



# How to Complete an Online Registration

## INITIAL STEPS

- Open Event Link
- Select Session
- Log in or Continue as Guest
- Select Number of Participants
- Enter Required Information
- Final Steps Before Checkout

## REPORTS

Customer Invoice  
Unit Roster  
Attendee Payment Allocation  
Payment Allocations  
Council Program Status  
Buddy and Boating Tags

## CHECKOUT

- Choose Payment Amount
- Enter Billing Information
- Agree to Council Policies
- Select Payment Type
- Complete Registration
- Find Confirmation Email and Save “Access” Link for Future Use

## MERIT BADGE REPORTS

Class Schedule      Scoutbook Export  
Scout Summary      Troopmaster Exp.  
Period Summary  
Class Prerequisites  
Unit Advancement  
Blue Cards



# Open Event Link

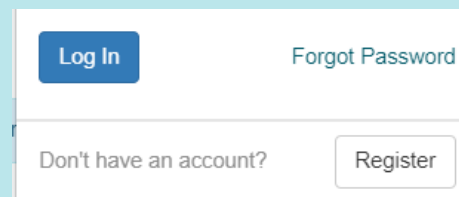
## Select Session

### Log in or Continue as Guest

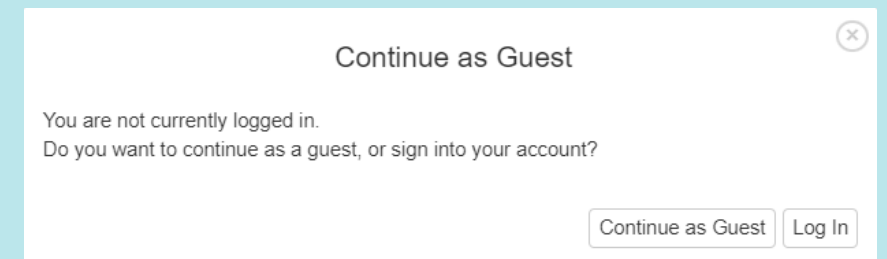
#### OPTIONS:

**Log In:** You have the option to create an ID (email address) and password (save it!) so you can Log In before completing the registration. Black Pug saves your personal information and Unit Type and Number so it auto-fills that information in future registrations.

**Continue as Guest:** You can complete online registrations without having a Black Pug Account, but you will have to enter all personal and Unit information each time you complete an online registration.



A screenshot of a login/register form. At the top left is a blue button labeled "Log In". To its right is a link labeled "Forgot Password". Below these is a horizontal line. Under the line, on the left, is the text "Don't have an account?". To its right is a button labeled "Register".



A screenshot of a "Continue as Guest" dialog box. The title bar says "Continue as Guest" with a close button (X) in the top right corner. The main text reads: "You are not currently logged in. Do you want to continue as a guest, or sign into your account?". At the bottom right, there are two buttons: "Continue as Guest" and "Log In".

# Select Number of Participants

<b>Scout</b>	<b>Adult</b>	<b>Part-Time Adult Leader</b>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Cost: \$365.00 <a href="#">More Information</a>	Cost: \$240.00	Cost: \$0.00
<b>Provisional Scout</b>		
<input type="text" value="0"/>		
Cost: \$365.00 <a href="#">More Information</a>		
Limit One Registration Per Unit		
<a href="#">Register</a>		

Enter the number of Scouts, Adults, Part-time Adults Leaders, or Provisional Scouts.

**NOTE:** Part-time Adult Leaders are not included in the Full-time Adult Discount calculation.

Part-time Adult Leader Fees: \$50 per day/night. Six Part-time Adult Leader nights will be combined to equal one Full-time Adult Fee (\$240). Their fees are shown on the Registration Contact tab (after their registration is completed), not next to each adult's name.



# Enter Information

Enter the Required Information (and optional if applicable) for your Unit's Registration Contact, and for each Scout, Full-time Adult, Part-time Adult, or Provisional Scout that you said you were registering initially.

**REGISTRATION CONTACT:** If you did not log in, you will need to enter your phone number and Unit Information.

The screenshot shows a registration form with the following fields and values:

- First Name:** Geiger
- Last Name:** Debora
- Primary Contact Email:** Debi.Geiger@scouting.org
- Phone:**
  - Home: 999.999.9999
  - Day: 999.999.9999
  - Mobile: 999.999.9999
- Unit Information:** Select Unit

Scout  
**Checkout Required**

Regular Price  
 Late Fee  
 Balance Due

Update Information

Autofill

## NORTHEAST ILLINOIS COUNCIL UNITS: PLEASE USE THE AUTOFILL FUNCTION.

Northeast Illinois Council Unit Rosters are uploaded to Black Pug by us on a regular basis so NEIC Registration Contacts can click on “Autofill” to choose a Scout or Adult from the Roster. If a name is missing, contact your leaders to make sure their application has been submitted. Meanwhile, click on “Update Information” instead to enter it. Use either option if you need to replace the Registration Contact’s name which was automatically added for an adult spot.

Change Information for Scout

**First Name**  
 First Name

**Last Name**  
 Last Name

**Birth Date**  
 mm/dd/yyyy

**Gender**  
 Select Gender

**Scouting Rank**  
 Rank

**BSA Membership Number** ?  
 BSA Membership Number

Admin Comment  
 Admin Comment

Health Officer Comment  
 Health Officer Comment

Swim Level  
 Swim Level Select your BSA swim level

Change Information for Adult

**First Name**  
 First Name

**Last Name**  
 Last Name

**Gender**  
 Select Gender

**Youth Protection Training (Date Taken)** ? [Need training?](#)  
 mm/dd/yyyy

**BSA Membership Number** ?  
 BSA Membership Number

Leadership Position  
 Leadership Position

Admin Comment  
 Admin Comment

Health Officer Comment  
 Health Officer Comment

Swim Level  
 Swim Level Select your BSA swim level

## PARTICIPANT INFORMATION:

Enter the Required information (**red font**) such as name and birth date for Scouts, and Optional information (if applicable) for each participant until the Update Information box for each changes from **red** to **white**.

# Final Steps Before Checkout

## ADDITIONAL ACTIONS:

Before completing the initial registration, go to Additional Actions if you need to: Add Participants, Change a Participant Type, or to Delete Participants or the whole Registration (this is only time you can delete).

## PART TIME ADULT REGISTRANTS (There is no Part-time Scout fee):

Go to the Registration Contact tab for the Part Time Registrant details. **EXAMPLE:** ANY 6 days between 2 or more PT Adults = 1 full-time adult fee. Their fees are shown on the Registration Contact's Tab.

**NOTE:** Part-time Adults are **not** included in the Full-time Adult Discount calculations, but they will owe less than their daily fees when splitting the week.

**FEES LISTED:** This is an example of the fees for 6 Scouts, 2 Full-time Adults, and 2 Part-time Adults splitting the week. Click on the magnifying glass next to each fee within your registration for details.

**FEES AFTER DEADLINES:** If you register Crossover/AOL Scouts after the discount deadlines, their fees will show as \$515 each. **Don't worry!** AFTER you register them using the Pay Later/Mail-in option on the last page of the checkout process, email me their names so I can reduce their fees to \$385 each. You will receive a notification email after each fee adjustment.

Additional Actions

- + Add Participants
- 📄 Change Participant Type
- Delete Participants
- ✕ Delete Registration
- ✎ Edit Billing Info
- 👤 Parent Portal
- 📅 Payment Schedule

<a href="#">Part-Time Adult Leader</a>	Sun	Mon	Tue	Wed	Thu	Fri	Total
Participant 9	X	X	X				3
Participant 10				X	X	X	3
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>6</b>

Regular Price:	\$2,790.00	🔍
Part-time Participant Fees:	\$240.00	🔍
Adult Discount (pending):	-\$240.00	🔍
Pending Early Discount*:	-\$120.00	🔍
<b>Balance Due:</b>	<b>\$2,670.00</b>	
*Requires payment in full by Mar 18 11:59 PM		

# Checkout

Payment Options

Pay **\$825.00** minimum amount due

Pay **\$2,670.00** full amount due

Pay other amount

**CLICK ON THE CHECKOUT BUTTON TO CONTINUE**

**CHOOSE PAYMENT AMOUNT (Payment Options):**  
Choose “Pay other amount” to specify different amounts for each participant. When Paying Later, you won’t need to supply a paper roster with the specific amounts listed since you already did.

## Enter Billing Information

Billing Information

\*First Name:

Middle Initial:

\*Last Name:

\*Country:

\*Street Address:

Address Line 2:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Email Address:

\*Phone:

## Agree to the Cancellation Policy

**Cancellation Policy**  
Northeast Illinois Council, BSA

**Refund Policy for Program Activities**

The purpose of the refund structure is to help support the purchase of materials for events in a timely manner and to protect the event against a sudden loss of participation when said material has been purchased. It also protects the event when spots are limited and the request is not made with enough time to fill that spot for the event.

**Payments will be reimbursed following these guidelines:**

- A full refund will be given if the registration is canceled within 7 days of completing the registration
- A full refund of all fees and deposits will be provided if the refund request is made more than 30 days before the date of the event.
- A refund of all fees less the deposit amount will be provided for requests within 8-30 days of the event date.
- No refund will be issued for requests within 7 days of the event, or if you fail to attend the event.
- Full refunds will be provided if the request is made up to 30 days after the event if a medically valid request is made and includes a physician's note when appropriate.

In the case of limited participation events, no refund will be issued for requests made less than 30 days before the event, unless the reserved spot is filled by a waitlisted participant or new participant.

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



Once you agree to the Council Policies, you will be able to complete the registration:

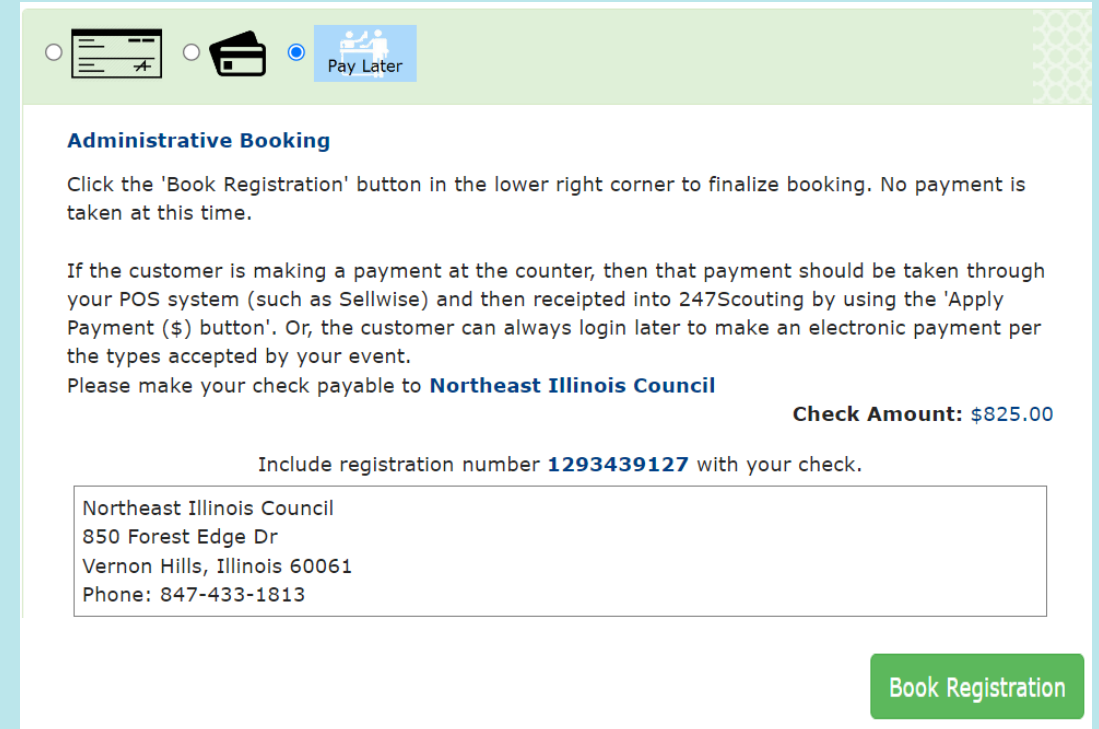
- Select Payment Type: Electronic check, credit card, or pay later (mail-in)
- Write down your Registration Number, then:
- Book Registration

#### CHOOSE PAY LATER/MAIL IN IF YOU:

- Have questions about the fees.
- Want to pay online LATER, for whatever reason.
- Want to activate the Parent Portal for families to pay, or
- Are a Northeast Illinois Council Unit who wants to use your Scout Store Account to pay any of the fees.

#### NOTE:

The Pay Later/mail-in Payment option is available up to 15 days prior to your arrival date at camp. Within 15 days, all payments must be made online.



The screenshot shows a payment selection interface with three radio buttons: a check icon, a credit card icon, and a 'Pay Later' button with a person icon. The 'Pay Later' option is selected. Below this is a section titled 'Administrative Booking' with instructions to click 'Book Registration' to finalize booking. It also provides details for counter payments, including the check amount of \$825.00 and the registration number 1293439127. A text box contains the address for Northeast Illinois Council: 850 Forest Edge Dr, Vernon Hills, Illinois 60061, with phone number 847-433-1813. A green 'Book Registration' button is located at the bottom right.

Pay Later

#### Administrative Booking

Click the 'Book Registration' button in the lower right corner to finalize booking. No payment is taken at this time.

If the customer is making a payment at the counter, then that payment should be taken through your POS system (such as Sellwise) and then receipted into 247Scouting by using the 'Apply Payment (\$)' button'. Or, the customer can always login later to make an electronic payment per the types accepted by your event.

Please make your check payable to **Northeast Illinois Council**

**Check Amount: \$825.00**

Include registration number **1293439127** with your check.

Northeast Illinois Council  
850 Forest Edge Dr  
Vernon Hills, Illinois 60061  
Phone: 847-433-1813

**Book Registration**

## IN-PROGRESS OR COMPLETED REGISTRATION?

If you started but did not complete the registration, you will receive a reminder email about your “In-progress Registration”. It will have an access link so you can go back and finish all steps correctly. Make sure to complete the checkout process each time you register participants, even if you’re NOT paying fees online.

If completed correctly, you will receive a confirmation email with basic information (number of scouts and adults registered, the amount due, etc. It will have an “access” link for future use so you, as the Registration Contact, can:

- Add more Scouts or Adults or “swap” one participant’s information with another’s.
- Activate the Parent Portal,
- Choose merit badges (after sign-up opens mid-April).
- Check your Spam Folder if you don’t see the confirmation (or in-progress) email not in your Inbox.

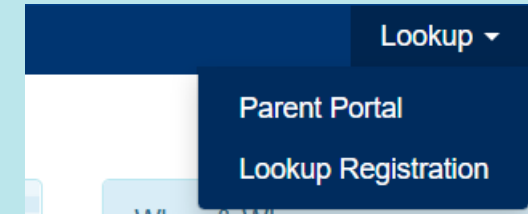
NOTE: Some Registration Contacts share the “access” link (or confirmation email) with another adult leader who will help update information, including merit badge selections.

PARENT PORTAL INFORMATION: You can only activate the Parent Portal AFTER you complete the initial registration, and you can only provide IDs and passwords for registered participants. Parent Portal – Unit Leaders Guide: <https://youtu.be/RBJmmnQuSo4>

If your Unit is using the Parent Portal, share this link when you share participant portal IDs and passwords with each family: <https://youtu.be/Xflql-R-VZE>. Watch it first so you know what additional information you may want to provide for your families.

If you can't find your confirmation email or accidentally delete it, there is another way to view your existing registration:

- Open the (East or West Camp) event link you received to complete the registration.
- At the top of the page, click on “Lookup” then “Lookup Registration”.
- Enter your email address and registration number, then click “View Registration”.



- Choose “Forgot Registration Number” if you can't find it or didn't save it. The system will find all registrations completed with that email address.

A screenshot of a web form titled "View Existing Registration" with a close button in the top right corner. Below the title is a red italicized message: "Have a Log In Account? If so, log In to see existing and previous registrations". There are two input fields: "Registration Contact Email Address" and "Registration Number". At the bottom left is a blue button labeled "View Registration", and at the bottom right is a link labeled "Forgot Registration Number".

For Program, Policy, or Fee Deadline Questions, contact our Reservation Director, Sam Dummer:

[ReservationDirector@makajawan.com](mailto:ReservationDirector@makajawan.com)

For Online Registration or Payment Questions (including Scholarships), contact our Council's Camping and Program Assistant, Debi Geiger: [Debi.Geiger@scouting.org](mailto:Debi.Geiger@scouting.org)