

# A GUIDE TO:



# REGISTERING FOR STATE-RALLY

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## I am a Patrol Leader and need to register:

Before commencing your registration, you can send a message out to your Scout Group and Scouting Friends to work out who is attending State Rally. Get people to come back to you with plenty of notice to allow them to be registered before the closing date.

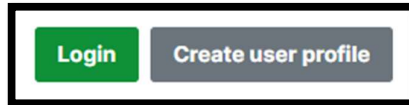
As the Patrol Leader, you can register the Patrol and its members online. The registration system will email each member of the Patrol asking them to complete the consent forms and pay.

If you are registering yourself only, because members of your Patrol have already registered, please ensure after completing your registration you come back and commence building your patrol from step 13.

1. Visit the ScoutEvent registration portal:

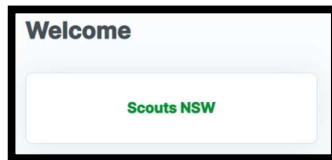
<https://events.nsw.scouts.com.au/>

2. If you have used this portal before, please select Login and enter your credentials. If not, select Create user profile and set-up a new user account.

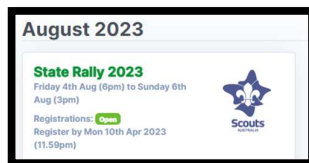


3. Navigate to the event by clicking:

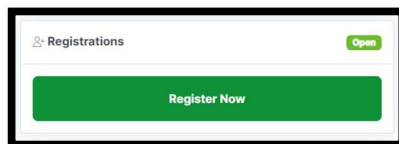
- a. Scouts NSW



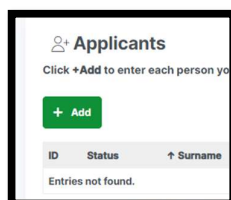
- b. Scroll down to August 2026
- c. Click on State Rally 2026



4. Click Register Now from the Registrations portal



5. Click + Add to begin adding yourself and members of your Patrol if you wish:

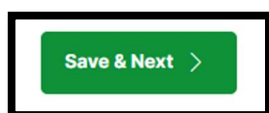


- For each member of your Patrol, including yourself complete the form. If you are adding another member to the Patrol, select Save & New. If you have entered the last member of your Patrol, select Save & Return.

- First Name
  - Surname
  - Formation – This is the Scout Group you belong to
  - Gender
  - Scout ID – This is the persons Scout Membership Number. Your Scout Leader or Group Leader will be able to assist getting these numbers if your Patrol Members do not know them.
  - Email Address – This should be the email address of each members parent or guardian. We send lots of emails here so please make sure it is correct.
  - Do you have an activity you have been assigned to? – Select Participant
  - Category – Select the appropriate Participant Category available at the time.
- After entering yourself or the members of your Patrol, click Save & Return to review your Patrol.

ID	Status	Surname	First Name	Position/Appointment	Category	Amount	Scout ID		
0012	Initial	Johnson	Mary	Youth - Cub Scout	Scout Early Bird Registration	\$39.50	234567	Edit	Remove
0014	Initial	Miller	Jennifer	Youth - Scout	Scout Early Bird Registration	\$39.50	963852	Edit	Remove
0011	Initial	Smith	James	Youth - Scout	Scout Early Bird Registration	\$39.50	123456	Edit	Remove
0013	Initial	Williams	Robert	Youth - Venturer Scout	Scout Early Bird Registration	\$39.50	789456	Edit	Remove
						\$158.00			

- If all details are correct, click on **Save & Next**. Otherwise you can continue to add members with the + Add option or edit / remove a specific member clicking the relevant option against their name.

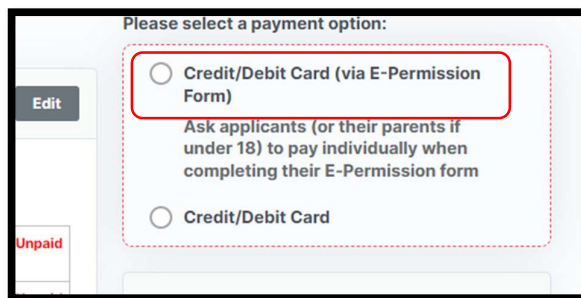


9. If you have any comments, concerns, or things you want the Event organisers to know, please enter these now into the text boxes. Click **Save & Next** to continue



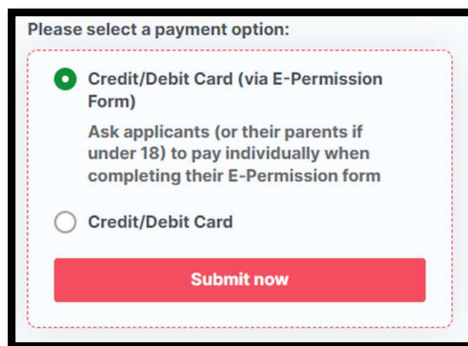
The screenshot shows a 'Registration' form with a 'Cancel Registration' button in the top right. On the left, there are two comment boxes: 'Comment to Event Coordinator (Christopher Buggie)' and 'Comment to Administrator (Scouts NSW, Youth Program Team)'. A 'Save & Edit' button is at the top left, and a green 'Save & Next' button is at the bottom left.

10. Review your Patrol one last time. To ensure each member of your Patrol is asked to pay themselves, ensure you check the option **Credit/Debit Card (via E-Permission Form)**. If you select just the option **Credit/Debit Card** you will be asked to pay for every member of your patrol.



The screenshot shows a 'Please select a payment option:' screen. The first option, 'Credit/Debit Card (via E-Permission Form)', is highlighted with a red dashed box. Below it is the text: 'Ask applicants (or their parents if under 18) to pay individually when completing their E-Permission form'. The second option is 'Credit/Debit Card'. An 'Unpaid' status is visible on the left side.

11. Click the **Submit Now** button.



The screenshot shows the same payment option selection screen as above. The 'Credit/Debit Card (via E-Permission Form)' option is now selected, indicated by a green dot. A red 'Submit now' button is visible at the bottom of the selection area.

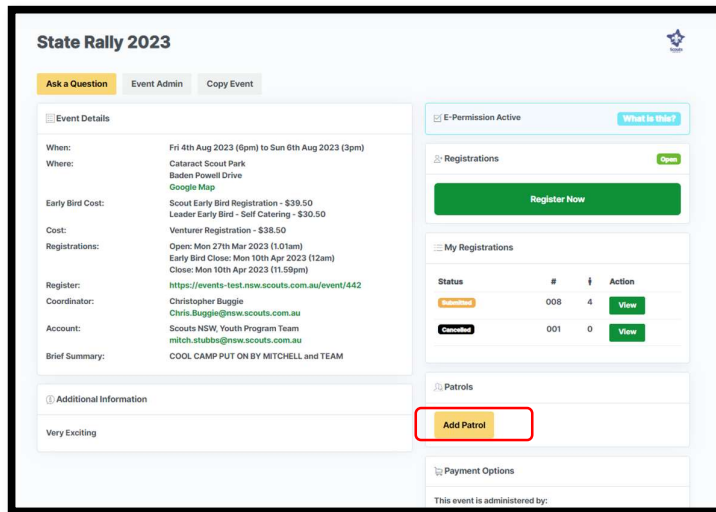
12. Once you receive a success confirmation, click on State Rally 2026 just under your Registration.



The screenshot shows a 'Registration - Christopher Buggie (442-008) - Submitted' page. A red box highlights 'State Rally 2023' in the top left. Below the navigation bar, there is a 'Summary / Invoice' section with a 'Download' button. A green success message states: 'Your registration has been successfully submitted. Your registration details have been saved in 'My Registrations' under Registration #442-008.' Below this, a list of applicants is shown with their names, email addresses, and success status (SUCCESS ✓).



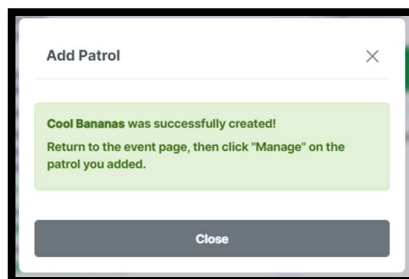
13. Now you can add your Patrol. By clicking State Rally 2026 in the above step, you will have been directed back to the homepage. On the right side, scroll down and click **Add Patrol**.



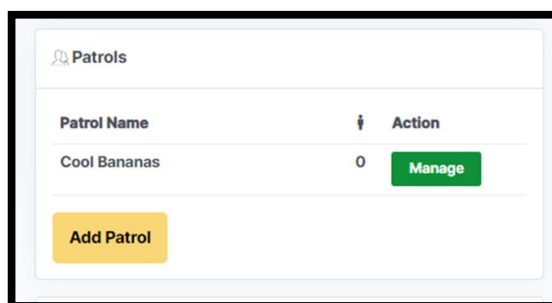
14. Enter the requested details into the pop-up form and the click **Add**.

- Patrol Name – Enter the name of the Patrol
- Patrol Administrator Name – This should be the Patrol Leader
- Patrol Administrator Email – The Email address of the Patrol Leader

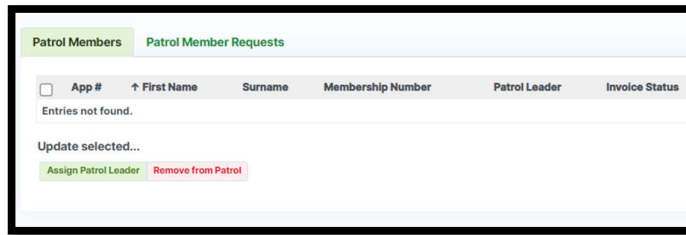
15. A message to let you know the Patrol has been created will pop up. Click **Close** to return to the homepage



16. Click on **Manage** to manage your Patrol.



17. Select the tab **Patrol Member Requests**



18. Select **+ Add** to begin adding your Patrol Members. Enter the First Name, Surname and Scout Membership Number of each member in your Patrol, including yourself. Click **Save & New** to enter another member or **Save & Return** once all members have been entered.

19. Once you have added everyone, you can click back on **Patrol Members** and see the status of each member of your Patrol.

The screenshot shows the 'Patrol Member Requests' tab with a table containing four members. The table has columns for App #, First Name, Surname, Membership Number, Patrol Leader, Invoice Status, E-Permission, and Status. Each row includes a checkbox, a 'Subscribe' button, and a 'View' button. Below the table, there is an 'Update selected...' section with two buttons: 'Assign Patrol Leader' and 'Remove from Patrol'.

<input type="checkbox"/>	App #	First Name	Surname	Membership Number	Patrol Leader	Invoice Status	E-Permission	Status	
<input type="checkbox"/>	0011	James	Smith	123456	Yes	Unpaid	0%	Subscribe	View
<input type="checkbox"/>	0014	Jennifer	Miller	963852	No	Unpaid	0%	Subscribe	View
<input type="checkbox"/>	0012	Mary	Johnson	234567	No	Unpaid	0%	Subscribe	View
<input type="checkbox"/>	0013	Robert	Williams	789456	No	Unpaid	0%	Subscribe	View

20. Remember, you can come back here to check on how your Patrol members are progressing with their E-Permissions and payments as well as add new members to the Patrol, or remove them if they are not coming.

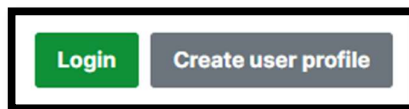


## I am an individual and need to register.

Before commencing your registration, check with your Patrol Leader to see if they have commenced your application already. Our preference is for the Patrol Leader to register their Patrol where possible.

If you are not sure who your Patrol Leader is yet, or they are unable to add you to their registration, follow the below steps and ensure the Patrol Leader adds you into the Patrol (Step 16 onwards in the ***I'm A Patrol Leader*** instructions).

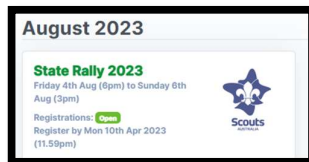
1. Visit the ScoutEvent registration portal:  
<https://events.nsw.scouts.com.au/>
2. If you have used this portal before, please select Login and enter your credentials. If not, select Create user profile and set-up a new user account.



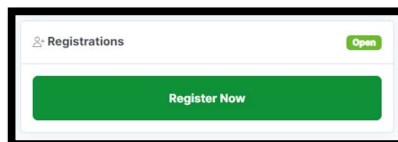
3. Navigate to the event by clicking:
  - a. Scouts NSW



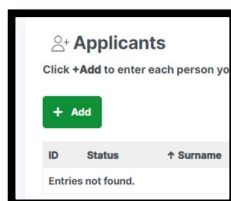
- b. Scroll down to August 2026
- c. Click on State Rally 2026



4. Click Register Now from the Registrations portal



5. Click + Add to begin your registration:



6. Complete the form. Select Save & Return once you have completed your information.

Applicants

Click +Add to enter each person you would like to register for this event (including yourself if you are attending).

Permissions Active Cancel Registration

Save & Return Save & New Save & Edit Return

First Name\*  
Surname\*  
Formation\* NSW State Headquarters  
Position/Appointment\* - none -  
Gender\*  
Scout ID\*  
Email Address\*  
Please enter an email address for this applicant or their parent/guardian if under 18 years of age  
LEADER RAC ASSIGNMENT\* - none -  
Do you have an activity you have been assigned to? - none -  
Category\* - none -

- a. **First Name**  
b. **Surname**  
c. **Formation** – This is the Scout Group you belong to  
d. **Gender**  
e. **Scout ID** – This is your Scout Membership Number. Your Scout Leader or Group Leader will be able to assist getting this numbers if you do not know it.  
f. **Email Address** – This should be the email address of your parent or guardian. We send lots of emails here so please make sure it is correct.  
g. **Do you have an activity you have been assigned to?** – Select Participant  
h. **Category** – Select the appropriate Participant Category available at the time.
7. After entering all your details, click Save & Return to review your registration.

Applicants

Permissions Active Cancel Registration

+ Add

ID	Status	Surname	First Name	Position/Appointment	Category	Amount	Scout ID		
0012	Initial	Johnson	Mary	Youth - Cub Scout	Scout Early Bird Registration	\$39.50	234567	✓ Edit	✗ Remove
0014	Initial	Miller	Jennifer	Youth - Scout	Scout Early Bird Registration	\$39.50	963852	✓ Edit	✗ Remove
0011	Initial	Smith	James	Youth - Scout	Scout Early Bird Registration	\$39.50	123456	✓ Edit	✗ Remove
0013	Initial	Williams	Robert	Youth - Venturer Scout	Scout Early Bird Registration	\$39.50	789456	✓ Edit	✗ Remove
						\$158.00			

10 25 50 100 All

Save & Next >

8. If all details are correct, click on **Save & Next**. Otherwise, you can continue to add additional registrations with the **+ Add** option or edit / remove a specific registration clicking the relevant option against their name.



9. If you have any comments, concerns, or things you want the Event organisers to know, please enter these now into the text boxes. Click **Save & Next** to continue

Registration

Cancel Registration

Save & Edit

Comment to Event Coordinator (Christopher Buggie)

Comment to Administrator (Scouts NSW, Youth Program Team)

Save & Next

10. Review your registration one last time. To ensure each registration you have entered is asked to pay themselves, ensure you check the option **Credit/Debit Card (via E-Permission Form)**. If you select just the option **Credit/Debit Card** you will be asked to pay for every registration on screen.

Please select a payment option:

Credit/Debit Card (via E-Permission Form)

Ask applicants (or their parents if under 18) to pay individually when completing their E-Permission form

Credit/Debit Card

Edit

Unpaid

11. Click the **Submit Now** button.

Please select a payment option:

Credit/Debit Card (via E-Permission Form)

Ask applicants (or their parents if under 18) to pay individually when completing their E-Permission form

Credit/Debit Card

Submit now

12. Once you receive a success confirmation, click on State Rally 2026 just under your Registration.

Registration - Christopher Buggie (442-008) - Submitted

State Rally 2023

1) Applicants 2) Registration 3) Summary / Invoice 4) E-Permissions

Summary / Invoice

Success!

Your registration has been successfully submitted.  
Your registration details have been saved in 'My Registrations' under Registration #442-008.

E-Permission Form emails were sent to the following applicants:

- James Smith (James.Smith@nsw.scouts.com.au) - SUCCESS ✓
- Mary Johnson (Mary.Johnson@nsw.scouts.com.au) - SUCCESS ✓
- Robert Williams (Robert.Williams@nsw.scouts.com.au) - SUCCESS ✓
- Jennifer Miller (Jenn.Miller@nsw.scouts.com.au) - SUCCESS ✓

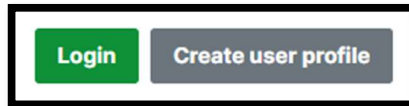
Download

13. Ask your Patrol Leader to go back to step 16 in the Patrol Leader registration and add you to their Patrol.



# We all registered individually - I now need to build my Patrol.

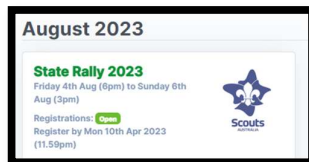
1. Visit the ScoutEvent registration portal:  
<https://events.nsw.scouts.com.au/>
2. Please select Login and enter your credentials.



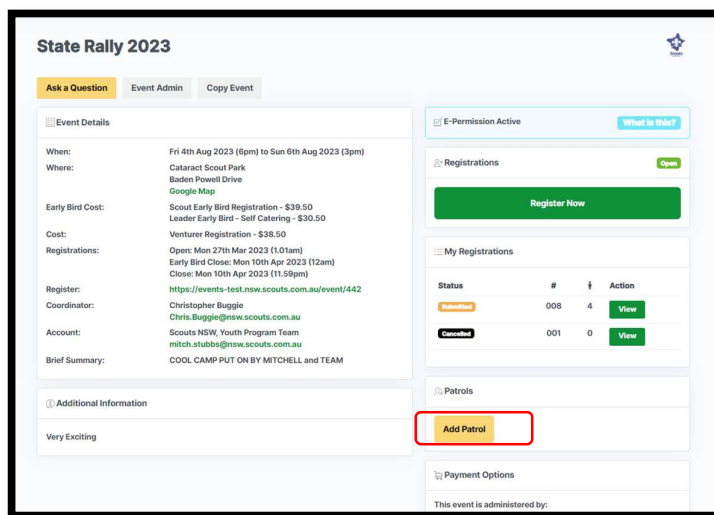
3. Navigate to the event by clicking:
  - a. Scouts NSW



- b. Scroll down to August 2026
- c. Click on State Rally 2026

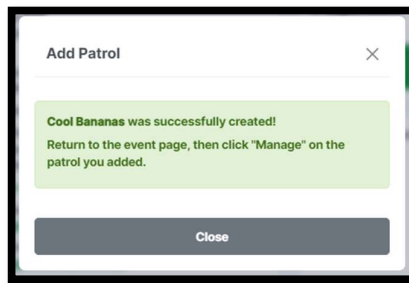


4. From the State Rally homepage. On the right side, scroll down and click Add Patrol.

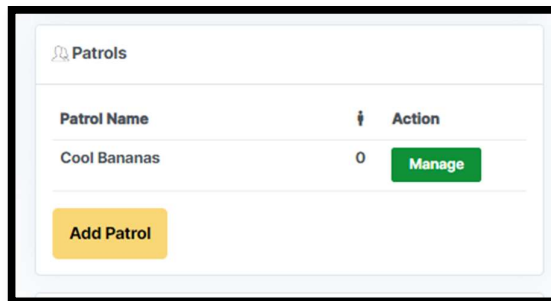


- a. Enter the requested details into the pop-up form and then click Add.
- a. Patrol Name – Enter the name of the Patrol
- b. Patrol Administrator Name – This should be the Patrol Leader
- c. Patrol Administrator Email – The Email address of the Patrol Leader
- b. A message to let you know the Patrol has been created will pop up. Click Close to return to the homepage

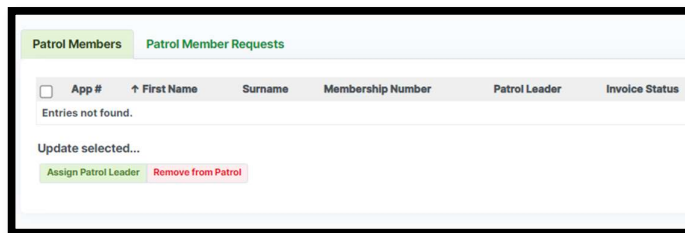




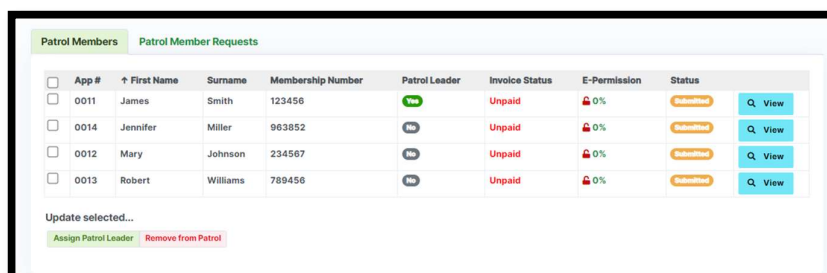
- c. Click on **Manage** to manage your Patrol.



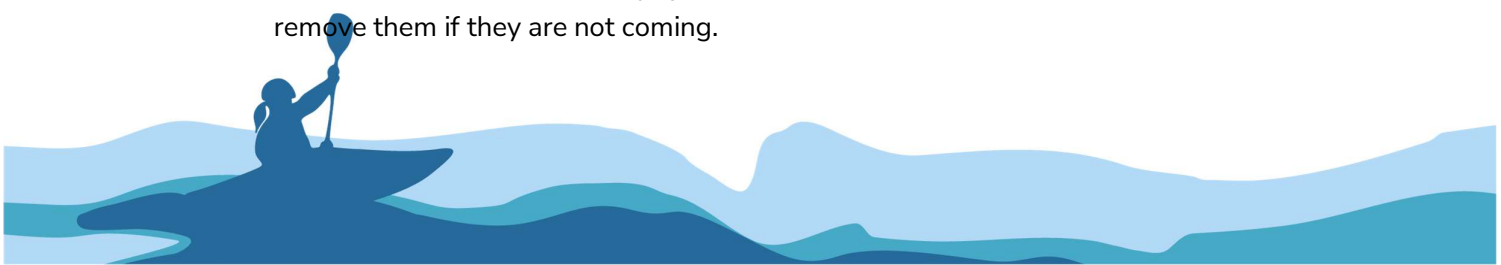
- d. Select the tab **Patrol Member Requests**




- e. Select **+ Add** to begin adding your Patrol Members. Enter the First Name, Surname and Scout Membership Number of each member in your Patrol, including yourself. Click **Save & New** to enter another member or **Save & Return** once all members have been entered.
- f. Once you have added everyone, you can click back on **Patrol Members** and see the status of each member of your Patrol.



- g. Remember, you can come back here to check on how your Patrol members are progressing with their E-Permissions and payments as well as add new members to the Patrol, or remove them if they are not coming.





## How do I get some help?

Having issues? Please, take a screen capture and email [staterally@nsw.scouts.com.au](mailto:staterally@nsw.scouts.com.au) with a description of your issue and the screen capture. We will get back to you ASAP.

