

How to register a 1st time youth participant: Step-by-step

Introduction

This article is a step-by-step guide on 'How to register a 1st time youth participant' with Scouts Canada. This article includes screen shots to provide a visual step-by-step guide.

How do I prepare to register my child as a first time participant?

- 1) Be prepared to include personal information about your youth. Specifically, 3 emergency contacts, medical information such as Provincial Healthcare Number, insurance details, Dr's contact information, allergies, dietary restrictions, medical conditions & special care instructions.
- 2) Ensure you are using a desktop or laptop computer with access to the internet. Mobile and handheld devices are not always compatible with the system and are best to avoid.
- 3) Method of payment. Paying fees are the final step when completing registration. Acceptable methods of payment are credit card; Visa, Mastercard and AMEX, debit and PayPal.

Note: The option to pay via Group Billing code will appear only if your Group has given you the option to use a Group Billing code.

How to register my child as a first time participant

Step 1: Locate Groups in your area

Follow this link [JOIN](#)

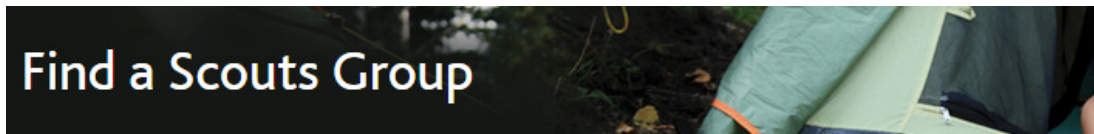
The screenshot shows the 'Join' page with a red background. At the top left, the word 'Join' is written in white. Below it, the main heading 'FIND A GROUP AND REGISTER TODAY' is in white. A sub-heading reads: 'To find the group nearest you, enter your postal code, select your child's age and what night(s) of the week you want, and select FIND A GROUP'. The form contains three main sections: 1) 'Postal Code:' with a text input field containing 'H0H 0H0'. 2) 'Age Group:' with five radio button options: 'Beaver Scouts (aged 5-7)', 'Cub Scouts (aged 8-10)', 'Scouts (aged 11-14)', 'Venturer Scouts (aged 15-17)', and 'Rover Scouts (aged 18-26)'. 3) 'Night(s) you are interested in:' with six checkbox options: 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Saturday'. A 'FIND GROUPS' button is located at the bottom center. A small note at the bottom of the form states: 'By clicking the following button, you will be directed to a website where you can register with a Group'.


Step 2: Select your youth's new Group

Once you've included your information and selected *Find Groups* you will be re-directed to the page seen below - the information you've already added; postal code, child's age and night's you are interested in will be re-populated when you are re-directed.

This page lists the results of your Find a Group search.

These are the 10 nearest Groups to the postal code entered. Refer to the map for the meeting locations of the Groups listed.



 Please note that although you are able to search for Scouts Groups, you must be logged into MyScouts in order to register with the Online Registration forms. If you do not yet have an account, you can easily create one from our home page. [Click here to go to the home page from where you may login or register.](#)

Postal Code: (eg: 'K2J 2K2')

Age Group:

- Beavers (aged 5-7)
- Cub Scouts (aged 8-10)
- Scouts (aged 11-14)
- Venturer Scouts (aged 15-17)
- Rover Scouts (aged 18-26)

Night(s) you are interested in:

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

[▶ SEARCH AGAIN](#)

For further information on registrations, Scouting programs and training, visit the [Online Support Centre For Parents](#) or use the link below to get assistance to register your child.


[? Having trouble with your child's registration? CLICK HERE](#)



When a Group is not currently accepting new participants you may contact the Group to make an inquiry or request to be placed on the wait list.

1 1st Expedition Group (0 kilometers)
 1st Expedition Colony
 Community Centre
 Meets Tuesday @ 6:45 PM

Select 'Contact' to reach out to the Group and/or request to be on the waitlist



This Group does not have any vacancies for the current year.

To make inquiries to the Group or place your name on a wait list, please select the 'Contact' option below.

▶ CONTACT

▶ SIGN IN TO REGISTER

▶ CREATE AN ACCOUNT

Contact Group

Complete the form below to contact the 123rd Ottawa Group. You will be contacted by a local Scouts Canada representative shortly.

To learn more about Scouts Canada and its programming, click here .

Name: *

Email: *

Child's Name:

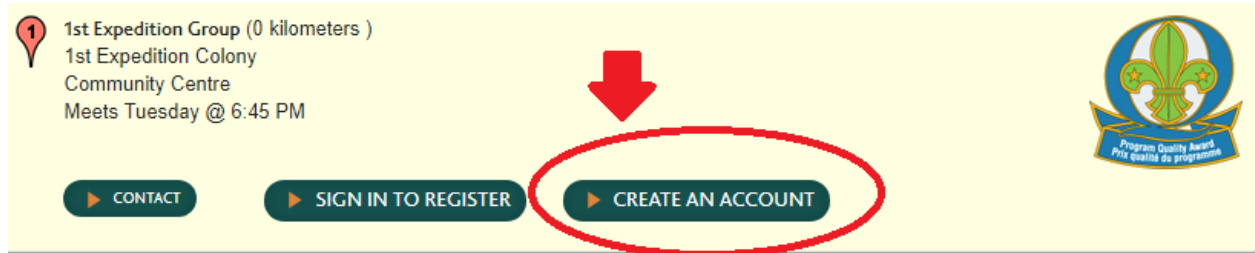
Child's Age:

Message: *

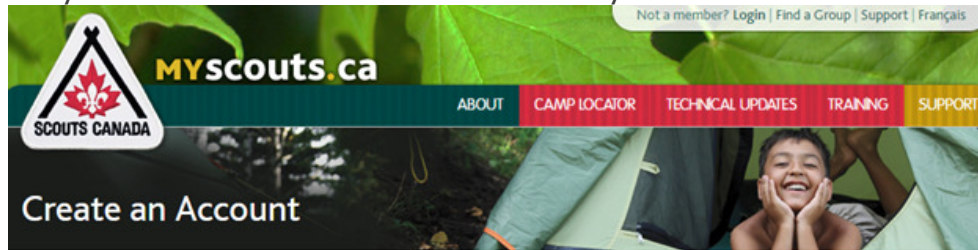
If you would like to be contacted if and when space may become available for this group, please check the box.

Step 3: Create your Parent/Guardian account

When a Group has space available you may move forward with registration by selecting *Create Account*.



A Parent/Guardian account is required when you register youth in Scouting. When you register your youth their account will be linked with your account.



If you or your child have ever registered or taken training with Scouts Canada you probably already have a MyScouts.ca account. <<Click here>> to find your account.

Parents can create their own account on this page and then register their child from the Find a Group function. New volunteers can create their account on this page and then register through the Find A Group function.

It will not be possible to create an account from this page if you are under 18 years of age. Active members over 14 years of age and over will have a Myscouts.ca account automatically created for them if they have an email on their profile and this email is not being used as another username.

Account Information

Myscouts will use this email address as your username if it has not yet been used by another user. To check if the email is being used by another user click the "CHECK" button.

EMAIL

This will be your username for your Scouts account

Email address of the Parent/Guardian

Personal Information

PREFIX

Please select ▾

FIRST NAME *

MIDDLE NAME

LAST NAME *

NICKNAME

GENDER *

Please select ▾

DATE OF BIRTH *



Format: mm/dd/yyyy

CURRENT EMPLOYER

FAITH AFFILIATION

Please select ▾

OCCUPATION

PREFERRED LANGUAGE *

Please select ▾

These fields are for the NAME OF THE PARENT/GUARDIAN who are registering their youth in Scouting.

You must be 18 or older to register a MyScouts account. If a date of birth entered indicates the registrant is under 18 the pop-up box seen below will appear.

www.myscouts.ca says

Error: You need to be 18 years of age to create a MyScouts.ca account. Members under 18 can create an account by contacting the help centre (email: helpcentre@scouts.ca or call us at 1-888-855-3336).

OK

Address Information

ADDRESS LINE 1 *

← Address of the PARENT/GUARDIAN

ADDRESS LINE 2

ADDRESS LINE 3

CITY *

PROV/TERRITORY

POSTAL CODE *

COUNTRY

Contact Information

DAYTIME PHONE

EVENING PHONE *

← Mandatory information is indicated by a red asterisk

OTHER PHONE

FAX NUMBER

Access Information

PASSWORD *

This will be the password for your Scouts account

CONFIRM PASSWORD *

CREATE ACCOUNT **CANCEL**

Select to complete Parent /Guardian registration

After *Create Account* is selected you will be re-directed to the **MyScouts** login page where you will see the pop-up *New record created / Record updated*.

Step 4: Login to your new MyScouts account

Enter the email address and password you just used to register yourself with **MyScouts** to gain entry to your Parent/Guardian **MyScouts** account.

not a member? [Login](#) | [Find a Group](#) | [Support](#) | [français](#)



myscouts.ca

ABOUT | **CAMP LOCATOR** | TECHNICAL UPDATES | TRAINING | SUPPORT

Find a Scouts Group Near You!



Click here to go to our group locator ▶

Login to myscouts.ca!

Your Email Address: *

Your Password: *

Login ← Login to your new Parent/Guardian MyScouts account

I Forgot My Password

What Can I Do With MyScouts?

myscouts.ca
Technical Updates

New record created

Record updated

← **'NEW RECORD CREATED' will appear when a new account is created successfully**

Find or Create your Account

- 1** If you or your child have ever registered or taken training with Scouts Canada Click here to find your account.
- 2** If this is your first experience with Scouts Canada Click here to create an account.

Note to parents:

To renew your child go to the "My Family" tab in "My Profile" and select the renew icon. If your child is not showing under the My Family tab, please contact the Help Centre.

Step 5: Register your youth

Once logged in to your new **MyScouts** account you may begin your youth's registration. Select *Register Member* from the *Member Options* menu.

scoutsarecool@exampleemail.ca | My Profile | Find a Group | Support | Logout | Français

MYscouts.ca

ABOUT CAMP LOCATOR TECHNICAL UPDATES TRAINING SUPPORT

PARENT GUARDIAN ← Name of the PARENT/GUARDIAN

My Menu

- Member Options
 - Register Member** ← Select "Register Member" to register your youth
 - Contact Info
 - Emergency Info
 - Medical Info
 - Directory, Photo & Fundraising Options
 - Parent/Guardian
 - Update Password and Language
 - Printable Membership Card
 - Reprint Receipt
- Reports
- DAVID HUESTIS Learning Centre

My Roles

No active registrations found. Click here to find your nearest Scouts group!

My Profile

Member Number: **10503066** ← Your new member number

Status:
PRC Status:
PRC Due Date:

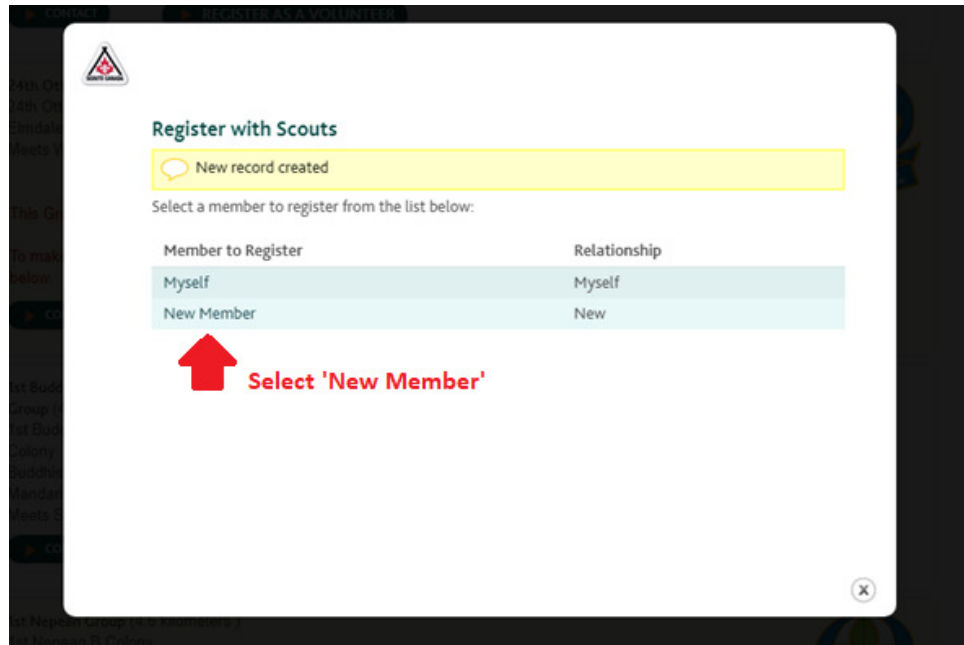
When *Register Member* is selected you will be re-directed back to the *Find a Group* page. This time as you are already logged in to your **MyScouts** account you will see the option next to *Register as a Participant*.

1 1st Expedition Group (0 kilometers)
1st Expedition Colony
Community Centre
Meets Tuesday @ 6:45 PM

CONTACT REGISTER AS A VOLUNTEER **REGISTER AS A PARTICIPANT**

Program Quality Award
Prix qualité du programme

Select *New Member* as you are registering your youth as a 1st time participant.



The next few screens are where you enter all of your child's details onto the system. This information should be accurate and up to date, as these are the details which will be sent to the group you are registering with. Remember that fields marked with a red asterisk are compulsory. Select *Create Account* once all information has been entered.



Participant Registration Member Information

Include the
information for the
child you are
registering

Information

FIRST NAME *

MIDDLE NAME

LAST NAME *

DATE OF BIRTH *



Format: mm/dd/yyyy

GENDER *

Contact

EVENING PHONE *

DAYTIME PHONE

IMPORTANT: Include
the **SAME** email
address you used to
register yourself.

OTHER PHONE

EMAIL *

Enter an email address for the person you are registering. MyScouts.ca will automatically create a user account for registrants 14 years of age and over and use this email as their username if it has not yet been used by another user.

To check if the email is being used by another user click the "CHECK" button. Note a MyScouts.ca account is needed for this registrant to take e-learning training.

 CHECK

Address

ADDRESS LINE 1 *

CITY *

PROV/TERRITORY *

POSTAL CODE *

COUNTRY *

Other

PREFERRED LANGUAGE

Please select ▾

ARE THERE ANY FAMILY CIRCUMSTANCES, CULTURAL OR FAITH REQUIREMENTS OF WHICH THE SCOUTER SHOULD BE AWARE?

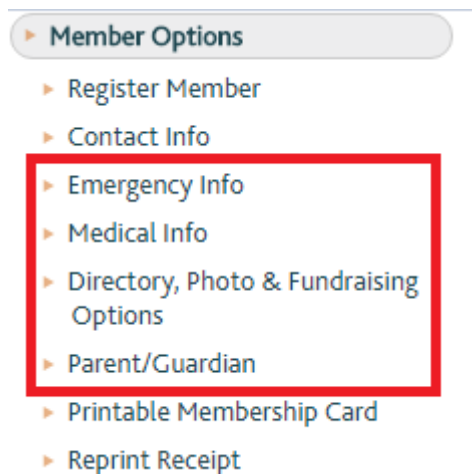


Select when your youth's information has been added to create their account.

After *Create Account* has been selected you will be led through a series of screens requesting more information. If you do not have all of the information requested immediately available you may leave the non compulsory fields (fields not indicated by a red asterisk) and come back to them when you have the information.

If you choose to move forward with completing the information at a later time the categories can be found within *My Menu* under *Member Options*.

- **Emergency information:** 3 emergency contacts
- **Medical Information:** Provincial healthcare number, physician information, insurance information, allergies, dietary restrictions, conditions or concerns to be aware of, date of most recent tetanus shot and swimming abilities (swimmer or non-swimmer)
- **Directory, Photo & Fundraising Options:** Photo release and communication consents
- **Parent/Guardian:** Involvement survey



After this section has been completed you will next be asked to read and agree to the terms and conditions of Scouts Canada privacy policy, terms of registration, medical policy and participant agreement.



Participant Registration

Registration Year: September 1, 2017 to August 31, 2018

Terms and Conditions

I agree to the Scouts Canada Privacy Policy (read more ...) *

Yes ▾

I agree to the Registration Terms and Refund Policy of Scouts Canada (read more ...) *

Yes ▾

I agree to the Scouts Canada's Medical Policy (read more ...) *

Yes ▾

I agree to the Scouts Canada Participant Agreement (read more ...) *

Yes ▾

Once you have agreed to the terms you may confirm your youth's registration information before being requested to make payment.



Participant Registration

Registration Year: September 1, 2017 to August 31, 2018

Registration Confirmation

Please review your selections:

Scout Group Name and Role

Registration Year:	2018
Group Name:	1st Expedition Group
Section:	1st Expedition Colony
Role:	Beaver Scout
Registration Fee:	██████████

Participant Information

Last Name:	Bondar
First Name:	Roberta



Lastly, you will complete payment information. You have the choice of payment via credit card (Visa/Mastercard/AMEX), debit, PayPal or Group Billing code (the option to use a Group Billing Code will only appear if the Group has made the option available) **Reminder:** Scouts Canada divides its fees into two portions, the **National Registration Fee**, and a **Group Fee** (if applicable), these are added together to give a final fee amount that is listed under *Payment Amount*. Fees are inclusive of taxes.



Participant Registration

Registration Year: September 1, 2017 to August 31, 2018

Payment Details

Payment Amount: *



Combination of the
National Registration Fee
AND
Group Fee

Please choose your method of payment:



Credit Card Number: *

Credit Card Expiration Date: *

Credit Card Security Code: *

Once your payment has been processed your receipt will appear. You will be able to access your receipt at any time (if your payment is made online) by selecting *Reprint Receipt* from *Member Options*.

Participant Registration

Registration Year: September 1, 2017 to August 31, 2018

Receipt

Print this page as a record of payment.

Transaction Details	
Transaction Type: Purchase	Registration Fee: Combination of National Fee & Group Fee
Order ID:	Approval Code:
Date / Time:	Response / ISO Code:
Issuer Name:	Issuer Confirmation:
Sequence Number:	PAYMENT APPROVED

Scout Group Name and Role
Registration Year: 2018
Group Name: 1st Expedition Group

Section: 1st Expedition Colony

Role: Beaver

Participant Information
Last Name: Bondar
First Name: Roberta

[Continue](#) [Print Page](#)

After your receipt is received select *Submit Registration* to complete the process.

Participant Registration

Registration Year: September 1, 2017 to August 31, 2018

Registration for Roberta Bondar

Thank you for your registration! Please submit it to Scouts Canada using the button below.



How to resume registration

If you abandon the registration process part way through you will be able to resume your child's registration.

Log back into **MyScouts** and select the tab titled *Incomplete Registrations*. Select *Resume* to pick up where you left off, or *Delete* to remove the registration completely.

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

What happens after my child has been registered?

After your youth has been registered you will receive an email confirmation explaining that you will be contacted by a Scouter with your youth's new Group. You should be contacted within a week of registration. If you are not contacted in a timely manner please reach out to the Scouts Canada Help Centre.



Thank you for registering Roberta Bondar with Scouts Canada!

A confirmation of your registration has been sent to the local Scouting Group you have registered with. A representative of the Group should be in touch with you within the next week to provide you with further information.

Please note that your child's Scout Group is managed by dedicated Volunteers who will do their best to return your inquiry as promptly as possible. If you do not get a response within one week please contact our Help Centre by replying to this email.

Thank you for registering with Scouts Canada and we look forward to welcoming your family! We hope you will enjoy a fun-filled year of friendship, adventure and memories through Scouting.

Don't forget that parents are a big part of great, safe Scouting adventures. There are many opportunities to get involved in your child's Scouting program, as much or as little as you wish. Speak with your child's Scouter or your Group Commissioner to find out more and join in on the fun.

REGISTRATION RECEIPT

Members Name: *Roberta Bondar*

Membership Fee 2017/2018:

Total:

Registration Code:
