

Event Registration

Go to the district website to register Scouts, sibling and adults attending this event. You may be a pack coordinator registering Scouts and adults for your den or pack or you may be a parent registering your children. The online registration is for scouts, sibling and adult leaders in attendance.



Find the link for **online** registration. This will take you to the log on screen. If you have not previously used the system, (Passwords for Twilight Camp are not valid.) You will need to request a password before you can proceed with registrations. Click the link entitled **Don't have a password?** and enter your Last Name, First Name, Phone number and a valid email address and click the **Send Password** button. Your password will be sent to you at the email address you have given. Go back to the logon screen and enter the password you were given and then click **Logon**. The next time you use the system simply use your email address and password. If you forget your password you can use the **Don't remember?** link to have it sent to you.

Click **Register Youth** to register your first scout or sibling.

- If you are the parent or guardian, click the "Fill in User Data" button to populate the information already provided.
- Enter the Pack number and the youth's first and last name.
- Select the scout rank or indicate that this is a sibling.
- Select the age for the youth being registered.
- All scouts must be registered Scouts in order to participate in this event. If your son is not currently registered with a Pack, contact the council office at 214-902-6700 for assistance.
- Choose the size of shirt that the scout or sibling needs.
- The next four fields provide contact information for the boy's parent or guardian.
- Select whether or not the parent or guardian will be attending. Siblings and Tigers must have a parent or guardian in attendance.
- Please indicate if the parent or guardian will be the one picking up the scout and then provide the name and phone number of the pickup person. We need to know that the boy is being picked up by the person who is supposed to be getting him.
- The last two fields are the Emergency contact name and phone number.

Click **Save Entries** to validate the fields and return to the Main menu. If you need to make changes you can click on **Edit** next to the boy's name. You may

now click **Register Youth** if you have additional boys to register or **Register Adult** to register adults.

Adult Leaders - Without our adult Leaders we would not be able hold this event.

When you have clicked **Register Adult**, you will be taken to a screen to enter information for the adult leader.

- If registering yourself, click the “Fill in User Data” button to populate the information already provided.
- Enter the pack number that you will be accompanying.
- Enter the name of the Leader and their address and other contact information (email, phone)
- Provide the name of at least one boy in the group that the leader will accompany. This will aid in associating the adult with the group.
- Select the shirt size.
- Enter the date of the Leader’s Youth Protection training. The training must have occurred within 2 years of the event. There is a link on the main menu for the training. .
- List emergency contact information that would be used in the event of a medical emergency during the event.

Click **Save Entries** to validate the fields and return to the Main menu. If you need to make changes you can click on **Edit** next to the adult’s name. You may now click **Register Youth** if you have additional boys to register or **Register Adult** to register leaders.

The next step involves printing the necessary forms. Print the main page using the **PRINT** button next to the **Logoff** button. Then print the application form for each boy and adult. Don’t forget the medical forms. Everyone who needs to take Youth Protection Training check the website for information about Youth Protection Training. Check with the council office if you need help getting the training.