

# Registering for Adult Classes

Enter the event. Hit the “register” button on the left hand side of your screen. This bring you here:

## Scout Saturday Merit Badge College

January 13, 2024 7:45 AM: Mammei Hall - University of Nebraska, Omaha

View Pricing

Scout

0

Cost: \$10.00

Adult

4

Cost: \$0.00

Meal Ticket

0

Cost: \$10.00

Instructor Attendance at Council Awards Reception

0

Cost: \$20.00

Register

Choose the appropriate number of registrations. Remember: lunch is only provided if you purchase meal tickets. When you have selected the correct number, hit register. This bring you here:

### Change Information for Registration Contact

First Name: Jenny

Last Name: Doe

Primary Contact Email: jennyjenny@gmail.com

Unit Information: Select Unit  
Mid-America Council Member of

Phone: Mobile 555-867-5309


Click to add phone number: Home Day

Done

Enter contact information for the registration contact. Hit done.

# Registering for Adult Classes

Next, update information for each of your adults.

4 Adult 

**Adult**  
Checkout Required

[Update Information](#) [Autofill](#)

**Adult**  
Checkout Required

[Update Information](#) [Autofill](#)


**Adult**  
Checkout Required

[Update Information](#) [Autofill](#)

**Adult**  
Checkout Required

[Update Information](#) [Autofill](#)

The update information screen looks like this. Notice the “Select classes” button. Hit that.



Change Information for Adult 

First Name  Last Name

Gender  Unit Information [Select Unit](#)

Mid-America Council Member of

Schedule

[Select Classes](#)   **CLASS SCHEDULE**

	Period	Time	Sat
AM		08:00-11:45	
PM		01:15-05:00	

[Done](#)

Proceed to next page.

# Registering for Adult Classes

To add a class, drag it from the right column and drop it in the left.

Schedule

Show Class Schedule View All Classes

Search ...

08:00 AM AM  Hide Full Classes

**John Doe's Classes**

Click a class to **REMOVE** from **John Doe's** schedule

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**Available Classes**

Click a class to **ADD** to **John Doe's** schedule

<b>Adu2</b>	<b>Mental Health First Aid</b>	AM
	Just as CPR helps you assist an individual having a heart attack, Mental Health First...	(8-11:45)
	<b>Max participants:</b> 30 <b>Slots available:</b> 19	
	<b>Instructor:</b> Dusk Junker	
	<b>Class Notes:</b> Continues after lunch 1:30 PM- 3:30 PM	
<b>Adu1</b>	<b>Scoutbook Q&amp;A</b>	PM
	Scoutbook Q&A	(1:15-5)
	<b>Max participants:</b> 30 <b>Slots available:</b> 29	
	<b>Room Number:</b> 118	
	<b>Instructor:</b> Crystal Hammon	

Now your screen should look like this:

Schedule

Show Class Schedule View All Classes

Search ...

08:00 AM AM  Hide Full Classes

**John Doe's Classes**

Click a class to **REMOVE** from **John Doe's** schedule

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**Available Classes**

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	Scoutbook Q&A	(1:15-5)
	<b>Max participants:</b> 30 <b>Slots available:</b> 29	
	<b>Room Number:</b> 118	
	<b>Instructor:</b> Crystal Hammon	

Done

Hit done, finish providing contact information, and don't forget to check out!