

How to Make Changes to an Event Registration in 247Scouting.com

Always save the email confirmation you receive from 247scouting.com whenever you register for an event. This email will allow you to go back into your registration to pull down an invoice for your unit's records. It will also allow you to go back into the registration to add or change registrants. If you don't have that confirmation email, skip to the section labelled "I Don't Have My Confirmation Email."

1. Open the confirmation email. Find the hyperlink that says "**Click here to access your registration**" and click on it.

Jersey 360 Jamboree - Registration: Jersey 360 Jamboree

NR NO-REPLY@247SCOUTING.COM
To [Redacted]
Retention Policy 3 Year Delete (3 years) Expires 5/6/2027
Mon 5/6/2024 1:17 PM

** Please do not reply to this email as we are not able to respond to messages sent from this address.**

Thank you for registering for Jersey 360 Jamboree - Registration. If you have any questions please contact [Redacted]

Want to register for another event? [click here to add an event](#)

[Click here to access registration](#)

Calendar import link: <https://scoutcal.com/?instLocID=202469>

Jersey 360 Jamboree - Registration - Jersey 360 Jamboree
[Click here for event details](#) [Click here to access registration](#)

Fri Oct-25 2024 5:00 PM - Sun Oct-27 2024 12:00 PM
Sussex County Fairgrounds
37 Plains Road
Augusta, NJ 07822

Regular Price: \$65.00
Total Credit: \$0.00
Balance: \$65.00

[Payment Schedule](#)

John Doe Fishawack Troop 1
Registrant Counts and Financials

Count	Registrant Type	Event Applied Fee	Payment	Balance Due
1	Adult	\$65.00	\$65.00	
Total		\$65.00	\$65.00	

Transaction History

Registration #3583817360 QR Code

2. You are now in the original registration you created.

Jersey 360 Jamboree - Jersey 360 Jamboree - Registration 3583817360 Troop 1 B

Participants Payment Reports

Registration Contact

Doe, John
Booked May 06, 2024 1:16 PM

Update Information Autofill Preview Information Additional Actions

1 Adult

Smith, John
Booked May 06, 2024 1:16 PM

Regular Price: \$65.00
Balance Due: \$65.00

Update Information Autofill

Booked May 06, 2024 at 01:16 PM

Regular Price: \$65.00
Balance Due: \$65.00
Coupon Code: [Field]

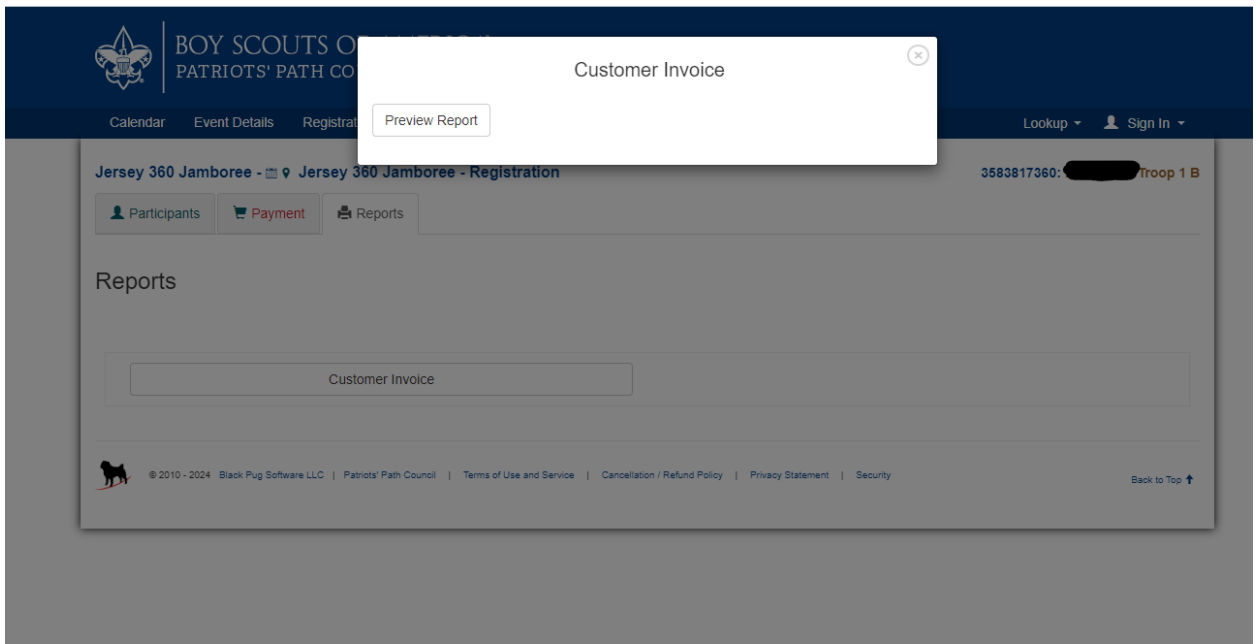
Proceed to Checkout

Event Contacts

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Back to Top

- If you need an invoice for your unit's records, click on the **Reports** tab. Click on **Customer Invoice**.



- Click on Preview Report.


BOY SCOUTS OF AMERICA*
 PATRIOTS' PATH COUNCIL
 1 Saddle Rd
 Cedar Knolls, NJ 07927
 973-765-9322

Statement Date	05/06/2024
Registration Number	3583817360
Total Balance	\$65.00

Customer Invoice for:

JOHN SMITH
 [REDACTED] TROOP 1 B
 1 SADDLE RD
 CEDAR KNOLLS, NJ 07927

Date	Registrant Type	Cost
Charges:		
05/06/2024	1 @ \$65.00 Adult	\$65.00
Total:		\$65.00

Please return the portion below with your payment

JOHN SMITH
 [REDACTED] TROOP 1 B
 1 SADDLE RD
 CEDAR KNOLLS, NJ 07927

Jersey 360 Jamboree - Registration
Jersey 360 Jamboree at Sussex County Faigrounds
1-6801-973-20

Statement Date	05/06/2024
Registration Number	3583817360
Balance Due Now	\$65.00
Amount Paid	

Patriots' Path Council
 1 Saddle Rd
 Cedar Knolls, NJ 07927

5. If you are trying to add registrants, go to the **Registration Contact** section of your registration and select **Additional Actions**. A drop down will appear that will allow you to add registrants. Click on **Add Participants** and add only the number of ADDITIONAL registrants. You will then need to enter the registration information for each registrant that you have added.

The screenshot displays the 'Jersey 360 Jamboree - Registration' page. At the top, there are navigation tabs for 'Participants', 'Payment', and 'Reports'. The main content area is titled 'Registration Contact' and shows details for 'Doe, John', booked on May 06, 2024 at 1:16 PM. Below the name are buttons for 'Update Information' and 'Autofill'. To the right, there is a 'Preview Information' box and a dropdown menu for 'Additional Actions' with options: '+ Add Participants', 'Change Participant Type', 'Edit Billing Info', 'Parent Portal', and 'Payment Schedule'. On the far right, a summary box shows 'Regular Price: \$65.00' and 'Balance Due: \$65.00', along with a 'Coupon Code' field and a 'Proceed to Checkout' button. Below this, there is an 'Event Contacts' section. At the bottom, there is a footer with copyright information and a 'Back to Top' link.

6. If you need to change registrants because someone cannot attend and someone else is taking their place, find the name of the person who dropped out on the participant list in your registration. Click on **Update Registration** and change all of their information to the information for the person taking their place.
7. After updating all of the registration information for each new registrant, you will need to check out and pay for the additional registrants. The software does not save credit card information, this will need to be entered again.

I Don't Have My Confirmation Email

If you can't find or don't have access to the confirmation email sent by 247Scouting.org, reach out to the staff advisor for the event or to your District Executive. They will arrange for an email to be sent to you from 247Scouting.org that will give you access to your registration. When you receive that email, select the event you are looking for and follow the steps above.