

A GUIDE TO:



REGISTERING FOR STATE-RALLY

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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.

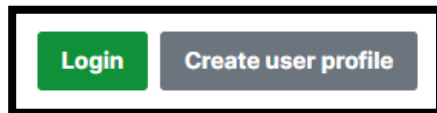
As the Patrol Leader, you can register the Patrol and its members online. The registration system will email each member of the Patrol asking them to complete the consent forms and pay.

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.

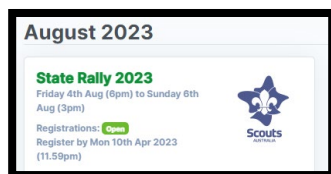


3. Navigate to the event by clicking:

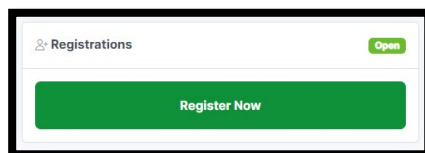
- a. Scouts NSW



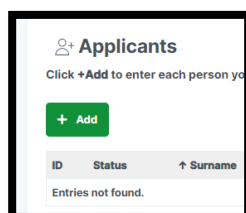
- b. Scroll down to August 2023
- c. Click on State Rally 2023



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.

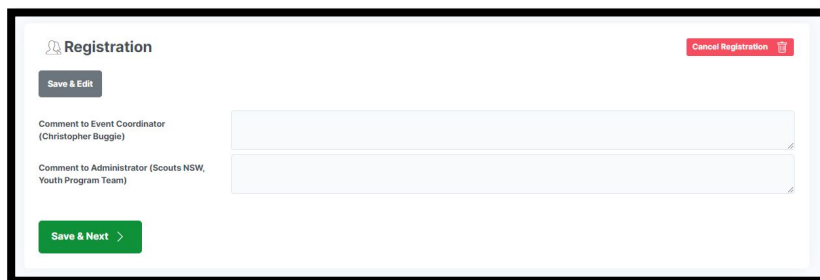
- First Name**
 - Surname**
 - Formation** – This is the Scout Group you belong to
 - Gender**
 - Scout ID** – This is the persons Scout Membership Number. Your Scout Leader or Group Leader will be able to assist getting these numbers if your Patrol Members do not know them.
 - Email Address** – This should be the email address of each members parent or guardian. We send lots of emails here so please make sure it is correct.
 - LEADER RAC ASSIGNMNET** – Select ***I am a Scout***
 - Do you have an activity you have been assigned to?** – Leave this blank as it applies to Junior Service Leaders and Leaders only.
 - 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.

ID	Status	Surname	First Name	Position/Appointment	Category	Amount	Scout ID		
0012	Initial	Johnson	Mary	Youth - Cub Scout	Scout Early Bird Registration	\$39.50	234567		
0014	Initial	Miller	Jennifer	Youth - Scout	Scout Early Bird Registration	\$39.50	963852		
0011	Initial	Smith	James	Youth - Scout	Scout Early Bird Registration	\$39.50	123456		
0013	Initial	Williams	Robert	Youth - Venturer Scout	Scout Early Bird Registration	\$39.50	789456		
						\$158.00			

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.

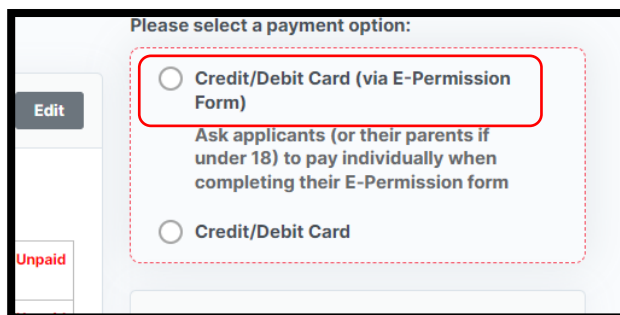


9. If you have any comments, concerns, or things you want the Event organisers to know, please enter these now into the text boxes. Click **Save & Next** to continue



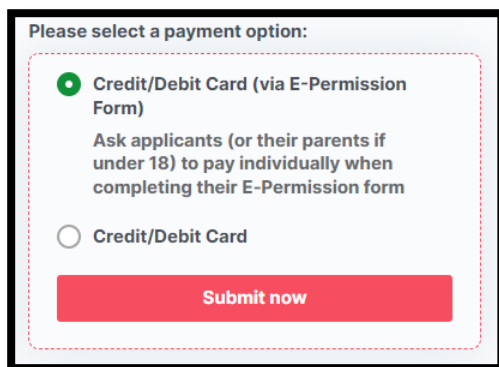
The screenshot shows a registration form titled "Registration". At the top right, there is a "Cancel Registration" button. Below the title, there is a "Save & Edit" button. The form contains two text input fields: "Comment to Event Coordinator (Christopher Buggie)" and "Comment to Administrator (Scouts NSW, Youth Program Team)". At the bottom left, there is a green "Save & Next" button with a right-pointing arrow.

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.



The screenshot shows a payment selection screen titled "Please select a payment option:". There are two radio button options. The first option, "Credit/Debit Card (via E-Permission Form)", is highlighted with a red dashed box. Below it, there is a note: "Ask applicants (or their parents if under 18) to pay individually when completing their E-Permission form". The second option is "Credit/Debit Card". On the left side, there is an "Edit" button and a red "Unpaid" label.

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



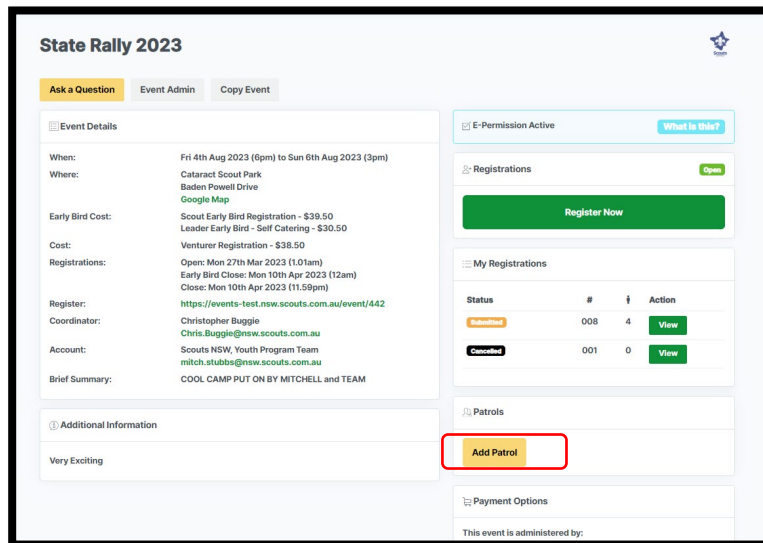
The screenshot shows the same payment selection screen as in the previous image. The first option, "Credit/Debit Card (via E-Permission Form)", is now selected, indicated by a green dot next to the radio button. A red "Submit now" button is visible at the bottom of the selection area.

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



The screenshot shows the "Registration - Christopher Buggie (442-008) - Submitted" page. At the top, there is a "State Rally 2023" label. Below it, there is a progress bar with four steps: "1) Applicants", "2) Registration", "3) Summary / Invoice", and "4) E-Permissions". The "Summary / Invoice" step is currently active. There is a "Download" button in the top right corner. The main content area has a green background and a "Success!" heading. Below the heading, there is a message: "Your registration has been successfully submitted. Your registration details have been saved in 'My Registrations' under Registration #442-008." Below this, there is a section titled "E-Permission Form emails were sent to the following applicants:" followed by a list of four names and email addresses, each with a "SUCCESS" status and a checkmark.

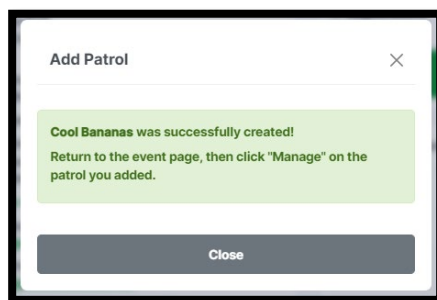
13. Now you can add your Patrol. By clicking State Rally 2023 in the above step, you will have been directed back to the homepage. On the right side, scroll down and click **Add Patrol**.



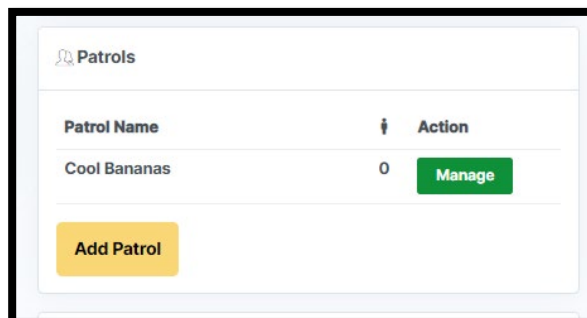
14. Enter the requested details into the pop-up form and then click **Add**.

- 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

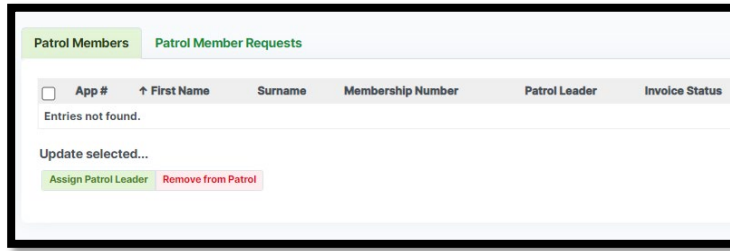
15. A message to let you know the Patrol has been created will pop up. Click **Close** to return to the homepage



16. Click on **Manage** to manage your Patrol.

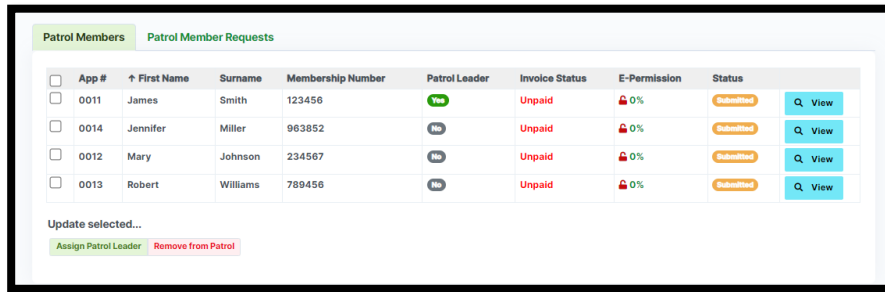


17. Select the tab **Patrol Member Requests**



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.

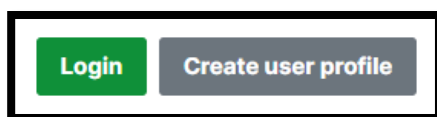


I am an individual and need to register.

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).

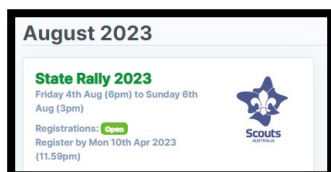
1. Visit the ScoutEvent registration portal:
<https://events.nsw.scouts.com.au/>
2. If you have used this portal before, please select Login and enter your credentials. If not, select Create user profile and set-up a new user account.



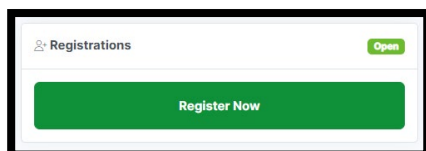
3. Navigate to the event by clicking:
 - a. Scouts NSW



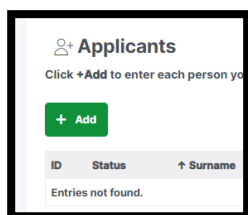
- b. Scroll down to August 2023
- c. Click on State Rally 2023



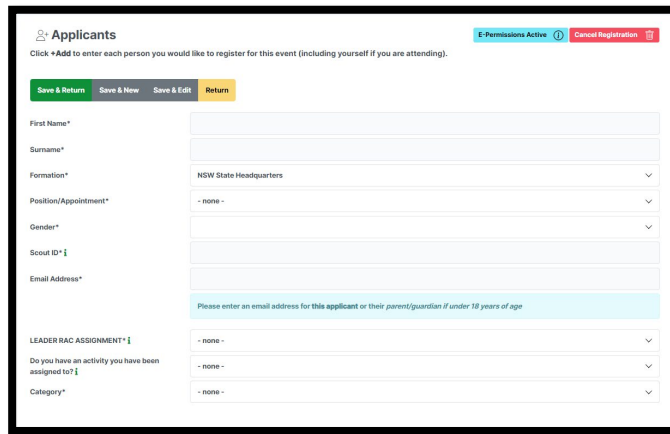
4. Click Register Now from the Registrations portal



5. Click + Add to begin your registration:

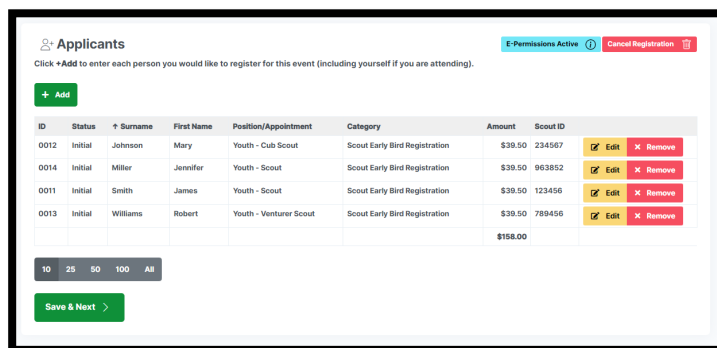


6. Complete the form. Select Save & Return once you have completed your information.



- 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 ASSIGNMENT** – 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.



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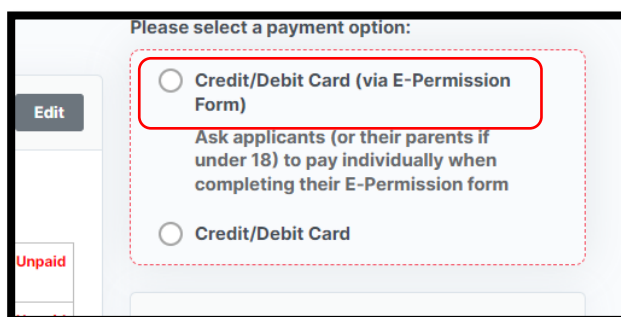


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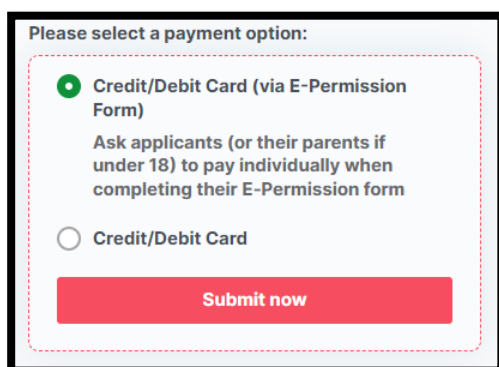
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10. Review your registration one last time. To ensure each registration you have entered is asked to pay themselves, ensure you check the option **Credit/Debit Card (via E-Permission Form)**. If you select just the option **Credit/Debit Card** you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



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



The screenshot shows the same payment selection screen as above, but with the "Credit/Debit Card (via E-Permission Form)" option selected (indicated by a green dot). A red "Submit now" button is visible at the bottom of the selection area.

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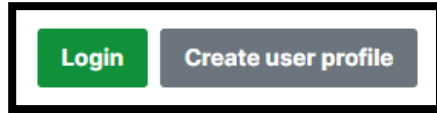
- James Smith (James.Smith@nsw.scouts.com.au) - SUCCESS ✓
- Mary Johnson (Mary.Johnson@nsw.scouts.com.au) - SUCCESS ✓
- Robert Williams (Robert.Williams@nsw.scouts.com.au) - SUCCESS ✓
- Jennifer Miller (Jenn.Miller@nsw.scouts.com.au) - SUCCESS ✓

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.

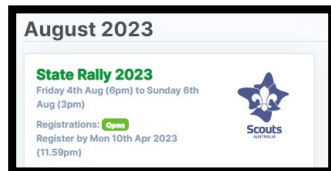
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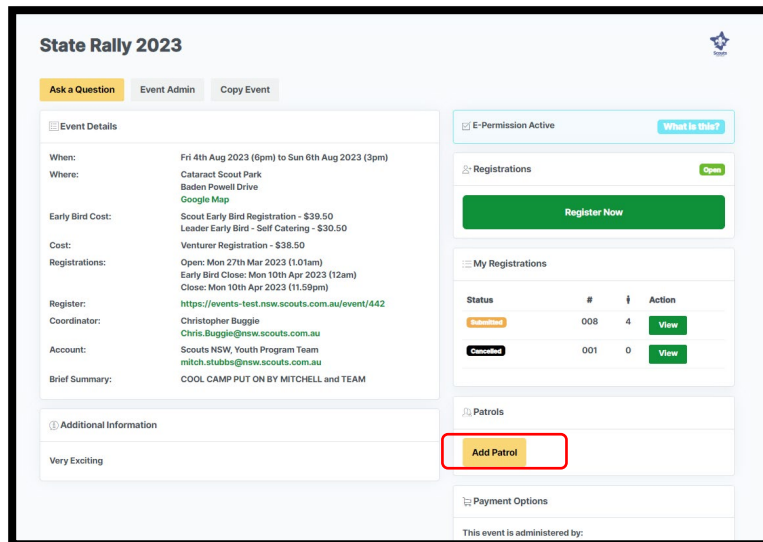
3. Navigate to the event by clicking:
 - a. Scouts NSW



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

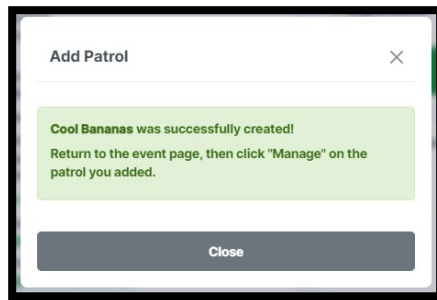


4. From the State Rally homepage. On the right side, scroll down and click Add Patrol.

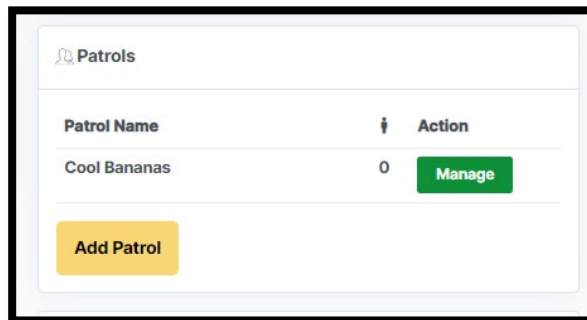


- a. Enter the requested details into the pop-up form and then click Add.
- a. Patrol Name – Enter the name of the Patrol
- b. Patrol Administrator Name – This should be the Patrol Leader
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- b. A message to let you know the Patrol has been created will pop up. Click Close to return to the homepage

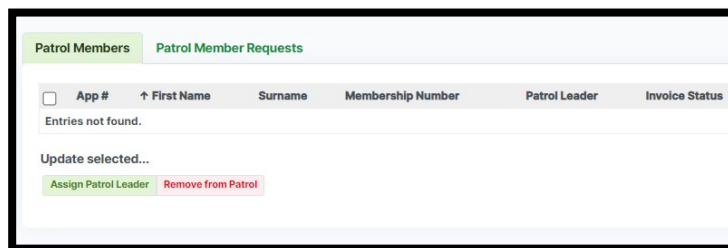




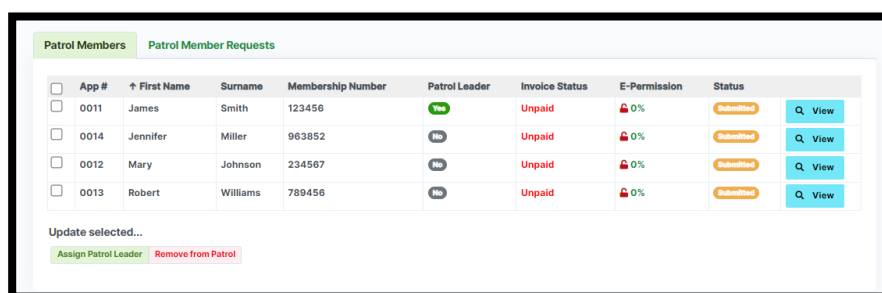
- c. Click on **Manage** to manage your Patrol.



- 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.

