Making a Reservation for my unit
Making a Unit Reservation

- Navigate to the desired event either by scrolling down the page or using the filter options in the gray box to the left of the event list.
- Click on the desired event. Example: Winter Camp
Making a Unit Reservation

- Review the event details.
- Event promotion can be done through the social media links at the bottom of the page.
- To send an Email to the Event registrar, click beside Event Contact:
- Click on Register to continue
- Click on the blue X at the top right to exit back to the Home Page
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• Only those that have Unit Leader Status for their unit can make a Unit Reservation.
• If you need to become a leader for your unit, Click on “Help” followed by “How Do I Become a Unit Leader”
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- Review the Basic Instructions for registering the Unit for this event.
- Click on Continue to go to the next step.
- Optional: Click on the index to the left of the page to navigate to the different steps.
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• Review the Event Information as desired
• Note the following:
  o Event Dates
  o Refund Policy
• Click on Continue to go to the next page.
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- Provide the Information about you
  - Name
  - Adult/Youth
  - Male/Female
  - Address information

- Click on Continue to go to the next page
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- Select which unit you are making the reservation for from the drop down menu.
  (Only those units for which you are a unit leader will appear)
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- Provide the Numbers of participants you are bringing for the specific Participant Roles.
- Click on Continue to go to the next page
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- Some events may require additional information, remember the red “R” indicates a required field.
- Click Continue to go to the next page
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- Review the Final Confirmation
- Click on any of the previous tabs to navigate back to a specific page as needed to update the reservation information
- Click on Add to Shopping Cart to continue the reservation process.
- Note: The reservation will not be complete until the shopping cart is processed for payments even if this event does not have any reservation fee.
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• Note the “Red” #1 next to the shopping cart icon
• Adding the reservation to the shopping cart is just the first step.
• To complete the reservation you MUST checkout and make any required payments.
• Note the red message that indicates when the reservation will expire from the shopping cart.
• Even if NO money is due you must checkout.
• Click OK to continue
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- The event may have some recommended but optional items for purchase
- Click Update All if purchasing any of the items
- Click Add to Order or click No Thanks if the additional items are not needed.
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• If you need assistance with the check out process to complete the reservation see the help topic: Make a Payment