

# How to Edit Your Registration

You will need the username and password created at initial registration or account creation. The Log in Button is at the top right of the utahscouts.org web page in the red bar. Once you Login, your current registrations (Events) should be the first thing you see. Click on your desired registration. Now you are in your Registration. (If not, along the left side – click on HOME Button) May need to click on the three straight lines \_\_\_\_\_

\*NOTE: Along the right side of page, notice: **Manage Profile**  
**Manage Group-**  
**View Previous Orders:** See payments, click on payment to see details of payment and print receipt

2019 Camp Loll Scouts- Week 3\*\*\* Jul 8 - Jul 13, 2019  
Camp Loll\* @ Camp Loll

OPEN IN EVENTS

### Financial Summary

Balance ▾ \$1410.00

- Pay minimum required amount \$0.00
- Pay full amount \$1410.00
- Pay other amount Not less than \$0.00

New Balance \$1410.00

CHECKOUT

## Registration over view.

See your Balance due and 'CheckOut' Button.

\*BE SURE to go to CHECKOUT and Submit any changes/pymts made in registrarion to finalize the changes. Watch for receipt in email to confirm changes.

Registration

Campsites: Yakutat (L)

MANAGE REPORTS

Spots 8

MANAGE SPOTS

Youth	4 spots
Youth	0 of 4 registered
Adults	4 spots
Adult	0 of 4 registered

Registration: Under “Manage” Is where you declare your food option if available for your camp and adjust numbers. Under “Reports” Print Receipt and invoices. Under “Manage Spots” you can adjust your numbers for youth and adults. Go through the prompts. If you are a day camp, don’t worry about campsites.

If making a payment, indicate how much and go to Check Out to enter credit card.

**Go to CHECKOUT to finalize and save your choices. DO NOT MISS GOING TO CHECKOUT AND “PLACE ORDER” TO FINALIZE AND SAVE YOUR CHANGES TO YOUR REGISTRATION. Otherwise, your changes will not be saved! *Look for a new receipt in your email to confirm that you have successfully made changes to your registration.***

Day camps can make changes up to 24 hours before camp date. Youth Camp can make changes up to 5 days before camp date. Any changes within those time restraints, contact the service center for assistance [program.office@scouting.org](mailto:program.office@scouting.org) OR 801-479-5460.

