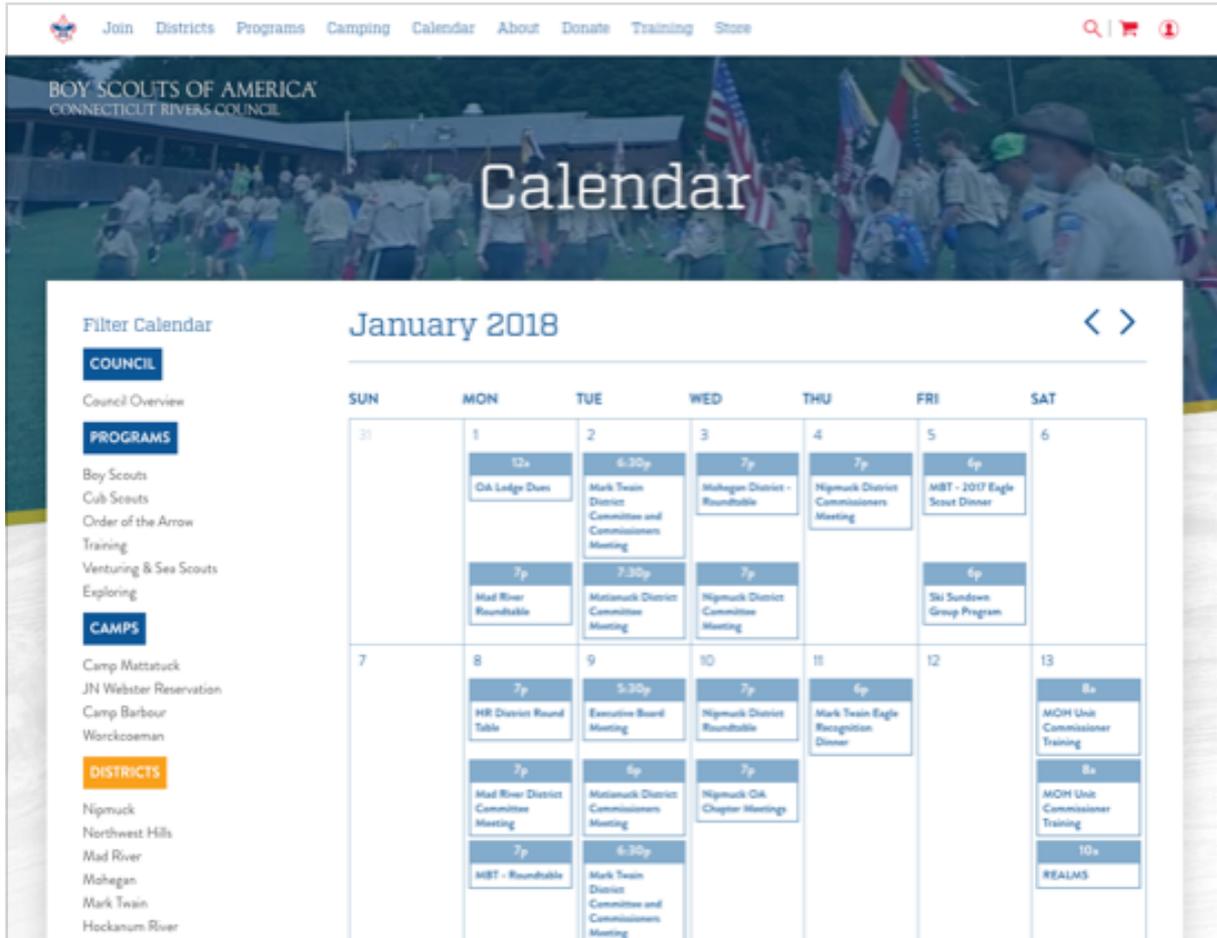


# How to Complete an Individual Registration

1. Click on the event you want to register for on the main calendar ([ctrovers.org/event/calendar](http://ctrovers.org/event/calendar)) or on your District calendar.



2. Click "Sign Me Up" on your event's detail page, taking you to the registration funnel.



3. Select "Individual" and click the "Next" button.

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BOY SCOUTS OF AMERICA  
CONNECTICUT RIVERS COUNCIL

## Demo Event Registration

I WANT TO REGISTER A(N)

INDIVIDUAL

CONTINGENT

NEXT >

- Select which individual type you want to register for and click the "Next" button. If down payments are accepted for this event, you'll see a separate section to select a down payment only type, along w/ how much you'll have to pay to register w/ a down payment.

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## Demo Event Registration

01 Participant 02 Form 03 Unit 04 Summary

INDIVIDUAL - PAY FULL AMOUNT

BASIC REGISTRATION  
\$40

INDIVIDUAL - PAY DOWN PAYMENT ONLY

BASIC REGISTRATION  
DOWN PAYMENT: \$20 | FULL: \$40

NEXT >

- Select (or search for) one of your users to register for this event + type. If you don't see your user in the "Pick Participant User" dropdown, you'll need to register an account for them by clicking the "Register a new Participant User" link below the dropdown. When registration is complete, you'll be redirected back to finish up your registration with your

new user. If this registration has any extra add-ons for you to select, they'll show up here (eg. Test Add-On Group section below). Click the "Next" button to move to the next step when you've selected a user and any add-ons you want to register for.

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## Demo Event Registration

01 Participant + Add-ons 02 Form 03 Unit 04 Activities 05 Summary

**PICK PARTICIPANT USER**

or [Register a new Participant User](#)

If you do not see your participant listed in the dropdown, [click here to register an account for them](#). After registration, you will be redirected back here and the new user will appear in the dropdown. **Do not use another user's account.**

**TEST ADD-ON GROUP** [Deselect All](#)

TEST OPTION (+\$15.00)

**NEXT >**

6. Fill out all the information on the form and click the "Next" button to move on to the next step.

[Join](#)
[Districts](#)
[Programs](#)
[Camping](#)
[Calendar](#)
[About](#)
[Donate](#)
[Training](#)
[Store](#)

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 CONNECTICUT RIFLE COUNCIL

## Demo Event Registration

[Participant + Add-ons](#)
[Form](#)
[Unit](#)
[Activities](#)
[Summary](#)

**E-MAIL ADDRESS**

test@test.com

**FIRST NAME\***

Test

**LAST NAME\***

Tech

**DATE OF BIRTH**

mm/WW/yyyy

**GENDER**

Male

**ADDRESS**

97713

**CITY**

IN

**STATE**

Alabama

**ZIP**

37804

**PHONE**

**SPECIAL NEEDS**

**NEXT** >

---

**Newsletter**  
 Enter Email Address  
[Sign Up](#)

**Contact**  
 60 Darlin St, East Hartford, CT 06108  
 Phone: (860) 913-2700  
[Send Us a Message](#)

**Quicklinks**

- Help
- Unit Resources
- Resources & Forms
- Training
- Certificate of Insurance

7. If the user you're registering is tied to a Unit, you can select your Unit on this step. If the user you selected isn't tied to a Unit, you'll have to enter your Out of Council information and click the "Next" button.

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CONNECTICUT RIVERS COUNCIL

## Demo Event Registration

Participant + Add-ons Form **Unit** Activities Summary

**CHOOSE YOUR UNIT**

- TROOP 26
- TROOP 3
- TROOP 12
- PACK 46
- PACK 115

**OR**

**ENTER OUT OF COUNCIL UNIT INFORMATION**

**UNIT TYPE**

**UNIT NUMBER**

**UNIT LEADER**

**CITY**

**UNIT STATE**

**UNIT COUNCIL**

**NEXT >**

---

**Newsletter**

Enter Email Address

**Sign Up**

**Contact**

60 Darin St, East Hartford, CT 06108  
Phone: (860) 913-2700

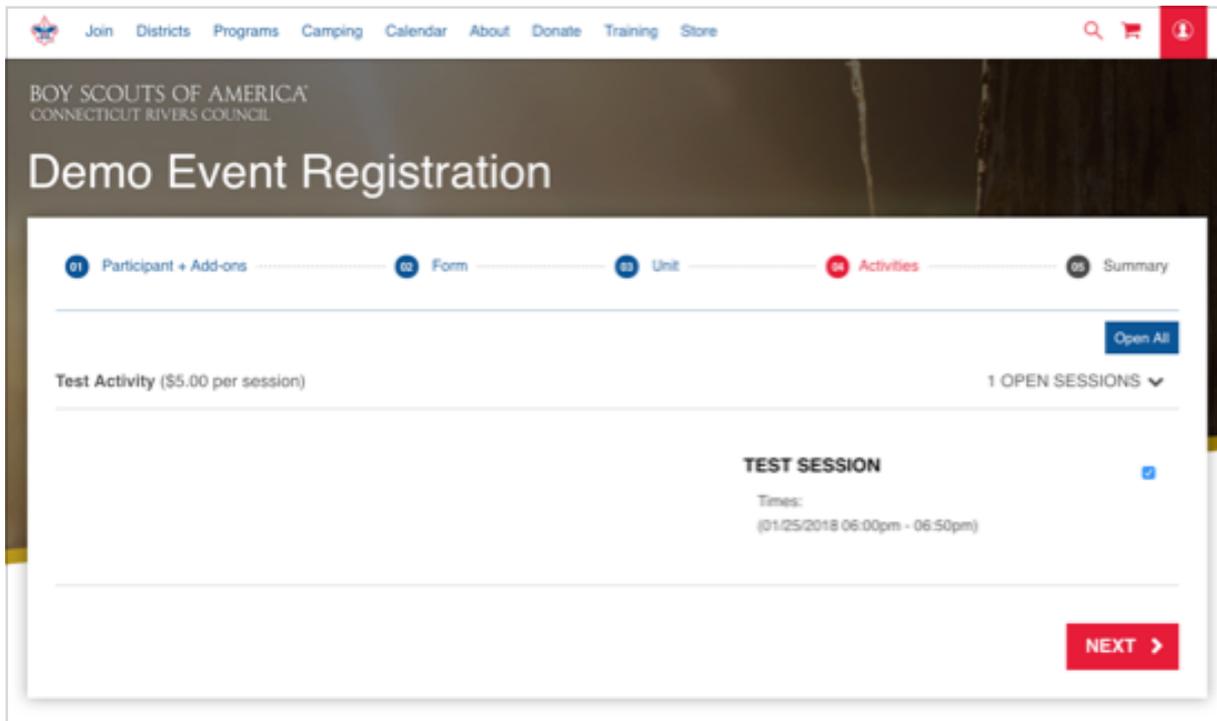
**Send Us a Message**

**Quicklinks**

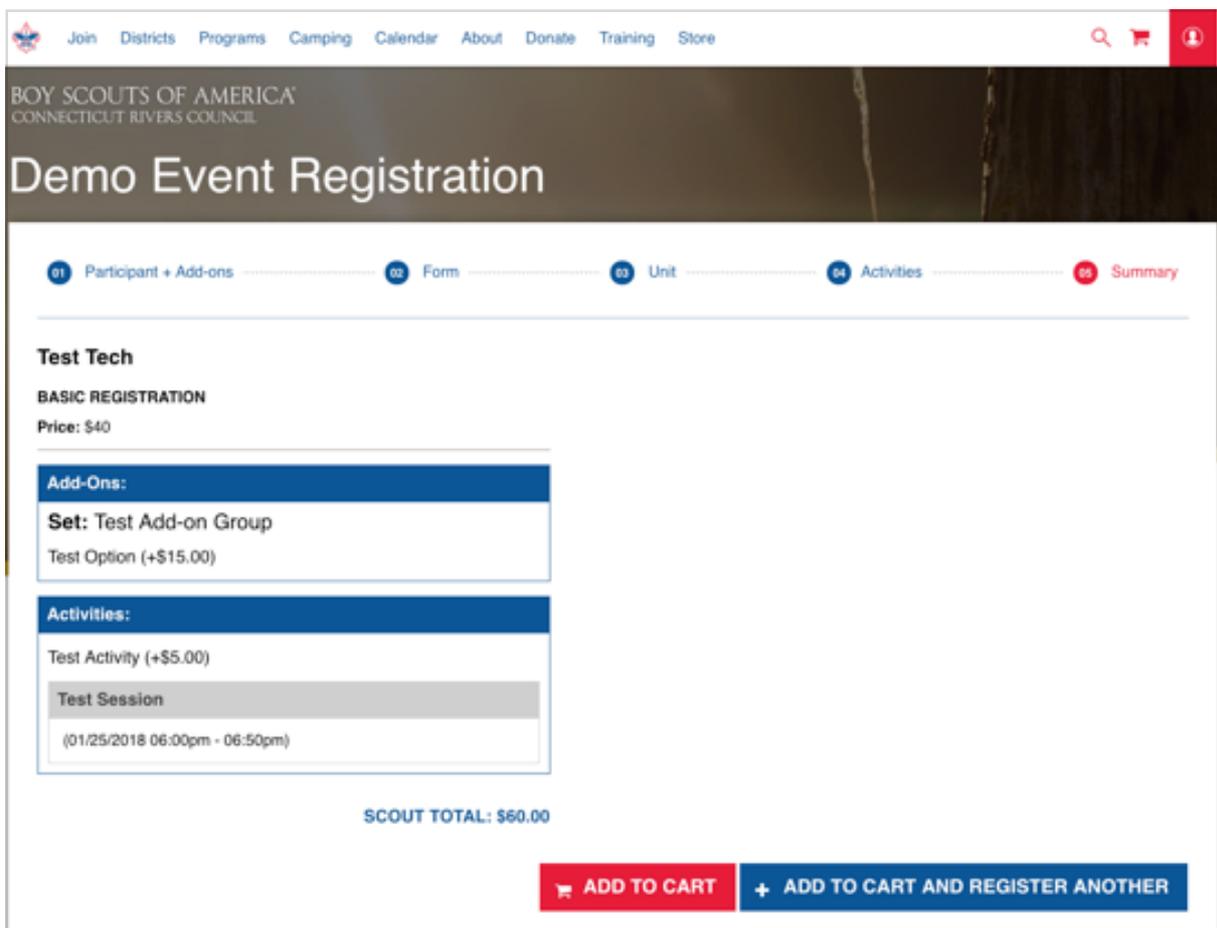
- Help
- Unit Resources
- Resources & Forms
- Training
- Certificate of Insurance

**1 2 3**

8. If your event has available activities, the next step will allow you to select activity sessions to register for. Once completed, click the "Next" button to move to the next step.



9. 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.



10. Now your registration order will appear in the cart, and you can continue through the

checkout funnel with your preferred payment.

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# Cart

## Your Cart

Item List	Description	Amount Per	Quantity	Total Price	Amount Due
Test Tech - Basic Registration - Demo Event Selected Options: 1 x Test Activity - Test Session (+\$5) 1 x Test Option (+\$15)		\$40.00 +options	1	\$60.00	\$40.00 +options
				<b>SUB TOTAL:</b>	\$60.00
				<b>TOTAL:</b>	\$60.00
				<b>AMOUNT DUE NOW:</b>	\$60.00

[x EMPTY CART](#) [\\$ CHECKOUT](#)

Discount Code  [SUBMIT](#)