**Instructions for online registration for University of Scouting**

1. Go to [https://scoutingevent.com/083](https://scoutingevent.com/083-______) Click on Register button.
2. Continue as Guest and select the number of registrants for this registration.
3. Enter Guest Information (primary contact).
4. Click on red Update Information button. Save the information.
5. Select red Participants tab to complete required information and to select classes (Schedule). Scroll down to find list of available courses on the left side of the screen. Courses are listed by period, college, then course number and name. Select by clicking on desired class. Once a course is selected for 1st period, all other classes for that period will disappear. Follow this process for each attendee attached to the registration.
6. Be sure to select a Lunch during 4th or 5th periods if pre-purchased food is desired.
7. Click on Save.
8. Click on red Check Out tab.
9. Click on Book Registration if no pre-purchased meal was selected. Click on green Checkout tab to pay for meal if selected. **For everyone:** On last page, be sure to click on the box “I have read and agree to the council policies (required)” to complete your registration. Registration will not be complete without clicking on the box.