

University of Scouting

Registration Steps

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

The screenshot shows the Scouting America Golden Empire Council website. The header includes the Scouting America logo and the text 'Golden Empire Council'. Below the header, there are navigation links for 'Calendar' and 'Event Details', and a 'Sign In' button. The main content area is titled '2024 University of Scouting' and features a 'Step it UP' logo. The event details include:

- Adult Scout Leader training** for fun and leadership application across all Scouting programs.
- CPR & AED training is being offered:** Adult and Child CPR & AED. There will only be a morning session from 8:30 AM to 12:00 PM. An additional cost is \$40.00 (UofS fee plus CPR/AED fee total \$60.00 September 1 and \$65.00 October). **Class is limited to 9 participants.**
- Den Chief Training is being offered:** A Den Chief is a Scout, Venturer or Sea Scout assisting a Cub Scout Den. Learn the responsibilities of a Den Chief and also learn how to have fun with Cubs while being a good example. Minimum requirement is 13 years old and First-Class Scout. **Scouts must be picked up at 2:00 pm. Class is limited to 36 participants.**
- LOCATION:** TBA
- REGISTRATION:** Opens September 1, 12:00 AM
Closes October 31, 11:59 PM
- FEE:** Participants
 - \$20 Early Bird September 1 - 30, 11:59 PM
 - \$25 Regular October 1 - 31, 11:59 PM
 - Staff (Instructors, Helpers and Admin Staff only)
 - \$ 5 Early Bird September 1 - 30, 11:59 PM
 - \$10 Regular October 1 - 31, 11:59 PM
- COURSES:** Organized into areas of study
 - > Cub Scouting
 - > Den Chief Training
 - > Scouts BSA
 - > General Scouting Education

On the right side of the page, there is a 'When & Where' section with the following information:

- Council Service Center**
- Saturday 11-16-2024
- 8:00 AM PT to 4:00 PM PT
- Register (draft)** button
- More Information** link

Below this is a 'Contact' section with a dropdown arrow.

2. **Continue as Guest Screen:** To continue either click “Continue as Guest” or “Log in”, if you have a Black Pug account.

The screenshot shows a modal window titled 'Continue as Guest'. The text inside the modal reads:

Continue as Guest

You are not currently logged in.
Do you want to continue as a guest, or sign into your account?

At the bottom right of the modal, there are two buttons: 'Continue as Guest' and 'Log In'.

- 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.

The screenshot shows the Scouting America Golden Empire Council website. At the top, there is a blue header with the Scouting America logo and the text "Golden Empire Council". Below the header, there are navigation links for "Calendar" and "Event Details", and a "Sign In" button. The main content area is titled "2024 University of Scouting" with a sub-header "November 16, 2024 8:00 AM: Council Service Center" and a "View Pricing" button. There are three registration options: "Adult" (Cost: \$20.00), "Den Chief Training" (Cost: \$20.00), and "Staff" (Cost: \$5.00). Each option has a dropdown menu set to "0". A green button labeled "Test registration (draft only)" is visible. Below the registration options, there is a registration closing notice: "Registration Closes: Thu 10-31-2024 11:59 PM, Tue 10-01-2024 12:00 AM (Adult late fee begins), Tue 10-01-2024 12:00 AM (Den Chief Training late fee begins), Tue 10-01-2024 12:00 AM (Staff late fee begins)". At the bottom, there is a footer with copyright information and a "Back to Top" button.

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

The screenshot shows a form titled "Change Information for Registration Contact" with a close button in the top right corner. The form has three input fields, each with a red error icon and a label: "First Name" (with placeholder text "First Name"), "Last Name" (with placeholder text "Last Name"), and "Primary Contact Email" (with placeholder text "Email"). A "Done" button is located at the bottom right of the form.

- 5. **Participants screen:** Click “Update Information” to register an Adult, Scout for Den Chief Training or staff to attend the University of Scouting.

Scouting America
Golden Empire Council

Calendar Event Details Registration Details Lookup Sign In

2024 University of Scouting 0473951374

Participants Check Out Reports

Registration Contact

Doe, Joe
Check Out Required
Update Information Autofill
Preview Information
Additional Actions

1 Adult

Adult
Check Out Required
Missing Information
Regular Price: \$20.00
Balance Due: \$20.00
Update Information Autofill

1 Den Chief Training

Den Chief Training
Check Out Required
Missing Information
Regular Price: \$20.00
Balance Due: \$20.00
Update Information Autofill

1 Staff

Check Out Required
Registration closes in 73 days: You have 3 participants that require Check Out. These spots and classes are not held until check out is completed.

Regular Price: \$45.00
Balance Due: \$45.00

Continue

Event Contacts

- 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.

✕

Change Information for Adult

First Name

Email Address ?

District

Unit Number

Last Name

Council

Unit Type

Schedule

CLASS SCHEDULE

	Period	Time	Sat
Session 1		09:00-09:50	
Session 2		10:00-10:50	
Session 3		11:00-11:50	
Session 4		01:00-01:50	
Session 5		02:00-02:50	
Session 6		03:00-03:50	

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.).

Change Information for Doe, Jane ✕

<p>First Name <input type="text" value="Jane"/></p> <p>Email Address ? <input type="text" value="y@i.net"/></p> <p>District <input type="text" value="Three Rivers"/></p> <p>Unit Number <input type="text" value="380"/></p> <p>Schedule <input type="button" value="Show Class Schedule"/></p>	<p>Last Name <input type="text" value="Doe"/></p> <p>Council <input type="text" value="Golden Empire Council"/></p> <p>Unit Type <input type="text" value="Troop: Youth age 11 to 17, or age 10 who have completed 5th grade or e."/></p>
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Jane Doe's Classes

Click a class to **REMOVE** from **Jane Doe's** schedule

All Catalogs

Hide Full Classes

09:00 AM Session 1

Available Classes

Click a class to **ADD** to **Jane Doe's** schedule

	GE-4	<p>Basketry</p> <p>Come learn how to make a basket and teach your scouts. This is a fun hands on class where...</p> <p>Max participants: 10 Slots available: 9 Prerequisites: 10+ Maximum class size Additional Periods Offered: Session 3</p>	Session 1 (9-9:50)
	GE-22	<p>BSA Camps & Local Options</p> <p>What unique opportunities are available at Golden Empire Council's long term camps at...</p>	Session 1 (9-9:50)
	GE-9	<p>Bully Awareness and Strategies</p> <p>How to use the ideals of scouting to thwart the growing bullying culture, empower victims...</p>	Session 1 (9-9:50)
	GE-11	<p>Coping with ADHD in Your Unit</p> <p>Attention Deficit/Hyperactivity Disorder (ADD and ADHD) is something that can be encountered...</p>	Session 1 (9-9:50)

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

Change Information for Doe, Jane ✕

<p>First Name <input type="text" value="Jane"/></p>	<p>Last Name <input type="text" value="Doe"/></p>
<p>Email Address ? <input type="text" value="y@l.net"/></p>	<p>Council <input type="text" value="Golden Empire Council"/></p>
<p>District <input type="text" value="Three Rivers"/></p>	<p>Unit Type <input type="text" value="Troop: Youth age 11 to 17, or age 10 who have completed 5th grade or e."/></p>
<p>Unit Number <input type="text" value="380"/></p>	

● **Schedule**

Jane Doe's Classes

Click a class to **REMOVE** from **Jane Doe's** schedule

Hide Full Classes

Available Classes

Click a class to **ADD** to **Jane Doe's** schedule

<p>GE-26 CPR & ARD for the Adult and Child American Heart Association CPR and AED for the Adult and Child.</p>	<p>Session 1 (9-12) Additional fee: \$40.00</p>
<p>Max participants: 9 Slots available: 9 Prerequisites: 9 - Maximum class sizeAdditional Fee -...</p>	

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.

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Change Information for Doe, Jane

<p>First Name</p> <input style="width: 95%;" type="text" value="Jane"/>	<p>Last Name</p> <input style="width: 95%;" type="text" value="Doe"/>
<p>Email Address ?</p> <input style="width: 95%;" type="text" value="y@i.net"/>	<p>Council</p> <div style="border: 1px solid gray; padding: 2px;">Golden Empire Council</div>
<p>District</p> <div style="border: 1px solid gray; padding: 2px;">Three Rivers</div>	<p>Unit Type</p> <div style="border: 1px solid gray; padding: 2px;">Troop: Youth age 11 to 17, or age 10 who have completed 5th grade or e:</div>
<p>Unit Number</p> <input style="width: 95%;" type="text" value="380"/>	

Schedule

Show Class Schedule

View All Classes

Search ...

All Catalogs

Hide Full Classes

09:00 AM Session 1

Jane Doe's Classes

Click a class to **REMOVE** from Jane Doe's schedule

GE-4	<p>Basketry</p> <p>Come learn how to make a basket and teach your scouts. This is a fun hands on class where...</p> <p>Max participants: 10 Slots available: 10 Prerequisites: 10 - Maximum class size Additional Periods Offered: Session 3</p>	<p style="font-size: small;">Session 1 (9-9:50)</p>
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Available Classes

Click a class to **ADD** to Jane Doe's schedule

CS-8	<p>Beyond Advancement - Awards & Challenge</p> <p>An introduction to awards and challenges in and out of the Scouting program, including...</p>	<p style="font-size: small;">Session 2 (10-10:50)</p>
GE-2	<p>Campfire & Flag Retirement</p> <p>We are going to do a real campfire at UOS this year, come join us as we discuss skits,...</p>	<p style="font-size: small;">Session 2 (10-10:50)</p>
GE-19	<p>Great Camping Spots and Local Hikes</p>	<p style="font-size: small;">Session 2</p>

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

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

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Change Information for Adult

First Name:

Last Name:

Email Address [?]:

Council:

District:

Unit Type:

Unit Number:

Schedule

[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

- 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”.

Scouting America
Golden Empire Council

Calendar Event Details Registration Details Lookup Sign In

2024 University of Scouting 0473951374

Participants Check Out Reports

Registration Contact

Doe, Joe
Checkout Required
Update Information Autofill
Preview Information
Additional Actions

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Adult
Checkout Required
Missing Information
Update Information Autofill
Regular Price: \$20.00
Balance Due: \$20.00

1 Den Chief Training

Den Chief Training
Checkout Required
Missing Information
Update Information Autofill
Regular Price: \$20.00
Balance Due: \$20.00

1 Staff

Check Out Required
Registration closes in 73 days: You have 3 participants that require Check Out. These spots and classes are not held until check out is completed.

Regular Price: \$45.00
Balance Due: \$45.00

Continue

Event Contacts

12. **Participant Summary screen:** If there are no errors (Forgot to complete a participant), click “Checkout” to access the **Payment screen**.

The screenshot shows the registration interface for the 'University of Scouting 2023' event. At the top, the Boy Scouts of America logo and 'GOLDEN EMPIRE COUNCIL' are displayed. Navigation links include 'Calendar', 'Event Details', and 'Registration Details'. A user is logged in as '0473304586: Three Rivers'. The main navigation bar has 'Participants', 'Check Out', and 'Reports' tabs. A red warning box states: 'Check Out Required. Registration closes in 80 days: You have 2 participants that require Check Out. These spots and classes are not held until check out is completed.' Below this is a 'Participant Summary' section. A 'Financial Summary' section shows: Regular Price: \$60.00, Class Fees: \$40.00, and Balance Due: \$100.00. A 'Balance Due Required' section shows: Pay \$85.00 full amount due. A green 'Checkout' button is located at the bottom right of the balance due section. The footer contains copyright information for Black Pug Software LLC and links to Terms of Use and Service, Cancellation / Refund Policy, Privacy Statement, and Security.