A GUIDE TO:

REGISTERING FOR STATE-RALLY

Contents

I am a Patrol Leader and need to register:

Before commencing your registration, you can send a message out to your Scout Group and Scouting Friends to work out who is attending State Rally. Get people to come back to you with plenty of notice to allow them to be registered before the closing date.

As the Patrol Leader, you can register the Patrol and its members online. The registration system will email each member of the Patrol asking them to complete the consent forms and pay.

If you are registering yourself only, because members of your Patrol have already registered, please ensure after completing your registration you come back and commence building your patrol from step 13.

1. Visit the ScoutEvent registration portal:
   https://events.nsw.scouts.com.au/

2. If you have used this portal before, please select _Login_ and enter your credentials. If not, select _Create user profile_ and set-up a new user account.
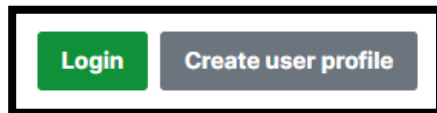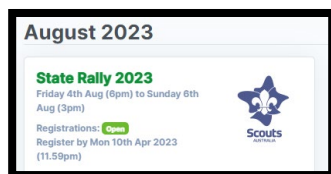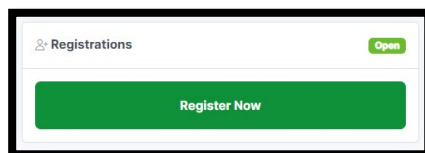

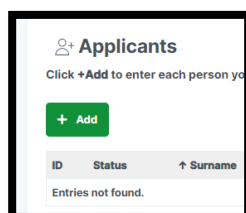3. Navigate to the event by clicking:
   a. Scouts NSW

   b. Scroll down to August 2023
   c. Click on State Rally 2023

4. Click _Register Now_ from the Registrations portal

5. Click _+ Add_ to begin adding yourself and members of your Patrol if you wish:

6. For each member of your Patrol, including yourself complete the form. If you are adding another member to the Patrol, select _Save & New._ If you have entered the last member of your Patrol, select _Save & Return._
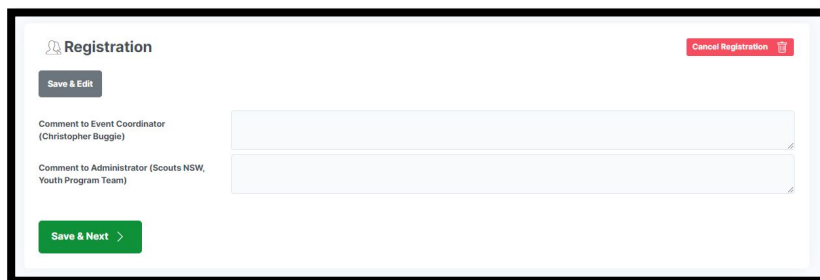

   a. **First Name**
   b. **Surname**
   c. **Formation** – This is the Scout Group you belong to
   d. **Gender**
   e. **Scout ID** – This is the persons Scout Membership Number. Your Scout Leader or Group Leader will be able to assist getting these numbers if your Patrol Members do not know them.
   f. **Email Address** – This should be the email address of each members parent or guardian. We send lots of emails here so please make sure it is correct.
   g. **LEADER RAC ASSIGNMNET** – Select _I am a Scout_
   h. **Do you have an activity you have been assigned to?** – Leave this blank as it applies to Junior Service Leaders and Leaders only.
   i. **Category** – Select the appropriate Scout Category available at the time.
7. After entering yourself or the members of your Patrol, click _Save & Return_ to review your Patrol.

8. If all details are correct, click on **Save & Next**. Otherwise you can continue to add members with the **+ Add** option or edit / remove a specific member clicking the relevant option against their name.
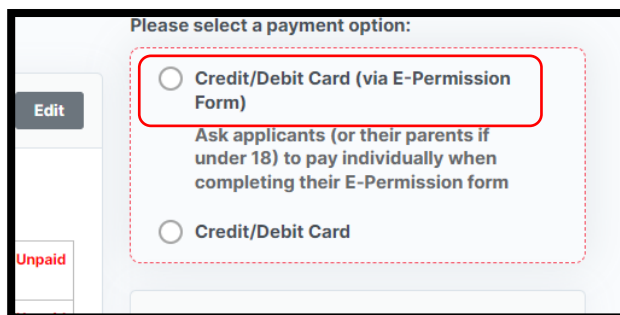
9. If you have any comments, concerns, or things you want the Event organisers to know, please enter these now into the text boxes. Click *Save & Next* to continue
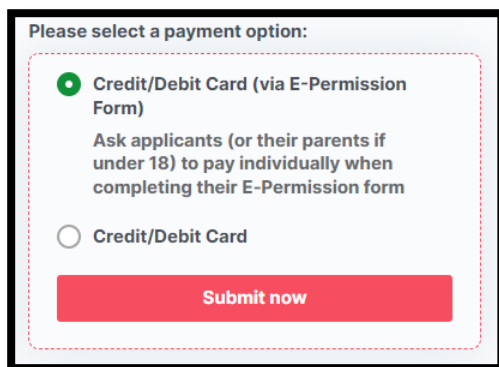

10. Review your Patrol one last time. To ensure each member of your Patrol is asked to pay themselves, ensure you check the option **Credit/Debit Card (via E-Permission Form).** If you select just the option **Credit/Debit Card** you will be asked to pay for every member of your patrol.

11. Click the **Submit Now** button.

12. Once you receive a success confirmation, click on State Rally 2023 just under your Registration.

13. Now you can add your Patrol. By clicking State Rally 2023 in the above step, you will have been directed back to the homepage. On the right side, scroll down and click **Add Patrol.**
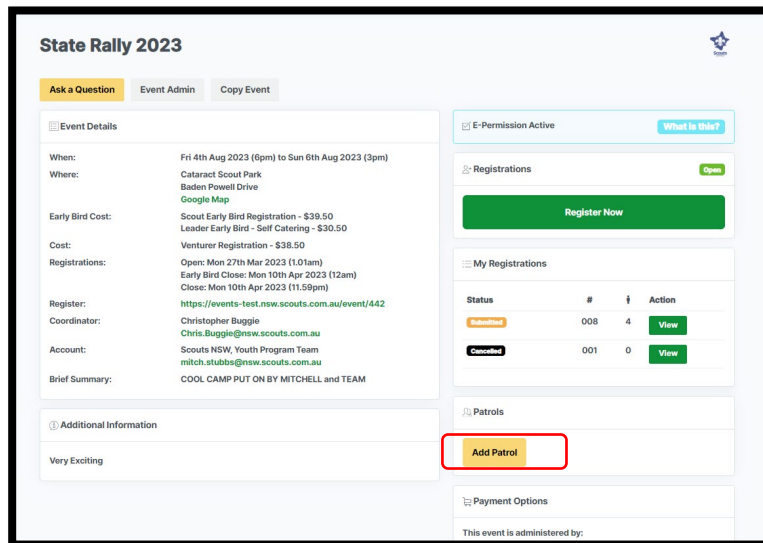

14. Enter the requested details into the pop-up form and the click **Add**.
    a. Patrol Name – Enter the name of the Patrol
    b. Patrol Administrator Name – This should be the Patrol Leader
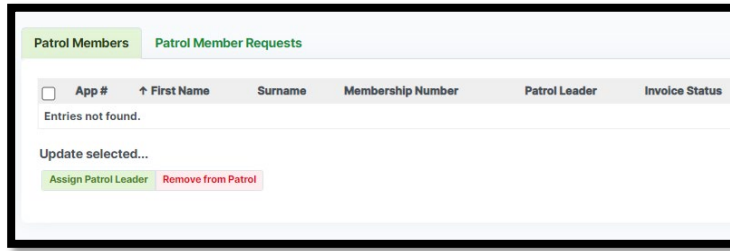   c. Patrol Administrator Email – The Email address of the Patrol Leader
15. A message to let you know the Patrol has been created will pop up. Click **Close** to return to the homepage
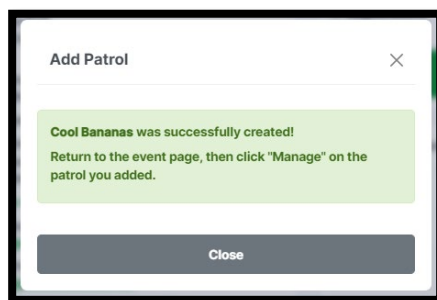
16. Click on **Manage** to manage your Patrol.
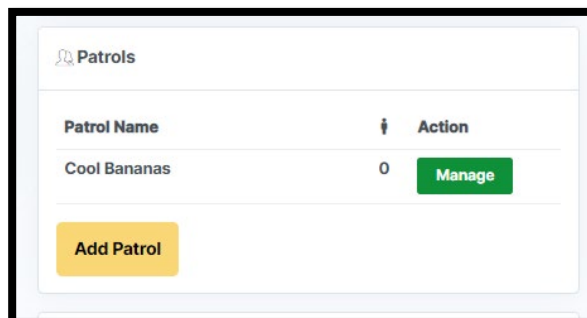
17. Select the tab **Patrol Member Requests**

18. Select **+ Add** to begin adding your Patrol Members. Enter the First Name, Surname and Scout Membership Number of each member in your Patrol, including yourself. Click **Save & New** to enter another member or **Save & Return** once all members have been entered.
19. Once you have added everyone, you can click back on **Patrol Members** and see the status of each member of your Patrol.
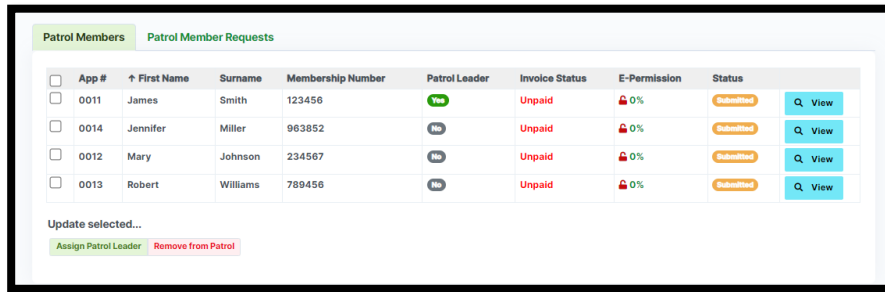
20. Remember, you can come back here to check on how your Patrol members are progressing with their E-Permissions and payments as well as add new members to the Patrol, or remove them if they are not coming.

I am an individual and need to register.

Before commencing your registration, check with your Patrol Leader to see if they have commenced your application already. Our preference is for the Patrol Leader to register their Patrol where possible.

If you are not sure who your Patrol Leader is yet, or they are unable to add you to their registration, follow the below steps and ensure the Patrol Leader adds you into the Patrol (Step 16 onwards in the *I'm A Patrol Leader* instructions).
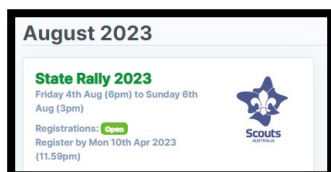
1. Visit the ScoutEvent registration portal:
   https://events.nsw.scouts.com.au/
2. If you have used this portal before, please select _Login_ and enter your credentials. If not, select _Create user profile_ and set-up a new user account.
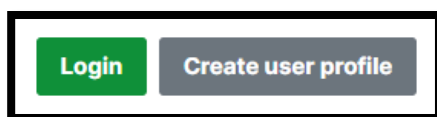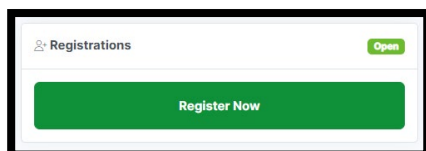

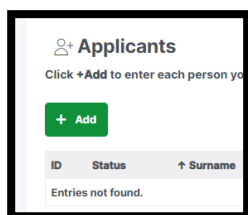3. Navigate to the event by clicking:
   a. Scouts NSW

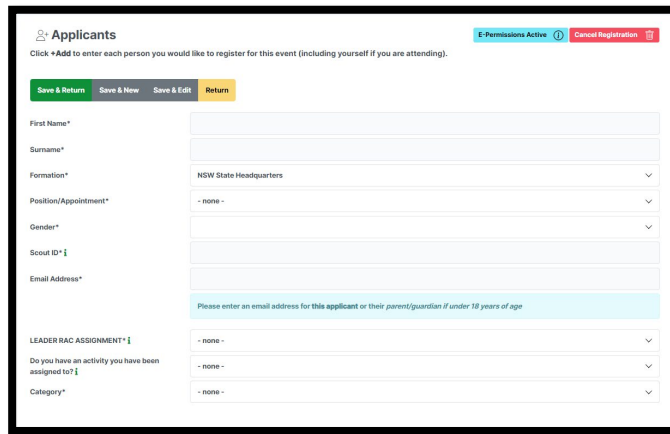   b. Scroll down to August 2023
   c. Click on State Rally 2023

4. Click _Register Now_ from the Registrations portal

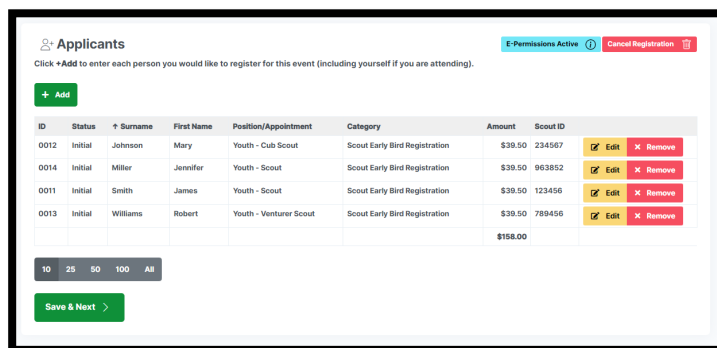5. Click _+ Add_ to begin your registration:

6. Complete the form. Select _Save & Return_ once you have completed your information.

    a. **First Name**

    b. **Surname**

    c. **Formation** – This is the Scout Group you belong to

    d. **Gender**

    e. **Scout ID** – This is your Scout Membership Number. Your Scout Leader or Group Leader will be able to assist getting this numbers if your do not know it.

    f. **Email Address** – This should be the email address of your parent or guardian. We send lots of emails here so please make sure it is correct.

    g. **LEADER RAC ASSIGNMNET** – Select _I am a Scout_

    h. **Do you have an activity you have been assigned to?** – Leave this blank as it applies to Junior Service Leaders and Leaders only.

    i. **Category** – Select the appropriate Scout Category available at the time.

7. After entering all your details, click _Save & Return_ to review your registration.

8. If all details are correct, click on **Save & Next**. Otherwise, you can continue to add additional registrations with the **+ Add** option or edit / remove a specific registration clicking the relevant option against their name.
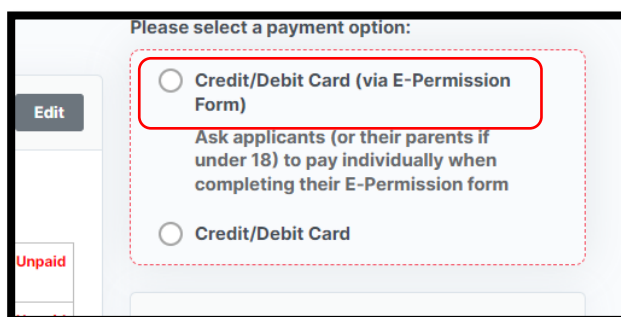
9. If you have any comments, concerns, or things you want the Event organisers to know, please enter these now into the text boxes. Click *Save & Next* to continue
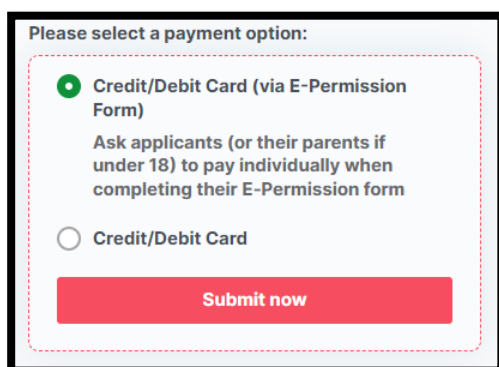

10. Review your registration one last time. To ensure each registration you have entered is asked to pay themselves, ensure you check the option **Credit/Debit Card (via E-Permission Form).** If you select just the option **Credit/Debit Card** you will be asked to pay for every registration on screen.

11. Click the **Submit Now** button.

12. Once you receive a success confirmation, click on State Rally 2023 just under your Registration.

13. Ask your Patrol Leader to go back to step 16 in the Patrol Leader registration and add you to their Patrol.

We all registered individually - I now need to build my Patrol.

1. Visit the ScoutEvent registration portal:
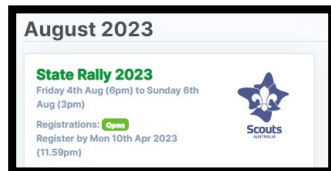   https://events.nsw.scouts.com.au/
2. Please select *Login* and enter your credentials.
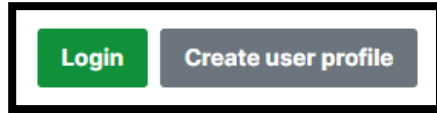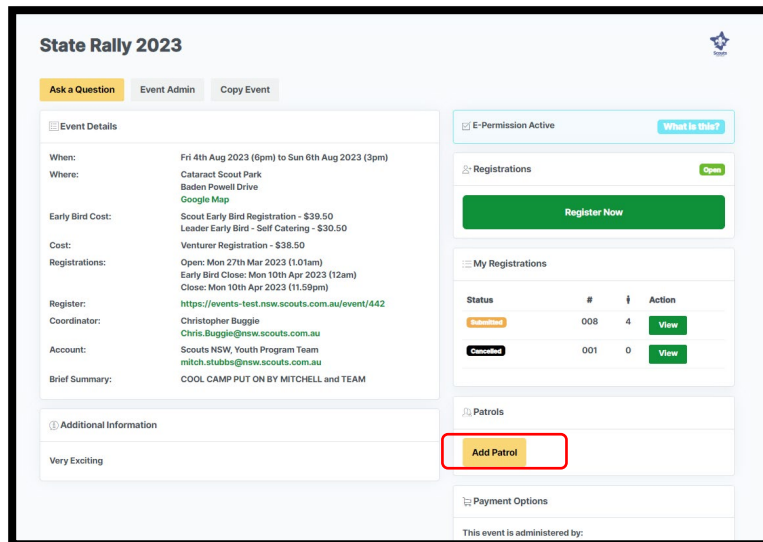

3. Navigate to the event by clicking:
   a. Scouts NSW

   b. Scroll down to August 2023
   c. Click on State Rally 2023


4. From the State Rally homepage. On the right side, scroll down and click **Add Patrol.**


   a. Enter the requested details into the pop-up form and the click **Add**.
   a. Patrol Name – Enter the name of the Patrol
   b. Patrol Administrator Name – This should be the Patrol Leader
   c. Patrol Administrator Email – The Email address of the Patrol Leader
   b. A message to let you know the Patrol has been created will pop up. Click **Close** to return to the homepage
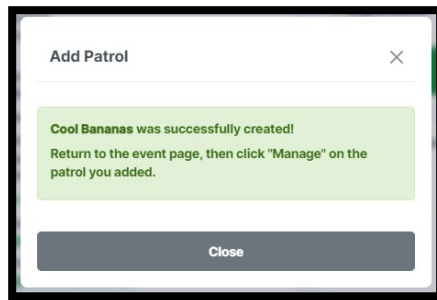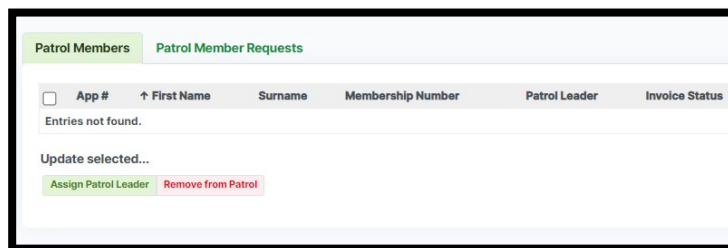
c. Click on **Manage** to manage your Patrol.
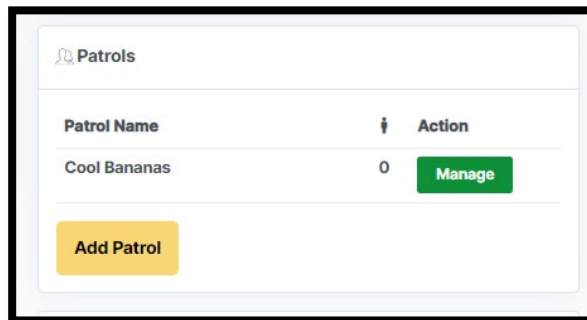
d. Select the tab **Patrol Member Requests**

e. Select **+ Add** to begin adding your Patrol Members. Enter the First Name, Surname and Scout Membership Number of each member in your Patrol, including yourself. Click **Save & New** to enter another member or **Save & Return** once all members have been entered.

f. Once you have added everyone, you can click back on **Patrol Members** and see the status of each member of your Patrol.
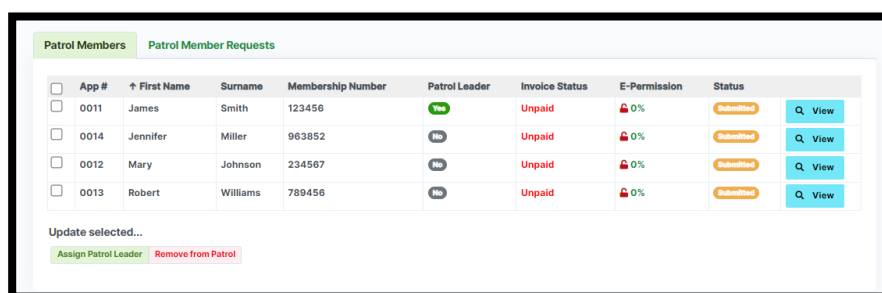
g. Remember, you can come back here to check on how your Patrol members are progressing with their E-Permissions and payments as well as add new members to the Patrol, or remove them if they are not coming.

How do I get some help?

Having issues? Please, take a screen capture and email staterally@nsw.scouts.com.au with a description of your issue and the screen capture. We will get back to you ASAP.