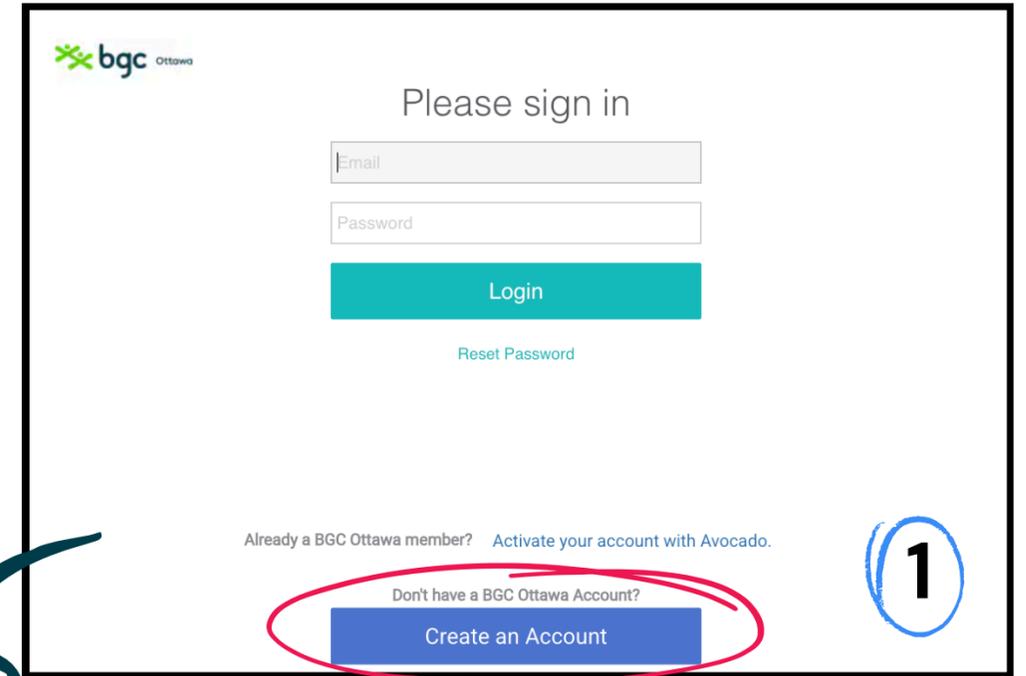


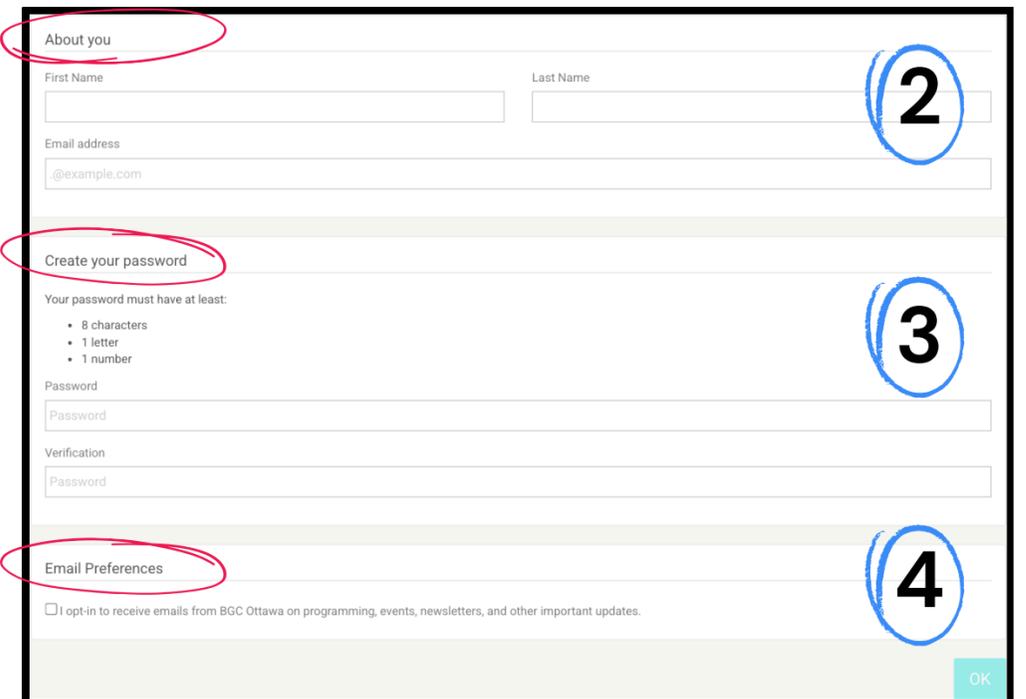
## Create a NEW account (For new Members)

- 1 Click "Create an account"**  
On the BGCO Member Portal login page.
- 2 Enter your info**  
Name, email address and phone number for the primary parent/guardian.
- 3 Set your password**  
Passwords must be 8 characters or more and must include at least 1 letter and 1 number.
- 4 Opt in**  
Choose to receive email updates about programs and events.
- 5 Log in**  
Return to the BGCO Member Portal and sign in with your email address and password.

Already a member?  
See next page



The image shows the BGCO Member Portal login page. At the top left is the BGCO Ottawa logo. The main heading is "Please sign in". Below this are two input fields: "Email" and "Password". A teal "Login" button is positioned below the password field, with a "Reset Password" link underneath it. At the bottom of the page, there is a link "Already a BGC Ottawa member? Activate your account with Avocado." and a blue "Create an Account" button. A red circle highlights the "Create an Account" button, and a blue circle with the number "1" is placed to its right. A teal arrow points from the "Create an Account" button to the registration form below.



The image shows the BGCO Member Portal registration form. It is divided into four sections, each with a blue circle containing a number:  
1. "About you": Contains input fields for "First Name" and "Last Name".  
2. "Email address": Contains an input field for the email address, with a placeholder "@example.com".  
3. "Create your password": Contains a list of requirements: "Your password must have at least: 8 characters, 1 letter, 1 number". Below this are two input fields for "Password" and "Verification".  
4. "Email Preferences": Contains a checkbox for "I opt-in to receive emails from BGC Ottawa on programming, events, newsletters, and other important updates." and an "OK" button at the bottom right.

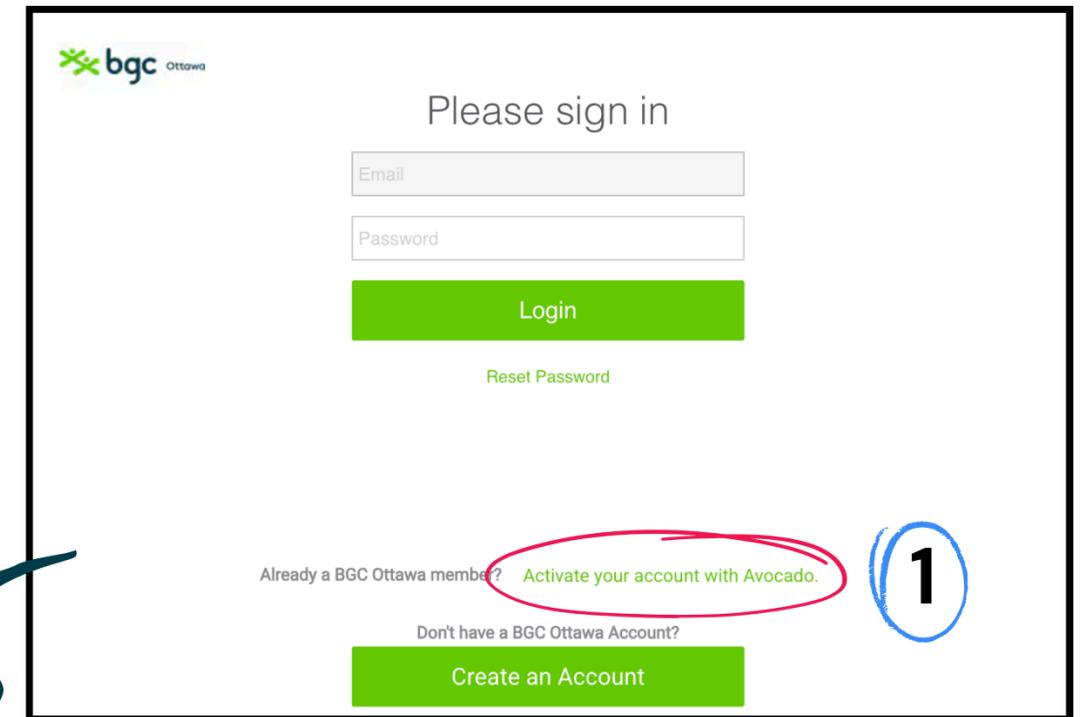


## Existing Member access

(For returning families with a membership number)

- 1 Go to your BGCO Member Portal**  
Click [Activate your account with Avocado](#).
- 2 Enter your membership barcode**  
Use the barcode that was provided to the primary parent/guardian in person or by email/mail.
- 3 Verify your identity**  
Select [Street Address](#) or [Family PIN](#) (included with your barcode).
- 4 Activate your account**  
Click [Search](#), confirm your details, add an email if needed and select [Activate](#).
- 5 Create your password and log in**  
Check your email for the verification link and set your password. Then log in to your BGCO Member Portal and:
  - Review your account to ensure any secondary parent/guardian and children (ages 6–18) are listed.
    - Go to [My Profile](#) → [Assign Membership](#).
    - All account members appear under your Household.
  - Add anyone missing:
    - Click [Add Additional](#).

Not yet a member?  
See previous page



Please sign in

Email

Password

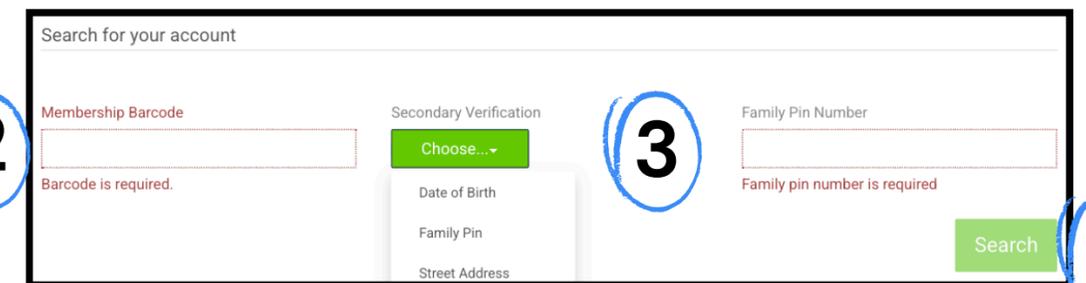
Login

[Reset Password](#)

Already a BGC Ottawa member? [Activate your account with Avocado.](#)

Don't have a BGC Ottawa Account?

Create an Account



Search for your account

Membership Barcode

Barcode is required.

Secondary Verification [Choose...](#)

Date of Birth

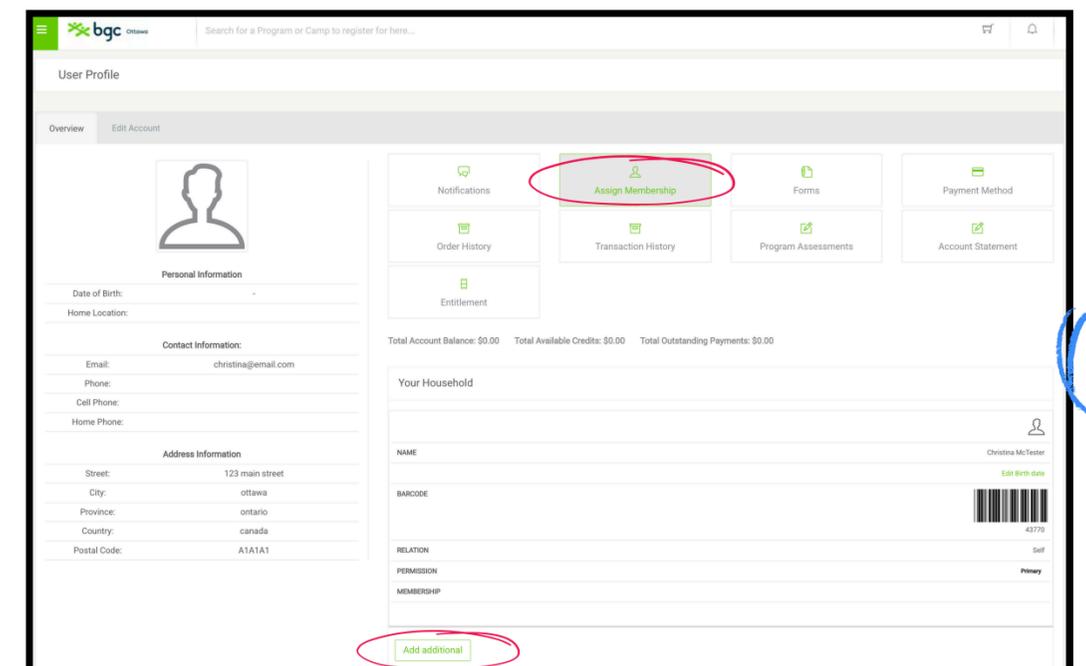
Family Pin

Street Address

Family Pin Number

Family pin number is required

Search



User Profile

Overview Edit Account

Personal Information

Date of Birth:

Home Location:

Contact Information

Email: christina@email.com

Phone:

Cell Phone:

Home Phone:

Address Information

Street: 123 main street

City: ottawa

Province: ontario

Country: canada

Postal Code: A1A1A1

Notifications

Order History

Entitlement

[Assign Membership](#)

Transaction History

Forms

Program Assessments

Payment Method

Account Statement

Total Account Balance: \$0.00 Total Available Credits: \$0.00 Total Outstanding Payments: \$0.00

Your Household

NAME

BARCODE

RELATION

PERMISSION

MEMBERSHIP

[Add additional](#)