

How to pay dues if you are a Member of the OA

1. After reading these instructions, Click the "CLICK HERE" button.
2. This will take you to the AAC registration system. Click Register
3. Choose from the drop down box the number of people you wish to register
4. After you select the number of people you wish to register the page will refresh and an information section for each person you are registering will appear below the drop down menu.
5. Fill in all the required information in each section, if you do not know the BSA Membership number for yourself or the people you are registering contact your Unit Advancement Chair. You may find it on your membership card. If you do not know your chapter you may leave it blank. Click continue
6. You are now at the register by individual page. Click on the Add button by Dues in the Activity section, this moves dues up into the Schedule section. At this time you may sign up and pay for events by clicking on the drop down arrow, selecting an event and then clicking on the add button next to the event in the Activity section. This moves the event into the Schedule section. If you are registering multiple participants, click on the dropdown box next to "SCHEDULE FOR:" and choose the next participant. When you have added all the items you wish to pay for; click continue.
7. If you are satisfied with the items in your cart, Click Checkout. If you want to pay for an additional member, click Edit, change the number of registrants and proceed as above.
8. You must complete the payment information in order to finalize your registration.
9. You will receive an email copy of your receipt. If it shows a \$0 total and no payment made, you have not completed a registration and need to restart the process.