

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.

Registration Contact

Bollinger, Jim
Booked Jan 01, 2026 10:08 AM

Update Information

Autofill

Preview Information

Additional Actions

Click on “Add Participants”

Additional Actions

Add Participants

Change Participant Type

Edit Billing Info

Manage Participant Classes

Parent Portal

Payment History

Payment Schedule

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	0
Scouts BSA Youth	\$605.00	*	316	0
Scouts BSA Adult	\$225.00	*	451	0
Part-Time Leader	\$0.00	*	451	0
CIT/Flex Staff	\$0.00	*	316	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

Payment

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).