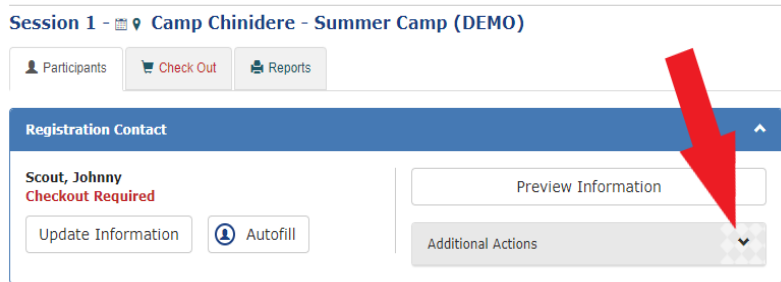


## Event Registration—Parent Portal



**Parent Portal** lets the unit's registration contact give parents access to manage their Scout's registration. Parents can select classes, make payments, and complete required information.

Use of Parent Portal is optional and controlled by the registration contact. When enabled, parents handle their own Scout's details and may make payments directly. Each parent only sees their own Scout's information, and families with multiple Scouts can use a single login.

The registration contact can enable all or select features. Parent Portal is off by default, and the unit remains responsible for all registrations regardless of use.

### Key Features:

- Only allow certain parents access to Parent Portal by handing out login credentials only to those parents you wish to have access.
- Choose how often the registration contact receives a summary email of changes made by parents.
- Prevent parents from making payments or seeing event fees if you want parents to enter information on their Scouts but not make payments.
- Allow class selection if you want Scouts/parents to make their own class selections online.

To turn on Parent Portal features or learn more about it, click on the "Parent Portal" icon under "Additional Actions" in the Registration Contact Box on the registration.

**For a guided video on how units can set up Parent Portal, please visit:**

<https://www.youtube.com/watch?v=RBJmmnQuSo4>

**For a guided video on how parents can utilize Parent Portal, please visit:**

<https://www.youtube.com/watch?v=Xflql-R-VZE>

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