**Standard Operating Procedures for Inputting Event Registration**

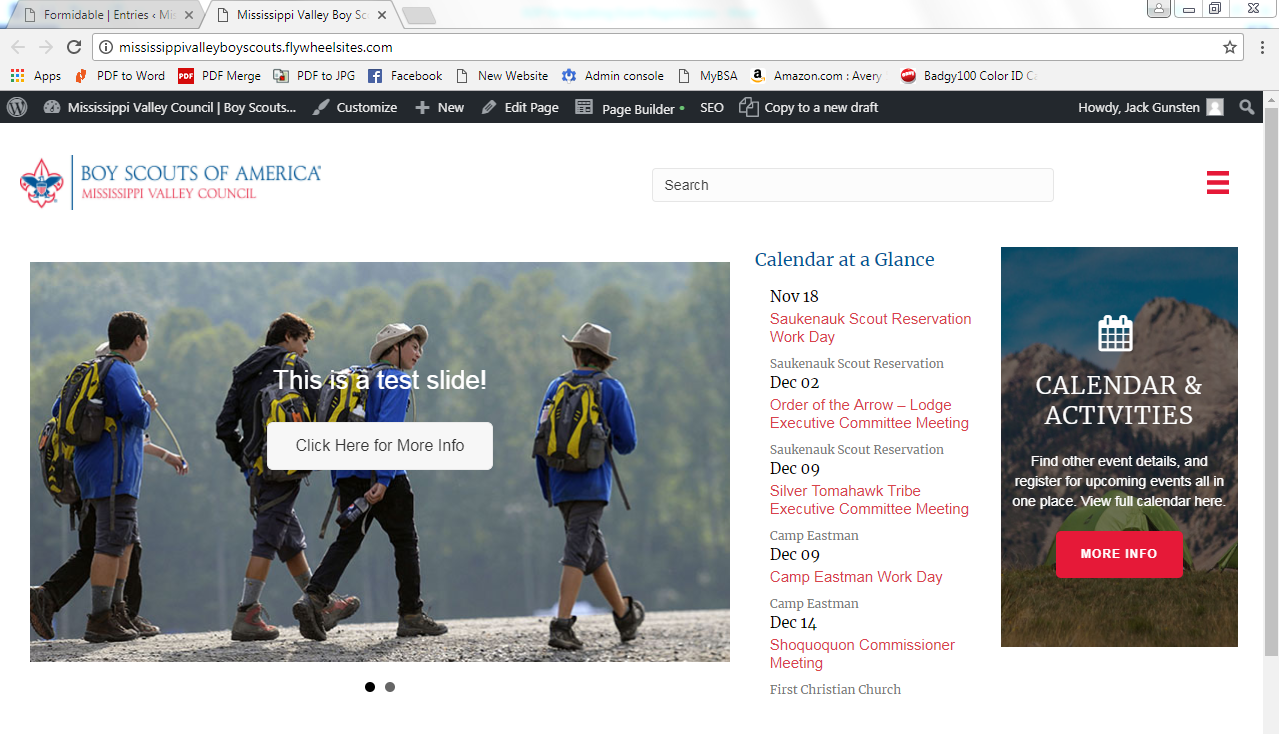
1. When someone walks in the Scout Shop and registers for a council event with a registration form, check to see if they are either
   1. Making a new registration
   2. Paying for an online registration

If they are paying for an online registration skip to step 11

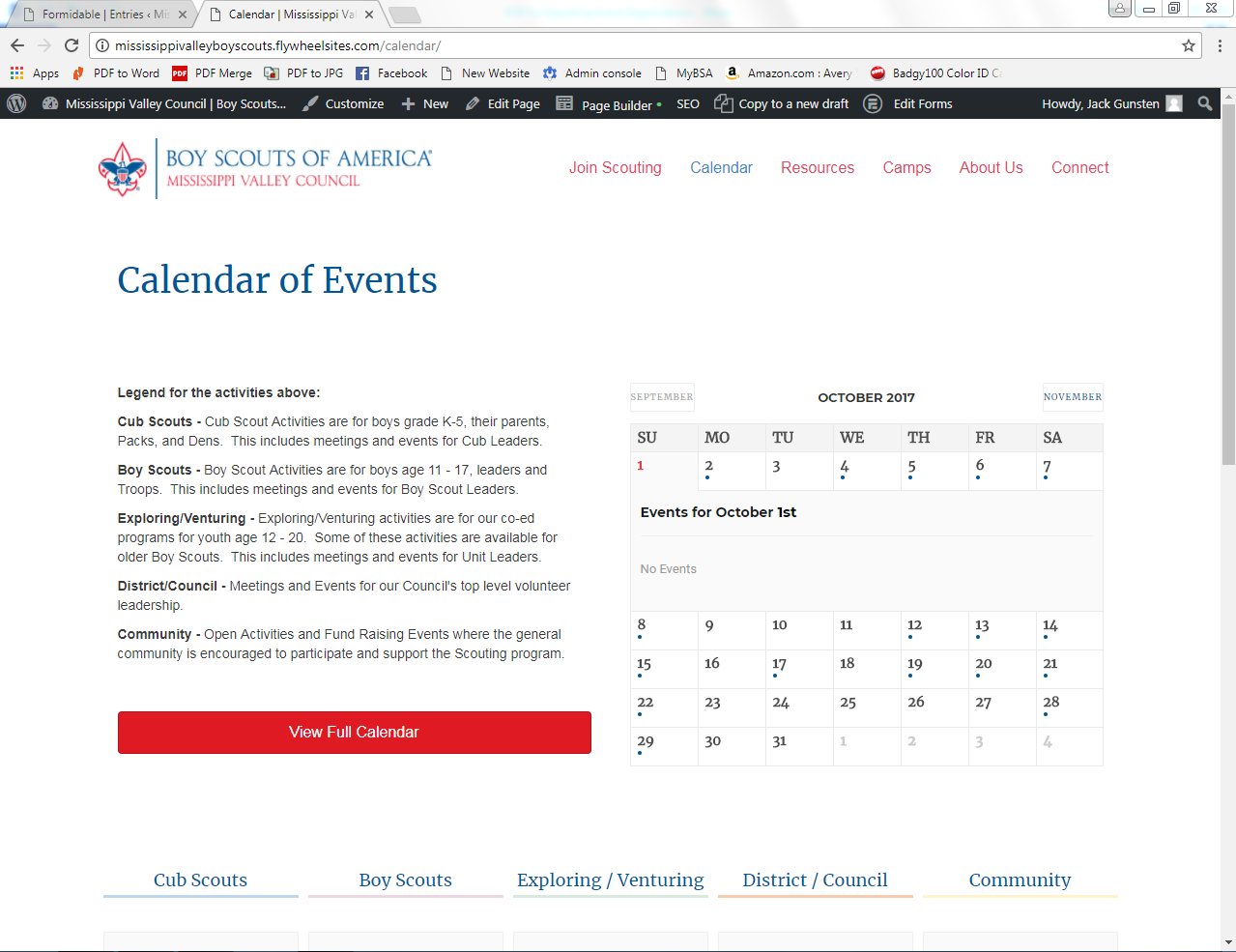
1. Take the hard copy form from the customer
2. Ring up in SellWise in specified event
3. When the transaction is complete attach the receipt to the registration form
4. ASAP but definitely before closing the Scout Shop, input all information into the online registration form

**Steps to input:**

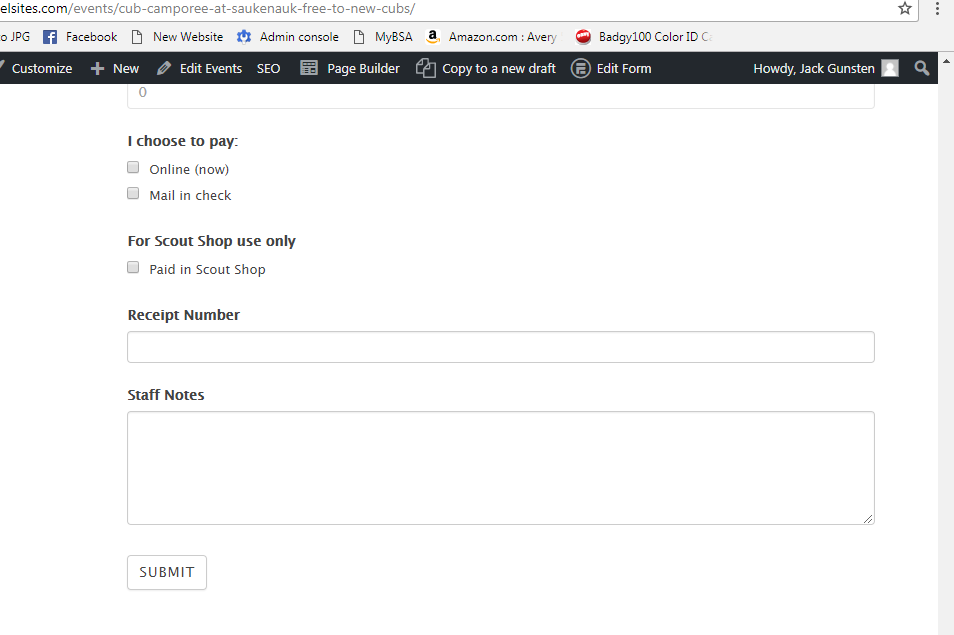
1. Log on to the council website
   1. [www.mississippivalleybsa.org](http://www.mississippivalleybsa.org)
2. Click on “More info” on the calendar and events section



1. Find the specific event on the calendar and click it, taking you into the event

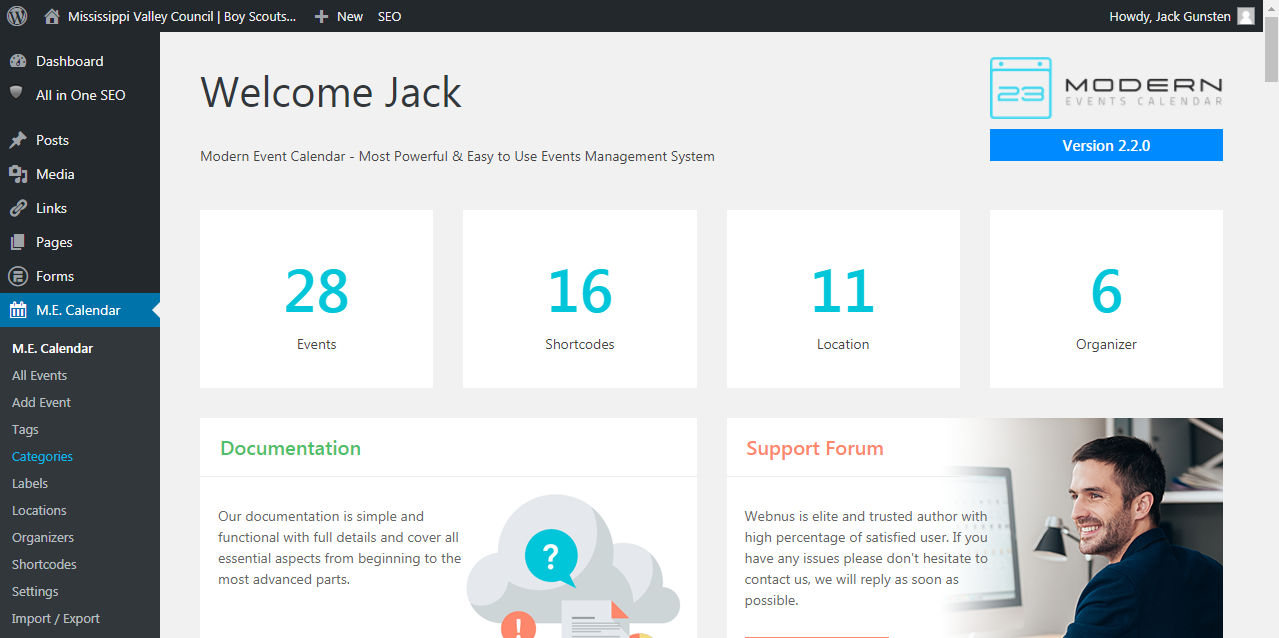


1. Scroll down on the event where the form is and input all the necessary information into the digital form
2. When a customer pays for an event in the Scout Shop select the “Paid in Scout Shop” button. Also input the receipt number and any notes, example: special requests. **Hit submit! You are done.**

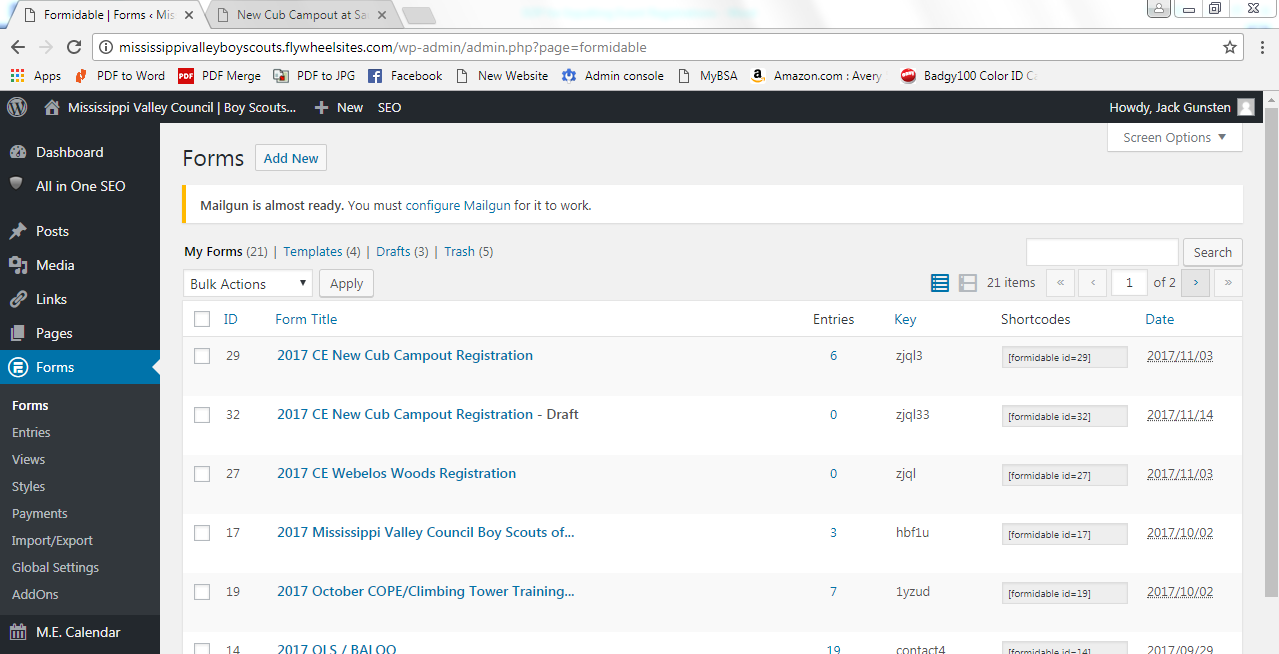


**Steps to edit entries (When someone registers online, how to update the online entry)**

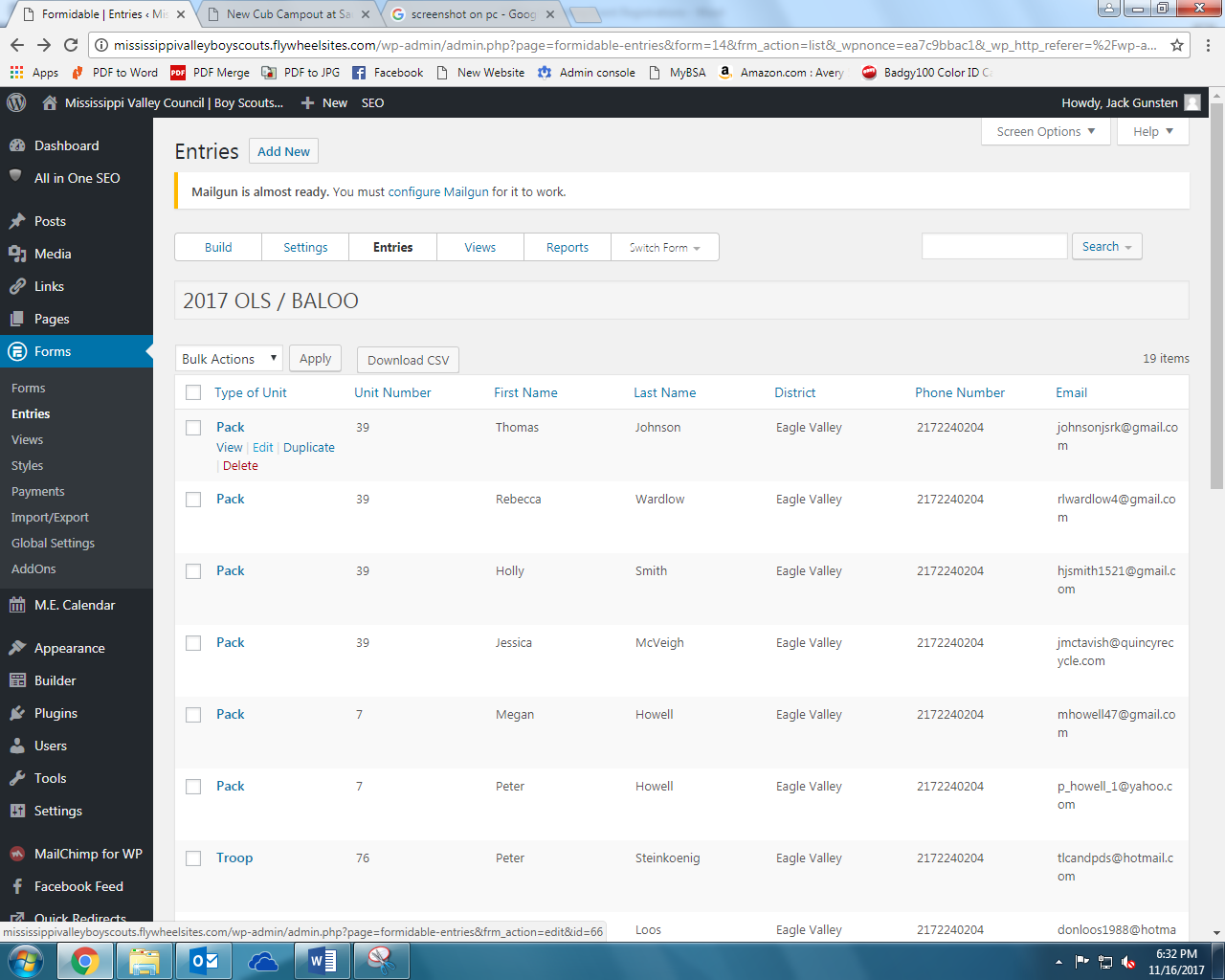
1. Ring up payment in SellWise under the specified event
2. Attach the receipt to the registration form. **Customer is done with the process.**
3. As soon as possible put the registration form in the appropriate staff member’s mailbox
4. Log onto the council website
   1. [www.mississippivalleybsa.org](http://www.mississippivalleybsa.org)
5. On the left hand side of the page click Forms



1. When you click forms, options will appear and click “Entries”



1. Click “View all forms” dropdown box and select your event, then click filter
2. Scroll until you find the name of the person you are updating the form for
3. Hover over the person’s entry and click “Edit”



1. Once you’ve clicked edit, scroll down on the form and complete the following:
   1. Click “Paid in Scout Shops”
   2. Enter the receipt number
   3. Add any additional notes in the Staff notes section
2. When done, hit “Update”

**You are done!**

