



If you need to get back into your registration:

Click on the Lookup Registration Button



Enter the email address that you used when signing up and the registration number

(you can find it on your confirmation email)

Participants	Payment	Reports	
gistration C	Contact		
			Preview Information
Update Info	ormation	Autofill	Additional Actions
			+ Add Participants
			Change Participant Type
			Edit Billing Info
			Manago Participant Classes
			n Parent Portal
			S Payment History
			Payment Schedule

Once in your registration, click on the More button and then the parent portal button



Once you are in the Parent Portal set up page, click the use parent portal box. To generate the login information, click on the parent portal credentials. This will create a paper with the information to give to parents.

It is up to the registration contact to allow parents access to sign up/change merit badge classes. You can also choose to receive emails when parents make changes





Parents will go to the OCC ScoutingEvent page, and click on the Parent Portal button

https://scoutingevent.com/? OrgKey=BSA039

		Calendar	
	Parent Portal		(
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They will the add the Attendee ID and password from the card



This is an example of what the portal would look like to parents.

Class schedule can be selected in the Update Information section.



Scout A Scout A	
Scout A, Scout A Booked Feb 02, 2024 9:45 AM	
Regular Price: Early Discount: Amount Paid: Balance Due:	\$575.00 -\$25.00 -\$40.00 \$510.00
Paying Now Amount:	60.00
Update Information (2) Autofill	:



To make a payment, parents will select the Pay Now button, then enter in their billing information.

*First Name:	Scout A	
Middle Intial:	MI	
*Last Name:	Scout A	
*Country:	United States	~
*Street Address:	Address	
Address Line 2:	Address line 2	
*City:	City	
*State/Province:	CA - California	~
*Zip/Postal Code:	Zip	
*Email Address:	Email	
*Phone:	Phone	

In order to complete the payment, the billing information must be filled out with the address that is on the card being used.