



2023-2024 Exploring Registration Walkthrough for Transferring Youth and Adults

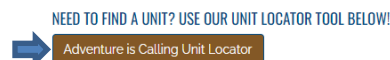
Are you currently registered in Exploring, but switching Posts?

1. Start Your Registration

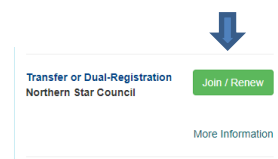
- a. Go to <http://northernstar.org/registration> for links to the registration site and information on the 2023-2024 annual renewal.
- b. Click the link to go to the registration site for your unit type.



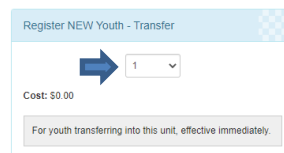
- c. If you haven't found a Post yet, click on the 'Adventure is Calling Unit Locator' link to find the one that's right for you!



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

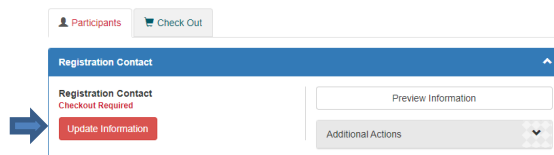


- e. Choose 'Continue as guest' or log in with a Scouting Event username and password.
- f. Select the number of Youth and/or Adults you are transferring and click 'Join/Renew'.



2. Enter Your Information

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





Change Information for Registration Contact

First Name
 Last Name
 Primary Contact Email
 Email
 Phone
Click to add phone number: Home Day Mobile

Select Unit

- ii. The Post number listed should be the new Post you are transferring to.

- b. Enter the details for the youth and/or adults you are transferring.
 - 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 the Post they are transferring to by clicking 'Select Unit' on the individual youth/adults.

Change Information for Register NEW Youth - Transfer

Select Unit

Nickname
 Last Name
 Birth Date
mm/dd/yyyy

First Name
 Middle Name
 Last Name
 Gender
 BSA Membership Number
 BSA Membership Number

- ii. Select the Post you are transferring from.

Please select the unit you are transferring from

Other Unit
 Select Unit

Parent / Guardian information

Parent / Guardian Name
 Parent / Guardian Relationship to Attendee

4. Check Out

- a. Click 'Proceed to Checkout' to complete your registration.
- b. Click Checkout to continue.
- c. You will have an option to make an additional donation, if you choose.

Check Out Required

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

[Proceed to Checkout](#)

Check Out Required

[Checkout](#)

5. Connect

- a. Let your previous Post know that you have transferred out.
- b. Watch for an email or phone call from your new Post!