BOYS & GIRLS CLUB
OF FREMONT COUNTY

Enrolling in K-7 Club Summer Sessions

Your child **MUST** be a registered member of our Canon K-7 Club in order to enroll in our summer sessions. An online parent account is required to register.

If you already have an online account with us, skip to step #2 on the next page.

1. CREATING YOUR ONLINE ACCOUNT

A. You must first request to create a parent account. Head over to www.bgcfremont.org and scroll to the "New Member Registration" button.

B. Scroll down to the "Canon K-7 Club" and click "Register Today!"

C. Select the "Canon K-7 Club" membership. The system will prompt you to create an account before being able to register.

D. You will have to wait for your account to be approved by our administrator. Once approved, you will be receiving an email titled "Welcome To Trax Online"

E. This email will prompt you to confirm your email address and create a password to activate your account.

F. Once your account is created, you will be prompted to enter your contact information to begin creating your household. You will be named "Head of Household" by default.

G. In the next section, you will be prompted to add any additional contacts and authorized pick-ups for your child that lives in the SAME household.

H. The next "Emergency Contact" section is for individuals that you request as a contact/authorized pick-up for your child, who live OUTSIDE of the household.

I. The last section will have you answer some demographics about your household. These are required for reporting purposes and all information stays confidential.

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2. YOU NOW HAVE AN ONLINE ACCOUNT WITH BGCFC!

A. Once your account is set up, go to the "My Account" page.

B. <u>You will have four boxes:</u>

BOX 1: Shows the account holder information.

BOX 2: Shows any balances/upcoming balances for memberships and sessions that you have signed up for. If you have not signed up for any memberships or sessions, there will be no balance.

BOX 3: Shows all people on your account. THIS IS WHERE YOU WILL ADD THE CHILDREN THAT YOU WOULD LIKE TO REGISTER/ENROLL (if they are not already on your account). Enter their birth date and gender. All other information will be entered upon checkout.

BOX 4: Shows your enrollment history and what the status of the enrollments are.

C. Once you have added all necessary people to your account, you can now click on our "Activities" tab. This is where you can enroll into our summer sessions by age group.

D. Choose your desired selection, the system will then ask which children you would like to enroll. It will not let you enroll if your child DOES NOT meet the requirements for that session. **If your child is not yet registered into our Canon K-7 membership, the system will prompt you to register them here.** There is a $25 fee to become a member. This is NOT included in the base price for enrolling in summer sessions.

E. Once you click "Next" the system will prompt you to review your cart. Ensure your selections are correct and click "Next" again.

F. You will now be prompted to finish entering your child's information (If not already filled out). **Any registrations that do not have their child's information properly filled out will be rejected.**

G. You will then be prompted to check out. Here, you can choose to pay now, or "zero" out your amounts to pay in the future.

Please see the next page for follow-up information.

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Follow-Up Information

Your child's/children's information has now been sent to our administrator! Your youth will be placed in a group for our summer program. You will be sent updates through email as they become available. All fees MUST be paid by the assigned due date of ONE WEEK before the session starts. You are able to make payments through your online account. If you have any questions or concerns, you can call our office Monday-Friday from 9am to 5pm at 719-345-4038.

PARENT & GUARDIAN DISCLAIMER

Any registrations that DO NOT have their household, contact and child's information properly filled out will be rejected. REGISTRATION ALONE DOES NOT GUARANTEE PLACEMENT IN OUR CAPACITY. Full payment for the upcoming session is necessary to secure placement. All fees MUST be paid by the assigned due date of ONE WEEK before the session starts. Any unpaid fees will result in your youth being placed on our waiting list.

MAKING PAYMENTS

Making payments can be done at any time after registering. This option will be the top right box in the "My Account" tab. This will show when the transactions were added, the description, amount, balance and due date. At the bottom of this box, you will see the balances due. Click on the "SHOW ACCOUNT BALANCE" at the bottom of this box. A 'PAY NOW" option will appear. You can click on this to make your payment. If you need help making payments, you can call our Administrative Director, Angelica at 719-345-4038.