



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

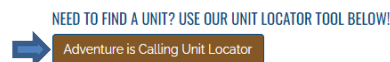
## Are you currently registered in Scouting, but switching units?

### 1. Start Your Registration

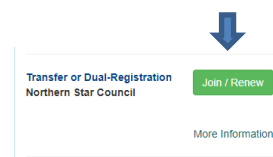
- a. Go to <http://northernstar.org/registration> for links to the registration site and information on the 2022-2023 annual renewal.
- b. Click the link to go to the registration site for your unit type.



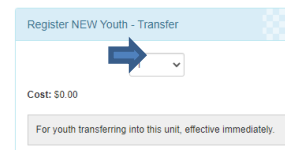
- c. If you haven't found a unit yet, click on the 'Adventure is Calling Unit Locator' link to find the one that's right for you!



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

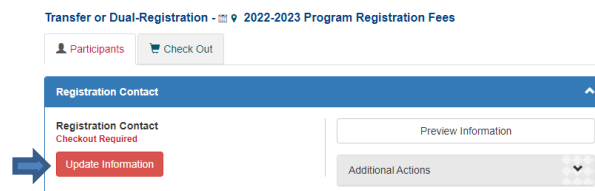


- e. Choose 'Continue as guest' or log in with a Scouting Event username and password.
- f. Select the number of Youth and/or Adults you are transferring and click 'Join/Renew'.

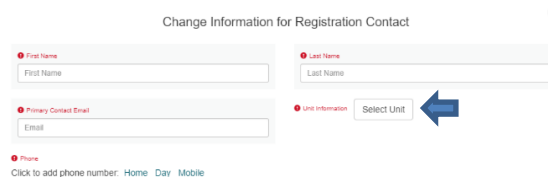


### 2. Enter Your Information

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



- ii. The unit number listed should be the new unit 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 units on the same registration, change the unit they are transferring to by clicking 'Select Unit' on the individual youth/adults.

- ii. Select the unit you are transferring from.

#### 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.

#### 5. Connect

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