Event Management (EM) Registration System

1. Open your web browser and type in the following website: https://events.scouting.org/login

2. The Council Approval Designee will log in using his/her My.Scouting.org username and password.
   Note: If an account is not existing, please visit www.my.scouting.org to create an account. Be sure the BSA member ID is associated with the My.Scouting account. Then return here to continue.

3. The event can be found multiple ways. The easiest are either:
   a. Select "All Events" and view all available events to find the appropriate one, or
   b. Type the name in the search box, pick the event and select "Show Results"
   c. Once the event is located, select "View Event"

4. Select "Attendees.
5. Select "View Application Form" to the right for the applicable record to be reviewed.
   a. *Note: The current record status is located just left of the "View Application Form". This will indicate if the record has already been processed by the council or if it is still pending review.*
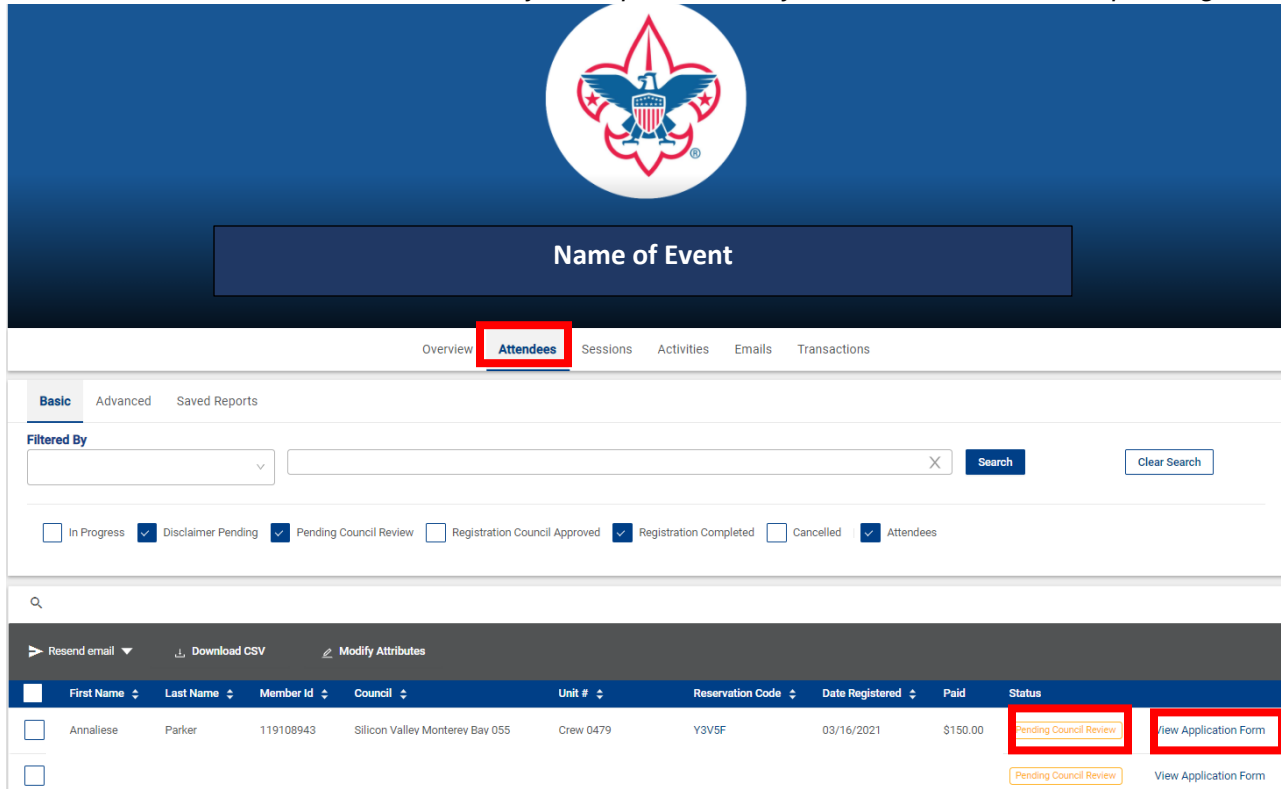

5. Top left of the page reflects which record is currently being processed. At the top right of the page, the options to approve or decline the application are displayed. Select the applicable option.
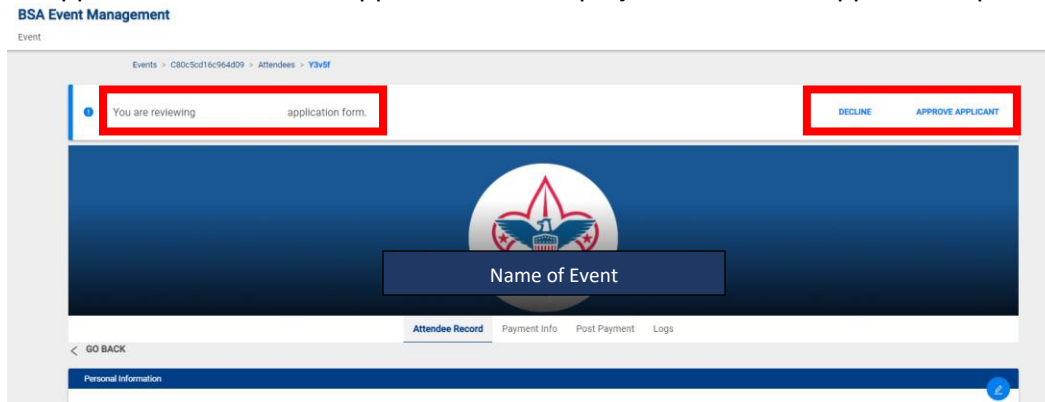
6. A notification pop-up box will appear to confirm the selection. Select the application option.

If decline is selected, the confirmation will include a text box to allow any optional additional comments. Comments are NOT included in the email to the applicant. They are for internal, event management use only.
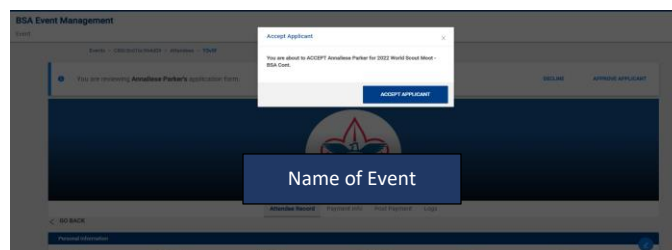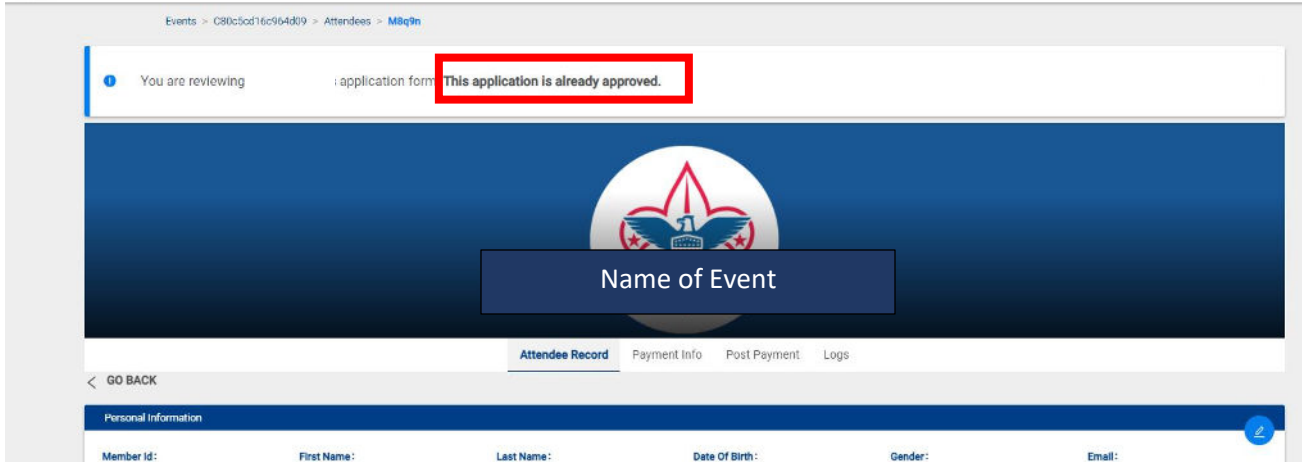

An email notifying the applicant of the council review, both approve and decline, is automatically sent to the applicant when this step is completed.
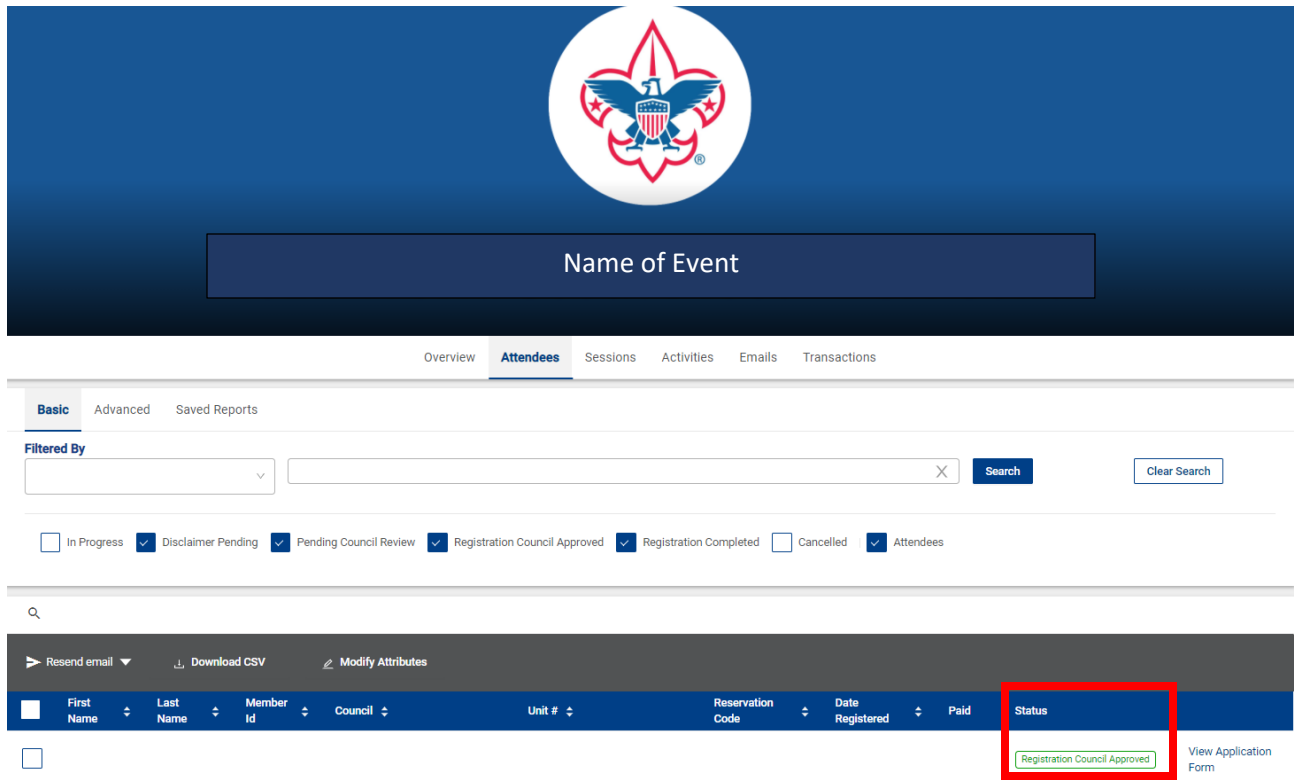
7. The council review determination that was selected will be displayed at the top of the screen .

8. The "Status" column will also reflect the council review determination that was selected.

9. Return to the "Attendees" tab and repeat process above until all applications are processed.