

September 3, 2007

Staff Registration Process
Scout Expo 2007
Beale Air Force Base
Sept. 28-30, 2007

The sheet covers the registration process for Scout Expo 2007 for adults not attending as part of a Scout unit. This would include exhibitors, Scout and non-Scout staff members, entertainers, vendors, guests, media representatives, etc. Everyone must register on-line by Sept. 15, no exceptions.

The registration for Scout Expo 2007 for non-Scout adults is at no charge; Scouters pay \$15. While there is no charge for non-Scouters, you need to go through the complete registration process, including generating a “no charge” bill to yourself. The process follows these steps:

1. Begin at <http://tinyurl.com/37obds> [or <http://www.bec-gsa.org>]
2. This is Registration for individuals NOT registering as part of a Boy Scout unit.
3. At top right click on “Register On-Line Now”
4. At Event Registration select “Continue Without Log-in” then “I Agree”
5. Next fill in all “*” lines.
6. Be sure to enter your Driver’s License number as this is part of Beale’s security check. This entry is required even though not a “*” item.
7. Under “Type of Attendee/Guest” pull down menu and select “Exhibitor” (If you are an adult Scouter, pick “Staff,” enter your BSA ID number prepare to pay \$15.)
8. Use “Next” to move ahead.
9. Under “Pricing” at the Exhibitor line under Quantity fill in “1” and then “Next” (again, unless you are a Scouter.)
10. On the summary screen that check all information is accurate and then “Save Registration”
11. Go to “Payment Section” then “Checkout”
12. Go to “Shopping Cart,” fill-in your address information (it will not be used) and see zero due.
13. Under Payment Information pull down menu and select “Off-line, Check/Unit Account” If a Scouter use the “Pay On-Line” choice and pay with a credit card.
14. The select “Complete Order”
15. Print an invoice for your records. You do NOT need to submit it.
16. Download the “Adult Liability Waiver” form at <http://tinyurl.com/39qs39>
17. Sign and bring a copy of this form to present when you check in.
18. You are done!

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