



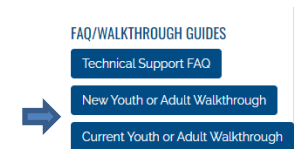
2022-2023 Scouting Registration Walkthrough for Financial Assistance

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.

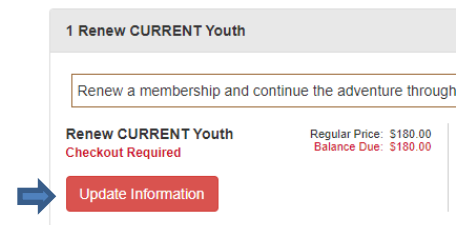


- b. Follow the walkthrough for your registration type.
 - i. Walkthroughs are located on the Guides/Resources tab.



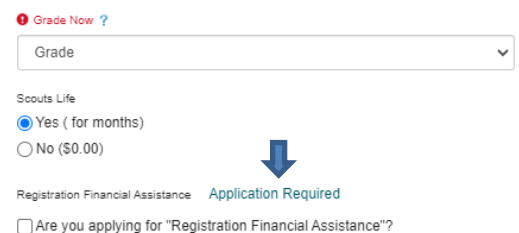
2. Complete the Membership Assistance Request Form

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



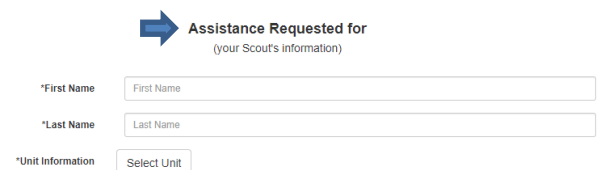
- a. Click the 'Application Required' link to fill out the Membership Assistance Request.

- i. A separate request must be completed for each youth.



- b. The system matches your assistance request to your registration based on the Scout's name and unit number.

- i. Make sure the Scout's name matches the registration exactly.





- 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

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 Scout's name and unit 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:	\$180.00
Balance Due:	\$180.00

Proceed to Checkout

- b. The amount of financial 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.
- c. Click Checkout to continue.

Payment Options

Pay \$180.00 full amount due

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

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)