

Calliope Sea Scout Group



"The Ship", the hall for the Calliope Group
King Edward Parade
DEVONPORT

This document will lead you through the process of registering your child or children for the 2009 year for the Calliope Sea Scouts group.

How to register your child for Cubs/Scouts/Venturers.

Welcome to Calliope Sea Scout Group. This document will give you instructions on how to register your family to join. Even if your child has been in the group in the past, you will still need to go through these steps.

- ❖ Step 1 – Go to the website www.calliope.org.nz and select the link 'Register here'. This will take you to the registration site.
- ❖ Step 2 – Once at the registration site, you can either 'Login' (if you've used the system for Calliope before, or click the link 'Register Member'.
- ❖ Step 3 – Enter the details for your child. Ensure you enter a correct email address as this is the key way we will keep in touch. You will probably want to enter your own email address here to ensure you get the communications from the group.
- ❖ Step 4 – On the next page, you'll see an indication as to what age group (Cubs, Scouts or Venturers) your child may be put in to – note, this is just an indication and may change.
- ❖ Step 5 – On the next page, you can 'Add another member' (ie, another child in the same family). Or you can 'Add a Parent / Guardian'.
- ❖ Step 6 – When you add a Parent, enter all the details, again ensuring the email and other details are correct.
- ❖ Step 7 – You can add more Children ('members') and parents as you wish. When complete, click on the button 'Continue' at the bottom to get to the confirmation screen
- ❖ Step 8 – At the confirmation screen, we'll ask a few more questions, including if you're available
- ❖ Step 9 – Once you complete this, you'll be able to order merchandise (T-Shirts and Caps), then move on to the payment screen.
- ❖ Step 10 – The final screen will show you the calculated total payment, and details on how to pay. You're now complete! Please remember your login name and password so you can come back to the site to change your contact details should they change.

Please ensure you enter correct email (our primary contact mechanism), home and mobile numbers, and any emergency contact information

Once your registration is complete, your child will either be put into a group for the year, or added to the waiting list. You should get an email within a week letting you know the status of your registration request.