

We have a new Council Calendar at scoutsiowa.org!

And it's not just a basic calendar! Below are some important new features to keep in mind.

Meetings: those that do not require advanced registration, such as Roundtable.

By clicking on a meeting, a box will pop up with a bit more information.

Events: activities or events that require registration or an RSVP in advance.

By clicking on an event, a new tab full of information will open on your internet browser.

New helpful items on every event page include:

Event URL: Again this is in a new tab in your browser, allowing the event to have its own URL.

Copy and paste this direct link to a volunteer who needs to sign up, or if a new parent is requesting specific info. It will take them straight to this event.

When & Where: Features the exact Google location. By clicking on this it would open Google Maps in a new tab allowing you to get directions from your location.

Contact Us: Each event will always have the Council Office contact information listed. If there is a specific staff member or volunteer who is overseeing this event, they will also be listed here.

If we do not have all the information we need to open registration for an event, a SAVETHE DATE box will appear in RED instead of opening up the event registration page. Since the Council is not producing a printed calendar this year, if the website does not know the details, this means our leaders, Scouts, & their families do not know either.

Once your committee for each Council or District event has finalized its details, it is now a requirement to tell our Marketing Executive, Melissa Neuhaus. Call, text, or e-mail her; CC her on the final e-mail to your DE or add her to your committee e-mail list. However you prefer to do it, Melissa needs to be made aware of these details. Unit community events (for example pancake breakfasts) are also welcome.

SAVE THE DATE = an event committee member needs to talk to Melissa when these details are finalized!

The calendar can also be viewed in a few different ways.

Month View: the classic, monthly calendar view

List View: a chronological list of all known events & meetings for the next year.

Search Events: a chronological list of events with more summary information & map location. (Remember, "events" are those that require registration.)

Every event & meeting is categorized, so you can search for specific things. Want to share all the training options for the year with your unit volunteers? Other examples of a specific category you might be looking for is the OA or Cub Scouts. You can click more than one category at a time, or search by district.

This new calendar software also allows Scouters to register for activities & events online! You no longer have to mail in payments or drop them off at the Scout Service Center. Register from the comfort of your home. Flip over this page to learn the easy process.

Questions? Contact our Marketing/Exploring Executive, Melissa Neuhaus

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Registering for an Event

It is a very easy process! There are just a few simple steps, plus the system is programmed to help you along and catch any mistakes or unfilled boxes.

Click on the event & a new tab full of details will open. At the top, select how many you are registering in the Quantity of Persons and click "Register Now".

Every registration you begin will ask for a main contact person.

Main Contact: The main contact will be the person who receives the e-mail notifications regarding the event. This could be the parent of a youth or the den or unit leader if they are registering as a group.

Enter the first and last name and e-mail of your main contact and click "Start Registration."
Enter your unit type and unit number. Click Continue.

STEP 1: Provide the required information for the event participant.

Depending on what we need to know for the event, this could ask you for your rank, any health concerns, what type of leader you are, etc. Reminder, it is the actual event participant's information we need here. For example, if an adult is filling this out for a youth, it is the youth's info we need.

Click the second arrow shaped button on the top left of the page to advance.

Note: for the future steps you have not yet completed, you will see this "Attention" icon. Again the system is helpful, and has clues to help you register successfully.

STEP 2: The Summary Page.

Review any and all registrants you entered, see your total cost.
Then click the final arrow shaped button, "Checkout".

STEP 3: Check out.

If the event has an activity fee, this is where you would enter in your credit card information.
Then you MUST click "Book Registration" to submit.

And you are done! Within minutes, you will receive a confirmation e-mail.

If for some reason you do not complete your registration within an hour of starting, you will get a notification e-mail. Did you exit out of the screen without clicking that crucial "Book Registration" button? Did the phone ring in the middle of the process and you forgot to finish, it will let you know. It's a really helpful system!

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