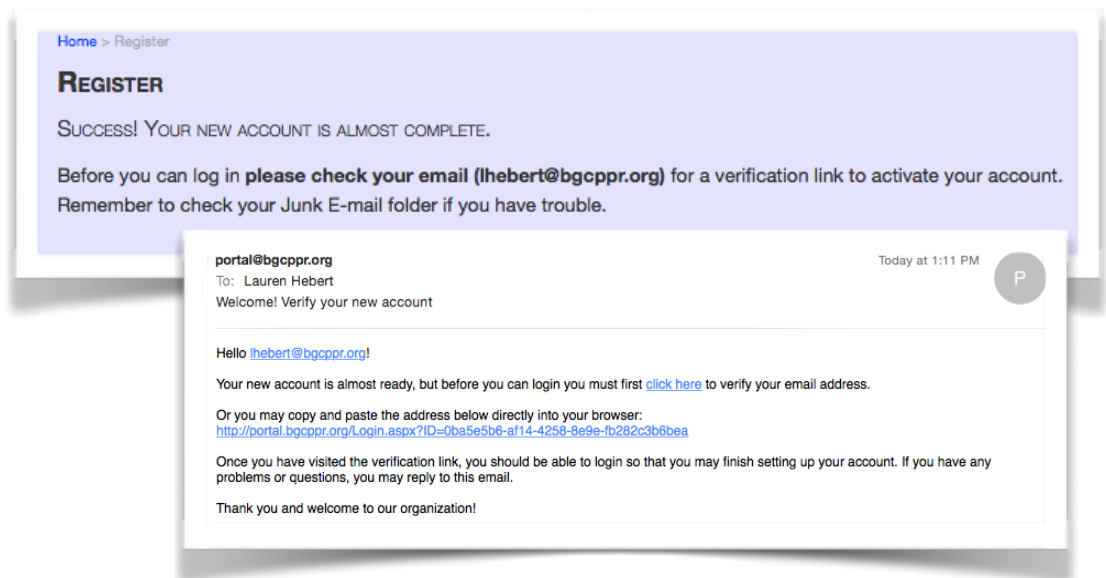


How To: Create a Parent Portal Account

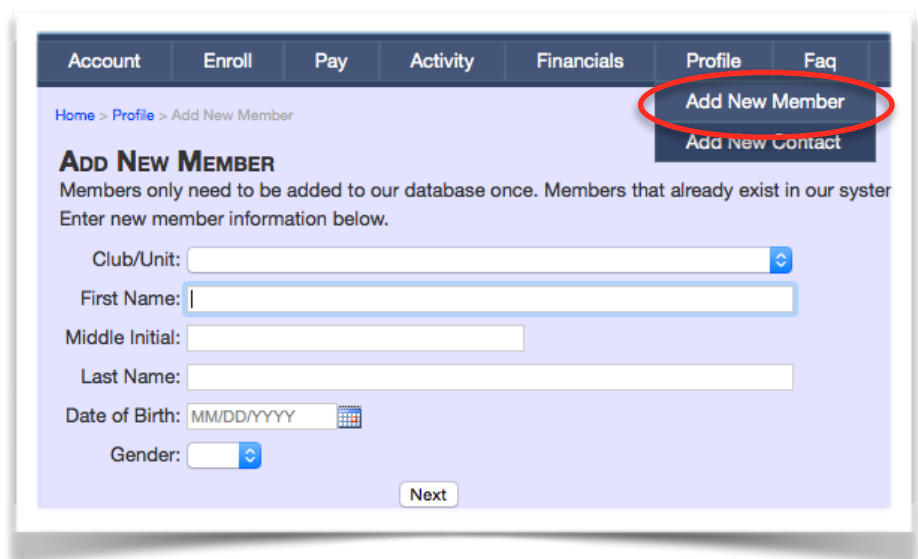
1. Go to bgcppr.org, click the “Enroll Now” button, follow steps 1-3, click the “Enroll Now” button and on the portal page click the “New User” button, and fill in your personal and household information.



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

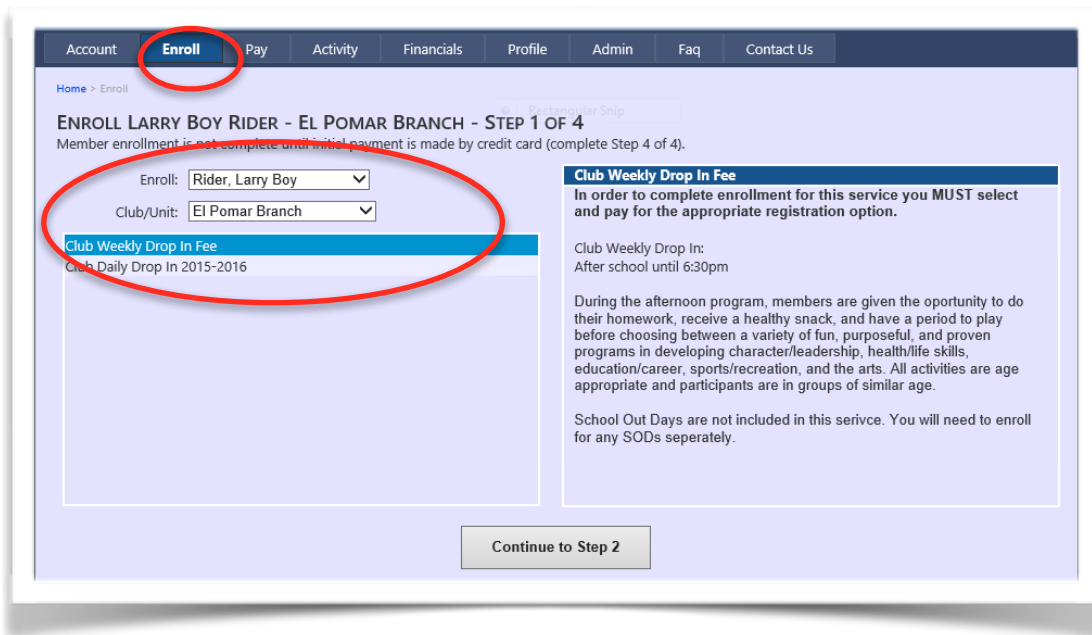


3. Add each of your children as members. Please note that we will need additional member information, such as immunization records and birth certificates, for each child (if not already on record).

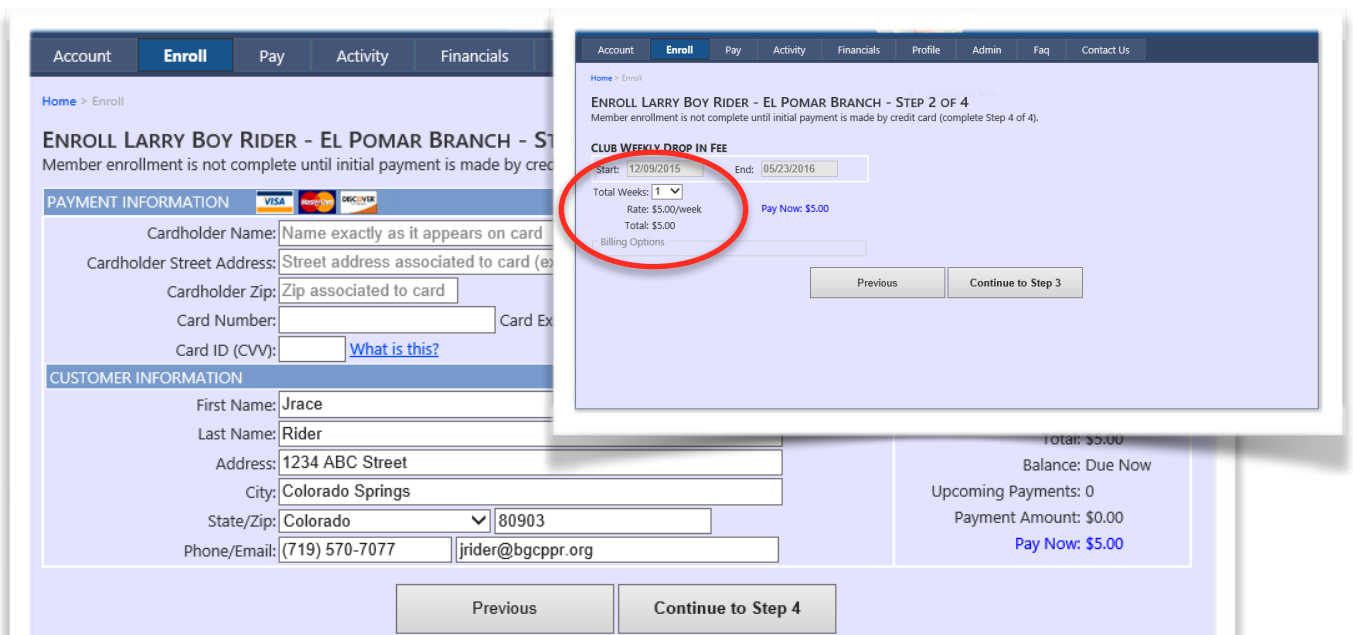


How To: Enroll Your Child in Programs

1. Click on the Enroll tab at the top of the page. Then, select the member you wish to enroll, the Club location, and the service. You must first select & pay the appropriate membership fee (5-12 yrs or 13-18 yrs) and then select & pay for the service you want to sign up for.



2. Select how many weeks or days you'd like to pay for, then enter your payment information.



3. Carefully read our Terms and Conditions Agreement to complete enrollment.

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

Home > Enroll

ENROLL LARRY BOY RIDER - EL POMAR BRANCH - STEP 4 OF 4

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

Terms and Conditions Agreement

Boys and Girls Club of the Pikes Peak Region and Kids Club 360:

- **Pre-payment:** 1 day of service is required to complete enrollment. This payment is non-refundable.
- **Registration Enrollment:** Payment for the appropriate registration fee is also required to complete enrollment. The registration fee is also non-refundable.
- **Rate Verification:** Documentation to validate discounted rates is due at the time of enrollment. This can be faxed to 719-570-7079 or emailed to registration@bgcppr.org. 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. Families who withdraw or are disenrolled from the program for non-payment will

[Print this agreement](#)

I HAVE READ THIS POLICY. I UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS.

Previous Process Enrollment

4. Once you have completed your enrollment you will receive an e-mail confirming your registration. Repeat steps 1, 2 and 3 for each child you wish to enroll.

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

Home > Enroll

ENROLL LARRY BOY RIDER - EL POMAR BRANCH - ENROLLMENT COMPLETE

Service	Payment Amount	Payment Result	Enrollment Status
Club Weekly Drop In Fee	\$5.00	Approved	Success

Thank you for choosing us to provide a safe place for your child! We appreciate you completing the online portion of your enrollment! Please note that **IF** you have **NOT** completed the registration process you will be contacted via email with documents that must be filled out **24 hours prior** to your child's **first day** of services.

A receipt of your transaction has been emailed to you. The Director in charge of your program has also received an email listing your start and end dates, the services for which you enrolled, and any health related issues.

Please contact us at 719-570-7077 or registration@bgcppr.org for any program related questions.

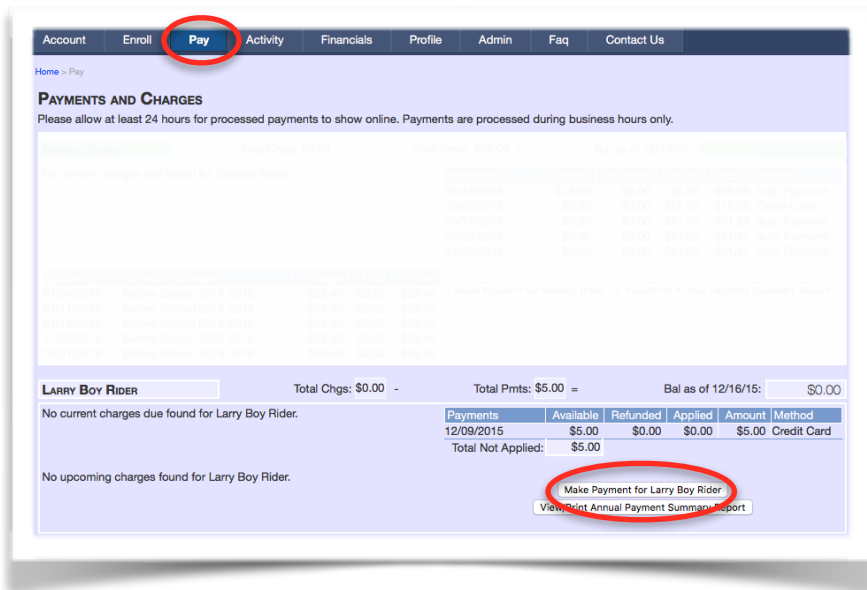
Thank you,

Boys & Girls Club of the Pikes Peak Region/Kids Club 360

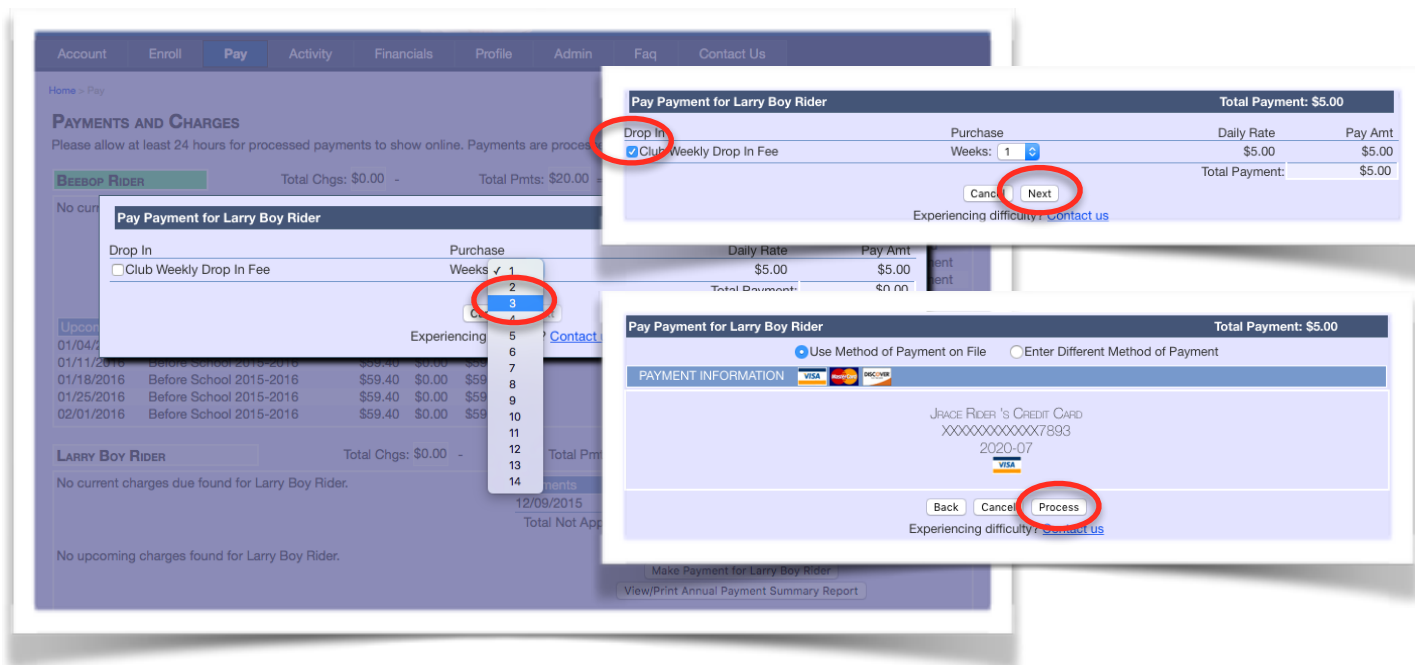
Enroll in Additional Services Go to Account Summary Page

How To: Manage Payments

1. Select pay, then “Make Payment for [Child’s Name].”



2. Select the number of weeks or days you’d like to pay for, check the box, click “next,” then process payment.



Please contact **Kandel Hess** with questions or comments at **719-570-7077** or khess@bgcprr.org.