

# Request for an Online Event Registration

This form should be filled out and emailed to [doubleknot@cccbsa.org](mailto:doubleknot@cccbsa.org) at least three months prior to your event. This will allow sufficient time for the event to be created and your participants to register. If you are not sure on some of the information, you may leave the space blank.

Event Name: \_\_\_\_\_

Start date of event: \_\_\_\_\_ End date of event: \_\_\_\_\_

Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

URL for more information: [www.](http://www.)\_\_\_\_\_

(check box if page will need to be created on [www.cccbsa.org](http://www.cccbsa.org))

Contact E-Mail Address: \_\_\_\_\_ (should be a @cccbsa.org email address)

(check box if an email address will need to be created)

Detailed description of event:

*This should include information crucial to the event and any links to required documents:*

Address of event: \_\_\_\_\_

Registration begin date: \_\_\_\_\_

Registration end date: \_\_\_\_\_

Cost for event: \_\_\_\_\_ (per registrant)

*(if your event has a complex fee structure, please explain below)*

Maximum event attendance: \_\_\_\_\_ (leave blank if no limit)

Early Discount Amount: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Late Fee Amount: \_\_\_\_\_ Date Applied: \_\_\_\_\_

Receipt Confirmation Message:

Cancellation Policy:

Please provide the email address(s) of those who should receive the confirmation receipt:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What account should the funds collected be deposited into: \_\_\_\_\_  
(example: *Webelos Wood 1-XXXX-XXX-XX*)

Event Staff Advisor: \_\_\_\_\_

Event Coordinator Name: \_\_\_\_\_

Event Coordinator Email: \_\_\_\_\_

Event Coordinator Phone Number: \_\_\_\_\_