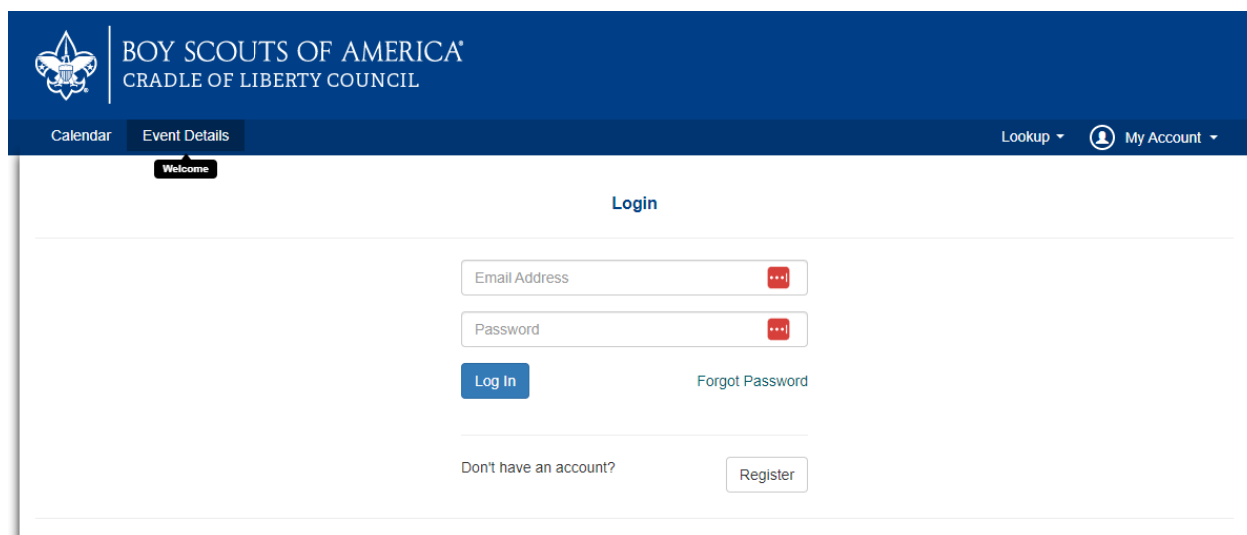# Event Registration in Black Pug

Create an account

- ➢ To create a Black Pug My Account (to easily access and lookup all event and camping reservations):
  - Go to https://scoutingevent.com/?OrgKey=BSA525&reservationFromEmail=true&myRoster
  - Click on My Account (top right)
  - Click Register button (next to Don't have an account?
  - For more help, click https://www.youtube.com/watch?v=7wa1CXDLz48 for video
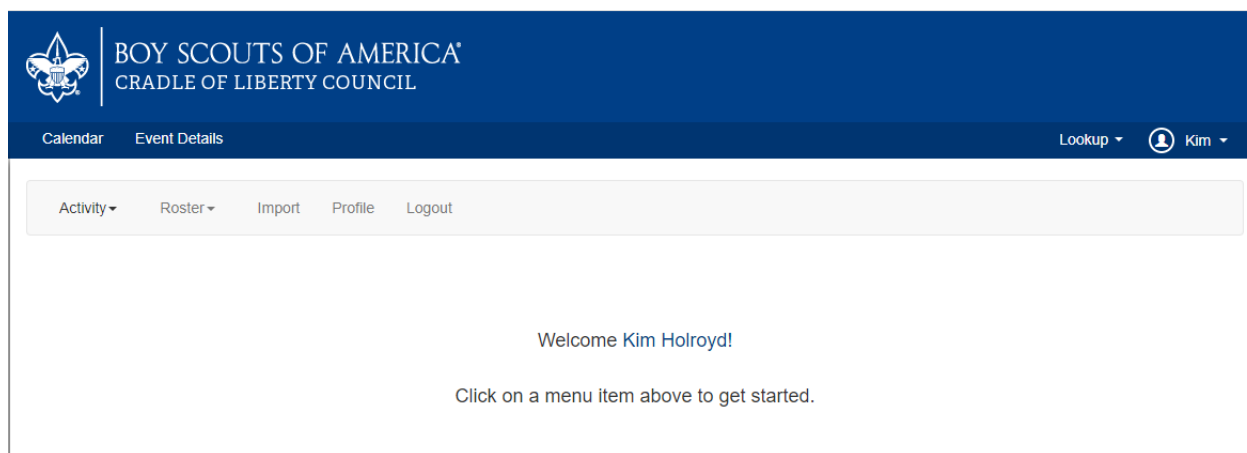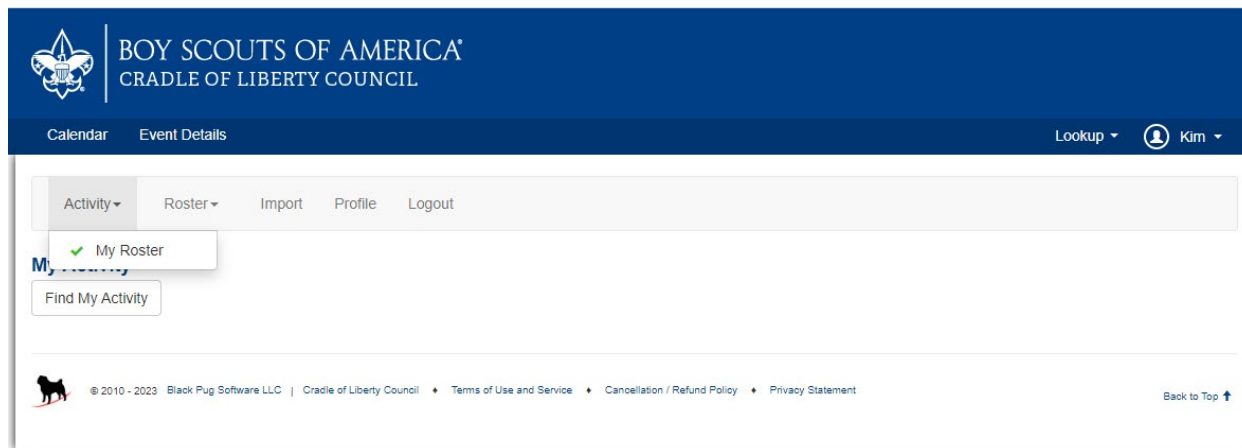
Log into your account

- ➢ Go to **https://scoutingevent.com/?OrgKey=BSA525&reservationFromEmail=true&myRoster**

- ➢ Once logged in, you can select from the menu items:

➢ Select your unit under Activity - if you're linked to one or several units, these will appear under My Roster

Event Registrations

➢ *Find an existing Event Registration.*
  • If you have the confirmation email of your registration, use the link provided in the summary to access your registration
  • If you don't have the confirmation email but have a Black Pug account
    ▪ You'll need to Log In
    ▪ Click on your name
    ▪ Click on View Activity
    ▪ Find Summer Camp reg (use # in your confirmation email)
    ▪ View Registration
  • Or, go to https://scoutingevent.com/?OrgKey=BSA525&reservationFromEmail=true&myRoster
    ▪ click Lookup (top right)
    ▪ then Lookup Registration – use Contact Email Address and Registration #

➢ *Confirm Participants*
  • If your event registration is still in Estimate status (usually when event is in Deposit phase such as Summer Camp) and the deposit phase is over, you must confirm the number of participants before you can enter names and make payments. At this point you can increase or decrease your numbers. Once you've confirmed the number of participants and checked-out, your registration will be booked and you won't be able to remove participants at that point. In order to remove them, you will need to fill out a change request form so the office can remove them for you; if they are named and payment made, then you will also need a refund request. Once you Confirm Participants, you will be brought to the check out screen. See below.

- ➢ **_Checking Out_**
    - You MUST check out when you Confirm Participants – you will be brought immediately to the checkout screen. You also must check out if your registration is IN-PROGRESS before you can enter names or ANYTIME you make a change to your registration. Click on Payment tab next to Participants or click on the green Proceed to Checkout button on the right of the screen under the financial summary (see below)

- On the next screen will be the summary of your financials. Under Payment Options it shows the total amount due for your entire registration, even if you've paid the $300 deposit and it's still un-allocated. The Balance Due is what is actually due when all payments are made– see below it would only be $9,975. You do not have to pay this entire balance; you can select the Pay other amount. In this case, it's $0.00 because they are paid up to the fee schedule – for ex. $50/scout deposit has been made before Feb. 1. If your unit still has a balance due according to the fee schedule, it will show that minimum amount.

- If you choose to enter a different amount, click on Enter Amount and then on the next screen enter the amount you want to pay for each participant and click Save. For the early bird discount, please make sure you are entering at least $50 for each scout on this screen to ensure they receive the discount.

Pay Amount

		Total Cost	Total Paid	Balance Due	Min Due Now	Paying Now
						0.00
Name		**Total Cost**	**Total Paid**	**Balance Due**	**Min Due Now**	**Paying Now**
			Scouts BSA Youth			
First Name	Last Name	$575.00		$575.00		0.00
First Name	Last Name	$575.00		$575.00		0.00
First Name	Last Name	$575.00		$575.00		0.00
First Name	Last Name	$575.00		$575.00		0.00
First Name	Last Name	$575.00		$575.00		0.00
First Name	Last Name	$575.00		$575.00		0.00
First Name	Last Name	$575.00		$575.00		0.00

Close   Save

- You'll be brought back to the Payment Options screen – hit the green Checkout button to proceed. You can change Billing Information on the next screen if needed. Click on the checkbox to accept policies. You will then be brought to the payment screen where you can pay by credit card or echeck.

Billing Information

United States

Change Billing Information

🖶 Print Policies

Cancellation Policy
The Resica Falls Cancellation/Refund Policy can be found at https://resicafalls.org/documents

I agree to..
I agree to make payment in full prior to the event.

☑ I have read and agree to the council policies (required)

➢ ***Making Payments***
- If you don't see Payment Options during checkout, make sure all required information is entered (these fields will be **red**)**.**
- Pay Other Amount – click in "Enter Amount'
- Enter amount to be paid for each participant
- Check-out
- Click button next to "I Agree"
- Choose echeck or credit card
- Authorize Payment

➢ ***Update Information***
- Once you've Confirmed Participants and checked-out, you will be brought to the screen where you can enter information for all of your attendees. During the initial youth deposit phase, this information will be optional to make check-out easier. But all information will become required and will need to be entered before the next payment is due in order to select Merit Badges.

- Any time that you log into your event registration, be sure to click "check-out" so your work is saved and the next stage in the process is available for you.

➢ ***Additional Actions within an Event Registration***
- Edit your existing registration
- Under blue banner with Registration Contact, click on Additional Actions
- From here you can Add Participants, Change Participant Type, enable the Parent Portal. get Payment History and a Payment Schedule)
- If the event is not booked yet, you can also delete participants

➢ *Using Parent Portal*
- Under Registration Contact, click on Additional Actions then Parent Portal
- Check 'Use Parent Portal' box
- For events with classes or merit badge selections, if you check Allow Parent Portal class selection, parents will be able to select these for their own scouts.

➢ *Creating Parent Credentials in Parent Portal*

- Check 'Use Parent Portal' box and click on Parent Portal Credentials to print the list of parent credentials. You can Reset Attendee if needed – either just the password or clear all data if participant is dropping

- When you click on the first Parent Portal Credentials button it creates a PDF doc containing the credentials for all parents (see example of one below – btw this QR code cannot be scanned and won't take you to an actual registration).

- These cards can be printed and given to the parents or emailed (first save each one individually before sending out). The parent can then scan the QR code and access only their scout's registration. If they have more than one scout or a parent is also registered for the event, they can link those together to access them with one credential. Here is a link to a video for Parents on how to use Parent Portal: https://www.youtube.com/watch?v=Xflql-R-VZE   (the video is a bit older and the cards have userids and passwords instead of QR codes but it's the same idea. if you select the 2nd button for Parent Portal Credentials (EXCEL) - it will give you an excel spreadsheet with userids and passwords instead of QR codes).

➢ **_Reports_**
- This is the 3rd tab along the top (Participants, Payment, REPORTS)
- Print Unit Roster, Class Schedule, Prerequisites by Scout, etc.

➢ **_Below are videos for more information:_**
- Register for an Event - https://www.youtube.com/watch?v=6WedI9ASv-Q
- Parent Portal (Leaders guide) - https://www.youtube.com/watch?v=RBJmmnQuSo4
- Parent Portal (Parent guide) - https://www.youtube.com/watch?v=Xflql-R-VZE
- Class Selection - https://www.youtube.com/watch?v=Tat1XJ2UF-U
- Add another session in an Event - https://www.youtube.com/watch?v=nIUD0XJM5rk