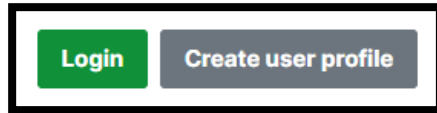
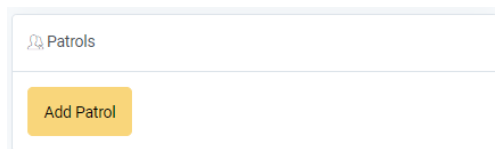


REGISTERING YOUR PATROL

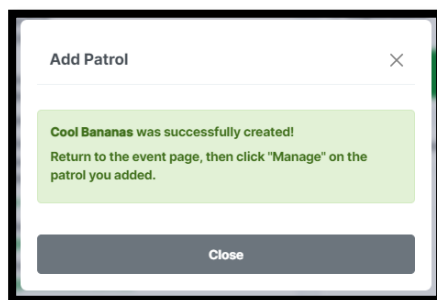
1. Visit the ScoutEvent registration portal:
<https://events.nsw.scouts.com.au/>
2. Please select Login and enter your credentials.



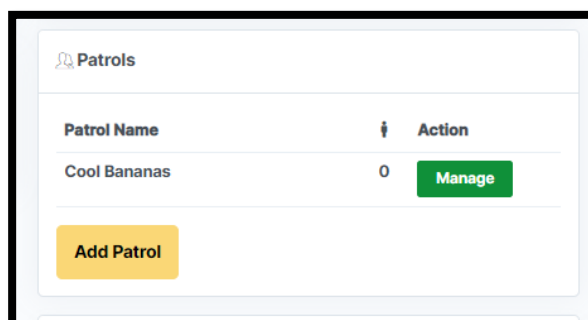
3. Navigate to the event by clicking:
 - a. Greater Western Sydney Region
 - b. Scroll down to Parramatta District (towards the bottom)
 - c. Click on event
4. From the event homepage. On the right side, scroll down and click Add Patrol.



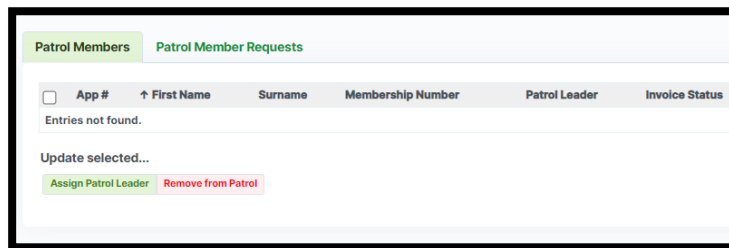
- a. Enter the requested details into the pop-up form and then click Add.
 - i. Patrol Name – Enter the name of the Patrol
 - ii. Patrol Administrator Name – This should be the Patrol Leader
 - iii. Patrol Administrator Email – The Email address of the Patrol Leader
- b. A message to let you know the 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.

The screenshot shows the same web interface as above, but now the table is populated with four rows of data. The columns are: App #, First Name, Surname, Membership Number, Patrol Leader, Invoice Status, E-Permission, and Status. Each row has a checkbox in the first column and a 'View' button in the last column. Below the table, there is a section labeled 'Update selected...' with two buttons: 'Assign Patrol Leader' (green) and 'Remove from Patrol' (red).

<input type="checkbox"/>	App #	First Name	Surname	Membership Number	Patrol Leader	Invoice Status	E-Permission	Status	<input type="checkbox"/>	View
<input type="checkbox"/>	0011	James	Smith	123456	Yes	Unpaid	0%	Submitted	<input type="checkbox"/>	View
<input type="checkbox"/>	0014	Jennifer	Miller	963852	No	Unpaid	0%	Submitted	<input type="checkbox"/>	View
<input type="checkbox"/>	0012	Mary	Johnson	234567	No	Unpaid	0%	Submitted	<input type="checkbox"/>	View
<input type="checkbox"/>	0013	Robert	Williams	789456	No	Unpaid	0%	Submitted	<input type="checkbox"/>	View

- 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 the event coordinator with a description of your issue and the screen capture. They will get back to you ASAP.

