



Section C-4A Conclave, May 13-15, 2016 Seven Ranges Scout Reservation

Conclave Registration Guide

The conclave registration can be completed through the Buckeye Council's event registration system. This step-by-step guide will help you to properly register and easily navigate the registration system. The conclave registration process begins by going to conclave.oa-c4a.org and selecting "Register Now."

Step 1

1. Click "Register Online"
2. On the following page, click "Next"
3. Select the type of registration based on age then click "Next"
4. Select a payment option:
 - **To pay electronically:** select "Pay the full fee at this time - \$45.00"
 - **To pay by mailing in a check*:** select "Pay the minimum down payment at this time - \$0.00"
 - ***See note at bottom concerning payment by check**
 - **DO NOT SELECT "Pay other amount at this time – Enter Below"**

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Unit Websites

OA Section C-4A Conclave

Event Details

MAY 13 Friday, May 13, 2016 to Sunday, May 15, 2016

If you chose to mail payment it must be received by May 6, 2016. Make checks out to GREAT TRAIL COUNCIL.

Register Online

Registration Location Resources Activities

Registration Information

You can register now through May 8 2016 at 11:59PM
- Early period rates apply through April 22 2016 at 11:59PM
- Late period rates apply beginning May 1 2016 at 11:59PM

Individual Registrations	Fees:	Early	Regular	Late	Down Pmt
Participants: Youth (Under 18)		\$45.00	\$55.00	\$65.00	\$0.00
Youth (18-20)		\$45.00	\$55.00	\$65.00	\$0.00
Adult (21 and older)		\$45.00	\$55.00	\$65.00	\$0.00

The three training sessions are optional for individuals 21 +

Step 4

5. Enter the participant's first name, last name, and email address and click "Next"
6. Enter the participant's address, phone number, DOB, and any special/dietary needs and click "Next"

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Unit Websites

Event Registration

Event Details

MAY 13 OA Section C-4A Conclave

Friday, May 13, 2016 to Sunday, May 15, 2016

Seven Ranges Scout Reservation

7070 Meter Rd, Kensington, OH 44427

Individual Registration - Choose Payment

Down payment available. How much would you like to pay now?

☐ Pay the full fee at this time - \$45.00

☐ Pay the minimum down payment at this time - \$0.00

☒ Pay other amount at this time - Enter below

Other Payment Amount

Current Item

Item and Fees

Adult (21 and older) - \$45.00

Note: If you only make a down payment at this time, you are committing to pay the full purchase price. Before you attend, you must pay any balance due.

Next Cancel Registration

Step 8

7. On the following page, select "Training Period 1"
8. On the following page, select the participant's period 1 training
 - More information on the training sessions can be found by at conclave.oa-c4a.org/training
 - Note: All youth (under 21) are required to register for all three training sessions

9. On the following page, select "Select Another Activity for this Participant"

- **DO NOT SELECT "Continue with the next Registration Step."** Doing so before registering for all three training periods will result in incomplete registration

10. Repeat steps 8 and 9 until all the participant is signed up for all three periods. Then select "Continue with the next registration step" and click "Next"

11. On the following page, complete all information fields and click "Next"

12. On the following page, there are two options.

- "Enter More Participants" to add additional participants. Repeat steps 1-11 OR
- "Save Registration to Shopping Cart" to continue. click "Next"

13. On the following page, review the participant's registration information and click "Checkout"

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Event Details

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Friday, May 13, 2016 to Sunday, May 15, 2016
Seven Ranges Scout Reservation
7070 Meter Rd, Kensington, OH 44427

Tip - Registration is easier when you are logged in! - When you are logged in with your MyCouncil account the registration system remembers common responses and uses them for future registrations. [Click here to join or log in to MyCouncil](#)

Individual Registration - Activity Complete

The Activity has been added to this Participant's registration. What do you want to do next?

☐ Select another Activity for this Participant
☐ Continue with the next Registration Step

Current Item [Cancel Item](#)
Item and Fees
Youth (Under 18) - \$45.00
Discontinued

Unit Websites

Step 11

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Individual Registration - Enter Registration Options

Select or Enter any options that apply to this Participant's registration

Lodge [Required]
Sipp-O

OA Level [Required]
Vigil Honor

Preferred First Name [Required]
Johnny

Cell Phone [Required]
000-000-0000

I would like to receive Conclave related text messages.
☐ Yes ☐ No

Emergency Contact Name [Required]
Becky Arrowman

Emergency Contact Relationship [Required]
Mother

Emergency Contact Phone [Required]
000-000-0001

[Next](#) [Cancel Registration](#)

Current Item [Cancel Item](#)
Item and Fees
Youth (Under 18) - \$45.00
Participant
Arrowman, Johnny
123 Main Street
Ontario, OH 44903
jarrowman@gmail.com
000-000-0000
Activities - Show Schedule
Training Period 1 - Digging Through the Archives [OA History]
Training Period 2 - Rest and Relaxation [Following Planning]
Training Period 3 - Knowing your Gadgets [Technology in the OA]

Unit Websites

Step 12

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Individual Registration - Participant Entry Complete

Participant entered. What do you want to do next?

☐ Enter more Participants
☒ Save Registration to Shopping Cart

Unit Websites

14. If you have a Buckeye Council MyCouncil account, login and select "Next." If you do not, select "I do not have a MyCouncil account" and click "Next"

15. Enter the required information and click "Next"

16. Enter the billing information and click "Use this address"

17. Select payment method and click "Next"

18. Enter payment information and click "Next"

- Information required will vary based on desired payment method

19. Select "I have read and agree with the Council Payment and Refund Policy" and click "Proceed with payment"

- Note: The Buckeye Council policy does not apply as this is a Section C-4A event. Please see conclave.oa-c4a.org/faq for the appropriate policy

20. On the following page, click "confirm"

21. Registration is complete! You should receive an email receipt to confirm your registration

- Your confirmation may be filtered to your junk mail by your email

Step 14

The screenshot shows the 'Checkout - Customer Sign In' page. The navigation bar includes links for Home, Calendar, Contact Us, Join Scouting, Support Scouting, How To Help, and Scout Shop. A sidebar on the left lists various resources like Advancement & Recognition, Scouting Program, Council Information, Districts, Unit Information, etc. The main content area has a progress bar with steps: Cart, Customer (active), Address, Shipping, Payment, Confirm, and Complete. Below the progress bar, there's a section for signing in with a MyCouncil account. It includes fields for Email Address and Password, with links for 'I forgot my password' and 'My email address has changed'. There's a checkbox for 'do not have a MyCouncil account' and a 'Next' button.

Step 18

The screenshot shows the 'Checkout - Payment Information' page. The navigation bar and sidebar are the same as in Step 14. The progress bar now shows 'Payment' as the active step. Below the progress bar, there's a section for entering payment information, including fields for Bank Name, Routing Number, Account Number, and Account Holder, with a 'Next' button. Below this is an 'Order Summary' section with a table of items and their prices.

Order Item(s)	Price	Quan	Total	Paying
Event Registration - OA Section C-4A Conclave 5/13/2016				
OA Section C-4A Conclave 5/13/2016 (Youth (Under 18)) / Arrowman, Johnny				
Activity: Training Period 1 - Digging Through the Archives (OA History)				
Activity: Training Period 2 - Rest and Relaxation (Fellowship Planning)				
Activity: Training Period 3 - Knowing your Gadgets (Technology in the OA)				
Lodge: Sipp-O				
OA Level: Vigil Honor				
Name: Johnny				
Cell Phone: 000-000-0000				
Text Messages: Yes				
Em Name: Becky Arrowman				
Em Relationship: Mother				
Em Phone: 000-000-0001				
Order Total:			45.00	45.00
Cart Total:				\$45.00

*Checks should be made payable to "Great Trail Council" and mailed to Robert McCabe, 6 Quail Ct, Wheeling, WV 26003. Checks MUST be received by May 6.

Any questions concerning conclave and conclave registration can be directed to conclave@oa-c4a.org.