



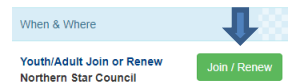
# 2023-2024 Scouting Renewal Walkthrough for New or Current Youth

## 1. Start Your Registration

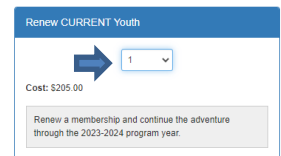
- a. Go to <http://northernstar.org/registration> for links to the registration site and information on the 2023-2024 annual renewal.
- b. Click the link to go to the registration site for your unit type.



- c. Select the 'Youth/Adult Join or Renew' option on the right-hand side and click 'Join/Renew'.

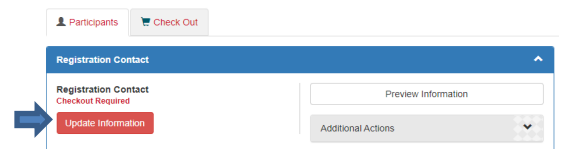


- d. Choose 'Continue as guest' or log in with a Scouting Event username and password.
- e. Select the number of New or Current Youth you are registering and click 'Join/Renew'.

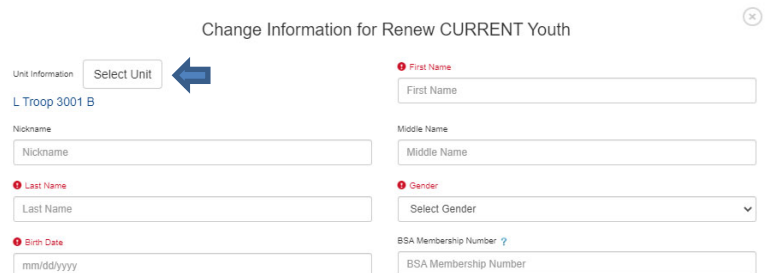


## 2. Enter Your Information

- a. Update the Registration Contact information.
  - i. This is the person who will receive communication regarding the registration.



- b. Enter the details for the youth you are paying for.
  - i. Required fields are marked with a symbol. Some fields are optional.
  - ii. Required fields will be different for youth vs. youth 18+.
  - iii. If you are registering people in multiple units on the same registration, change their unit number by clicking 'Select Unit' on the individual youth.





### 3. Financial Assistance

- a. Financial assistance is available for any youth in need.
- b. Click the 'Application Required' link to fill out the Membership Assistance Request.

Registration Financial Assistance [Application Required](#) ←

Are you applying for "Registration Financial Assistance"?

- c. The system matches your assistance request to your registration based on the Scout's name and unit number.

→ Assistance Requested for  
(your Scout's information)

\*First Name

\*Last Name

\*Unit Information

- d. The system will automatically deduct the amount entered in the 'Amount of Assistance Requested' field from your balance.

Select Approximate Annual Household Income

Amount you are able to pay \$

\*Amount of Assistance Requested \$  ←

- e. You must click the 'Are you applying...?' checkbox after completing the application.
- f. You must continue with the check out process and complete your registration for the request to be submitted.
- g. We will never turn away a youth due to an inability to pay.

Registration Financial Assistance [Application Required](#)

→  Are you applying for "Registration Financial Assistance"?

### 4. Pay Online

- a. Click 'Proceed to Checkout' to complete your registration.

Regular Price:	\$205.00
Balance Due:	\$205.00

↓

- b. Youth can pay all at once, or in 2 installments of \$102.50 each.
- c. Click Checkout to continue.

Payment Options

Pay \$205.00 full amount due

Pay \$102.50 now with the balance due on **Aug, 11 2023**

→

- d. Enter your billing information and agree to the council policies.
- e. Use a checking account number or credit card to pay for your registration online.
- f. If you requested financial assistance, that amount is subtracted from your balance.
- g. You will have an option to make an additional donation, if you choose.

I have read and agree to the council policies (required)

←

### 5. Connect

- a. Contact your unit leader and let them know that you have paid your 2023-2024 program fees.
- b. If you are new, watch for an email or phone call from your unit!