

Double Knot Registration Instructions For Group Events

To access the registration page, please click the link for the event in which you are interested. At the bottom of the page, click the “Register ->” button. You will be taken to the login page, where you have the option to “Create A New User Profile” or “Logon” using previously submitted user information. At the next screen, enter your unit number in the Search Box to determine whether your unit has previously been set up. A list of units matching the unit number will be displayed. Select the information for your unit to proceed. If your unit information isn’t visible, click the “New Group” link and create information for your unit. **Note** that there can only be one group for a particular Scout unit.

Once you have selected your unit, click the button to “Name Individuals.” Click the “Add New Participant” button and enter the record type (Scout or Adult Leaders), then enter the first and last name of the participant. Both fields are required so that merit badge records reflect the Scout’s achievement. Phone number and email address are optional. After your Scouts and Adult Leaders are entered, click the “Continue” button.

Next, select the “Register By Individual Button.” For each participant listed under Step 1, select the correct category under Step 2, then the Activities under Step 3. A small calendar icon will appear next to the participant’s name to indicate they are registered for a class. If you make a mistake, just click on the trash can icon to remove the selection. Repeat the process for each participant until all have courses selected. **Note** that placeholder courses have been created for Adult Leaders to discourage their mistaken registration in merit badge classes.

Select the Group Form button and indicate your district, unit type and enter your unit number. This information is needed to track activities for reporting purposes and is, therefore, required. If you don’t know your district, please visit the Council website at <http://tampabayscouting.org>.

Next, click the Checkout button. Review your course selections, then click on the “Checkout ->” button at the bottom of the page. Enter your payment information and click the “Submit” button. Upon successful processing of your payment, your reservation is complete.