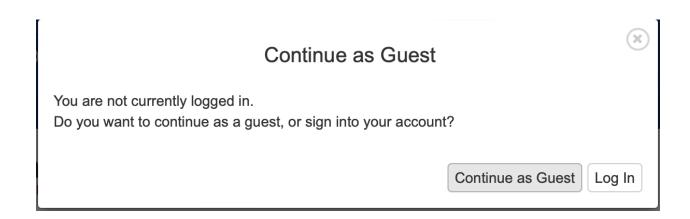# University of Scouting

Registration Steps

1. After accessing the University of Scouting (UofS) registration site, click "Register".
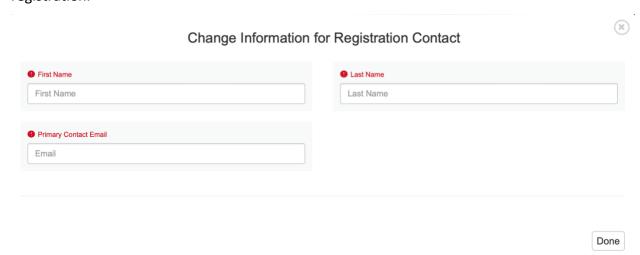

2. **Continue as Guest Screen:** To continue either click "Continue as Guest" or "Log in", if you have a Black Pug account.
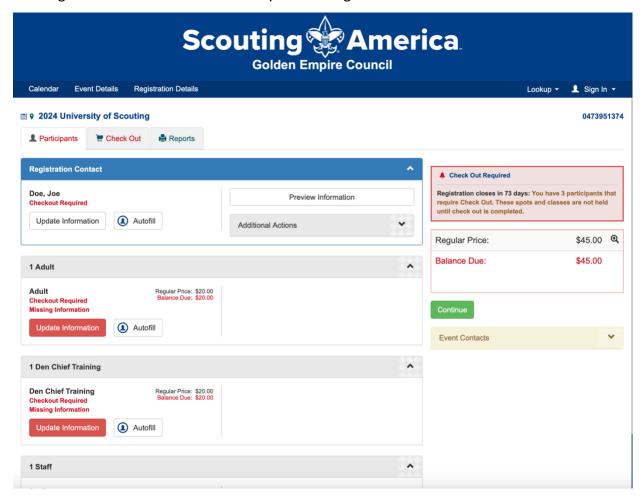
3. **Number of Participants screen:** Select Adult, Den Chief Training or Staff (Instructors, Helper, UofS Admin) then select the number of people you are registering. When finished click the Registration button.

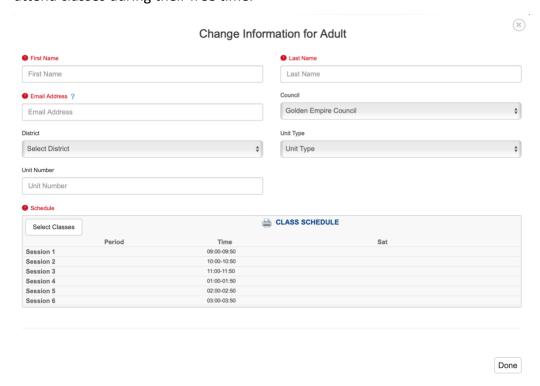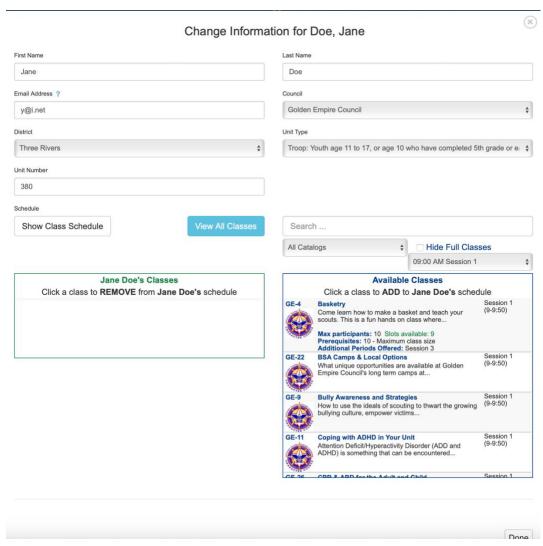4. **Registration Contact screen:** Must be completed by the person completing the registration.

5. **Participants screen:** Click "Update Information" to register an Adult, Scout for Den Chief Training or staff to attend the University of Scouting.
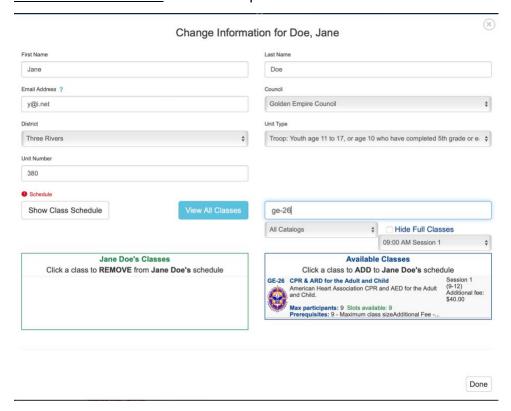
6. **Participants Information screen:** This screen **must** be completed for everyone attending this event. This also includes the Registration Contact if they want to take a class. Adults and Scouts must click "Select Classes". Staff may click "Select Classes" if they want to attend classes during their free time.
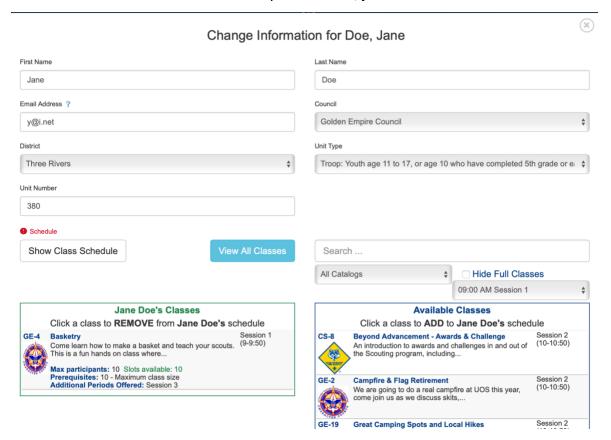
7. **Class Selection screen:** Classes are displayed by sessions (1, 2, 3. etc.), then alphabetic order.

   a. There are three ways to find a specific class:

      i. "All Catalogs" – click the up/down arrows and select the group name (…Cub Scouts, …General Education, …Scouts BSA).

      ii. "09:00 AM Session 1" – click the up/down arrow and select the specific time.

      iii. "Search" – this is the easiest as you can type the class code (i.e., SBSA1 (no dash), GE-20, CS-10, etc.) or the first word and a space of the class title (Life – Life to Eagle, Tie – Tie Slides, etc.).

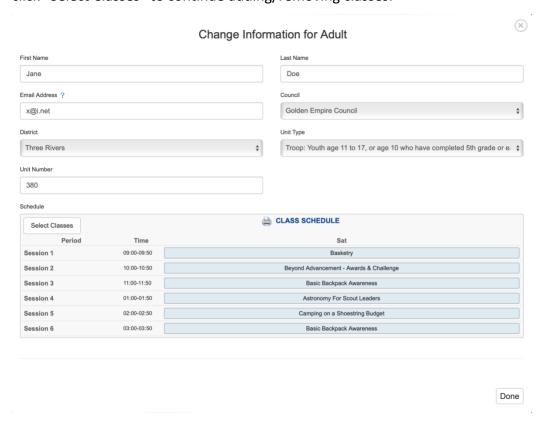8. **Class Selection screen:** Search Example:

9. **Class Selection screen:** Click the class you want to attend from the "Available Classes".

   Repeat Steps 7 – 9 for all classes you wish to attend.

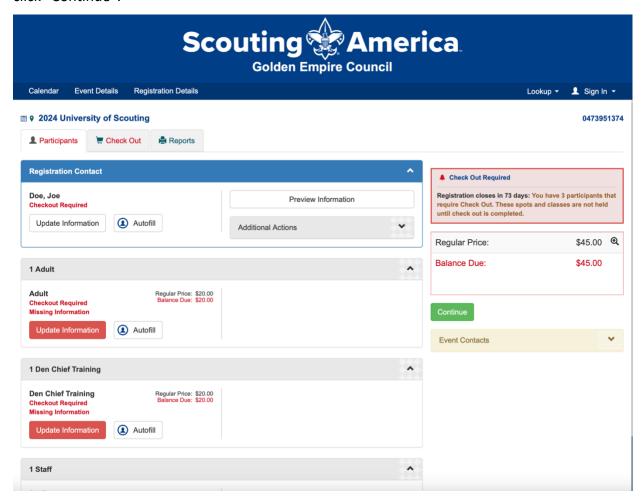   a. To REMOVE a class from you selection, just click it.

To see your schedule, click "Show Class Schedule" on the **Class Selection screen**.

10. **Participants Information screen:** Click "Done" f you are Okay with your class schedule or click "Select Classes" to continue adding/removing classes.

Change Information for Adult

First Name
Jane

Last Name
Doe

Email Address ?
x@i.net

Council
Golden Empire Council

District
Three Rivers

Unit Type
Troop: Youth age 11 to 17, or age 10 who have completed 5th grade or e

Unit Number
380

Schedule

Select Classes   🖶 **CLASS SCHEDULE**

Period	Time	Sat
Session 1	09:00-09:50	Basketry
Session 2	10:00-10:50	Beyond Advancement - Awards & Challenge
Session 3	11:00-11:50	Basic Backpack Awareness
Session 4	01:00-01:50	Astronomy For Scout Leaders
Session 5	02:00-02:50	Camping on a Shoestring Budget
Session 6	03:00-03:50	Basic Backpack Awareness

Done

11. **Participants screen:** Repeat steps 5 – 10 for each Adult, Scout for Den Chief Training or staff you are registering for this event. When finished entering all required information, click "Continue".

12. **Participant Summary screen:** If there are no errors (Forgot to complete a participant),

    click "Checkout" to access the **Payment screen**.