NST-1 Commissioner College Registration Guide



For April 9 to 16, 2022

Link to Registration

https://scoutingevent.com/611-2022NST1 CommissionerCollege

The National Service Territory (NST) -1Commissioner College registration is being hosted by Inland Northwest Council, and their branding will be on the site. Their support is much appreciated.

While there is general information, you can download the course catalog and over all schedule from this page and register.

It is recommended that you download the catalog and identify classes you are interest in before registering

To register – select the button in the upper right part of the page.



Registration

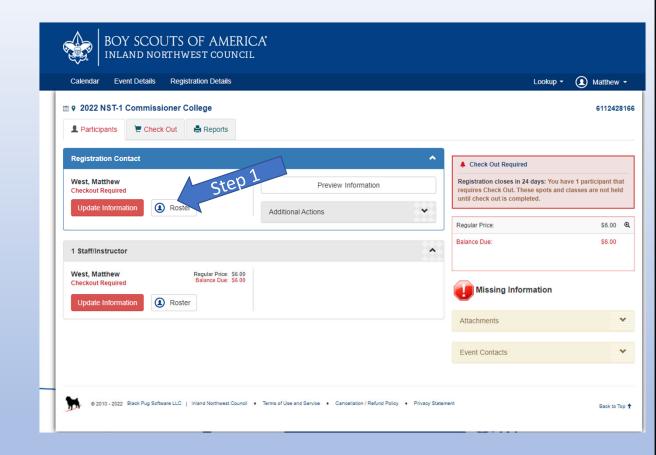
- 1. When you select registration, it will ask if you want to continue as a guest or sign in. If a member of Inland Northwest Council, you can sign in, otherwise continue as a guest.
- 2. If staff or instructor sign up as a staff member, if a student sign up as an Adult. You can sign up mor than one person with a single registration...
- 3. Pricing is \$6 per person instructor, staff or student.
- 4. Select the Register Button on the right after selecting the number of participants.



Example – I am signing up as an instructor

Registration Cont.

- 1. First fill out Registation Contact information using the top "Update Information" Button
 - a) Verify Name and email
 - b) Select Unit (use buttons to designate)
 - c) Add at least one phone number by clicking on Home, Day, and Mobile
 - d) Add mailing address need to send patch after course
 - e) Select Done
- 2. If you filled out all information needed under registration Contact, the "Update Information" button will no longer be red.
- 3. Next you need to update information on for course registration next page

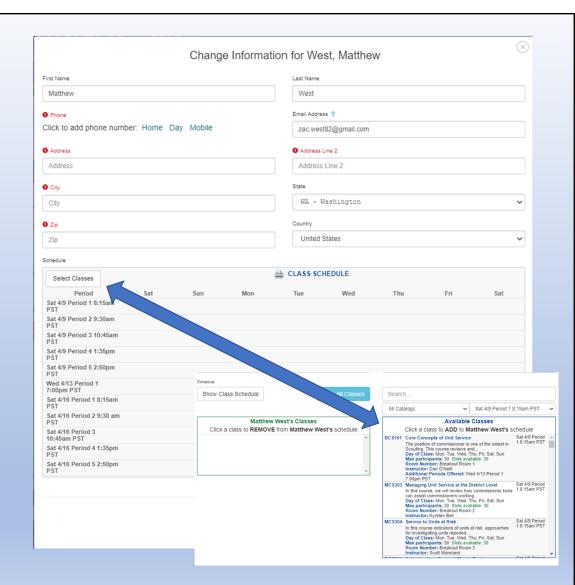


Degree Requirements

- Bachelor Degree Completion of seven courses of instruction, at least five of the courses at the Bachelor's program level.
- Bachelor RT Degree Completion of seven courses of instruction, at least five of the courses at the Roundtable Bachelor's program level.
- Master Degree Completion of seven (7) additional courses of instruction (total of 14), at least seven of the courses at the Master's level.
- Master RT Degree Completion of seven (7) additional courses of instruction (total of 14), at least five of the courses at the Roundtable Master's level.
- Doctoral Degree Completion of 10 additional courses of instruction (total of 24) at least five of the courses at the Doctorate or Continuing Education program level. Courses may not have previously been counted toward other college degrees.
- •Thesis or Project: It is recommended that the topic of a project or thesis be directly related to unit service. There may be specific circumstances under which a topic related to another area of Scouting would be appropriate. Local councils have the authority to approve topics related to another area of Scouting when selecting one directly related to unit service isn't appropriate or practical. The council commissioner or designee may authorize an alternate topic. This can be on any topic related to Commissioner Service.
- •The topic must be pre-approved by the college of commissioner science committee.
- •Commissioner Performance: Serve for at least one year on the college of commissioner science staff (instructor or support staff), or work with training support for commissioners for at least one year.

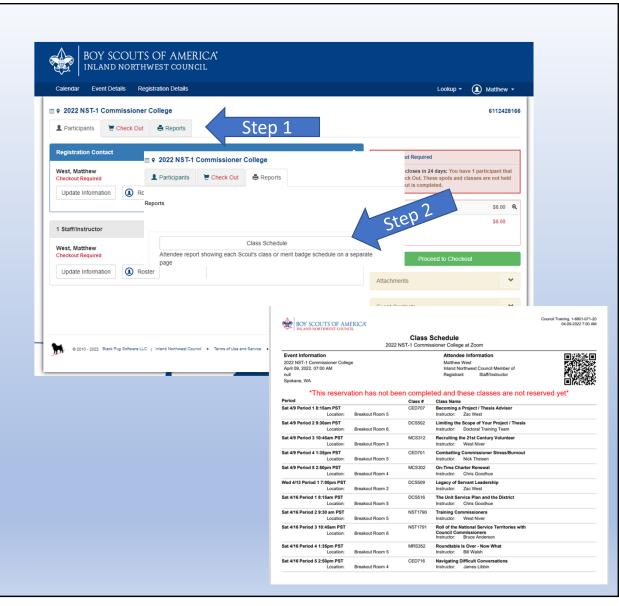
Registration Cont.

- 1. On this form, you get to fill out information again Name, phone, email, address. If you are registering more than one person, you need to this for each person in this section. Please fill out completely.
- 2. Then Select Classes, you get to pick up to 11.
 - a) Push Select Classes Button. It will take you period by period through the options. If you are working towards your Bachelors, remember that 5 must be from that level. It is ok to take master levels for others. On the next page are degree requirements.
 - To select a course click on it the course in the right side box. It will be added to your list. To remove a course – click on it in the left box
 - c) View all Classes provide a list with some description
 - d) If you are an instructor please add your course to your schedule and then sign up for others you want to take
 - e) If you want to change course, you will be able to do so until a week out.
 - f) If the course is full you can go on the wait list and we will contact you to help you.
 - g) Select Done in the lower right corner.
 - h) If the Update Information Button is no longer red, you are good to move to the next step.



Registration Cont.

- 1. Select the Reports Tab and you get the option to generate your class schedule.
- 2. Click on Class Schedule
- 3. A box will pop up select Show All Time/Periods and Preview Report
- 4. Print / Save this report.
- 5. The QR code can be used to bring this back up with your phone or tablet in the future.
- 6. Now lets move on to checking out.



Registration – Final Step

- 1. Select the Check Out Tab
- You will see the total due
- Select the Checkout button
- 4. Agree to the Cancelation Policy
- 5. Select to pay by e-check or credit card.
- 6. If you select credit card, an 18 cent fee is added to help cover the transaction cost
- 7. Enter information and process the payment.
- 8. You will get a message that Payment is accepted if all is correct and are now registered.
- 9. You can go back to participants and change classes and go to reports to reprint reports.
- 10. With your log in information, you can return at a later day to update course or contact Zac West to help you via email

