
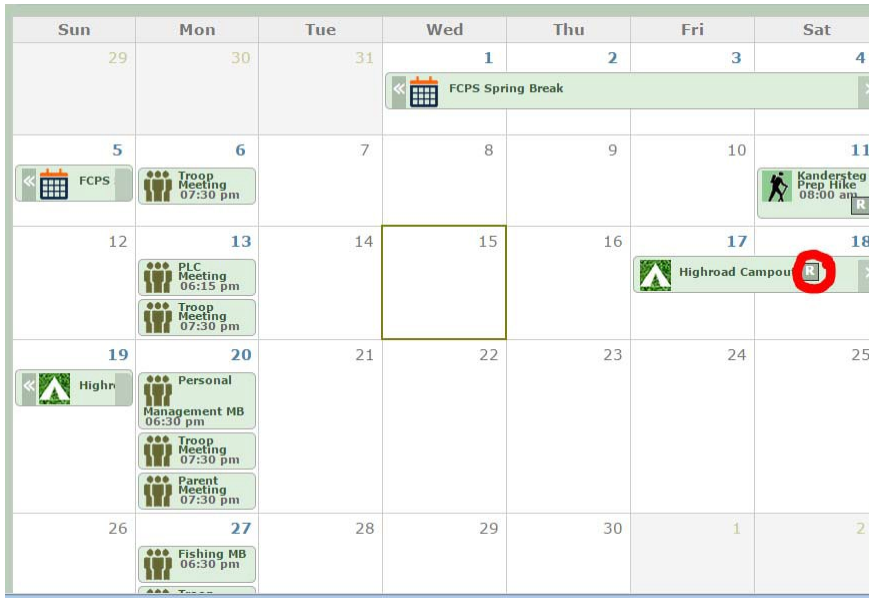


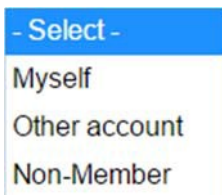
## Registering for an Activity

If online registration has been setup for an activity, scouts and parents who are logged-in to the website can sign-up themselves, or others, using the following steps:

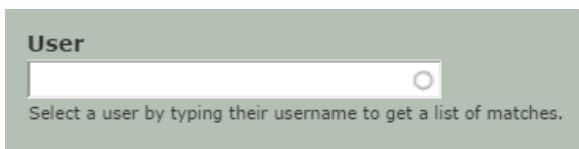
- ➔ Click on the activity's registration link , shown on the troop calendar.




- ➔ When the registration page appears, indicate who you are signing-up for the activity. Choices include: 1) Myself (in other words, you); 2) Other Account (another scout or adult with a login for the website). Some users can register a non-member (Troop 1018 scout, adult or guest not signed-up to use the website). If you do wish to register a non-member, and do not see this option, contact the scoutmaster or other adult leader who does.



- ➔ If you select *other account*, enter the other scout or adult's user name (usually full name) in the space provided.



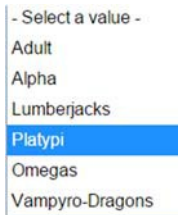
- ➔ If you select *non-member*, enter the participant's full name and email address in the spaces provided.



**Full Name \***  
Enter first and last name of participant

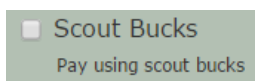
**Email**  
The email to associate with this registration.

→ Next, click to select the *patrol name* of the individual you are registering, or *adult*.



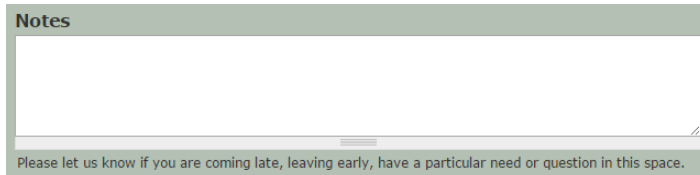
- Select a value -  
Adult  
Alpha  
Lumberjacks  
Platypi  
Omegas  
Vampyro-Dragons

→ Check the *Scout Bucks* box, if using scout bucks to pay for the activity



Scout Bucks  
Pay using scout bucks

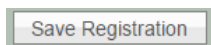
→ In the *notes* box, indicate whether you are arriving late, leaving early, or other information you need to share about your participation.



**Notes**

Please let us know if you are coming late, leaving early, have a particular need or question in this space.

→ Click *save registration*, to save your entries.

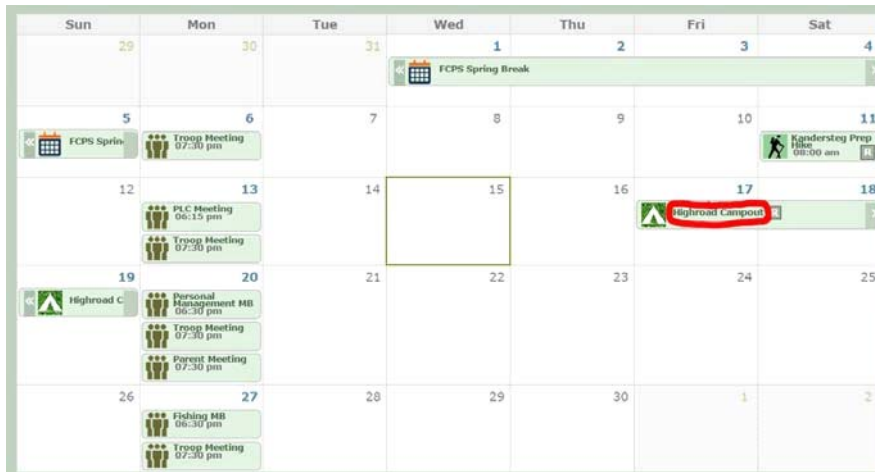


Save Registration

## Deleting Your Activity Registration

Once you have registered for an activity, you can delete your registration. You can un-register yourself, or another individual if you previously registered them. To delete a registration:

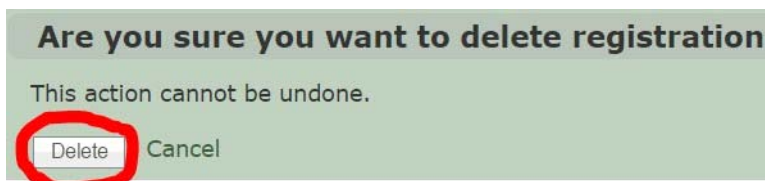
- ➔ Click on a calendar event to display its page.



- ➔ Click the delete button next to the name of an individual whose registration you wish to delete.



- ➔ When asked whether you are sure you wish to delete, click the *delete* button.



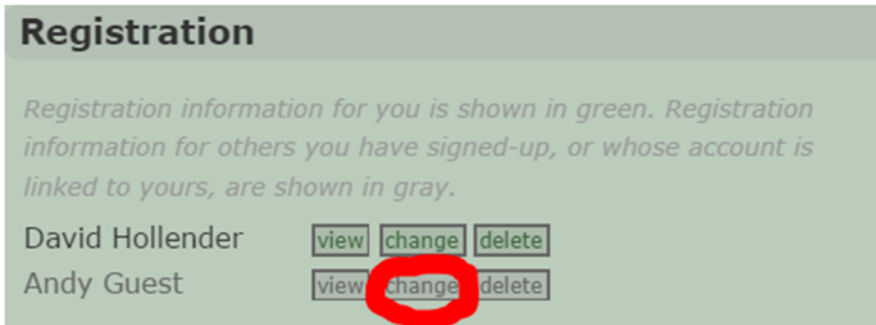
## Changing Your Registration Information

If you are registered for an activity, you can change your registration information, for example, notes about when you plan to arrive or leave. To update your registration information:

- ➔ Click on an activity shown on the calendar. This will display a page of information about the activity.



- ➔ On the activity information page, click the *change* button next to the name of an individual whose registration you wish to change.



- ➔ Make your changes, then click *save registration*.

