



GOLDEN EMPIRE COUNCIL
UNIVERSITY OF SCOUTING



Registration Steps

Saturday, November 14, 2020



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