



Registering for Outings and Activities is as Easy as 1-2-3

1 Pre-load your Scout Account

- To add funds to your Scout Account
 - Participate in Troop fundraisers designed to add funds to your Scout Account
 - “Seed” your account with a check to our Troop Treasurers (Mr. & Mrs. Wolfe)
- If you have a question about your Scout Account balance, contact Mr. or Mrs. Wolfe.
- The Treasurers will provide a quarterly update showing the balance in each account.

2 Get a Copy of the Outing Information Page/Package

- Outing information pages/packages can be obtained from:
 - The Troop website
 - The Information Station table during Troop meetings

3 Register for the Outing via our RSVP Site

- Use the link to the RSVP site from the Troop webpage
- Sign up for the outing
 - Adults – if you are attending, include the number of people (including yourself) you can transport
- Pay attention to the closing date/time on the information sheet
 - You can make changes (add, edit, or delete your registration) up to the closing date/time
 - 24 hours prior to the closing date/time, the RSVP system will automatically email a tentative roster of attendees.
 - *This is your final opportunity to make any changes.*
 - At the closing date/time listed on the permission slip, all registrations are final. This means:
 - If you are not on the list and want to go on the outing, you cannot add yourself. You may contact the ASM Outdoor Program (Mrs. Kalmbach) to see if you can be added, but there is no guarantee we will be able to add your late registration.
 - If you are on the list and – for whatever reason – you can no longer attend, you cannot delete yourself. You must communicate as soon as possible with the ASM-Outdoor Program (Mrs. Kalmbach) to let her know you will not be able to attend. Depending upon the outing or activity, you may be obligated to pay the outing cost and/or the Troop/Patrol food cost (if the food was already purchased).
 - At the closing date/time, the RSVP system will automatically send an email to the Troop showing the final roster of attendees