University of Scouting
Registration Steps

1. To access Registration Site, using one of the following:
   a. From the councils’ FRONT page click the “University of Scouting Banner”, or
   b. Select the “Activities Menu”, select /click “Training Activities”, then click
      “University of Scouting Fall 2020”, or
   c. Select the “Training Menu”, select/click “Training Activities”, scroll down till you see “Registration is Live”, then click it, or
   d. Click the Calendar Icon in the upper right-hand corner of the screen, on the right side are double arrow’s, click the right-hand arrow till November appears, then click “University of Scouting Fall 2020” on the 14th

2. Description Page
   a. Before starting the registration process, download and print the Catalog and Matrix document
   b. At the bottom of the page click “Register”

3. Sign-On Page
   a. If you already have a Golden Empire Council Doubleknot (DK) User ID/Account, click the Logon Icon (upper right of screen)
      i. User Id Page
         1 Enter User ID and Password
            a. If you do not remember or do not know your User ID or forgot your password, click “Need help logging on?” and enter your email address
            b. You will receive an email with your User ID and instruction to update your password
            c. Follow instruction provided to reset your password
      ii. If you are having problems or question, please email us at UniversityofScouting2019@gmail.com and a member of the technology staff will be in contact
         1 Provide name, User Id, a phone number and a good to reach you

4. Purchaser Page, if page appears
   a. If you have already registered for a council event or made any purchase of a council product, enter your last name, click “Search” and click “select”
   b. If this your first time registering for an event, click “New Purchaser”
5. Participant Page
   a. Select “Adult”, “Youth” and/or “Staff” then how many registrations
      i. The maximum registration per selection is 2
   b. Enter requested information
      i. Birthdate range is November 15, 1930 to November 14, 2009

6. Forms Page
   a. Select each participant to complete required form
   b. Information need
      i. Council Name (required)
      ii. GEC District (optional)
      iii. Unit Type/Number (optional)
      iv. Youth
         1 Parent name and email (required)
         2 Youth email (optional)
      v. Staff have an option to purchase a Staff neckerchief (optional)
   c. When finished with all participants, click “Continue”

7. Special Event Page
   a. SCHEDULE FOR: Participant(s)
      i. Class selection will appear under “SCHEDULE FOR:”
      ii. To delete a class, click the “Trash Can” Icon
   b. CHOOSE ACTIVITY IN CATEGORY
      i. A Staff - Instructors
      ii. A VIP Presentation
      iii. Commissioner College
      iv. Cub Scouts
      v. General Education
      vi. Order of the Arrow
      vii. Scouts BSA
      viii. Venturing
   c. Classes are in numerical order
   d. Scroll over class for description
   e. Verify class selection before selecting another participant or clicking “Continue”
   f. Repeat a, b, c and b for each participant

8. Shopping Cart Page
   a. Verify class selection
   b. If the information is not correct, click “Edit” to fix or change
   c. If the information is correct, click “Checkout”
9. Payment & Bill Information Page
   a. Online Payment Only - Credit or Debit Card
   b. Complete information requested
   c. Click “Make Payment” when finished
   d. Click “Done”
   e. Email will be sent confirming registration