

University of Scouting  
Registration Steps

1. Click "Register" to begin
2. Sign-On Page
  - a. Click "Logon" if you already have a Doubleknot User ID/Account
    - i. If you do not remember or do not know your User ID, click "Need help logging on?" and enter your email address
    - ii. You will receive an email with your User ID and instruction to update your password
  - b. Click "Create New User Profile" and complete the next screen.
    - i. You will receive an email with your User ID and instruction to logon using your DK User ID
3. Purchaser Page
  - a. If you have already registered for an event or made any purchase of a council product, enter your last name, click "Search" and click "select"
    - i. If you have more than one User Profiles/ID and would like to combine them into a single User Profile/ID, please contact council webmaster to receive a step-by-step instruction
  - b. If this your first time registering for an event, click "New Purchaser"
4. Participant Page
  - a. Click "Available Participant" or "New Participant" then select "Type" (Adult or Youth), provide information requested then click "Add"
  - b. Before clicking "Continue" you must complete the form section
5. Register by individual Page (Special Event Page)
  - a. Step 1 Select a Participant
  - b. Step 2 Select a Category
    - i. Session 1 Classes start at 9:00 AM
    - ii. Session 2 Classes start at 10:00 AM
    - iii. Session 3 Classes start at 11:00 AM
    - iv. Session 4 Classes start at 1:00 PM
    - v. Session 5 Classes start at 2:00 PM
    - vi. Session 6 Classes start at 3:00 PM
  - c. Step 3 Choose Activities
  - d. Step 4 Scroll down to view Schedule for: \_\_\_\_\_
  - e. Repeat step 1 – 4 for each participant
  - f. When finished with all participants, click "Continue"
  - g. If the registration process finds a scheduling conflicts (class times overlap), the classes with a conflict will appear. You can either click "Go Back" to start over or "Check to Unregister" the class or classes in conflict then click "Unregister" to remove that activity/class
6. Shopping Cart Page
  - a. If the information is correct, click "Checkout"
7. Payment & Bill Information Page
  - a. Choose payment type: Credit Card or Mailbox
  - b. Complete information requested
  - c. Click "Make Payment" when finished
  - d. Click "Done"