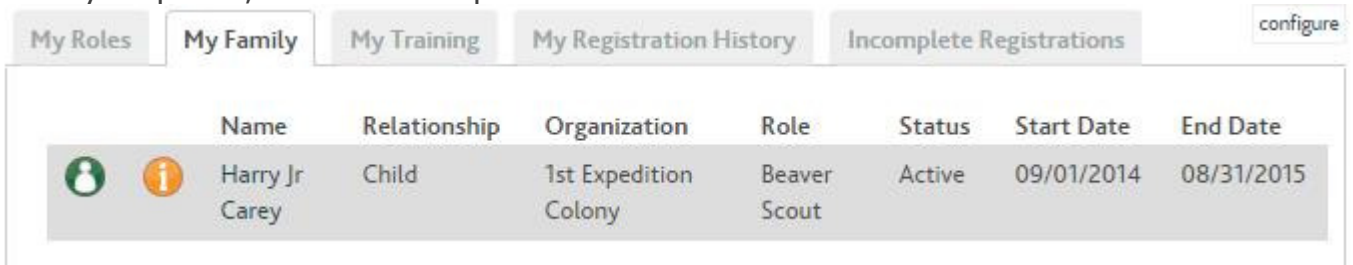# How to Register your Child as a Returning Participant

Introduction

This article will assist you with the process for completing a registration for returning participants.

Online Registration

- You will first need log into your profile in myscouts.
- Once logged in, you should be able to see your children under the 'my family' tab in your profile, as in the example below.

		Name	Relationship	Organization	Role	Status	Start Date	End Date
My Roles	**My Family**	My Training	My Registration History	Incomplete Registrations				configure
🧑	ℹ️	Harry Jr Carey	Child	1st Expedition Colony	Beaver Scout	Active	09/01/2014	08/31/2015

- **Please note**: if you do not see your child/charge under 'my family' then you will need to contact the Help Centre.
- Having established that your children are correctly linked to your account, you can then go to 'Register Member' under 'Member Options'.

My Menu
- Member Options
  - Register Member

- This will lead you to the 'Find a Group' page to locate the applicable group and section.
- Once you have found the group and section you want to register for you can then click 'register as a participant'.

Register for this group by contacting them! Click below to e-mail and let them know you're interested!

▶ CONTACT   ▶ REGISTER AS A VOLUNTEER   ▶ REGISTER AS A PARTICIPANT

- The next screen is the year select screen.

Select Registration Year

Select a Registration Year: *

September 1st, 2015 - August 31st, 2016 ▼

Continue

- In the proceeding screen, you can select the name of the child that you wish to register, as per the below example.

Member to Register	Relationship
Paul Johnsen	Parent/Guardian
Harry Jr Carey	Child
Myself	Myself
New Member	New

- You will then follow the steps to renew the registration online and pay with Credit Card, PayPal or Debit.
- Most of the details in the registration pages will already be filled in as these details are already on the system, however it is worth double checking that everything is correct and up to date.
- After agreeing to the terms and conditions, the registration confirmation screen (as below example) will confirm the registration details and price of the membership fee. Hit 'continue' if you are happy with all these details.

Participant Registration

Registration Year: September 1st, 2015 to August 31st, 2016

Registration Confirmation

Please review your selections:

"

Scout Group Name and Role

Registration Year:	2016		
Group Name:	1st Douglas Scout Group	Section:	1st Douglas A Colony
Role:	Beaver Scout	Registration Fee:	$175.00 CDN

Participant Information

Last Name:	Carey	First Name:	Harry Jr

Continue

- The next screen will ask for your credit card details.

Registration Year: September 1st, 2015 to August 31st, 2016

Payment Details

Payment Amount:: *

175.00

Payment Method:: *

AMEX ▼

Credit Card Number:: *

Credit Card Expiration Date:: *

2015/05 ▼

Credit Card Security Code:: *

Continue

- After your payment has been processed, you should see a receipt pop up and a green message stating 'payment approved' as in the test example below. You can print this receipt if required and then hit 'continue' to finish the registration. **If the payment is unsuccessful you will see a 'payment declined' message in red, you will be able to go back and retry if this happens.**

Receipt

Print this page as a record of payment.

Transaction Details

Transaction Type:	Purchase	Registration Fee:	80.00
Order ID:	ord-1423503373	Approval Code:	301414
Date / Time:	2015-02-09 12:32:55	Response / ISO Code:	025 / 00
Sequence Number:	660109290011591520	**PAYMENT APPROVED**	

Scout Group Name and Role

Registration Year:	2015		
Group Name:	17th Ottawa Group	Section:	17th Ottawa Southminster Colony
Role:	Beaver Scout		

Participant Information

Last Name:	Squire	First Name:	Davina

Continue   Print Page

How to resume a lost registration

If you are unable to complete the registration and need to resume the process log back into MyScouts.ca, you will see a tab entitled 'Incomplete Registrations'. Select 'Resume' to continue where you left off, or 'Delete' to get remove the registration.

My Roles	My Family	My Training	My Registration History	Incomplete Registrations

Year	Organization	Registrant	Role	Progress		
2015	17th Ottawa Southminster Colony	Davina Squire	Beaver Scout	Order Details	RESUME	DELETE