How to Use the Event Registration Tab

This guide will explain how to use the Event Registration tab for council and district events. You will need to be sure your roster is updated and ready before you begin this process. Please use the “How to Set Up Your Online Roster” guide if you need help with your roster.

1. Log into an account. Each unit has a login. If you do not know your unit login, please talk to your unit leadership or go to www.cpcbsa.org/unitpasswords. If you are not signing up for a unit event you may use an individual account. If you have a login for our site, please log in. If you have not created an account please click on create an account.

2. Scroll in the Events and Facilities box until you see the event you will be registering for. Click on the event. Details of your reservation will populate on the screen.

3. Click on the Event Registration button.
4. Click on **New Youth** or **New Adult.**

5. Click on the name you want to register. Then click **Create Registration.**

6. Confirm name and information for the person you are adding. Update information if anything changed from the last time you updated your roster. Then click on **Continue to Pick Options** or **Save**, depending on what your event requires. **If your event requires you to pick options, please see the Pick Options Help Guide. Otherwise move to step 7.**
7. Once you are done with that person, the next screen will give you 3 options:

A) Click on **New Youth Registration** (this will take you back to step 5). Repeat this process until all youth are added.

B) Click on **New Adult Registration** (this will take you back to step 5). Repeat this process until all adults are added.

C) Check out (see check out screen in next step)

8. Once all youth and adults are added to your event, it is very important that you **check out**. If there is a fee due, you will need to pay it at this time. **Reservations are not complete until you hit Submit My Order and your cart is empty.**

9. You will know you order is complete when your screen shows “The order has been placed Successfully.”
10. You have the ability to print out an Invoice, Participant Roster, Class Schedule and other paperwork by using the drop down box to click on the report you want. Then click on **Generate**.