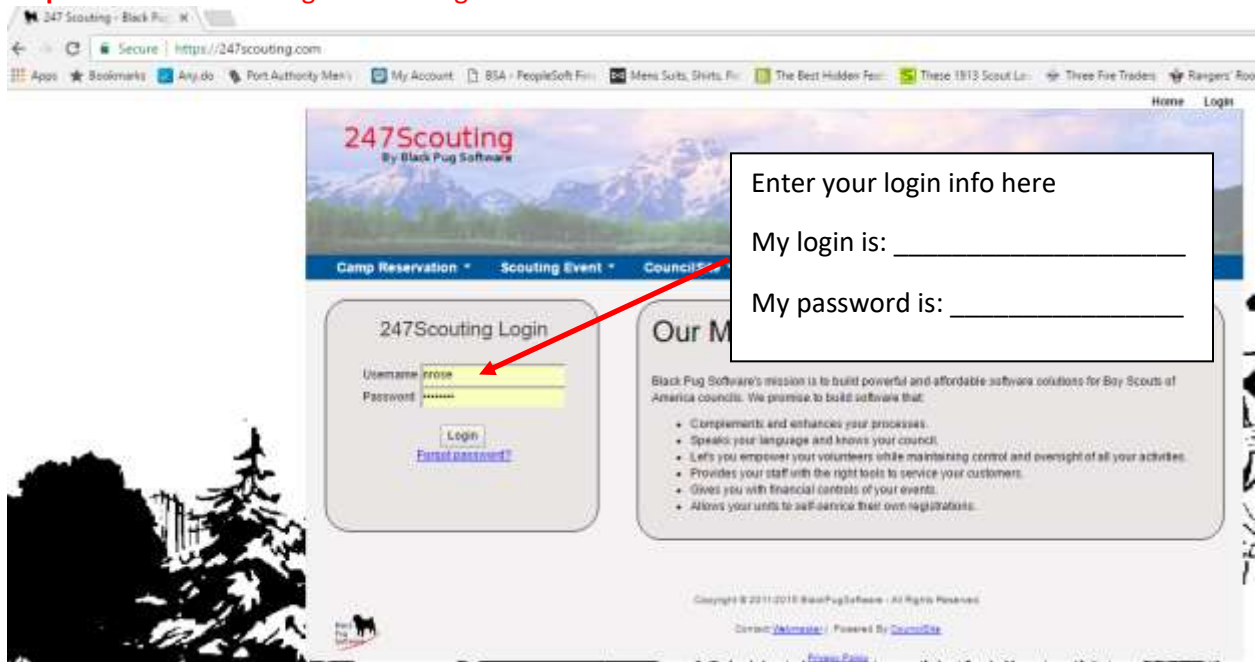


ScoutingEvent.com Reporting Directions

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 305

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	282	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	
Dr-f	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	
Dr-f	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	
Dr-f		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	

Step 3: Click on "Reporting" to load the reporting module

Summary: Council Recognition Dinner 2017

Change event status: Public, Cancelled, Suspended, Locked

Registrations: Kiosk Mode Disabled, New Registrations Are Allowed

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

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

Close Out Report PDF

Find reports using keywords

Event Operations

Attendance

- Check-in: Primary Registrant
- Check-in: Unit Number
- Check-in: Event Group 1
- Check-in: Event Group 2
- Check-In Missing Information
- Check-in: Day Camp Detail
- Check-in: Summer Camp Detail
- Check-in: Summer Camp (other)
- Check-in: In-Progress
- Check-in: Walk-in Data Collection
- Attendee Listing
- Attendee Listing by Registrant Type
- Attendee Listing By Rank
- Attendee Listing By Unit
- Attendee Listing by District
- Attendee Listing by Registration
- Attendee No Show List
- Bus: AM Check-in
- Bus: PM Check-in
- Bus: Attendee List by AM
- Bus: Attendee List by AM with Detail
- Bus: Attendee List by PM
- Event Attendee Waitlist Summary
- Attendee OA LodgeMaster

Close Out

- Close Out Report
- Event Unit Summary
- Event Unit Summary - Summer Camp
- Registration Additional Fees
- Registration Attendee Summary
- Registration Attendee Summary - Excel
- Registration Cancel
- Registration Counts
- Registration Session Summary
- Actuals by District

Event Administration

Revenue

- Unpaid Balance
- Unpaid Balance Attendee
- Unpaid Balance Fee Schedule
- Unpaid Balance Detail
- Registration Details: Booked
- Registration Details: In-Progress
- Registration Details: Estimated Status
- Customer Invoice
- Fee Schedule Not Current
- Attendee Payment Detail
- Billing Information

Miscellaneous

This is the check-in report you will need

This will print invoices for those who are past due

This is the closeout report you will need