

## How to complete OA registration for recharter

Proceed to https://scoutingevent.com/326-OAdues21

Register

- Select
- Change Unit Recharter to 1 and select register



- Fill in the required information
- Select Update Information under Unit Recharter



• Select your unit, enter the number of members that you would like to pay dues for. If a member wants to purchase the Silver Arrow passport enter how that quantity here.

Init Information Select   Init		OA Members to pay Dues ?	
Select Onit			@ \$20 eacl
A Members Silver Passport ?			
	@ \$50 each		
pload OA Unit Roster			
Unload File			
	•		
<b>N</b>			

• Upload the completed document you received from the Lodge to indicate which members the payments reference.



•

•

٠

Proceed to Checkout to process your payment

Proceed to Checkout The amount due should match your paperwork, select Checkout Balance Due Required Pay \$70.00 full amount due Enter the billing information that matches the payment type you are going to use (if using a credit card the Name and Address should match the card holder) Agree to the coucil polices and enter your payment information I have read and agree to the council policies (required) Read Policies **Bank Routing Information** Your bank account will be charged in the amount of \$70.00 \* Account Type: Checking v \* Routing Number: Help \* Account Number: Help TRUSTe

Finalize Payment

- You will receive an email confirmation of payment
- You are now done!