

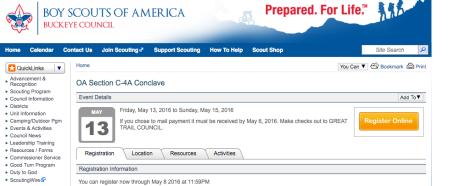
Section C-4A Conclave, May 13-15, 2016 Seven Ranges Scout Reservation

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."

Unit Websites

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



\$45.00

\$45.00

\$45.00

\$65.00

\$65.00

\$65.00

\$0.00

\$0.00

\$0.00

\$55.00

\$55.00

\$55.00

Step 1

Step 4

Early period rates apply through April 22 2016 at 11:59PM
 Late period rates apply beginning May 1 2016 at 11:59PM

Youth (Under 18)

Adult (21 and older)

The three training sessions are optional for individuals 21 +

Youth (18-20)

Participants:



- 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.oac4a.org/training
 - Note: All youth (under 21) are required to register for all three training sessions
- 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"



Step 11

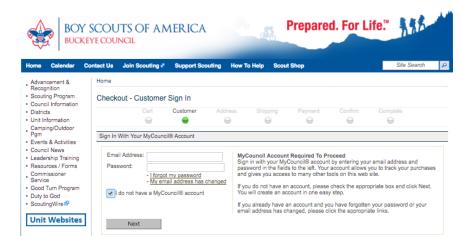


Step 12



- 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.oac4a.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



Step 18



*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.