

### How to add or edit participants and make payments:

- 1) Login on the top right hand side of website.
- 2) On the left side of the home page under the OA symbol, there is a menu, Do a "unit search" by clicking on "unit information". Put in your troop number and begin search
- 3) Your troop will appear with an underline, then click on it
- 4) On the right side of the page is registrations, click on it. Make sure the bar on the right sides says 2015 (click on it to make 2016 come up) It defaults to the year we are in. Under Events, is underlined, the event you are signed up for, click on this.
- 5) your information comes up. There are several tabs to click on. Click on Participants and on the right side there is a "register a new participant" on the right hand side. From there you can add each participant. If you do not have names yet, I use Adult 1, Scout 1, etc. You can pay by Check, Visa, and Mastercard. The name and address of the person's card or check have to match your contact info or it will be declined.
- 6) to edit the youth or adult with a name- After you do your troop search, several tabs appear. Click on participants, click on adult 1, over on the right side there will be a drop down menu called "options", from there you can edit participant information.
- 7) to make a payment, click on the tab contingent account, right hand side has a "make a payment". This will load your reservations and you can add the amounts you want to pay on each person into a cart.