

# A GUIDE TO:



# REGISTERING FOR BOREE REGATTA

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## I am a Leader and need to register my Scouts and Guides:

Before commencing your registration, you can send a message out to your Group and Scouting Friends to work out who is attending. Get people to come back to you with plenty of notice to allow them to be registered before the closing date.

As the Leader, you can register your unit online. There is a bulk upload tool which allows you to load multiple members from a file.

The registration system will email each member asking them to complete the consent forms and pay.

1. Visit the ScoutEvent registration portal:

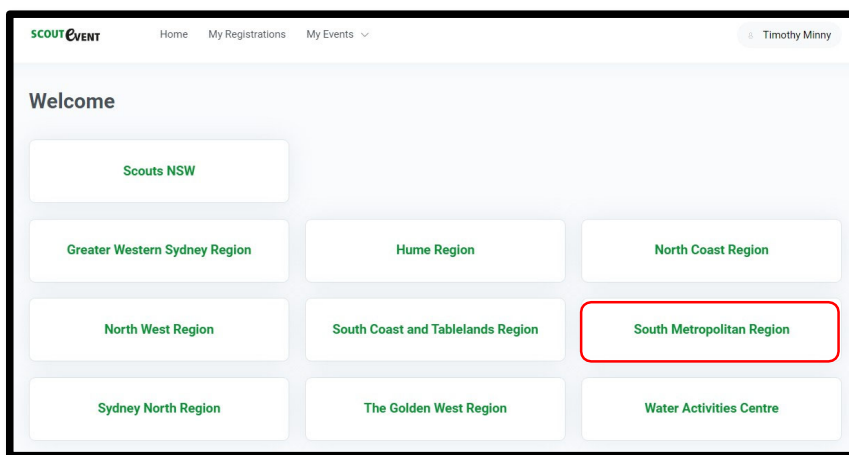
<https://events.nsw.scouts.com.au/>

2. If you have used this portal before, please select Login and enter your credentials. If not, select Create user profile and set-up a new user account.



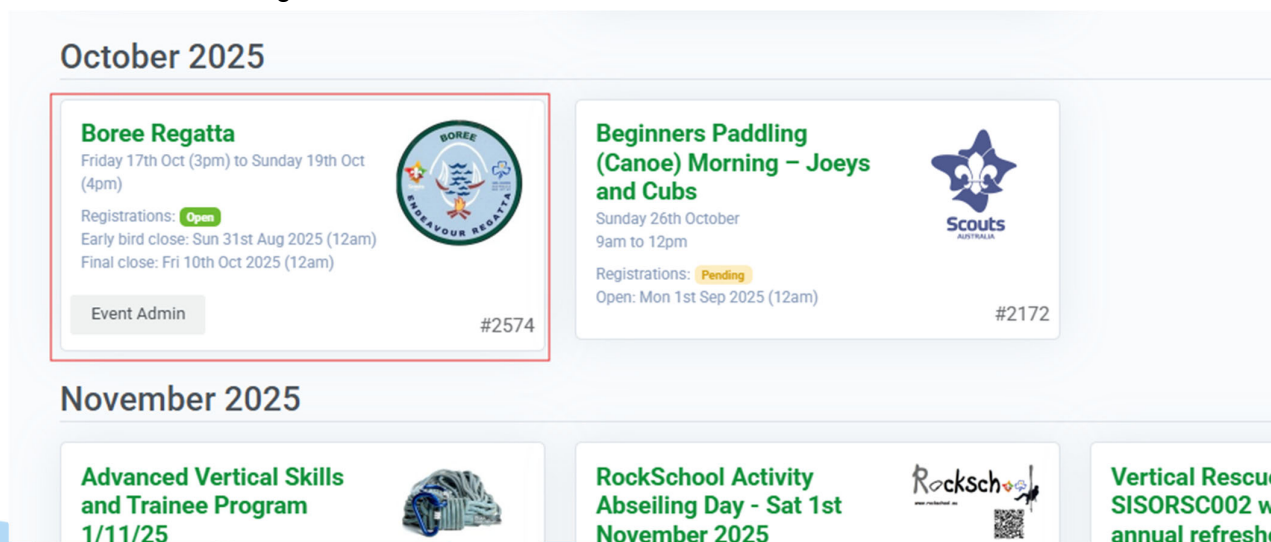
3. Navigate to the event by clicking:

- a. South Metropolitan Region

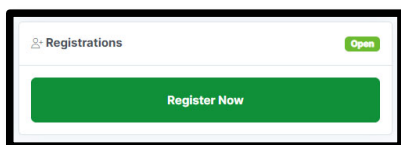


- b. Scroll down to October 2025

- c. Click on Boree Regatta.



- Click Register Now from the Registrations portal.



- Click **+ Add** to begin adding manually or use the **Bulk Add Applicants** option.

- If using the Bulk Upload tool, download the template, populate the lines for each member of your Group, including yourself and save the template. Then upload the template.

**Bulk Add Applicants** ×

Step 1	Click the 'Download template' button below to download an Excel template customised specifically for this event and its requirements. <a href="#">Download template</a>
Step 2	Fill out the template with the applicants you want to load. <ul style="list-style-type: none"> <li>Column headers with a red background indicates it is a mandatory field.</li> <li>Cells with a yellow background indicates it is a select field and you must choose one of the options available.</li> </ul>
Step 3	Click 'Choose file' button below to select the file from your computer, then click 'Upload template' <div> <a href="#">Choose File</a> <span>No file chosen</span> </div> <div> <a href="#">Upload template</a> </div>
Results	

[Close](#)

The form asks for:

- First Name**
- Surname**
- Formation** – This is the Scout Group or Guide Group you belong to
- Scout ID** – This is the person's Scout Membership Number. For Guides put your Guide Membership number. If you do not have either then leave the item blank.
- Email Address** – This should be the email address of each members parent or guardian. We send lots of emails here so please make sure it is correct.
- Category** – Select the appropriate category available at the time. Most applicants will be

Ufwnufsx%Fizq%Fsi%tzymR jrgjw.3

- If you are adding the member manually enter the items on the form for each member of your Group, including yourself. If you are adding another member to the Group, select **Save & New.** If you have entered the last member of your Unit, select **Save & Return.**
- After entering yourself or the members of your Patrol, click **Save & Return** to review your Group.

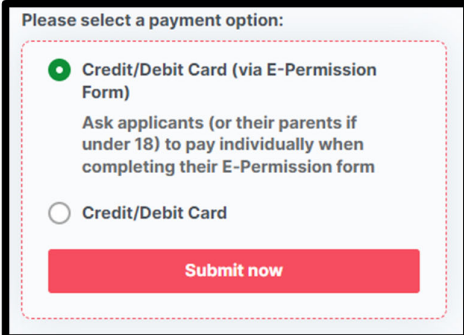
ID	Status	Surname	First Name	Position/Appointment	Category	Amount	Scout ID	
0012	Initial	Johnson	Mary	Youth - Cub Scout	Scout Early Bird Registration	\$39.50	234567	<input type="checkbox"/> Edit <input type="checkbox"/> Remove
0014	Initial	Miller	Jennifer	Youth - Scout	Scout Early Bird Registration	\$39.50	963852	<input type="checkbox"/> Edit <input type="checkbox"/> Remove
0011	Initial	Smith	James	Youth - Scout	Scout Early Bird Registration	\$39.50	123456	<input type="checkbox"/> Edit <input type="checkbox"/> Remove
0013	Initial	Williams	Robert	Youth - Venture Scout	Scout Early Bird Registration	\$39.50	789456	<input type="checkbox"/> Edit <input type="checkbox"/> Remove
						\$158.00		

If all details are correct, click on **Save & Next**. Otherwise you can continue to add members with the **+ Add** option or edit / remove a specific member clicking the relevant option against their name.

- If you have any comments, concerns, or things you want the Event organisers to know, please enter these now into the text boxes. Click **Save & Next** to continue

- Review your Group one last time. To ensure each member of your Unit is asked to pay themselves, ensure you check the option **Credit/Debit Card (via E-Permission Form).** If you select just the option **Credit/Debit Card** you will be asked to pay for every member of your patrol.

11. Click the **Submit Now** button.

A screenshot of a web form titled "Please select a payment option:". It contains two radio button options. The first option, "Credit/Debit Card (via E-Permission Form)", is selected with a green dot. Below it is a note: "Ask applicants (or their parents if under 18) to pay individually when completing their E-Permission form". The second option, "Credit/Debit Card", is unselected with a grey dot. At the bottom of the form is a red button labeled "Submit now".

Please select a payment option:

☒ Credit/Debit Card (via E-Permission Form)

Ask applicants (or their parents if under 18) to pay individually when completing their E-Permission form

☐ Credit/Debit Card

**Submit now**

How do I get some help?

Having issues? Please, take a screen capture and email [bryan.davison@nsw.scouts.com.au](mailto:bryan.davison@nsw.scouts.com.au) with a description of your issue and the screen capture. We will get back to you ASAP.