

# MYBGCA

## HOW TO ADD A DELEGATE GUIDE

Please use the following guide when elevating an account as a Delegate within the myBGCA portal.

### Overview

Our new platform allows accounts the ability to become Delegates within your Organization.

- Login to the Portal
- Click on the option “User Search”
- Use the custom search to locate the user in question.
  - You can search by email address, last name, first name or any combination if desired
- Results will appear as follows:

User Search

[Modify Search](#) Organization Name: A.G. Gaston Boys & Girls Club Last Name: mitchell

[Export to Excel](#)

Status	User Name	Position	Email Address	Registered Date
Active	<a href="#">Mitchell, Richard</a>	Youth Development Staff	richardmitchell@bloakahoma.com	03/24/2021 7:53 PM
Active	<a href="#">Mitchell, Rich</a>	Youth Development Staff	rjmtruth@gmail.com	03/24/2021 1:11 AM

10 1 - 2 of 2 < > >>

- Click on the name of the account you wish to elevate to a Delegate.
- Scroll to the bottom of the profile information and click in the box – “Account Approver (By checking this box, you assign privileges for this bgca.net user to manage myBGCA.net accounts and approve Impact Assessment submissions.)”
- Click the submit button

For account support, please reach out to your CEO or HR person.