

## On-Line Registration is located at

<http://sr8.oaevent.com/>

### 1. Welcome Screen

To get started you must have an account with us. If you are a returning user, click the Log In button to begin a new or manage an existing registration. If you are a new user, click the Sign Up for an Account button so you may begin to take advantage of this service.

### 2. Create an Account

From the home page, click the **SIGN UP FOR ACCOUNT** button to be directed to the account sign up screen. Complete the registration form to establish your account. All fields on the form are required. You will create a unique account username and password

When your account has been successfully created, you will receive an email confirmation notification and the system shall prompt you to log in to your account.

### 3. Logging on to the System

From the home page, click the **LOG IN** button to be directed to the log on screen. From that screen, enter your unique account username and password.

There is a forgotten password recovery tool, and is a password change-on-demand utility, if necessary.

### 4. Account Dashboard

Upon successful login, you will be taken to your account dashboard. This is the primary console available to all users. Depending on your access permissions, the dashboard may show a variety of options. However, all users have access to three primary panels, which include: Conclave Registration (Register, View your status, Conclave Details), Forms (BSA Medical Form), and Miscellaneous.

The OAEVENT system permits only one registration per account. Fathers, Mothers, Sibling and Sons must each establish a unique account and complete a separate registration. To register for the active event, click the "Register Now" link on your Account Dashboard, and you will be redirected to the event registration form.

The Trading Post Pre-Order form is attached to the registration. Plans are underway to allow non-attendee pre-orders. Information is forthcoming.

### 5. Administration Tools [Lodge Admin]

Lodge Administrators(Advisors) will have access to utilities which allow them to control their participant's registration process and data; these include: registration approval and data export; and bulk data entry (designed for lodges/councils that have participants that choose not to register online, but rather using a paper form).

## 6. Summary and Confirmation Screen

Upon successful submission of your registration form, you will be taken to the summary and confirmation screen. As its name suggests, you will be able to review all the details you submitted as well as see what further steps are required by your council to complete the registration process.

### Registration Status

Pending - Upon initial submission of your registration, it will be in pending status. This status is used as a waiting period to allow your local council to receive any/all necessary documents to continue processing your registration. As long as your registration is in Pending status, you have the ability to cancel your registration from the Registration Summary Screen. However, the moment your registration is approved, all cancelations must be made through your council office.

Approved - When your Lodge Advisor or Council Administrator confirms they have received all required documents and payment, they will approve your registration. When this happens, you will be alerted via email that your registration status has been updated. Once your registration is approved, you are (in the Section's view) ready for conclave. This means, all of your paperwork has been turned in, and you are paid up and settled with your council. Should you have the need to cancel your registration once it is in approved status, you must contact your local council directly. Only a Lodge or Council Administrator can request a registration be canceled once in approved status.

Canceled - If for some reason you or your council must cancel your registration, you will be notified via email that your registration status has changed. Canceled registrations are considered inactive by the system, and your registration will no longer be monitored or included in any Conclave estimates. If you ever believe your registration has been canceled by mistake, notify the event registrar immediately.

### Registration Approvals

A critical piece of the event registration process is the approval component. Requiring users to obtain approval from their lodge/council ensures that only those who have paid and are legitimate members will be accepted. Lodge/Council Admins can access the Approval Screen by clicking the "Registration Approvals" link in the Admin Tools panel on their Account Dashboard. On the approvals screen, administrators can view pertinent information regarding registrations that are in pending status. This information will help administrators match physical documentation and payment information to the online registration record. When ready, an advisor can approve or cancel any pending registration. To do so, the advisor must click the appropriate button on the same row as the registration they wish to perform the action on. If the action is successful, the user's registration status will be updated to Approved or Canceled, and the user will be notified via email. For convenience, administrators may quickly email any user by clicking the envelope icon on the appropriate row.

## **Export Data to Excel**

If an administrator ever needs to view all registration data for their lodge/council, the OAEVENT system makes it a one step process to offload, or export, your council's registration data. Lodge/Council Admins can perform the data export by clicking the "Export Data to Excel" link in the Admin Tools panel on their Account Dashboard.

**Note: Depending on the amount of data, it may take a few moments to process a data export request. When the system has generated the Microsoft® Excel® spreadsheet, you will receive a file download prompt from your internet browser. Always choose to the SAVE option, not OPEN or RUN.**

Once the brief file download completes, you can open the file using Microsoft® Excel®, or another compatible product.

**Note: If you receive any warning messages while attempting to open the file, click YES and the file will continue to load normally.**