



# NORTHERN STAR SCOUTING

## Payment Site Access

Once you have registered with our local contingent, you will receive a registration ID number. You can use your registration ID number and the email that you registered with in order to log back into the payment site to pay the balance of your Jamboree registration.

**1. Step one—visit [scoutingevent.com/250-23NSJ](https://scoutingevent.com/250-23NSJ) and select the “Lookup” drop down:**

The screenshot shows the Northern Star Scouting website interface. The top navigation bar includes 'Calendar', 'Event Details', 'Lookup', and 'My Account'. The main content area displays '2023 National Scout Jamboree: Northern Star Scouting Contingent'. A dropdown menu is open under the 'Lookup' button, with 'Lookup Registration' highlighted by a red circle. Other options in the menu include 'Parent Portal' and 'My Account'. The event details section shows '2023 National Scout Jamboree Summit Bechtel Reserve' with a 'Register' button.

**2. Step two—select Lookup Registration and type in the ID number and email associated with your reservation for the Jamboree:**

This screenshot shows the 'Lookup Registration' dropdown menu from the previous step. The 'Lookup Registration' option is highlighted with a red circle. The event details for '2023 National Scout Jamboree Summit Bechtel Reserve' are visible below the menu.

The screenshot shows the 'View Existing Registration' form. It includes a title bar with a close button, a red warning message: 'Have a Log In Account? If so, log In to see existing and previous registrations', and two input fields: 'Registration Contact Email Address' and 'Registration Number'. A blue 'View Registration' button is located below the input fields, and a link for 'Forgot Registration Number' is on the right side.

**3. Step three—once logged-in, you can manage the payment on your reservation. Questions on accessing the payment site, or making a payment on your balance? Contact either Dianne Robinson at [drobinson@northernstar.org](mailto:drobinson@northernstar.org) or Ben Coder at [bcoder@northernstar.org](mailto:bcoder@northernstar.org).**

**See you at the Summit in 2023!**