

A GUIDE TO:



REGISTERING FOR BOREE REGATTA

Contents

I am a Scout Leader and need to register my Scouts.....	2
How do I get some help?	5



I am a Scout Leader and need to register my Scouts:

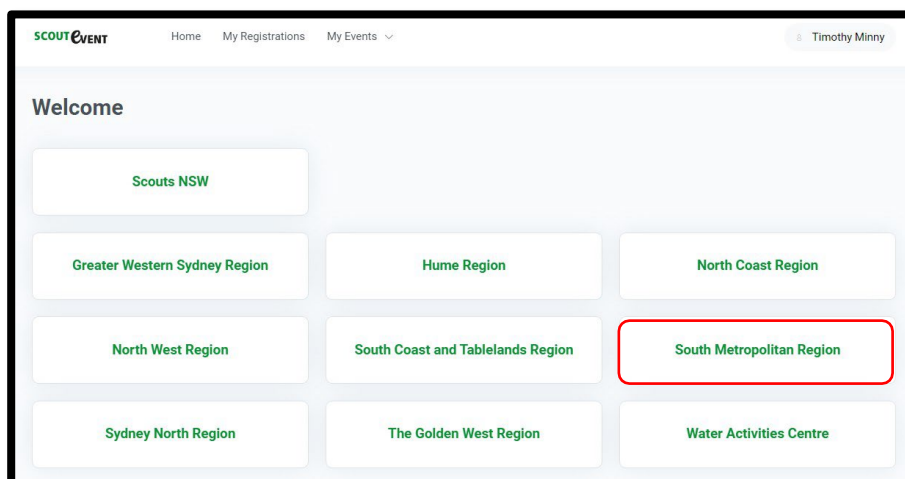
Before commencing your registration, you can send a message out to your Scout Group and Scouting Friends to work out who is attending Region Gathering. Get people to come back to you with plenty of notice to allow them to be registered before the closing date.

As the Scout Leader, you can register the Scouts online. The registration system will email each member asking them to complete the consent forms and pay.

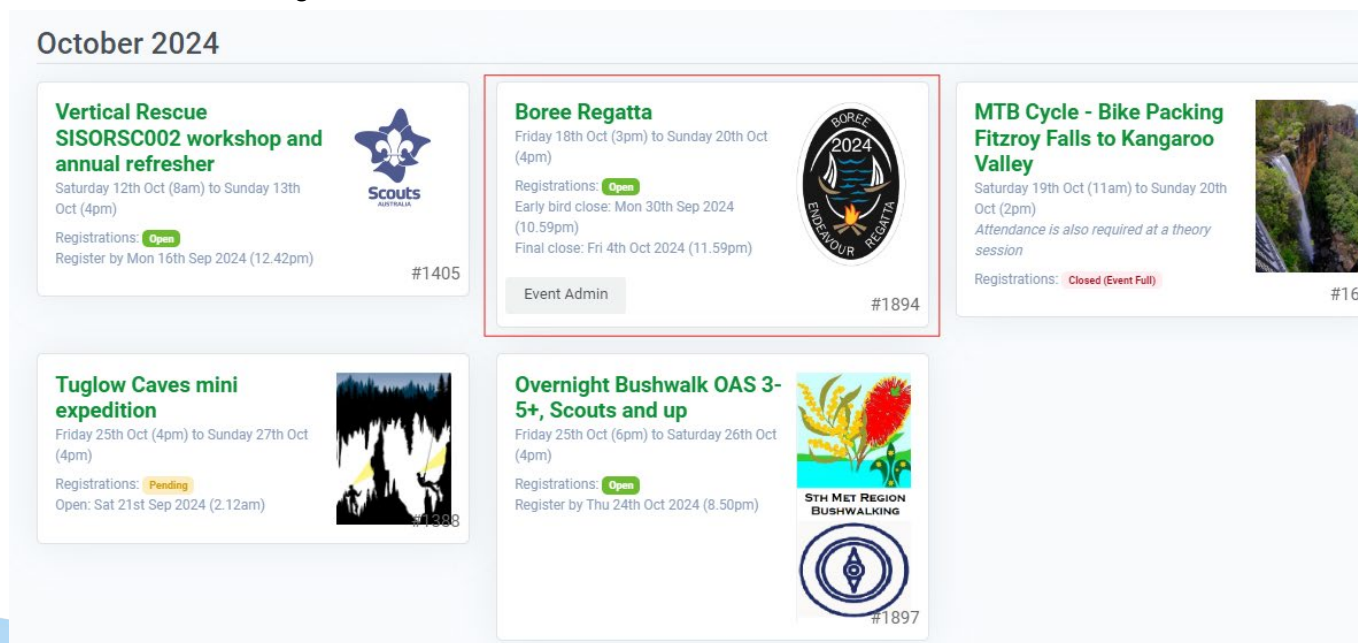
1. Visit the ScoutEvent registration portal:
<https://events.nsw.scouts.com.au/>
2. If you have used this portal before, please select **Login** and enter your credentials. If not, select **Create user profile** and set-up a new user account.



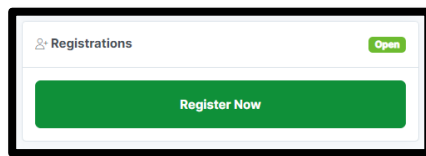
3. Navigate to the event by clicking:
 - a. South Metropolitan Region



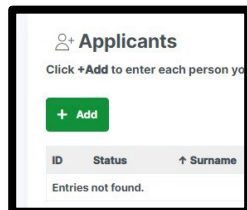
- b. Scroll down to October 2024
- c. Click on Boree Regatta.



- Click Register Now from the Registrations portal



- Click + Add to begin adding yourself and members of your Group if you wish:



- For each member of your Group, including yourself complete the form. If you are adding another member to the Group, select Save & New. If you have entered the last member of your Patrol, select Save & Return.

The screenshot shows a web interface with a header 'Applicants' and a sub-header 'Click +Add to enter each person you would like to register for this event (including yourself if you are attending)'. Below the header are buttons for 'Save & Return', 'Save & New', 'Save & Edit', and 'Return'. The form contains the following fields:

- First Name*
- Surname*
- Formation* (dropdown menu with 'NSW State Headquarters' selected)
- Position/Appointment* (dropdown menu with '- none -' selected)
- Gender* (dropdown menu)
- Scout ID* [i]
- Email Address* (with a note: 'Please enter an email address for this applicant or their parent/guardian if under 18 years of age')
- LEADER RAC ASSIGNMENT* [i] (dropdown menu with '- none -' selected)
- Do you have an activity you have been assigned to? (dropdown menu with '- none -' selected)
- Category* (dropdown menu with '- none -' selected)

- First Name
- Surname
- Formation – This is the Scout Group you belong to
- Scout ID – This is the persons Scout Membership Number
- Email Address – This should be the email address of each members parent or guardian. We send lots of emails here so please make sure it is correct.
- Category – Select the appropriate category available at the time.

- After entering yourself or the members of your Patrol, click Save & Return to review your Group.

The screenshot shows a web interface with a header 'Applicants' and a sub-header 'Click +Add to enter each person you would like to register for this event (including yourself if you are attending)'. Below the header is a green button labeled '+ Add'. Below the button is a table with columns 'ID', 'Status', 'Surname', 'First Name', 'Position/Appointment', 'Category', 'Amount', and 'Scout ID'. The table contains the following data:

ID	Status	Surname	First Name	Position/Appointment	Category	Amount	Scout ID	
0012	Initial	Johnson	Mary	Youth - Cub Scout	Scout Early Bird Registration	\$39.50	234567	[Edit] [Remove]
0014	Initial	Miller	Jennifer	Youth - Scout	Scout Early Bird Registration	\$39.50	963852	[Edit] [Remove]
0011	Initial	Smith	James	Youth - Scout	Scout Early Bird Registration	\$39.50	123456	[Edit] [Remove]
0013	Initial	Williams	Robert	Youth - Venturer Scout	Scout Early Bird Registration	\$39.50	789456	[Edit] [Remove]
						\$158.00		

Below the table is a pagination control with '10', '25', '50', '100', and 'All' options. Below the pagination control is a green button labeled 'Save & Next >'.

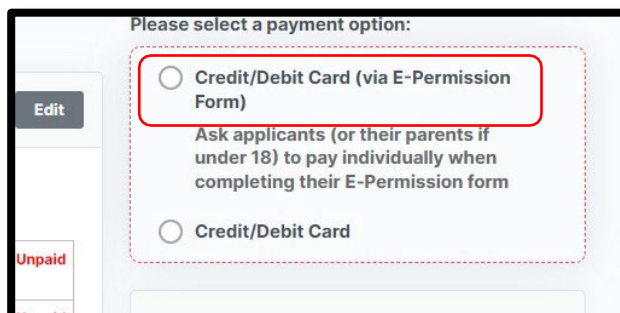
8. If all details are correct, click on **Save & Next**. Otherwise you can continue to add members with the **+ Add** option or edit / remove a specific member clicking the relevant option against their name.



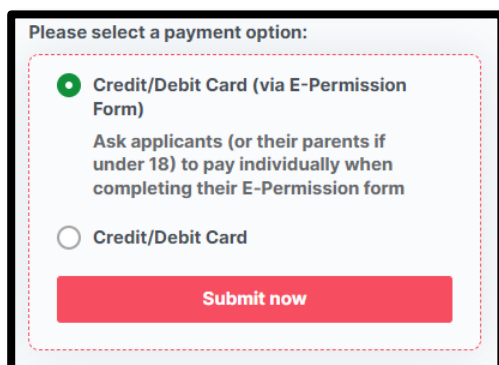
9. If you have any comments, concerns, or things you want the Event organisers to know, please enter these now into the text boxes. Click **Save & Next** to continue



10. Review your Group one last time. To ensure each member of your Patrol is asked to pay themselves, ensure you check the option **Credit/Debit Card (via E-Permission Form)**. If you select just the option **Credit/Debit Card** you will be asked to pay for every member of your patrol.



11. Click the **Submit Now** button.



How do I get some help?

Having issues? Please, take a screen capture and email bryan.davison@nsw.scouts.com.au with a description of your issue and the screen capture. We will get back to you ASAP.

