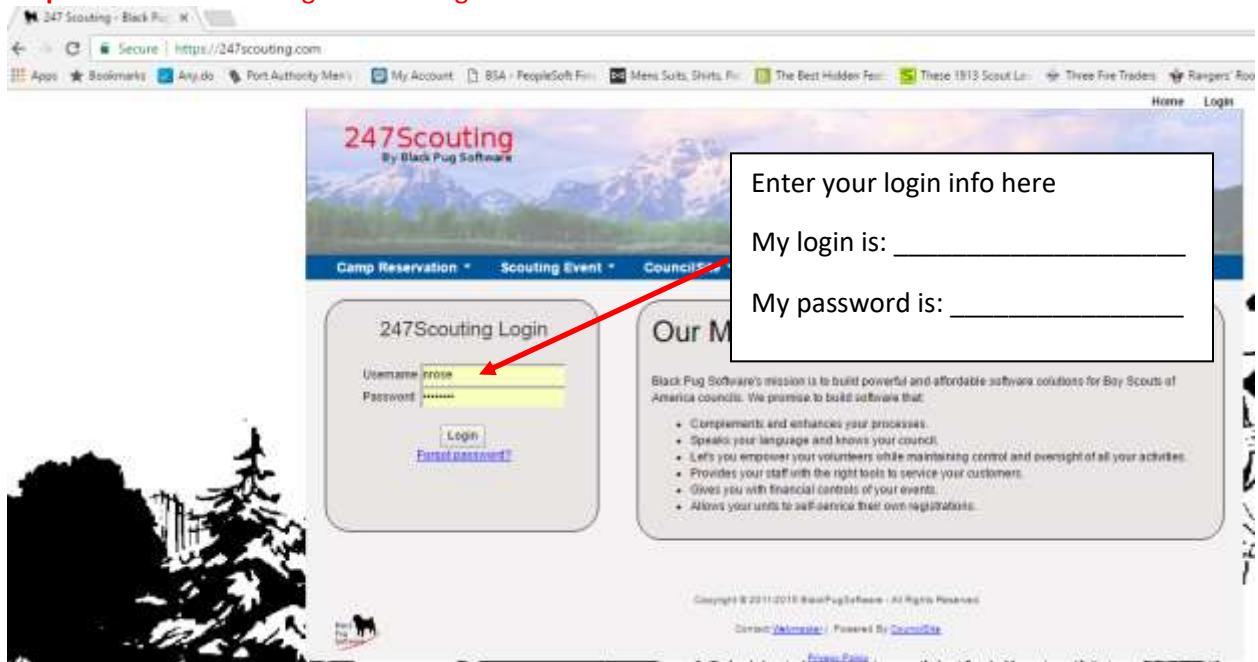


ScoutingEvent.com Check-In Directions

Step 1: Go to 247scouting.com and login



Step 2: Next, find your event and click on it, for this tutorial, we will use the 2017 Council Dinner

Events

Search: (press enter)? Status: Search All All myEvents

Showing 1 - 50 out of 306

Link	PC	Date	EID	Title	Youth	Adult	Other	WL	Actions
	951	2017-07-18	5620	2017 National Jamboree	53	6	0	0	
	713	2017-07-05	10313	Camp Indian Trails - Sleep Over Camp 2017	0	0	0	0	
	712	2017-06-25	8823	EBSR Boy Scout Camp 2017	262	74	0	0	
	714	2017-06-25	10227	NYLT 2017	1	0	0	0	
	724	2017-06-21	10317	Webelos Sleepover Camp 2017	1	1	0	0	
	721	2017-06-19	10311	Regional Day Camp 2017	0	0	0	0	
Drf	914	2017-05-19	10448	Baraboo Circus Heritage 2017	0	0	0	0	
	712	2017-05-05	11507	COPE/Climbing Instructor Training	0	0	0	0	
	401	2017-04-28	10508	Cast Iron Chef Camporee	0	0	0	0	
	909	2017-04-28	11530	Tents and Tiaras	0				
	931	2017-04-28	10726	Yahara IOLS - Spring 2017	0				
	954	2017-04-21	10414	Backpack Camporee 2017	1				
	933	2017-04-07	8268	Wood Badge 2017	0				
	303	2017-03-25	11241	Yahara District 2017 Pinewood Derby	0				
	603	2017-03-18	11208	Wisconsin River Pinewood Derby 2017	0				
	901	2017-03-18	8617	Council Recognition Dinner 2017	9				
	926	2017-03-18	10902	Baloo - Spring Training 2017	0	5	0	0	
Drf	033	2017-03-12	11330	GEC Apparel 2017	0	0	0	0	
	817	2017-03-04	11410	Scouting for Pheasants Spring 2017	0	0	0	0	
		2017-02-25	10776	Trainers EDGE	0	0	1	0	
	409	2017-02-25	11394	Antarctic Expedition	0	0	0	0	
	309	2017-02-18	11236	Winterfest 2017	2	2	0	0	
	510	2017-02-18	11322	Indian Trails Ice Fishing Derby	4	4	0	0	
		2017-02-11	11238	Cub Scout Leader Training	0	1	0	0	
Drf		2017-02-11	11237	Cub Scout Position Training - Spring 2017	0	0	0	0	
	403	2017-02-11	11051	Mohawk District Pinewood Derby 2017	2	0	2	0	
		2017-02-07	11648	Southern Lakes Fireside Chat	0	0	0	0	

To enter your event, click anywhere in the line for your event. On your screen, you will only see events you are working with.

Step 3: Click on "Check-in" to load the check in module

Summary: Council Recognition Dinner 2017

Change event status: Public, Cancelled, Suspended, Locked

Registrations: #Kiosk Mode Disabled, New Registrations Are Allowed

Booked Participants (13 Registrations)			
Registrant Type	Count	Limit	Cost
Attendee	26	+	\$832.00
Limited Edition Eagle Scout Shoulder Patch	2	+	\$50.00
Council Employee	9	+	
2016 Eagle Scout	9	+	
Total	46		\$882.00
Total Paid			\$-818.00
Balance Due			\$64.00

In-Progress (2 Registrations)		
Registrant Type	Count	
Attendee	2	
2016 Eagle Scout	1	
Total	3	

Event Close Out

To Close Out your event, follow these simple steps:

- Process unpaid balances
- Complete close out report

	Total	Paying Now
	\$74.00	\$0.00
Total:		\$0.00

Checking in pre-registered Scouts

Event Check-in: Council Recognition Dinner 2017

Check-in | Walk-in | In-Progress | Summary

Search unit number or name here

Find Registration: Search: or Needs Checked-in (press enter)

DONE

Registrant Type	Total	Ckin	NoSh	MIA
Attendee	27			33
Limited Edition Eagle Scout Shoulder Patch	2			
Council Employee	9			
2016 Eagle Scout	9			
Total	47			47

Refresh to ensure correct balance due if changes are made

Turn Off Instant Updates

Name	Registrant Type	Cost	Disc	Paid	CnclPrg	Balance
Council Recognition Dinner 2017 - Recognition Dinner						
<input type="checkbox"/> <input type="checkbox"/> 620446347 Fritchen, Callie 608.310.7300	Attendee	\$74.00	\$0.00	\$0.00		\$74.00
<input type="checkbox"/> <input type="checkbox"/> Attendee 1917769	Council Employee	\$0.00				
<input type="checkbox"/> <input type="checkbox"/> Dokken, Brock	Council Employee	\$0.00				
<input type="checkbox"/> <input type="checkbox"/> Dutson, Nathan	Council Employee	\$0.00				
<input type="checkbox"/> <input type="checkbox"/> Fritchen, Andrew	Attendee	\$32.00				
<input type="checkbox"/> <input type="checkbox"/> Fritchen, Callie	Council Employee	\$0.00				
<input type="checkbox"/> <input type="checkbox"/> Leatherman, Ciindy	Council Employee	\$0.00				
<input type="checkbox"/> <input type="checkbox"/> Olsen, Andrew	Council Employee	\$0.00				
<input type="checkbox"/> <input type="checkbox"/> Rose, Danielle	Attendee	\$32.00				
<input type="checkbox"/> <input type="checkbox"/> Rose, Nick	Council Employee	\$0.00				
<input type="checkbox"/> <input type="checkbox"/> Tyms, Alex	Council Employee	\$0.00				
<input type="checkbox"/> <input type="checkbox"/> Williams, Margaret	Council Employee	\$0.00				

Then check in the appropriate person here

Any no-shows, check the box in this column

If this registration owes, it will be red here. (payment directions on next page)

Processing Check-Ins who Owe

Event Check-in: Council Recognition Dinner 2017

Check-in | Walk-in | In-Progress | Summary | Mobile | Admin | Help

Find Registration:
 Search: fritchen ? or Needs Checked-in
 (press enter) Has Balance Due

Refresh to ensure correct balance due if changes are made
 Turn Off Instant Updates

	Name	Registrant Type	Cost	Disc	Paid	CnclPrg	Balance
Council Recognition Dinner 2017 - Recognition Dinner							
	620446347	Add Attendee					\$74.00
	Fritchen, Callie 608.310.7300	Show Attendee Detail					Payment
	Glacier's Edge Council Member Of		\$74.00	\$0.00	\$0.00		
	Attendee 1917769	Council Employee	\$0.00				
	Dokken, Brack	Council Employee	\$0.00				
	Dutson, Nathan	Council Employee	\$0.00				
	Fritchen, Andrew	Attendee	\$32.00				\$32.00
	Fritchen, Callie	Council Employee	\$0.00				
	Leatherman, Ciindy	Council Employee	\$0.00				
	Olsen, Andrew	Council Employee	\$0.00				
	Rose, Danielle	Attendee	\$32.00				\$32.00
	Rose, Nick	Council Employee	\$0.00				
	Tvms, Alex	Council Employee	\$0.00				
	Williams, Margaret	Council Employee	\$0.00				

Payment Screen

Apply Payment

Balance Due: \$74.00

Click the appropriate form of payment and follow prompts. Ensure completeness of date entered.

Add a new payment
Be sure to click Save Payment

Make a Credit Card Payment

Enter amount to pay 74.00

Make a Credit Card Payment

Make a Cash or Check Payment

Payee Name

Payment Type Cash

Amount 74

Comment

Save Payment

Exit

Checking in Walk-Ins

Start at the check-in home screen

STEP 1: Confirm Data needed

Event Check-in: Council Recognition Dinner 2017

Check-in | **Walk-in** | In-Progress | Summary | Mobile | **Admin** | Help

Find Registration:
 Search: fritchen or Needs Checked-in
 (press enter) Has Balance Due
 DONE

Registrant Type	Total	Ckin	NoSh	MIA
Attendee	27			27
Limited Edition Eagle Scout Shoulder Patch	2			2
Council Employee	9			9
2016 Eagle Scout	9			9
Total	47			47

Refresh to ensure data is up to date
 Turn Off Instant Refresh

Name	Registrant Type	Cost	Disc	Paid	CnclPrg	Balance
Council Recognition Dinner 2017 - Recognition Dinner						
620446347 Fritchen, Callie 608.310.7300	Add Attendee Show Attendee Detail Glacier's Edge Council Member Of	\$74.00	\$0.00	\$0.00		\$74.00 Payment
Attendee 1917769	Council Employee	\$0.00				
Dokken, Brack	Council Employee	\$0.00				
Dutson, Nathan	Council Employee	\$0.00				
Fritchen, Andrew	Attendee	\$32.00				\$32.00
Fritchen, Callie	Council Employee	\$0.00				
Leatherman, Ciindy	Council Employee	\$0.00				
Olsen, Andrew	Council Employee	\$0.00				
Rose, Danielle	Attendee	\$32.00				\$32.00
Rose, Nick	Council Employee	\$0.00				
Tyms, Alex	Council Employee	\$0.00				
Williams, Margaret	Council Employee	\$0.00				

Step 2: Check the boxes of data needed to be collected

Use the following on the Check-in page

- Use rank selection?
- Use medical form checkbox
- Use 'no show' checkbox?
- Use 'other' checkbox?

- Show event summary?
- Show...
- Sort...
- Use...
- Kios...
- Use...

- Class...
- Class...

Check-in Password: [] until 2 d

Access from: 247scouting.com
Check-in userid: eid8617

Passwords: ? Access Type?

Check-in #1: [] Full Access

Check-in #2: [] Full Access

Check boxes here of what data you'd like to collect. We suggest: Names, emails, unit for all walk-ins.

Note: you only need to do this 1 time!

Check all information you would like to collect from walk-in attendees

Information Available

Registration Contact

- First and Last Name
- Email
- Unit Info(Dst, ALL UnitType, Nbr) validated
- Admin Comments
- Home Phone
- Cell Phone
- Full Address, City, State, Zip

Guest of Silver Beaver Recipient

- First and Last Name
- Email Address

Eagle Scout Youth Sponsorship Attendee

- First and Last Name
- Email Address

Limited Edition Eagle Scout Shoulder Patch Council Employee

- First and Last Name
- Email Address

2016 Eagle Scout

- First and Last Name
- Admin Comments

2016 Silver Beaver Recipient

- First and Last Name
- Admin Comments

Step 3: Walk-In Form

Event Check-in: Council Recognition Dinner 2017

Check-in Walk-in In-Progress Summary Mobile Admin Help

Find Registration Search: fritch... or Needs Checked-in Has Balance Due

Registrant Type	Total	Ckin	NoSh	MIA
Attendee	27		27	
Limited Edition Eagle Scout Shoulder Patch	2		2	
Council Employee	9		9	
2016 Eagle Scout	9		9	
Total	47		47	

Refresh to ensure correct balance due if changes are made
 Turn Off Instant Updates

Name	Registrant Type	Cost	Disc	Paid	CnclPrg	Balance
62046347 Fritchen, Callie	Council Employee	\$74.00	\$0.00	\$0.00		\$74.00
608310.7300 Fritchen, Andrew	Attendee	\$32.00				\$32.00
Attendee 1917769	Council Employee	\$0.00				
Doklan, Brack	Council Employee	\$0.00				
Dubois, Nathan	Council Employee	\$0.00				
Rosa, Nick	Council Employee	\$0.00				
Tvms, Alex	Council Employee	\$0.00				
Williams, Margaret	Council Employee	\$0.00				

Click the walk-in tab

- Summary
- Reporting
- Registrations
- Check-in
- Communication
- Admin
- Setup

Find Existing Walk-in Registration

Registrant Type	Total	Ckin	NoSh	MIA
Attendee	26			26
Limited Edition Eagle Scout Shoulder Patch	2			2
Council Employee	9			9
2016 Eagle Scout	9			9
Total	46			46

"New" Walk-in Registration

Primary Contact Information

First Name: Last Name:
 Email:
 Council:
 Unit Type:
 Unit Number:

Fill out all the info in this box

Registrant Type - Enter number needed

Guest of Silver Beaver Recipient :\$0.00	<input type="text"/>	\$0.00
Eagle Scout Youth Sponsorship :\$75.00	<input type="text"/>	\$0.00
Attendee :\$37.00	<input type="text"/>	\$0.00
Limited Edition Eagle Scout Shoulder Patch :\$25.00	<input type="text"/>	\$0.00
Council Employee :\$0.00	<input type="text"/>	\$0.00
2016 Eagle Scout :\$0.00	<input type="text"/>	\$0.00
2016 Silver Beaver Recipient :\$0.00	<input type="text"/>	\$0.00
Total Due	\$0.00	
Paid	\$0.00	

Enter the quantity of registering people here

Payment Processing

Credit card payments may be applied after clicking Save & Continue

Payment Type:
 Amount:
 Payment Comment:

Comment (optional)

Enter the payment info here, then click here.