



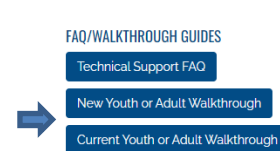
# 2023-2024 Exploring Registration Walkthrough for Financial Assistance

## 1. Start Your Registration

- Go to <http://northernstar.org/registration> for links to the registration site and information on the 2023-2024 annual renewal.

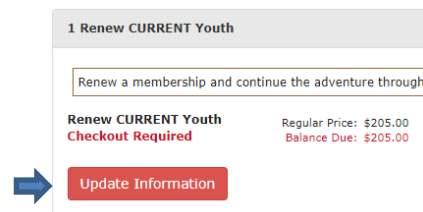


- Follow the walkthrough for your registration type.
  - Walkthroughs are located on the Guides/Resources tab.



## 2. Complete the Membership Assistance Request Form

- Click 'Update Information' for each youth requesting assistance.
  - Adults are not eligible for financial assistance.



- Click the 'Application Required' link to fill out the Membership Assistance Request.
  - A separate request must be completed for each youth.

**Grade Now ?**

Grade

Scouts Life

☒ Yes ( for months)

☐ No (\$0.00)

Registration Financial Assistance **Application Required**

☐ Are you applying for "Registration Financial Assistance"?

- The system matches your assistance request to your registration based on the Explorer's name and Post number.
  - Make sure the Explorer's name matches the registration exactly.

**Assistance Requested for**  
(your Scout's information)

\*First Name

\*Last Name

\*Unit Information



- c. The system will automatically deduct the amount entered in the 'Amount of Assistance Requested' field from your balance.
- i This must be a dollar amount.

Select Approximate Annual Household Income Please select

Amount you are able to pay \$

\*Amount of Assistance Requested \$

- d. You must click the 'Are you applying...' checkbox after completing the application.
- e. You must continue with the check out process and complete your registration for the request to be submitted.

Registration Financial Assistance **Application Required**

☐ Are you applying for "Registration Financial Assistance"?

- f. When the box is checked, the system will match up your registration with the Financial Assistance request.
- i This is based on the Explorer's name and Post number.
- g. The amount of financial assistance requested will show as "Submitted", and will be taken off your balance due.
- h. We will never turn away a youth due to an inability to pay.

Registration Financial Assistance

**Request submitted for \$90.00.**

#### 4. Complete Check Out

- a. Click 'Proceed to Checkout' to complete your registration.
- i You must check out for your financial assistance request to be submitted.
- ii Your registration is not complete until you check out.

Regular Price:	\$205.00
Council Program (pending):	-\$90.00
<b>Balance Due:</b>	<b>\$115.00</b>

**Proceed to Checkout**

- b. The amount of financial assistance requested should be reflected in your balance due.
- i If you have any questions about the balance due, please call 612-261-2304 or email [registration@northernstar.org](mailto:registration@northernstar.org).
- c. Click Checkout to continue.

Payment Options

☒ Pay **\$115.00** full amount due

☐ Pay **\$12.50** now with the balance due on **Aug, 09 2023**

**Checkout**

- 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, if there is an amount owed.

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

☐ ☐ ☐