A GUIDE TO:

REGISTERING FOR BOREE REGATTA

Contents

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.

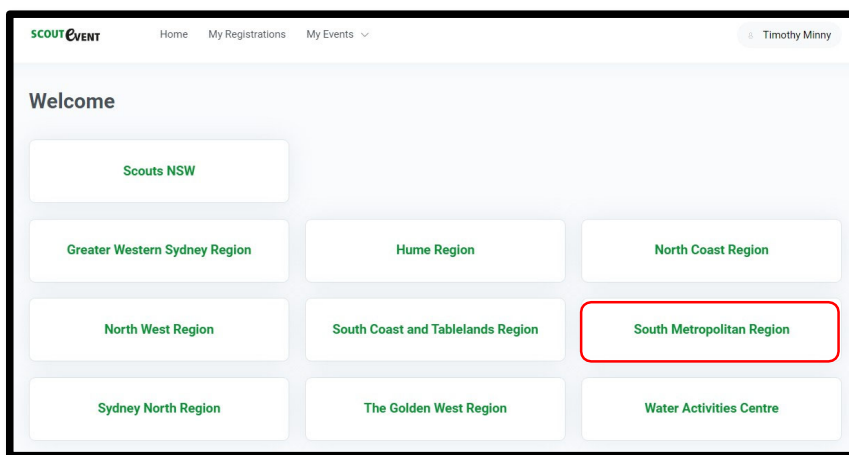1. Visit the ScoutEvent registration portal:
   https://events.nsw.scouts.com.au/

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.
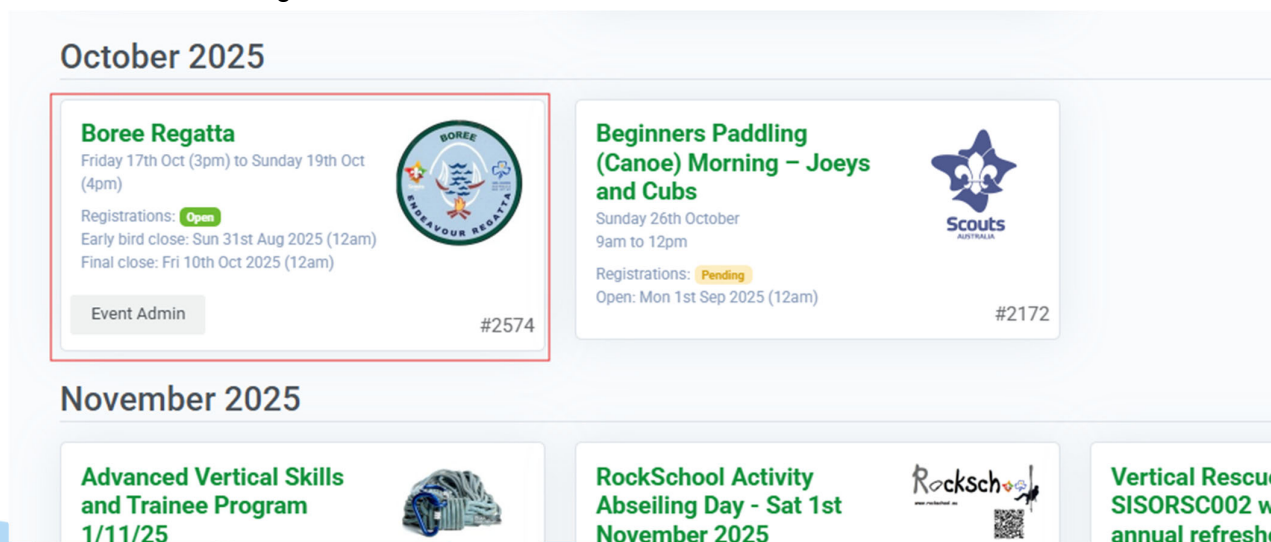

3. Navigate to the event by clicking:
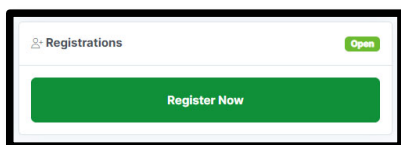   a. South Metropolitan Region

   b. Scroll down to October 2025
   c. Click on Boree Regatta.

4. Click *Register Now* from the Registrations portal.

5. Click **_+ Add_** to begin adding manually or use the **_Bulk Add Applicants_** option.

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

The form asks for:

a. **First Name**

b. **Surname**

c. **Formation** – This is the Scout Group or Guide Group you belong to

d. **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.

e. **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.

f. **Category** – Select the appropriate category available at the time. Most applicants will be Ufwdhnufsyx%Fizqx%fsi%tzym%R jr gjwx.%

7. 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_.

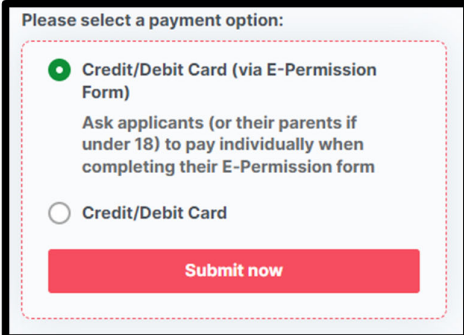8. After entering yourself or the members of your Patrol, click _Save & Return_ to review your Group.

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.

9. 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

10. 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.

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 with a description of your issue and the screen capture. We will get back to you ASAP.