How to Register as a New User on BGCA.net

Registration is required to access BGCA.net. Follow these steps to register a new user account.

PLEASE NOTE: The registration process is not supported on mobile browsers.

**Step 1:** Using Internet Explorer or Google Chrome, on a desktop or laptop computer, go to [https://www.bgca.net](https://www.bgca.net)

**Step 2:** Click on the link *Register for BGCA.net* as shown in the screenshot below:
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**Step 3:** ☐ Check the Box next to “By Clicking on the Check Box You Agree with BGCA’s [Terms of User](#) and [Legal Notice & Privacy Policy](#).

**Step 4:** Click Continue.
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Step 5: Create a User Name in the Create User Name Box and reenter the User Name you created in the Confirm User Name Box. The User Name you create CANNOT be an email address and CANNOT contain special characters like * @ ! $ # %

A valid User Name example is “bobsmith”

Step 6: Once you have entered and confirmed your desired User Name, click Continue.
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**Step 7:** In the **Affiliation** Dropdown box, select your Affiliation, then click **Next**.

**Step 8:** Select your Country and State and click **Next**.
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**Step 9:** Select your Organization and your Primary Club and click **Next**.

Narrow Search

![Search dropdown]

Please select your Club from the list below or enter text to narrow search results. Exclude the words "Boys & Girls Clubs" in your search.

Narrow Search

![Search dropdown]

Primary Club:

Select One...

![Club dropdown]
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**Step 10:** Fill in all the required information which is denoted by a * Field Required

Create a password that you will remember. It must be at least 6 characters long and contain at least one alpha and one numeric character. Special characters (e.g., punctuation) are not allowed in passwords.

**Step 11:** Once you have entered and confirmed the information, click Next.
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**Step 12: Review the information** you entered for your account. **IMPORTANT:** Check the spelling of your email address carefully! If your email address is not correct, you will not be able to confirm your registration.

**Step 13:** Once you are satisfied with the information provided, click **Confirm**.
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Step 14: You will see a message that thanks you for your BCGA.net registration request. **Note:** Your registration is not complete until: 1) you confirm your registration email address and 2) your CEO, or their delegate, approves your account.

You will receive three emails as part of the process to confirm your registration:

- Email Verification
- Request Confirmation
- Welcome to BGCA
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**Step 15: Email Verification:** When you receive the Email Verification email, please follow the instructions to confirm your registration email address.

```
bgca.net registration - Email Verification

Hi Killian Irigoyen,

Thank you for registering with BGCA.net.

To complete the registration process, please click on the following link: confirm email if the link does not work please copy and paste the link below into your browser address bar:

http://register.bgca.net/registration/VerifiedFinal.aspx?
user=0x004f53faab510d42869ae317a4f011cb01000000a541c213e75eab7b7a27d2b910c7650c3207119ebbd0f00ba8787ca40526ba484d82

You will be notified when your account has been approved by your sponsor, Chief Professional Officer or their delegate.

Warm Regards,

Help Intranet Team ------This is an auto generated mail, please do not reply------
```

**Step 16: Request Confirmation:** You will receive a second email thanking you for verifying your email address.

```
BGCA.Net registration - Request Confirmation

Hi Killian Irigoyen,

Thank you for confirming your email address. Your account information has been sent to your Sponsor, Chief Professional Officer or their delegate for approval. You will receive an email notification once your account is approved.

Warm Regards,

Help Intranet Team ------This is an auto generated mail, please do not reply------
```
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Step 17: Welcome to BGCA: When your CEO, or their delegate, approves your account for access, you will receive a third and final email welcoming you to BGCA’s Intranet. You may now access the site at www.BGCA.net.

*** Welcome to the BGCA's ***.

BGCAIntranet@bgca.org (BGCAIntranet@bgca.org)   Add to contacts 3/23/15
To: KILLIANIRIGOYEN@OUTLOOK.COM

Hi Killian Irigoyen,
welcome to the Boys & Girls Clubs of America’s Intranet (http://www.bgca.net/).

We hope you find the site useful and informative.
Please remember this site is for authorized users only.

-------This is an auto generated mail, please do not reply------

Thanks,
BGCA
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Remember: If you ever forget your User Name and/or Password, click “Forgot Username or Password?” on the Login page of www.BGCA.net!