



# 2022-2023 Scouting Registration Walkthrough for NEW Youth and Adults

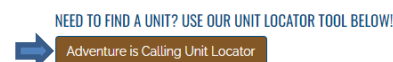
**Are you new to Scouting or registering for a unit you're not currently with?**

## 1. Start Your Registration

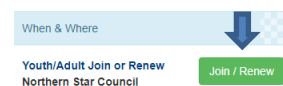
- Go to <http://northernstar.org/registration> for links to the registration site and information on the 2022-2023 annual renewal.
- Click the link to go to the registration site for your unit type.



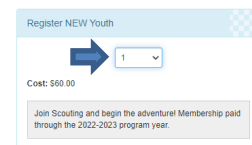
- If you haven't found a unit yet, click on the 'Adventure is Calling Unit Locator' link to find the one that's right for you!



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

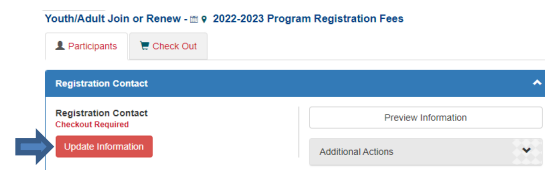


- Choose 'Continue as guest' or log in with a Scouting Event username and password.
- Select the number of NEW Youth and/or Adults you are registering and click 'Join/Renew'.



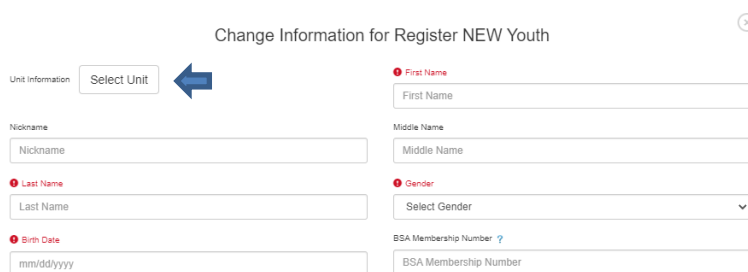
## 2. Enter Your Information

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



- Enter the details for the youth and/or adults you are paying for.

- Required fields are marked with a symbol. Some fields are optional.
- Required fields will be different for youth vs. adults/18+.
- Adults and youth 18+ will need to sign a background check authorization using their finger/stylus/mouse.
- If you are registering people in multiple units on the same registration, change their unit number by clicking 'Select Unit' on the individual youth/adults.





### 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.
- b. Youth can pay all at once, or in 2 installments of \$90 each.
- c. Fees for NEW youth and adults are pro-rated.
- d. Click Checkout to continue.

Regular Price:	\$180.00
Balance Due:	\$180.00

Payment Options

Pay \$180.00 full amount due

Pay \$90.00 now with the balance due on Jun, 01 2022

- e. Enter your billing information and agree to the council policies.
- f. Use a checking account number or credit card to pay for your registration online.
- g. If you requested financial assistance, that amount is subtracted from your balance.
- h. 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. Watch for an email or phone call from your new unit! We'll also send you an email with some information and resources to get you started.