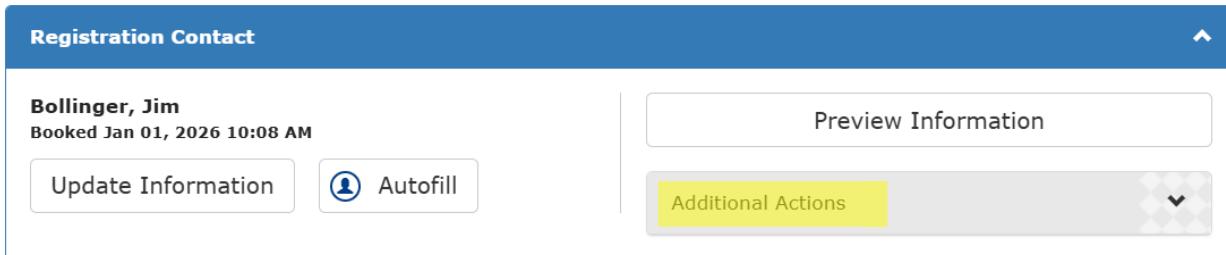


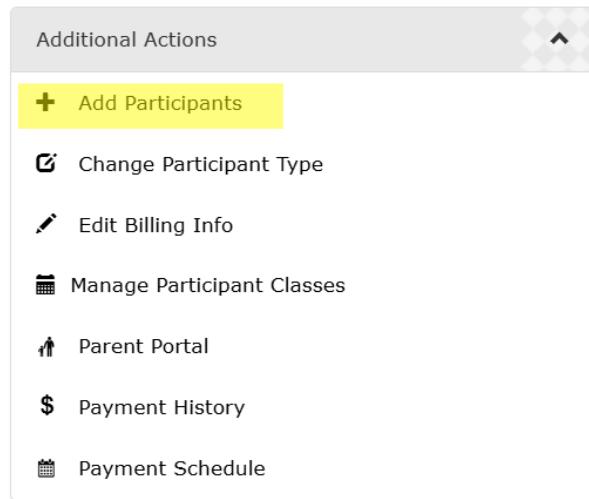
How to add additional participants to an event

Using the link from your confirmation email (or sign in if you have an account and choose the event you are updating), look for the registration contact box then click on the “Additional Actions” dropdown.



The screenshot shows the 'Registration Contact' section of a registration form. At the top, it displays 'Bollinger, Jim' and 'Booked Jan 01, 2026 10:08 AM'. Below this are buttons for 'Update Information' and 'Autofill'. To the right is a 'Preview Information' box. A dropdown menu titled 'Additional Actions' is open, showing the following options: '+ Add Participants' (highlighted in yellow), 'Change Participant Type', 'Edit Billing Info', 'Manage Participant Classes', 'Parent Portal', 'Payment History', and 'Payment Schedule'.

Click on “Add Participants”



The 'Additional Actions' dropdown menu is shown again, with the '+ Add Participants' option highlighted in yellow.

Go to the participant type and choose the number of participants that you are adding.

Add Participant(s)

Registrant Type	Price	Max Allowed	Number Left	Quantity Needed
Troop Fee	\$200.00	*	26	<input type="text" value="0"/>
Scouts BSA Youth	\$605.00	*	316	<input type="text" value="0"/>
Scouts BSA Adult	\$225.00	*	451	<input type="text" value="0"/>
Part-Time Leader	\$0.00	*	451	<input type="text" value="0"/>
CIT/Flex Staff	\$0.00	*	316	<input type="text" value="0"/>
Overall number		700	451	

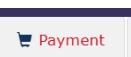
Scouts BSA Youth early discount ends Fri 05-01-2026 11:59 PM

Troop Fee has a limit of 1 per registration

Added participants are not booked until you complete checkout

[Cancel](#) [Add Attendee](#)

Click on add attendee then click on the payment tab above the registration contact box



[Proceed to Checkout](#) or the proceed to check out box (on the left if using a tablet or pc and towards the bottom of the screen if you are using a phone).