Go to www.atlantabsa.org and select “Login” in the upper right corner
You will likely need to create an account. This system is not linked to anything from My.Scouting, Scoutbook, or any other program your Pack/Troop/Crew would use.
In order to create an account you need to select the event you’re registering for.

Please select an event or location with facility rentals to create an account.

Once created, new accounts can also be used for other event registrations and facility rentals.

Event or location

Select event or location

COMPLETE
In this example we will select Cub Overnight Camp.
You will need to select the account type “Individual/Family” as your Unit already has its own Account.
You’ll then fill in your contact information and create a user id and password. Click “Complete”

You will then get this popup. You will need to check your email from an activation email from info@atlantabsa.org
Your email will look like this with your information filled in. Click the link or copy the URL into your browser to activate your account.

Atlanta Area Council - Please verify your new account

Atlanta Area Council info@atlantabsa.org via tentaroo.com
to me ▼

Atlanta Area Council

Welcome ,

Thanks for your registration with Atlanta Area Council. To activate your account, please click on the following link:

Activate Account

If the link doesn't work, please go to following address:

https://www.atlantabsa.org/verify.cfm?id=16E3FA9F-C503-4D01-98A5-BD0A3A928C38&code=540938

E-mail:

Username:
You will be brought to this page. Click on the login link and log in to your new account.

Click Here to Login
You will fill in your userid and password then click the green login button.
As this is a new account you are not yet registered for anything. To see upcoming events click on “Events” either in the middle of the screen or to the far left of the page.
Here you will be able to see all upcoming Event Types. You can either scroll through them or use the magnifying glass in the upper right corner to find the one you’re looking for.

<table>
<thead>
<tr>
<th>Available Events</th>
<th>All Upcoming</th>
<th>My Events</th>
<th>My Past Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appalachian Trail Twilight Camp</td>
<td>Church of the Messiah (Canton, GA)</td>
<td>1 EVENTS AVAILABLE</td>
<td></td>
</tr>
<tr>
<td>Aquatics Merit Badge Days</td>
<td>Allatoona Aquatics Base (Woodstock, GA)</td>
<td>13 EVENTS AVAILABLE</td>
<td></td>
</tr>
<tr>
<td>B.A.S.S.</td>
<td>Bert Adams Scout Camp (Covington, GA)</td>
<td>5 EVENTS AVAILABLE</td>
<td></td>
</tr>
<tr>
<td>BALOO - Cub Outdoor Leader Training</td>
<td>See Website (~, GA)</td>
<td>4 EVENTS AVAILABLE</td>
<td></td>
</tr>
<tr>
<td>Braves Pinewood Derby</td>
<td>Sun Trust Park (Atlanta, GA)</td>
<td>1 EVENTS AVAILABLE</td>
<td></td>
</tr>
<tr>
<td>Climbing Instructor Training</td>
<td>Woodruff Scout Camp (Blairsville, GA)</td>
<td>1 EVENTS AVAILABLE</td>
<td></td>
</tr>
</tbody>
</table>
We’re going to continue with Cub Overnight Camp as the example. Here I used the magnifying glass to search for “cub” and clicked on the Event Type. Some events have more than one option coming up, such as summer camp, merit badge classes, etc. Select the date you wish to register for. For this we’re using Weekend Camp 1.
After selecting the specific event you will get some general information more specific to that event. You will need to select “Register for Event” near the top of the page to register.
Some events you will only need to put in numbers. Some events will require names. Some events will let you put in planned numbers and adjust them later and add names.

For events that require only numbers, you’ll be able to enter the number of people by participant type.

For events that require names, you’ll have to add people to “My Group”. Below is an example of what it would look like after you already have someone in “My Group”. To add another person you select “New Youth” or “New Adult” and fill in their information.
Here is an example of the information required for this event. Each event can require different fields, but once you fill it in once, it will populate the next time to select that person.

From there click the “Next” at the bottom of the screen.
Some events that require names have classes. When you add the names you’ll automatically be prompted to select classes. Sometimes you only need to select one option, sometimes more than one. You add the class to the schedule by clicking the green “Add Class” button.

To see all the class options if there are several you can either scroll through the list, or use the magnifying glass in the upper right corner to find a specific class.

You will see below that some classes have an additional fee beyond the cost of the event. Those fees will be noted here so you’re not surprised when you go to check out.
After adding any classes, if needed, you’ll get to the total event fees. From here you can either select to pay the minimum required, if there is a payment schedule, or most likely you’ll be required to pay in full.

Make sure to select “Complete” to get to checkout.
If your registration has numbers or numbers and adding names later, you have 2-3 sections of your registration. Financial Summary that shows how much in remaining on your balance. Registration that shows the number of spots you have reserved. If you need to increase or decrease your numbers, click on “Manage Spots” and adjust the numbers. Remember to always check out even if no payment is required after any change.
If your registration requires names in addition to numbers you’ll also have a Participants section. This is where you’ll add the names of the people you reserved space for. If you only reserved space for 1 Cub, you’ll only be able to enter one name until you add another spot, see previous page.

To add a name click the “Add Participant” button. From there it will be similar to the previous pages where you could either select a name from your “My Group” or add “New Youth” or “New Adult”.

Always make sure you check out after everything you do! In the upper right of every screen is a cart icon. If there is a green dot above it with a number, there are changes that need to be saved. They are only saved by checking out, even if no payment is due.