

CREATING AN ACCOUNT

- To create an account on the new MyBBYO, go to the portal login page:
<https://bbyo.my.site.com/s/login/>
- Select **Create an Account**



Welcome to the *new MyBBYO*! If this is your first visit, you will need to create a new account.

[Create an Account](#)

or Login with

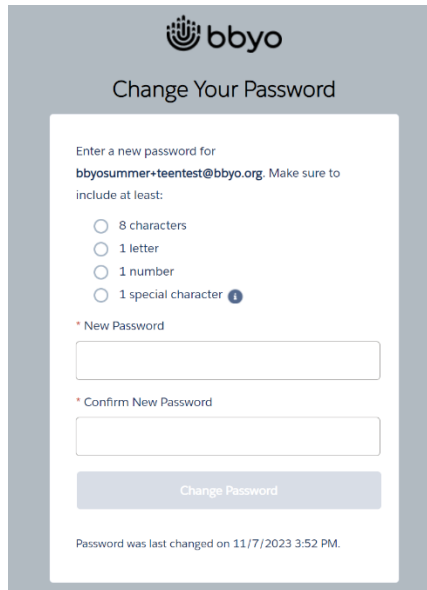
Email Other Options

Log In

[Forgot Password?](#)

[Create an Account](#)

- Enter your First Name, Last Name, Email Address, and select if you are a teen or an adult
 - If you are a teen, you will be required to enter your phone number, phone type, gender, and high school graduation year
 - After filling in that information, click **Next**
 - If you are an adult, you will be required to enter your phone number, phone type, and select if you are the parent of a teen
- After you've entered your required information, check your email inbox to activate your account
- Once you've clicked the link in the email, you will be brought to the screen to create your new password
 - Enter a password that meets the listed requirements and then retype your password before clicking the **Change Password** button
 - If your password does not meet the requirements, or the retyped password does not match the original, you will not be able to click the **Change Password** button



bbyo

Change Your Password

Enter a new password for **bbyosummer+teentest@bbyo.org**. Make sure to include at least:

- 8 characters
- 1 letter
- 1 number
- 1 special character ¹

* New Password

* Confirm New Password

Change Password

Password was last changed on 11/7/2023 3:52 PM.

- You have successfully created your new account! Securely save your password for easy access in the future.

SIGNING INTO YOUR ACCOUNT

- To sign into your MyBBYO account, go to the portal login page: <https://bbyo.my.site.com/s/login/>
- Enter your email and password and click **Log In**



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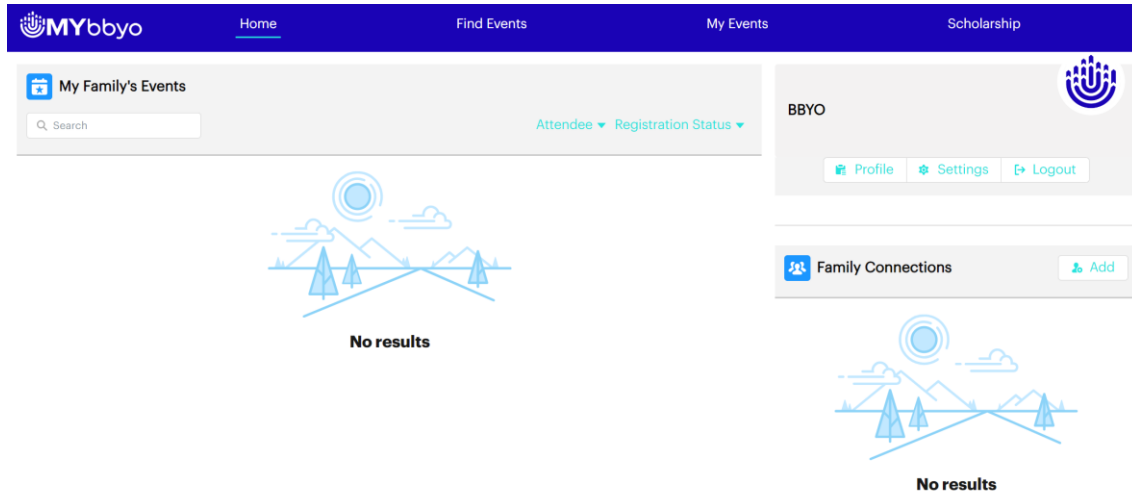
Log In

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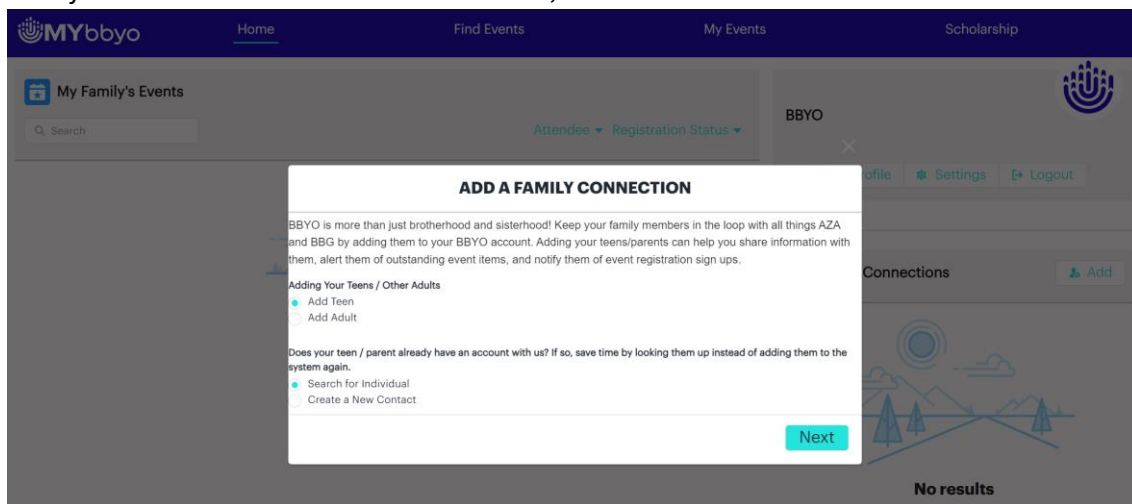
ADDING A FAMILY MEMBER

- To add a family member to your MyBBYO account, you will first need to sign into the portal here: <https://bbyo.my.site.com/s/login/>
- After you've logged in, click **Add in** the Family Connections table
 - Any connections you add to your account will appear in the Family Connections table

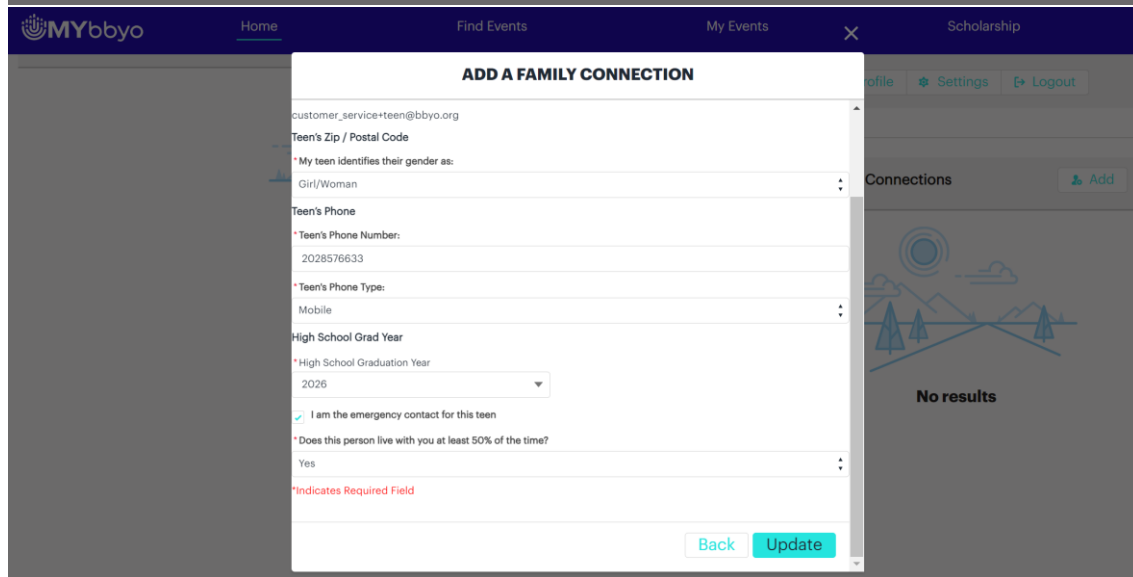
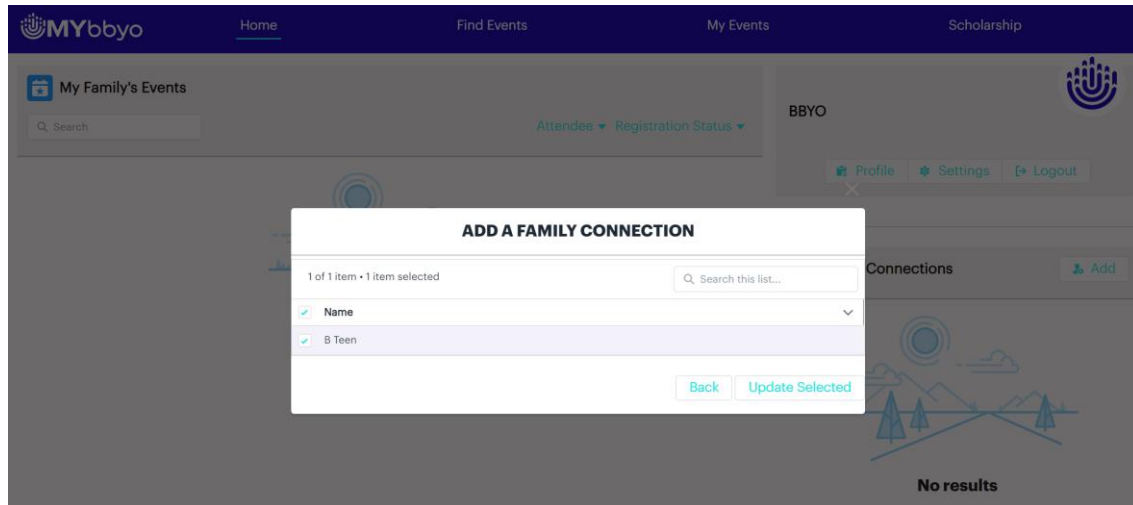
- **Important note:** If you are logged in as an adult, you will be able to add a teen or another adult. If you are logged in as a teen, you will only be able to add an adult.



- If you are given the option, select if you are adding a Teen or an Adult
- Next, select if you are searching for an individual that already has a portal account, or if you are creating a new contact and click **Next**
- If you selected **Search for an Individual**, enter their email address and click **Find**



- If the individual does exist, you will click the checkbox next to their name to select them and then click **Update Selected**
 - You will be able to review and update their information before adding them to your account by clicking **Update**



- If the individual does not exist, you will be able to try a different email or create a new contact
- If you selected **Create a New Contact**, you will enter the required information on the screen—which differs depending on if you're adding a teen or an adult—and click **Create Contact**
 - **Important note:** If you try to create a new contact that already exists, you will be redirected to search for the individual

ADD A FAMILY CONNECTION

*Teen's First Name: BBYO

*Teen's Last Name: Teen 2

*Teen's Email: customer_service+teen2@bbyo.org

*Teen's Phone: 2028576633

*Phone Type: Mobile

*Teen's Zip / Postal Code: 20045

*My teen identifies their gender as: Girl/Woman

*High School Graduation Year: 2027

*Does this person live with you at least 50% of the time? Yes

I am the emergency contact for this teen

*Indicates Required Field

Back Create Contact

- Whether you searched for an individual or created a new contact, once the contact is successfully added, you will receive a pop-up to notify you
- To view your new connection on the portal, refresh your browser to update the Family Connections table

MYbbyo Home Find Events My Events Scholarship

My Family's Events

Attendee Registration Status

BBYO

Profile Settings Logout

Sign my Teen Up for Membership

Family Connections Add

Name	Relationship
BBYO Teen	Child

No results