

Tips for online registration through 247 Scouting/Black Pug

1. You do not need to create an account to register for an event. You can sign up as a guest. If you are a key leader in your unit and will be using online registration frequently, you may wish to create an account to provide access to other features for your unit.
2. There are 4 tabs to navigate the registration – Contact, Participants, Checkout, and More. Any tab or line of text that is **colored red** indicates that required information is missing. You will need to provide requested information in order to complete your registration. Click on the participant name and then the “Update Information” box. Complete all items marked in red to proceed to the next tab.
3. The registration contact info is auto-filled to one of your adult spots. If the registration contact is not attending the event, simply click on that name and then Update Information to enter the correct attendee.
4. On the “Check Out” tab, you have the opportunity to look over the total charges or charges by individual and, for certain events, select the payment amount you are making. Most events require payment in full, so you may need to remove a registrant if you are not ready to pay for them at this time. Click the green “Begin Checkout” box when you are ready to make your payment.
5. Enter billing information and scroll down to click the “I have read...” box. Once you have clicked the box, payment options will appear.

For credit card, click the card picture. If you choose Credit Card, a 3% processing fee will be added to your transaction total. Enter all requested information and then click the “Finalize Payment” button.

Click the Check picture for ECheck option. (No processing fee!) Enter your bank routing number and account number.

- Click on the ? mark to the right of the Routing number or Account number field for an image showing where to find the numbers you need on your check.
 - However, you DO NOT need to have checks for this payment option. You can Google your bank’s routing number and get your account number from your paper or online bank statement.
6. A confirmation email will be sent to the individual listed as the reservation contact.
 7. The “More” tab has options to delete the entire registration - **if you have not made payment yet**. Once payment has been made, cancellations must be made at the council office as refund policies will apply. The “More” tab may also have access to other reports and features depending on the event.
 8. If you start a registration and do not complete the booking within 1 hour, the system will send you an email with a link to access your In-Progress registration. Using this link prevents you from creating multiple registrations and having to re-enter data. If you have not yet received or cannot find this email go to <https://scoutingevent.com/?OrgKey=BSA606&reservationFromEmail=true> and follow the steps to get back to your registration. Click “Forgot Registration Number” under Lookup Registration.
 9. Check out these videos by the developers on how to create a registration.
[Event Registration pt 1](#)
[Event Registration pt 2](#)
[Event Registration pt 3](#)