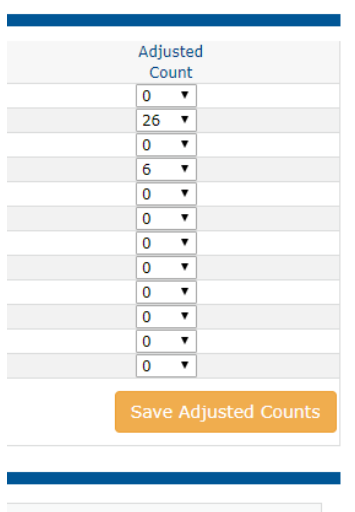# How do I use Parent Portal?

Parent portal allows you, the registration contact, to provide the parents in your unit with access credentials so they can make payments and complete data entry for their individual scouts.

*For events that had an _initial deposit phase_ and you selected initial estimated attendees, you will first need to confirm your attendees within your already started registration.
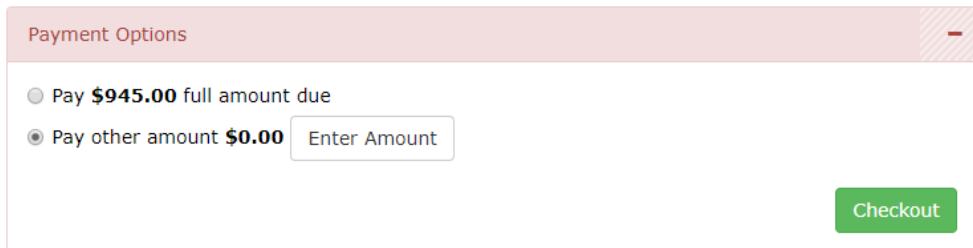

*For events that _did not_ have an initial deposit phase, or you are signing up after the deposit phase, you will start the registration from scratch and follow these steps going forward.

Once you've done this you will save and move through to the checkout screen. Select 'Pay other amount' to zero out the payments that have auto populated and hit the green 'Checkout' button.

**Note**: Make sure to read through the Council Policies and check the box that you agree.

To fully book registration and allow for use of Parent Portal select the 'pay later' option which looks like a little envelope. This will allow the registration to be booked without the registration contact putting down money for each scout.


Hit 'Finalize Payment' and the registration will be booked.

These next steps will show you how to generate the Parent Portal Credentials and send them to your parents.

Once the registration is booked you can then go back into the registration and you will see more tabs within the registration. Select the 'Additional Actions' dropdown and choose 'Parent Portal'
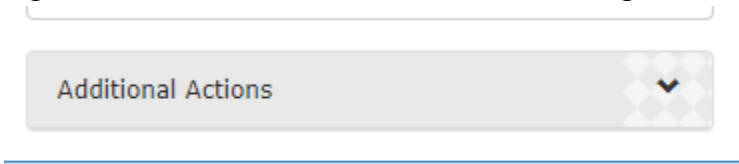
Check the box to 'Use Parent Portal' and the system will populate 2 reports for you to use. If the registration has an option for Merit Badge selection, you may also check the box 'Allow Parent Portal class selection' to allow the individuals to have control of their class schedule as well.
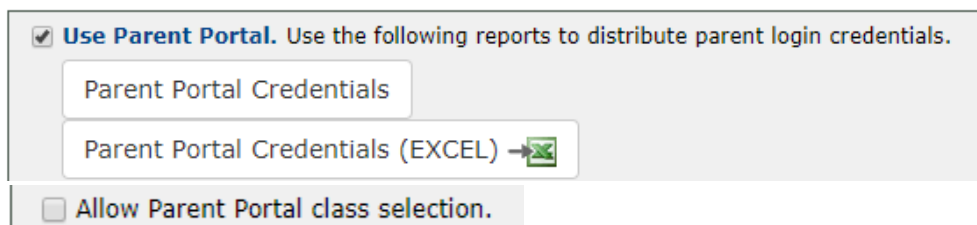

The first report 'Parent Portal Credentials' will give you an option to print out individual cards with each Scout's name, their login Attendee ID, and their login Password. You can then give these out to the parents to have them log in, and only be able to enter information and pay for their specific scout.

The second report 'Parent Portal Credentials (EXCEL)' will be an Excel spreadsheet with the participants listed with log in credentials. This report is nice if you want to just email out the information to the parents instead of handing them a physical card. It gives you a list of everyone with the credentials.

Direct parents here to be able to use the Parent Portal
https://scoutingevent.com/?OrgKey=BSA312&reservationFromEmail=true&parentPortal

Then have them select the 'Lookup' drop down at the top right to select 'Parent Portal'
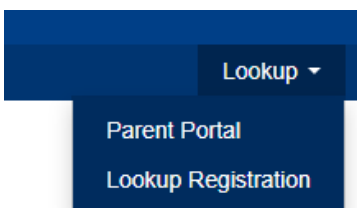
From here the parents will enter in the ID and Password that was given to them and they are on their way!

You, the registrant contact, will still be able to see the entire registration as a whole, and keep track of who has paid and who hasn't without having to keep track of the money yourself.