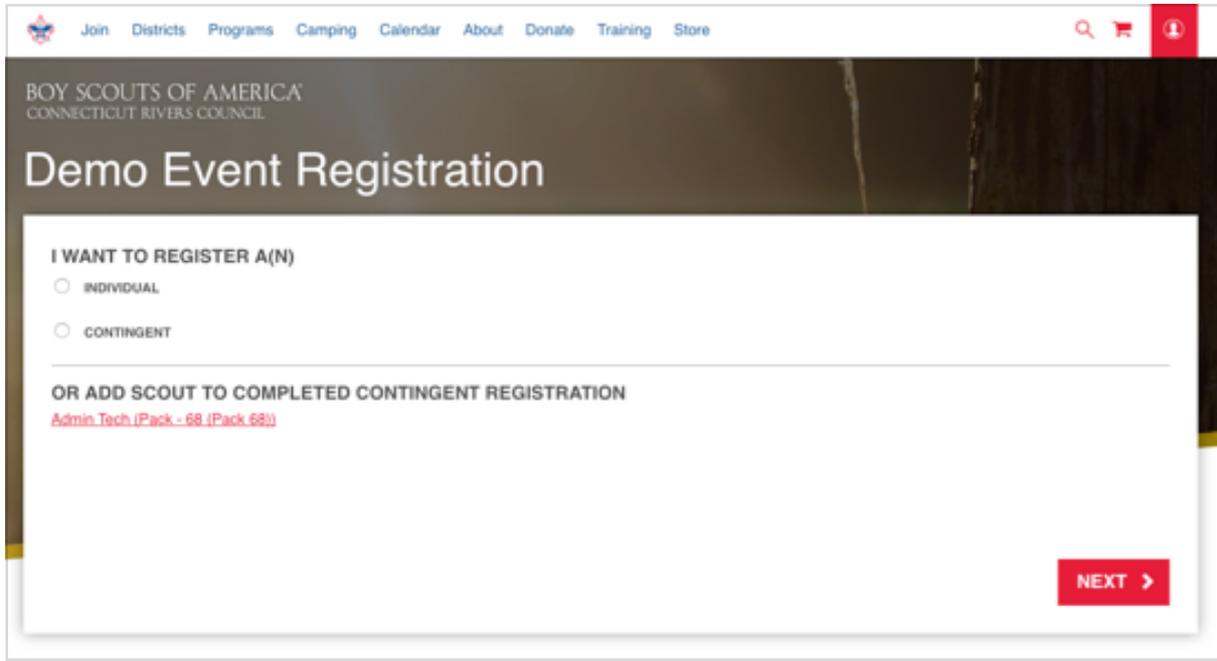
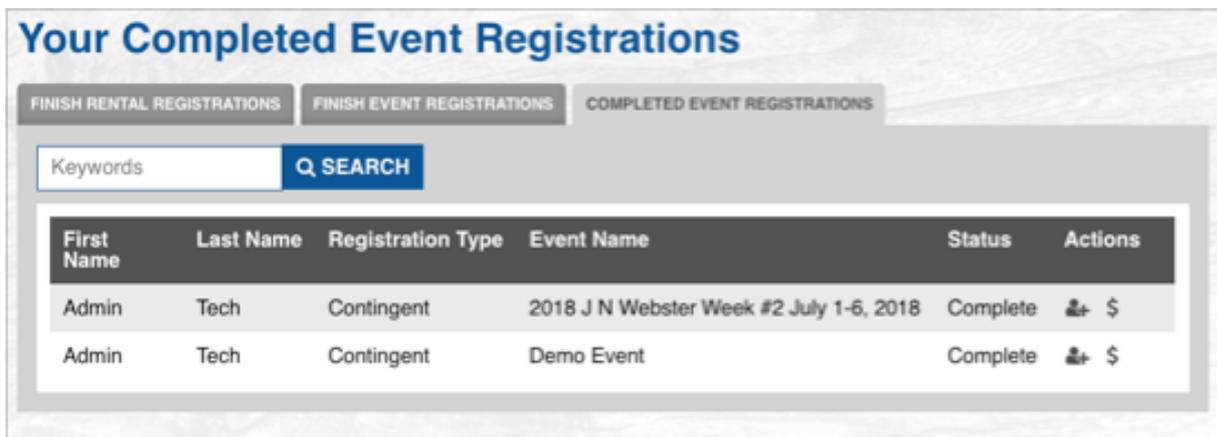


How to Add a Scout/Leader to an already completed Contingent Registration

1. To add a Scout/Leader to an already completed Contingent Registration, you can either go to the event that was registered, and you'll see links to begin the process:

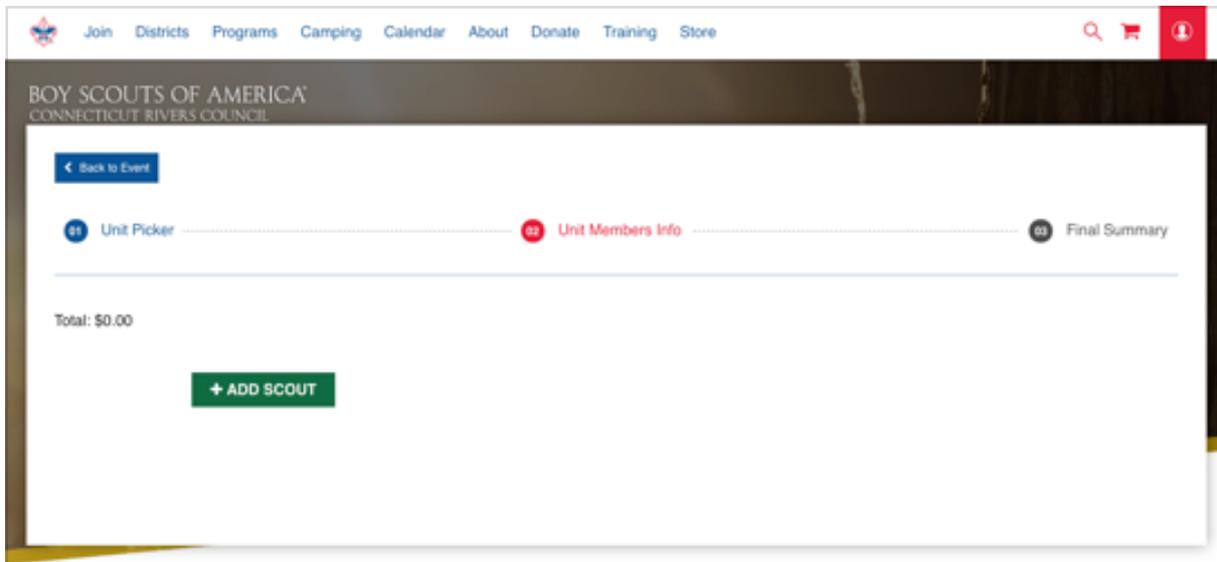


Alternatively, you can begin this process by going to your account dashboard (ctrivers.org/account) and click "Your Completed Event Registrations." You'll see a list of your completed registrations, and an "Add Scouts to Order" button under actions for any contingents that you can still register for. Click this and you'll be taken to the next page in the funnel.



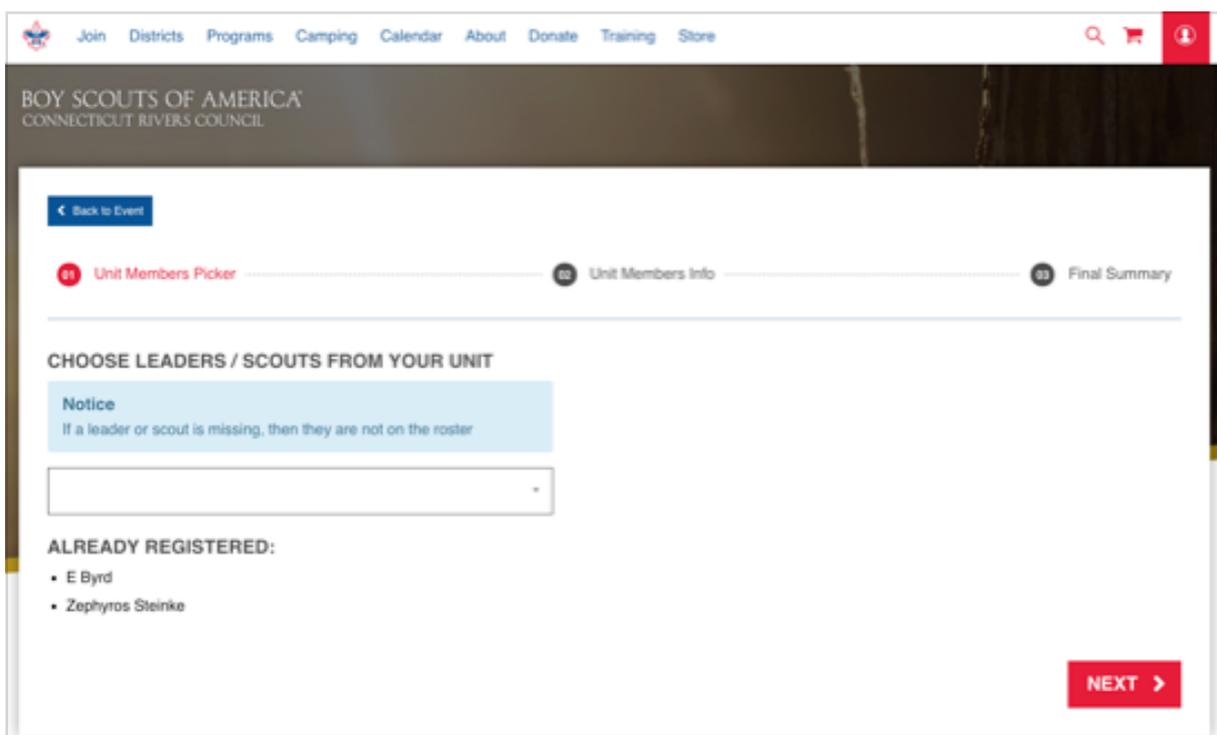
OUT OF COUNCIL

2. If the registration was Out of Council, you'll be taken to a screen to add scouts if the registration. You'll need to click "Add Scout" and fill out the information for each Out of Council Leader / Scout you're adding. If you need to remove a scout, just click the "REMOVE SCOUT" at the top right of their form. When you're finished w/ all added scouts, you'll see a "SUBMIT + REVIEW" button appear. Click this to move on to the final summary page (#4).



IN COUNCIL

2. You'll be taken to a unit members picker if the registration was In Council. Select your Leaders/Scouts and click "Next" to go to the next step.



3. You'll then fill out all fields for the Leader/Scout you're adding. When you're finished, you'll see a "SUBMIT + REVIEW" button appear. Click this to continue on to the summary page.

The screenshot shows a web browser window with the Boy Scouts of America logo and navigation menu at the top. The page title is "BOY SCOUTS OF AMERICA CONNECTICUT RIVERS COUNCIL". The main content area is titled "Registering: Tracey Amato" and shows a total of \$60.00. The form includes a "Test Add-on Group" section with a "Deselect All" button and a radio button for "Test Option (+\$15.00)". Below this are input fields for "E-MAIL ADDRESS" (traceyamato@comcast.net), "FIRST NAME*" (Tracey), and "LAST NAME*" (Amato). A "SUBMIT" button is located at the bottom right of the form. The page also features a progress indicator with three steps: "01 Unit Members Picker", "02 Unit Members Info", and "03 Final Summary".

BOTH IN COUNCIL AND OUT OF COUNCIL

4. The next step is a summary step, and lets you review your order before adding it to the cart. Review the info, then click the "Next" button to add the registration to the cart.

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BOY SCOUTS OF AMERICA
CONNECTICUT RIVERS COUNCIL

← Back to Event

01 Unit Members Picker 02 Unit Members Info 03 Final Summary

Unit: Pack - 68 (Pack 68)

Tracey Amato
Scout Total: \$65.00

TEST CONTINGENT
Price: \$60

Activities:

Test Activity (+\$5.00)

Test Session
(01/25/2018 06:00pm - 06:50pm)

SCOUT TOTAL: \$65.00

FINAL TOTAL: \$65.00

ADD TO CART + ADD TO CART AND REGISTER ANOTHER

10. Now your registration order will appear in the cart, and you can continue through the checkout funnel with your preferred payment.



Cart

Your Cart

Item List	Description	Amount Per	Quantity	Total Price	Amount Due
Tracey Amato - Test Contingent - Demo Event		\$60.00 +options	1	\$65.00	\$60.00 +options
Selected Options:					
1 x Test Activity - Test Session (+\$5)					
				SUB TOTAL:	\$65.00
				TOTAL:	\$65.00
				AMOUNT DUE NOW:	\$65.00

[x EMPTY CART](#)

[\\$ CHECKOUT](#)

Discount Code

[SUBMIT](#)