

Request for an Online Event Registration

This form should be filled out and emailed to 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._____

(check box if page will need to be created on 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: _____