



## Online Enrollment Tutorial

## How To: Create a Parent Portal Account

It is recommended that the Portal User be the legal parent or guardian of the child, the primary contact and the person financially responsible for the account. If you already have a portal account but are having difficulty logging in, please do not create another account. Contact our Central Office at 719-570-7077 for assistance.

1. Go to <https://portal.bgcppr.org>, click the “Register” button to create an account, and fill in your email address, password and security question with answer. Then click on “Create New Account”.

The image shows two screenshots of the registration process. The top screenshot shows a login/register form with fields for Email and Password, and buttons for 'Log In' and 'Register'. The 'Register' button is circled in red. Below it is a 'Forgot your password?' link. The bottom screenshot is titled 'SIGN UP TO CREATE A NEW ACCOUNT' and contains fields for Email, Password, Confirm Password, Security Question, and Security Answer. To the right of these fields are 'Password guidelines' and 'Some example passwords are shown below:'. The 'Create New Account' button at the bottom is circled in red.

Log In Register

Forgot your password?

SIGN UP TO CREATE A NEW ACCOUNT

Email |

Password

Confirm Password

Security Question

Security Answer

Password guidelines:

- must be a minimum of 7 characters in length
- must contain at least 1 of these symbols: !@#\$%^&\*()\_+~{|}[]:;<>|,/?

Some example passwords are shown below:

- password!
- my(password)
- password-1
- p@ssw0rd<
- password.123

Create New Account

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

The image shows two screenshots related to account registration. The top screenshot is the 'REGISTER' success page, which says 'SUCCESS! YOUR NEW ACCOUNT IS ALMOST COMPLETE.' and instructs the user to check their email for a verification link. The bottom screenshot is an email from portal@bgcppr.org to Lauren Hebert, welcoming her and providing a verification link: <http://portal.bgcppr.org/Login.aspx?ID=0ba5e5b6-af14-4258-8e9e-fb282c3b6bea>.

Home > Register

## REGISTER

SUCCESS! YOUR NEW ACCOUNT IS ALMOST COMPLETE.

Before you can log in **please check your email (lheber@bgcppr.org)** for a verification link to activate your account. Remember to check your Junk E-mail folder if you have trouble.

portal@bgcppr.org  
To: Lauren Hebert  
Welcome! Verify your new account

Today at 1:11 PM

Hello lheber@bgcppr.org!

Your new account is almost ready, but before you can login you must first [click here](#) to verify your email address.

Or you may copy and paste the address below directly into your browser:  
<http://portal.bgcppr.org/Login.aspx?ID=0ba5e5b6-af14-4258-8e9e-fb282c3b6bea>

Once you have visited the verification link, you should be able to login so that you may finish setting up your account. If you have any problems or questions, you may reply to this email.

Thank you and welcome to our organization!

- The portal will now prompt you to complete your account profile. Enter your personal information and click next. There will be several pages with information on your household you will need to answer to complete your account profile.

The screenshot shows a web form titled "CREATE YOUR ACCOUNT PROFILE" with the subtitle "Enter your information (parent/guardian)". The form includes the following fields and options:

- Login/Preferred Email:** A text input field with an envelope icon.
- First Name:** A text input field with the placeholder "First name".
- Middle Initial:** A text input field with the placeholder "Middle".
- Last Name:** A text input field with the placeholder "Last name".
- Date of Birth:** A text input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- Gender:** A dropdown menu.
- Marital Status:** A dropdown menu.
- Phone 1:** A text input field.
- Type:** A dropdown menu.
- Primary phone:** A radio button labeled "Primary phone".
- Buttons:** "Add Another Phone" and "Next".

- 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, which can be submitted through the portal, fax or email.

The screenshot shows a web interface with a navigation menu at the top: Account, Enroll, Pay, Activity, Financials, Profile, and Faq. The "Profile" menu item is highlighted, and a sub-menu is open showing "Add New Member" (circled in red) and "Add New Contact". Below the navigation, the breadcrumb "Home > Profile > Add New Member" is visible. The main heading is "ADD NEW MEMBER" with the text "Members only need to be added to our database once. Members that already exist in our system". Below this, it says "Enter new member information below." and lists the following fields:

- Club/Unit:** A dropdown menu.
- First Name:** A text input field.
- Middle Initial:** A text input field.
- Last Name:** A text input field.
- Date of Birth:** A text input field with the placeholder "MM/DD/YYYY" and a calendar icon.
- Gender:** A dropdown menu.
- Button:** "Next".

## How To: Enroll Your Child in Programs

1. Click on the Enroll tab at the top of the page. Then, select the child you wish to enroll from the drop-down menu under the "Enrollment" field. Now select the Club, from the drop-down menu under the "Club/Unit" field. Next you have to select "Registration Fee", this has to be done before you select your service, "Continue to Step 2".

The screenshot shows the 'ENROLL - STEP 1 OF 4' page. At the top, a navigation bar includes 'Account', 'Enroll', 'Pay', 'Activity', 'Financials', 'Profile', 'Faq', and 'Contact Us'. The 'Enroll' tab is circled in red. Below the navigation bar, the page title is 'ENROLL - STEP 1 OF 4' with a sub-header: 'Member enrollment is not complete until initial payment is made by credit card (complete Step 4 of 4)'. There are two dropdown menus: 'Enroll: Select Member to Enroll' and 'Club/Unit: Select Club/Unit to Enroll'. A 'Continue to Step 2' button is visible. Below these, a list of registration options is shown, with 'Before School 2015-2016' selected. To the right, there is a section for 'Before School Services' with details about M-F 6:00am-untill school begins and a note about transportation. Another 'Continue to Step 2' button is at the bottom.

2. If you will enroll only one child, no changes need to be made and you can click on "Add to Cart". If you will enroll more than one child, select "Family Registration First Child" from the drop-down menu under the "Rate" field, click on the "I Agree" button on the popup and then on "Add to Cart". Now click on "Continue Shopping" to select and enroll into a service.

The screenshot shows the 'SHOPPING CART' page. At the top, it says 'OPEN SEATS IN YOUR CART ARE NOT CLAIMED UNTIL CHECKOUT IS COMPLETE.' Below this, there is a navigation bar with '< Continue shopping' and a shopping cart icon. The main content area shows 'EMPTY CART' and 'CONTINUE SHOPPING >' (circled in red). To the right, it says 'PAY: \$75.00' and 'PROCEED TO CHECKOUT'. Below this, the user's name 'JEANETTE DOOEE' is displayed, along with 'MEMBERSHIP STATUS: NOT ENROLLED' and 'STATUS: NON-ACTIVE'. A table lists the items in the cart: 'Registration Fee 2021-2022 (PRE-REQUISITE) Eagleside Elementary 8/9/2021 - 5/27/2022 \$75.00'. There are links for 'Edit Remove' and a 'Remove Jeanette from Cart' button. At the bottom, it shows 'JEANETTE SUBTOTAL: \$75.00'.

- Again, select the child you wish to enroll from the drop-down menu under the “Enrollment” field. Now select the Club, from the drop-down menu under the “Club/Unit” field. Next you have to select the service you want (Before, After, Before & After, Kindergarten) and “Continue to Step 2”.
- After selecting the service, select your start and end date. Now select your desired billing option (auto, manual, pay in full), reconfirm the chosen billing option. New fields will now open for you with the billing frequency and discount option. Select if you would like to pay weekly or bi-weekly from the drop-down menu under “Frequency”. Under “Rate” you can select from the drop-down the discount that applies to you. **(IMPORTANT – Second child discount does only apply to the second child enrolled; the first child will be charged full price!)** Click on “Add to Cart” to proceed.

**ENROLL JEANETTE DOOEE - EAGLESIDE ELEMENTARY** View Cart >  
 Member enrollment is not complete until initial payment is made by credit card or checkout is completed.

**BEFORE AND AFTER SCHOOL 2021-2022**

**TO AVOID BEING OVERCHARGED**  
 You MUST modify the start date below to the correct date.

Start:   End:

Total Days: 41      Openings:   
 Rate: \$31.00/day      Upcoming Payments: 8  
 Total: \$1,271.00      Payment Amount: \$155.00  
 Balance: \$1,240.00      [Pay Now: \\$31.00](#)

Billing Options  
 Auto Payment     Manual Payment     Pay in Full  
What's the difference?

Frequency:

Rate:

#	Week Day	Payment Date	Amount
1	Monday	4/4/2022	\$155.00
2	Monday	4/11/2022	\$155.00
3	Monday	4/18/2022	\$155.00
4	Thursday	4/28/2022	\$155.00
5	Monday	5/2/2022	\$155.00
6	Monday	5/9/2022	\$155.00
7	Monday	5/16/2022	\$155.00
8	Monday	5/23/2022	\$155.00

- Click on “Proceed to Checkout”. Please enter your payment information, then carefully read our Terms and Conditions Agreement before paying and completing enrollment. **(IMPORTANT – Registration fee and pre-payment for first day of service are non-refundable!)** Once you have completed your enrollment you will receive an e-mail confirming your registration.

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

Home > Enroll

### ENROLL BEEBOP POLO RIDER - OTERO ELEMENTARY - STEP 3 OF 4

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

PAYMENT INFORMATION	PURCHASE SUMMARY
Cardholder Name: <input type="text" value="Jrace Rider"/> Cardholder Street Address: <input type="text" value="PO Box 2078"/> Cardholder Zip: <input type="text" value="80901"/> Card Number: <input type="text"/> * Card Expires: <input type="text" value="07"/> <input type="text" value="2020"/> Card ID (CVV): <input type="text" value="688"/> <a href="#">What is this?</a>	Beebop Polo Rider Otero Elementary Before School 2015-2016  Start: 10/12/2015 End: 05/26/2016 Total Days: 142

CUSTOMER INFORMATION

---

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

Home > Enroll

### ENROLL BEEBOP POLO RIDER - OTERO ELEMENTARY - 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**

Our Payment and Enrollment Policy:

- 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 recieved.
- **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.

[Print this agreement](#)

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

6. Repeat steps 1 through 5 for each child you wish to enroll.

Please contact us with any questions you might have (719-570-7077 or [registration@bgcpr.org](mailto:registration@bgcpr.org)).