



2023-2024 Exploring Registration Walkthrough for Dual-Registered Youth and Adults

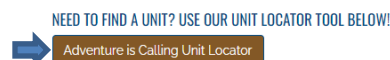
Do you already have a paid registration, but need to register or renew in an additional Post/position?

1. Start Your Registration

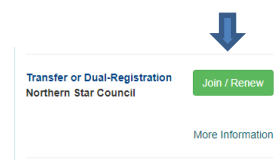
- a. Go to <http://northernstar.org/registration> for links to the registration site and information on the 2023-2024 annual renewal.
- b. Click the link to go to the registration site for your unit type.



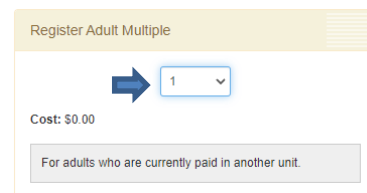
- c. If you haven't found a Post yet, click on the 'Adventure is Calling Unit Locator' link to find the one that's right for you!



- d. Select the 'Transfer or Dual' Registration' option on the right hand side and click 'Join/Renew'.

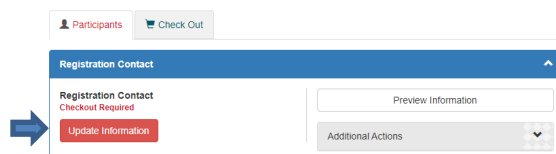


- e. Choose 'Continue as guest' or log in with a Scouting Event username and password.
- f. Select the number of Youth and/or Adults you are registering and click 'Join/Renew'.
- g. New/Current refers to your status with that specific Post.



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 and/or adults you are registering.
 - i. Required fields are marked with a **!** symbol. Some fields are optional.
 - ii. Required fields will be different for youth vs. adults/18+.
 - i. If you are registering people in multiple Posts on the same registration, change their unit number by clicking 'Select Unit' on the individual youth/adults.

Change Information for Register Adult Multiple

Unit Information

Individual Post Date

Charter Post Date

! First Name

Middle Name

! Email Address ?

Defective Yes

Individual Post Amount 0.00

Charter Post Amount 0.00

Nickname

! Last Name

! Gender

- ii. Select where your paid registration is.

Please select where your primary (paid) position is

Paid in a Unit

Paid in a District

Paid in the Council

Please select the district or unit you have a paid registration in

District Paid In: G

Other Unit: Select Unit

4. Check Out

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

▲ Check Out Required

You have 1 participant that requires Check Out. These spots are not held until check out is completed.

- b. Click Checkout to continue.
- c. You will have an option to make an additional donation, if you choose.

Check Out Required

5. Connect

- a. Contact the Exploring Advisor and let them know that you have submitted your 2023-2024 registration. If you are new to the Post, watch for an email or phone call from them!