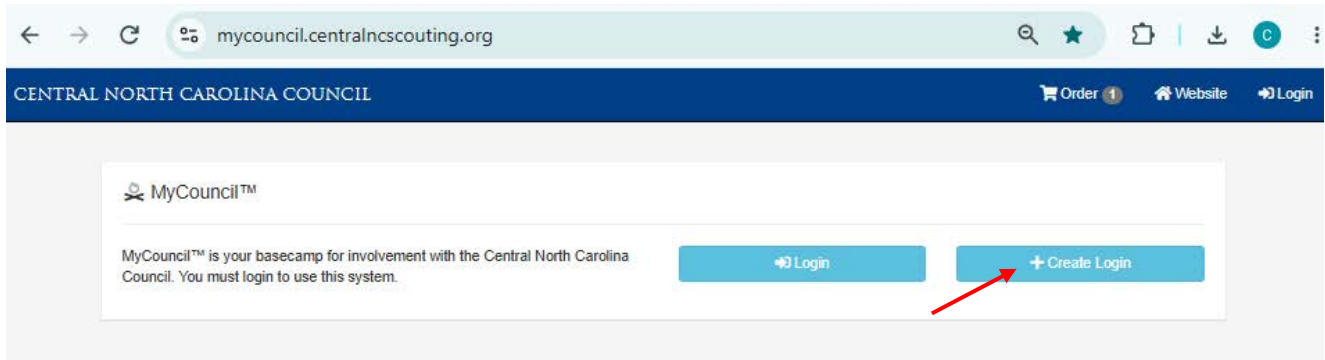


Account Creation for CouncilWare

The following is a guide on how to create an account for CouncilWare.
The Event Registration system for Central North Carolina Council.

- 1.) Open a web browser and go to mycouncil.centralncscouting.org
- 2.) Click on “+Create Login”



- 3.) Enter in the requested information and press **Register**.
- 4.) Your account has been created, and you should be redirected to the following screen.

A screenshot of the 'Create a MyCouncil™ Account' registration form. The form has the following fields: 'First Name' (with 'MVC' entered), 'Last Name' (with 'Test_Account' entered), 'Email Address' (with 'andrew.roewe@mvscouting.org' entered), 'Password' (with masked characters entered), and 'Confirm password' (with masked characters entered). Below the fields is a blue 'Register' button. At the bottom, there is a link that says 'Already have an account? Login now!'. A note at the bottom states: 'Password must be at least 7 characters long. Password must contain at least 1 non-letter/non-number characters'.

- 5.) You also should have received an email. IF you have not received an email in 5-10mins, check your Junk/Spam folder. **If it's there, move the email to your inbox and mark that address as Safe.** This is important, otherwise, you may miss email communications coming from CouncilWare!

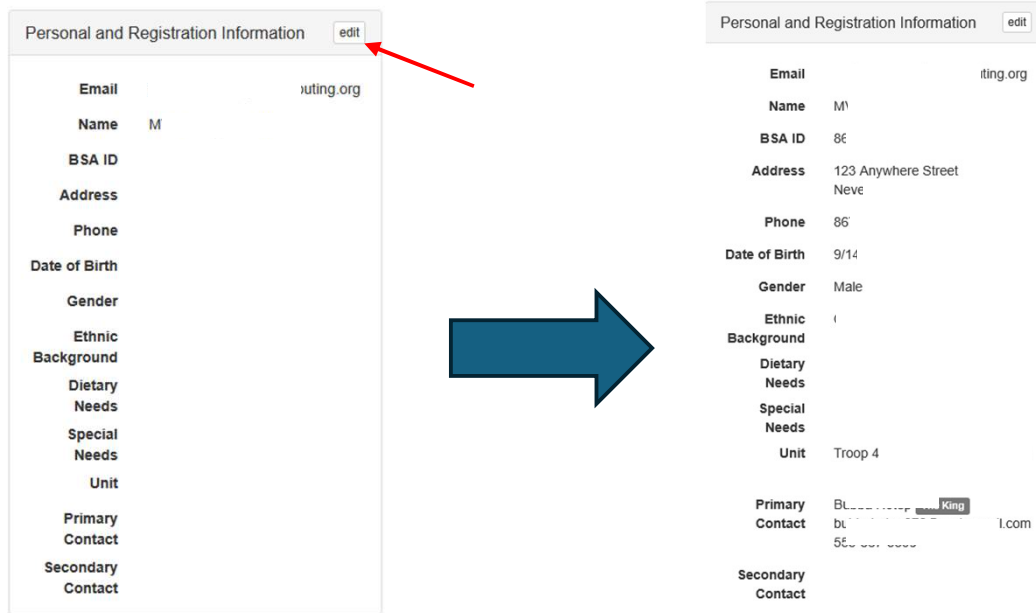
Account Setup for CouncilWare

Once you have created an account, you can populate and update various information about your account.

1.) Click on “Account” in the upper right-hand corner of the screen.



2.) You will see that there is no information populated. To fill in this information, click the “Edit” button in the top right corner of the info box. Update all required information and any optional information you would like to fill in. Pre-filling this information can save time when it comes to registering for events.



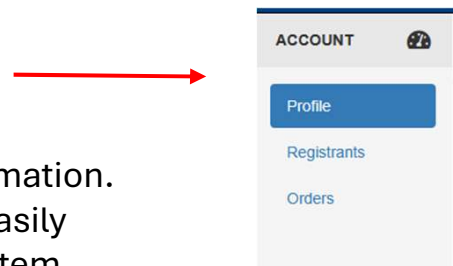
Personal and Registration Information [edit](#)

Email	
Name	M
BSA ID	
Address	
Phone	
Date of Birth	
Gender	
Ethnic Background	
Dietary Needs	
Special Needs	
Unit	
Primary Contact	
Secondary Contact	

Personal and Registration Information [edit](#)

Email	ting.org
Name	M
BSA ID	86
Address	123 Anywhere Street Neve
Phone	86
Date of Birth	9/14
Gender	Male
Ethnic Background	
Dietary Needs	
Special Needs	
Unit	Troop 4
Primary Contact	Bl... King bu... l.com 560 000 0000
Secondary Contact	

3.) Click on “Registrants” in the left-hand menu



4.) Click on “add new” and fill in requested information. Pre-filling in registrants allows you to save and easily register your scouts, spouse, or others in the system.

Saved Registrants

Saved Registrants represent people (such as your children or spouse) who's registration data you have saved. When registering for events, you can select from your Saved Registrants to fill in the fields required during the registration process.

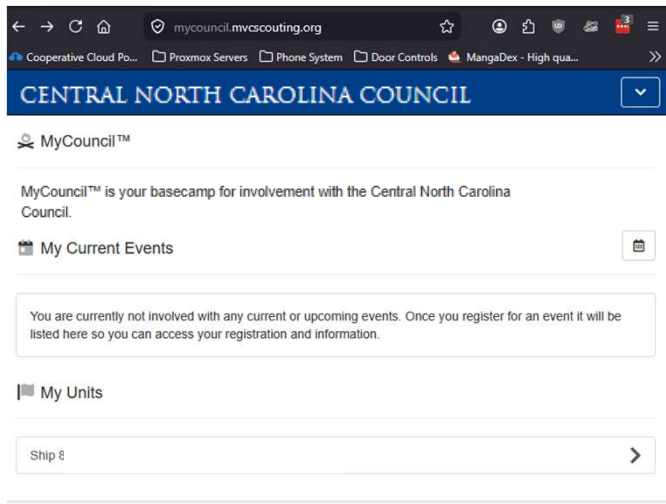
add new	Name	Email	Gender/Age	Unit
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add new	Name	Email	Gender/Age	Unit
edit del	Dc	ig.org	Male/14	Ship
edit del	Elr Rc	?@protonmail.com	Female/11	Pac

Unit Setup

Once your account is set up, if you are a Cubmaster or Scoutmaster and you used the same email address that is associated with your Scouting America registration, you should automatically be linked to your unit.



When you log in, you should see any units you are associated with. Clicking on a unit will take you to that unit's dashboard.

Unit DashBoard

Ship 8

Your Unit DashBoard is where you can manage information about your Unit that relates to registration and events held by this council. You can work with the various sections of the DashBoard by clicking on the Section Buttons on the left side of your screen. If you are viewing on a mobile device, the Section Buttons can be revealed by clicking the menu icon (☰) at the top of the page.

Upcoming Events

Your Unit, or its members, are not registered for in any upcoming events at this time...

Unit Roster

0 Members

[View Roster](#)

You can add members to your Roster to help speed up data entry for event registrations. Click the [View Roster](#) button to go there...

The dashboard allows you to view your unit's upcoming events and access your roster. The Central NC Council has uploaded your roster but please continue to add new youth and adult leaders.

Clicking **View Roster** will take you to your unit roster. Please note that this roster is not synced with the official roster in Scoutbook. You will need to manually add new Scouts as they join your unit.

From this screen, you can manage your roster. If this is your first time setting up your unit, you can quickly populate your roster by importing it from Scoutbook. See **Roster Setup (Scoutbook to MyCouncil)** for more details.

Unit Roster

Ship 84

+ Add New

You Can ▾

Your Unit Roster holds information about members of your Unit. The information stored here is used when placing registrations for events. Instead of having to type the personal information for each attendee you register, you can just select Unit Members from a list and the information will be copied into the registration fields.

Clicking **Setup** in the left-hand menu will take you to the unit tools. From here, you can add additional users by selecting **Setup Users and Roles**.

UNIT



Home

Events

Registrations

Roster

Account

Setup

Unit Tools

Troop 5

Unit Setup

Setup Users and Roles

Setup Meetings

Setup Search Page Content

Adding users allows other leaders to help manage your unit, including adding, updating, or removing Scouts and adults from the roster, making payments, and handling event registrations.

To add a user, click **Add New**. If the individual does not already have a CouncilWare account, use **Invite to CouncilWare**, which is located under **You Can** in the top-right corner.

Users and Roles
Troop 5:

You Can ▾
Invite to MyCouncil

add new

Name	Test Roewe v2 ✓
Email	M
Roles	Top Leader

Name	Roewe ✓
Email	an im
Roles	Leader Proxy

Whichever method you use, enter the individual's email address (and first and last name if using the invite option), then select the roles you want to assign to that leader..

Roles

When this person creates a MyCouncil login, they will automatically be given the roles you indicate below...

Select Roles

☐ Unit Administrator
Administrators can edit and manage all unit data (has all permissions) except those items reserved for the Primary Leader

☐ Registration Manager
Registration Managers can register for events on behalf of the unit and can manage existing unit event registrations and attendees

☐ Membership Manager
Membership Managers can add, update and delete unit members in your Roster

☐ Financial Manager
Financial Managers can view work with the unit's Custodial Account

☐ Purchaser
Purchasers can pay for events and other items from the unit's Custodial Account

Warning: Giving someone the Purchaser role, will allow them to use Custodial Account funds for ANY purchase or payment they make on this site.

Once the appropriate permissions have been selected, click **Save** in the top-right corner. Repeat these steps for each adult you wish to add.