**Instructions for online registration for Virtual University of Scouting**

**Out of Council Registrants**

1. Go to [https://scoutingevent.com/083](https://scoutingevent.com/083-______) Click on Register button.
2. Continue as Guest and select the number of registrants for this registration. Click on green Register button.
3. Under red Participants tab, click on red “Update Information” button under Registration Contact. Fill in information in pop-up. Click on ”Save”.
4. On that same page, click on red “Update Information” button for each participant you are registering. Complete required information. Change Unit Information as needed. Add individual email addresses for each attendee so they will receive event login information. Scroll down and click on “Select Classes” (Class Schedule). Available courses are on the right side of the screen. Courses are listed by period, college, then course number and title. Select by clicking on desired class. Once a course is selected for 1st period, all other classes for that period will disappear. Follow this process for all seven periods.
5. Click on “Save”.
6. Review fees. Click on green “Proceed to Checkout tab”.
7. Click on green “Checkout” tab. Enter payment information.
8. On last page, be sure to scroll down and click on the box “I have read and agree to the council policies (required)” to complete your registration. Registration will not be complete without clicking on the box.