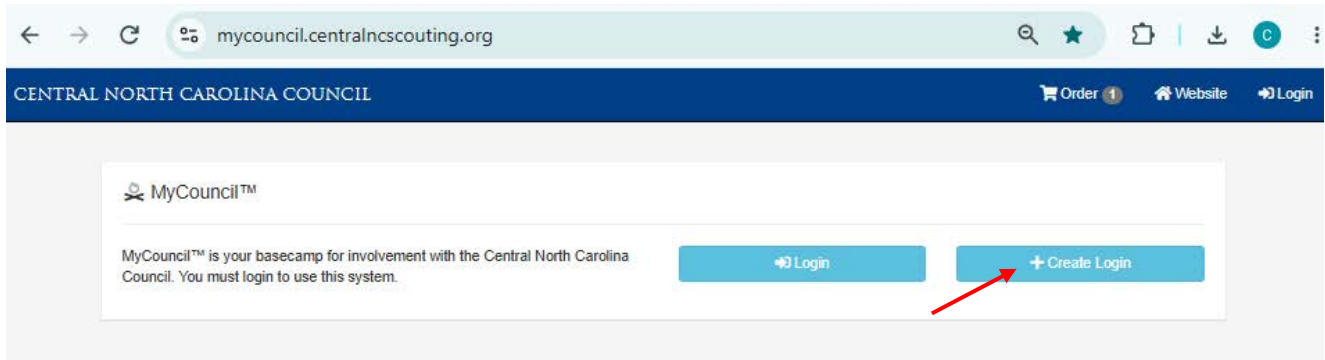


Account Creation for CouncilWare

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!

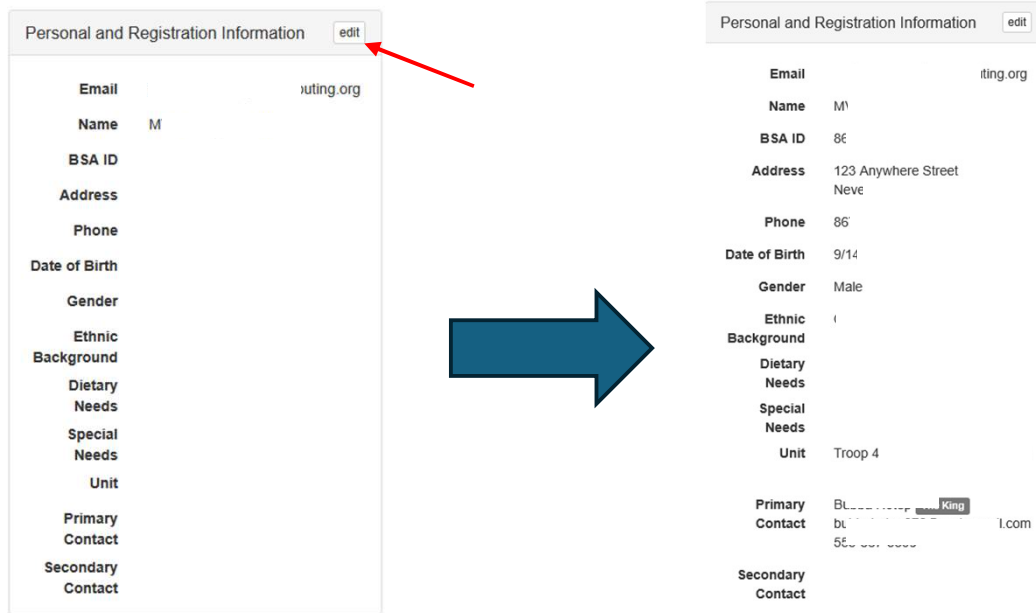
Account Setup for CouncilWare

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.



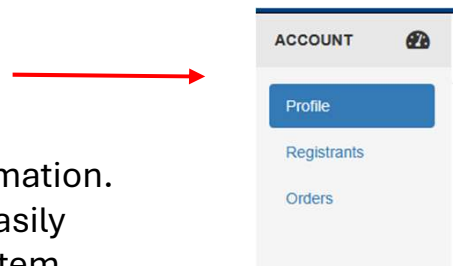
Personal and Registration Information [edit](#)

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
-------------------------	------	-------	------------	------



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