



# 2022-2023 Scouting Registration Walkthrough for Dual-Registered Youth and Adults

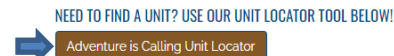
**Do you already have a paid registration, but need to register or renew in an additional unit/position?**

## 1. Start Your Registration

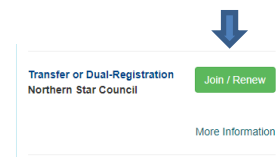
- Go to <http://northernstar.org/registration> for links to the registration site and information on the 2022-2023 annual renewal.
- Click the link to go to the registration site for your unit type.



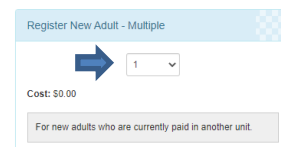
- If you haven't found a unit yet, click on the 'Adventure is Calling Unit Locator' link to find the one that's right for you!



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

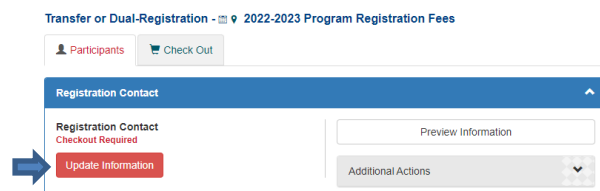


- Choose 'Continue as guest' or log in with a Scouting Event username and password.
- Select the number of Youth and/or Adults you are registering and click 'Join/Renew'.
  - Choose 'Continue as guest' or log in with a Scouting Event username and password.
- New/Current refers to your status with that specific unit.
  - If you are not currently registered with the unit, you will be a NEW Youth/Adult Multiple.**




## 2. Enter Your Information

- Update the Registration Contact information.
  - 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 units on the same registration, change their unit number by clicking 'Select Unit' on the individual youth/adults.

Change Information for Register New Adult - Multiple

Unit Information  ←

**First Name**

**Last Name**

**Gender**

**Birth Date**

**Email Address - for Scouting Communications**

Would you like us to update your contact information in MyScouting?  Yes, it is out of date  No Thanks

- 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

Other 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.

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

**Check Out Required**

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#### 5. Connect

- a. Contact the unit leader and let them know that you have submitted your 2022-2023 registration. If you are new to the unit, watch for an email or phone call from them!