

## Tips for online registration through Black Pug/247 Scouting

1. You *do not* need to create a login account to register for an event. You can create a registration 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 3 tabs to navigate the registration –Participants, Payment, and (for some events) Reports. 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 “Update Information” box for each participant. Complete all items marked in red to proceed to the next tab.
3. Under **Registration Contact** you can see the data entered when you created your registration by clicking “Preview Information”. Under “Additional Actions” in the **Registration Contact** box, you can add participants, see the payment schedule and your payment history.
4. The registration contact info is auto filled to one of your adult spots if you have adult participants. If the registration contact is not attending the event, open “Update Information” to enter the correct attendee.
5. On the right column, you have the option to look over the total charges and, for events with a payment schedule, 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 the time of checkout. Click the green “Proceed to Checkout” box when you are ready to make your payment.
6. 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! This option is not available within 5 days of an event.) 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 bank statement.

7. A confirmation email will be sent to the individual listed as the reservation contact.
8. If your registration is still In-Progress (you have NOT checked out) you can delete the entire registration under the “Additional Actions” dropdown under **Registration Contact**. Once payment has been made, cancellations must be made at the council office as refund policies will apply. The “Additional Actions” dropdown may also have access to other reports and features depending on the event.
9. 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>. If you have a login in account, enter your info to find your registrations. Otherwise, click “Forgot Registration Number” and enter your email address used to create your registration. An email will be sent listing all registration numbers associated with that email address. Click on the applicable blue registration number to return to your registration.
10. 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](#)