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





- 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
E	inter a new password for ibyosummer+teentest@bbyo.org, Make sure to nclude at least:
ſ	1 special character New Password
*	Confirm New Password
	Change Password
P	assword 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





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.

[®]МҮ bbyo	Home	Find Events	My Events	Scholarship
My Family's Events		Attendee 👻 Registra	ation Status 🔻	ввуо
				Profile Settings E+ Logout Image: Setting Setti
	No results	No results	-	
				No results

- 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

MY bbyo				Scholarship
My Family's Events		Attendee 👻 R	egistration Status 🗸	X
	BBYO is mor and BBG by them, alert th Adding Your T Add aday Add Aday Does your tee system again. Search fo Create a	ADD A FAMILY CONT te than just brotherhood and sisterhood! Keep your fa adding them to your BBYO account. Adding your teer ener of outstanding event items, and notify them of event eners / other Aduits t n / parent already have an account with us? If so, save time or individual New Contact	NECTION mily members in the loop with all things AZA s/parents can help you share information w ent registration sign ups. by looking them up instead of adding them to th	the Connections
				No results

- 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**

ШМҮ bbyo	Home	Find Events	My Events	Scholarship
My Family's Events		Attendes + Re	BBYO	
	(¥£ Profile
	100	ADD A FAMILY CONN	IECTION	
	1 of 1 ite	em • 1 item selected	Q, Search this list	Connections 3. Add
	Nam	e		×
	B Te	en ·		
			Back Update Select	ed
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ШМҮ bbyo	Home	Find Events	My Events	× Scholarship
		ADD A FAMILY CONN	IECTION	rofile 🛊 Settings [+ Logout
	customer_s	service+teen@bbyo.org		•
	*My teen id	lentifies their gender as:		
	Girl/Wom	an		Connections
	Teen's Pho	ne		
	* Teen's Pho	ne Number:		
	2028576	633		
	• Teen's Pho Mobile	ne Type:		
	High Scho	ol Grad Year		
	*High Scho	ol Graduation Year		4
	2026	•		No results
	🧹 I am the	e emergency contact for this teen		noresults
	*Does this	person live with you at least 50% of the time?		
	Yes			•
	*Indicates	Required Field		
			Back 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

MY bbyo	Home	Find Events		My Events	Scholarship	
📆 My Family's Events		ADD A FAMIL		CONNECTION	Ű	
Q Search		* Teen's First Name		• Teen's Last Name		
		BBYO		Teen 2		
		* Teen's Email		* Teen's Phone	rofile 🏟 Settings E+ Logout	
		customer_service+teenz@ubyotorg		Diana Time		
				Mobile	Connections	
		* Teen's Zip / Postal Code		* My teen identifies their gender as:		
		20045		Girl/Woman	:	
		* High School Graduation Year				
		*Does this person live with you at least 50% of the time?		✓ I am the emergency contact for this teen		
		Yes	;			
		*Indicates Required Field			No results	
				Back Create Contac	pt	

- 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

ШМҮ bbyo	Home	Find Events	My Events		s	scholarship	
My Family's Events		Attendee 👻	Registration Status 👻	BBYO			
				😭 Profile	🏚 Se	ttings [→ Log	out
			Sign my	Teen Up	o for Membershi	2	
				8 Family Conne	ections		3. Add
		No results		Name	~	Relationship	~
				BBYO Teen		Child	