



# How to Complete an Online Registration

## INITIAL STEPS

- Open Event Link
- Select Session
- Log in or Continue as Guest
- Select Number of Participants
- Enter Information
- Final Steps Before Checkout

## CHECKOUT

- Choose Payment Amount
- Enter Billing Information
- Agree to Council Policies
- Select Payment Type
- Complete Registration
- Find Confirmation Email and Save “Access” Link for Future Use





# Open Event Link

## Select Session

### Log in or Continue as Guest

**Log In:** You have the option to create an ID (email address) and password (save it!) so you can Log In before completing the registration. Black Pug saves your personal information and Unit Type and Number so it auto-fills that information in future registrations.

**Continue as Guest:** You can complete online registrations without having a Black Pug Account, but you will have to enter all personal and Unit information each time you complete an online registration.

Continue as Guest ✕

You are not currently logged in.  
Do you want to continue as a guest, or sign into your account?

[Forgot Password](#)

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[Don't have an account?](#)

# Select Number of Participants

<b>Scout</b>	<b>Adult</b>	<b>Part-Time Adult Leader</b>
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Cost: \$365.00 <a href="#">More Information</a>	Cost: \$240.00	Cost: \$0.00
<b>Provisional Scout</b>		
<input type="text" value="0"/>		
Cost: \$365.00 <a href="#">More Information</a>		
Limit One Registration Per Unit		
<a href="#">Register</a>		



Enter the number of Scouts, Adults, Part-time Adults Leaders, or Provisional Scouts.

**NOTE:** Part-time Adult Leaders are not included in the Full-time Adult Discount calculation.

Part-time Adult Leader Fees: \$50 per day/night. Six Part-time Adult Leader nights will be combined to equal one Full-time Adult Fee (\$240). Their fees are shown on the Registration Contact tab (after their registration is completed), not next to each adult's name.





# Enter Information

Enter the Required Information (and optional if applicable) for your Unit's Registration Contact, and for each Scout, Full-time Adult, Part-time Adult, or Provisional Scout that you said you were registering initially.

**REGISTRATION CONTACT:** If you did not log in, you will need to enter your phone number and Unit Information. Other important information is included on the Registration Contact page so please make sure to read it carefully.

<b>First Name</b> <input type="text" value="Geiger"/>	<b>Last Name</b> <input type="text" value="Debora"/>
<b>Primary Contact Email</b> <input type="text" value="Debi.Geiger@scouting.org"/>	<b>Phone</b> Home <input type="text" value="999.999.9999"/> Day <input type="text" value="999.999.9999"/> Mobile <input type="text" value="999.999.9999"/>
<b>Unit Information</b> <input type="button" value="Select Unit"/>	

**Scout**  
**Checkout Required**

Regular Price: \$415.00  
 Early Discount: -\$30.00  
 Balance Due: \$385.00

Update Information Autofill

**Adult**  
**Checkout Required**

Regular Price: \$240.00  
 Balance Due: \$240.00

Update Information Autofill

**Geiger, Debi**  
**Checkout Required**

Regular Price: \$240.00  
 Price Adjustment: -\$240.00  
 Paid in Full:

Update Information Autofill

**NORTHEAST ILLINOIS COUNCIL UNITS: PLEASE USE THE AUTOFILL FUNCTION.**

Northeast Illinois Council Unit Rosters are uploaded to Black Pug by us on a regular basis so NEIC Registration Contacts can click on “Autofill” to choose a Scout or Adult from the Roster. If a name is missing, contact your leaders to make sure their application has been submitted. Meanwhile, click on “Update Information” instead to enter it. Use either option if you need to replace the Registration Contact’s name which was automatically added for an adult spot.

Change Information for Scout

**First Name** (Required)

**Last Name** (Required)

**Birth Date** (Required)

**Gender** (Required)

**Scouting Rank** (Required)

**BSA Membership Number** (Optional)

Admin Comment

Health Officer Comment

Swim Level

Change Information for Adult

**First Name** (Required)

**Last Name** (Required)

**Gender** (Required)

**Youth Protection Training (Date Taken)** (Optional) [Need training?](#)

**BSA Membership Number** (Optional)

Leadership Position

Admin Comment

Health Officer Comment

Swim Level

**ENTER PARTICIPANT INFORMATION:**

Enter the Required (red font) and Optional (black font; if applicable) information for each participant until all participant spaces have been updated. Note that one Full-time Adult below had an Adult Discount applied (no fee).



# Final Steps Before Checkout

## ADDITIONAL ACTIONS:

Before completing the initial registration, go to Additional Actions if you need to: Add Participants, Change a Participant Type, or to Delete Participants or the whole Registration (only time you can).

Additional Actions

- + Add Participants
- Change Participant Type
- Delete Participants
- ✕ Delete Registration
- Edit Billing Info
- Parent Portal
- Payment Schedule

## PART TIME REGISTRANTS:

Go to the Registration Contact tab for the Part Time Registrant details.

EXAMPLE: (Any) 6 days between 2 or more PT Adults = 1 full-time adult fee.

Part Time Registrants							
Part-Time Adult Leader	Sun	Mon	Tue	Wed	Thu	Fri	Total
Participant 9	X	X	X				3
Participant 10				X	X	X	3
Total	1	1	1	1	1	1	6

NOTE: Part-time Adults are **not** included in the Full-time Adult Discount calculations, but they will owe less than their daily fees when splitting the week.

PARENT PORTAL INFORMATION: You can activate the Parent Portal AFTER you complete the initial registration. <https://makajawan.com/parent-portal>

FEES LISTED: This is an example of the fees for 6 Scouts, 2 Full-time Adults, and 2 Part-time Adults splitting the week. Click on the magnifying glass next to each fee within your registration for details.

Regular Price:	\$2,790.00	🔍
Part-time Participant Fees:	\$240.00	🔍
Adult Discount (pending):	-\$240.00	🔍
Pending Early Discount*:	-\$120.00	🔍
<b>Balance Due:</b>	<b>\$2,670.00</b>	
*Requires payment in full by Mar 18 11:59 PM		

# Checkout

Payment Options

Pay **\$825.00** minimum amount due

Pay **\$2,670.00** full amount due

Pay other amount

**CLICK ON THE CHECKOUT BUTTON TO CONTINUE**

**CHOOSE PAYMENT AMOUNT (Payment Options):**  
Choose “Pay other amount” to specify different amounts for each participant. When Paying Later, you won’t need to supply a paper roster with the specific amounts listed since you already did.

## Enter Billing Information

Billing Information

\*First Name:

Middle Initial:

\*Last Name:

\*Country:

\*Street Address:

Address Line 2:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Email Address:

\*Phone:

## Agree to Council Policies

**Cancellation Policy**  
Northeast Illinois Council, BSA

**Refund Policy for Program Activities**

The purpose of the refund structure is to help support the purchase of materials for events in a timely manner and to protect the event against a sudden loss of participation when said material has been purchased. It also protects the event when spots are limited and the request is not made with enough time to fill that spot for the event.

**Payments will be reimbursed following these guidelines:**

- A full refund will be given if the registration is canceled within 7 days of completing the registration
- A full refund of all fees and deposits will be provided if the refund request is made more than 30 days before the date of the event.
- A refund of all fees less the deposit amount will be provided for requests within 8-30 days of the event date.
- No refund will be issued for requests within 7 days of the event, or if you fail to attend the event.
- Full refunds will be provided if the request is made up to 30 days after the event if a medically valid request is made and includes a physician's note when appropriate.

In the case of limited participation events, no refund will be issued for requests made less than 30 days before the event, unless the reserved spot is filled by a waitlisted participant or new participant.

I have read and agree to the council policies (required)



Once you agree to the Council Policies, you will be able to complete the registration:

- Select Payment Type (electronic check, credit card, pay later)
- Write down your Registration Number
- Book Registration

Your Registration Confirmation Email will have an “Access” link for future use: Add more scouts or adults, activate the Parent Portal, choose merit badges, etc. Check your Spam Folder if it’s not in your email’s Inbox.

Another Way to View Your Existing Registration:

- Use the event link you received to complete the registration.
- At the top of the page, click on “Lookup” then “Lookup Registration”.
- Enter your email address and registration number.
- Choose “Forgot Registration Number” if you can’t find it or didn’t save it. The system will find all registrations completed with that email address.

Administrative Booking

Click the 'Book Registration' button in the lower right corner to finalize booking. No payment is taken at this time.

If the customer is making a payment at the counter, then that payment should be taken through your POS system (such as Sellwise) and then receipted into 247Scouting by using the 'Apply Payment (\$)' button'. Or, the customer can always login later to make an electronic payment per the types accepted by your event.

Please make your check payable to **Northeast Illinois Council**

**Check Amount: \$825.00**

Include registration number **1293439127** with your check.

Northeast Illinois Council  
850 Forest Edge Dr  
Vernon Hills, Illinois 60061  
Phone: 847-433-1813

[Book Registration](#)

Lookup ▾

Parent Portal

Lookup Registration

View Existing Registration

*Have a Log In Account? If so, log In to see existing and previous registrations*

Registration Contact Email Address

Registration Number

[View Registration](#) [Forgot Registration Number](#)