Revision: March 23, 2020

## DELEGATE PROGRAM REGISTRATION STEP BY STEP HOW-TO GUIDE

## 2020 NATIONAL ORDER OF THE ARROW CONFERENCE • MICHIGAN STATE UNIVERSITY

Beginning April 1, 2020, contingent members (delegates) may begin selecting which program offerings they want to participate in at NOAC. Program offerings include trainings, competitions, special events and recreation activities. Program offering selections are made by each individual delegate through their National Order of the Arrow Event Registration System (NOAERS) dashboard.

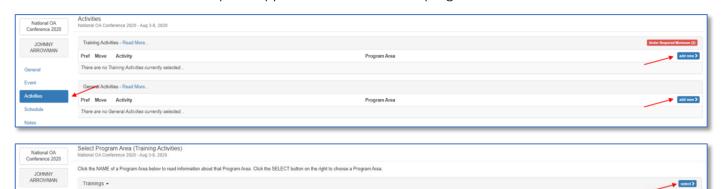
Delegates will be assigned to program activities based on level of interest and program offering capacity. Delegate program schedules will be released on July  $1^{st}$ , 2020. Delegates must select program offerings no later than May  $31^{st}$ , 2020. The sooner a delegate selects program offerings, the higher likelihood they have of being assigned to those program offerings.

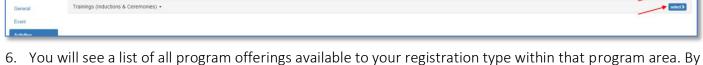
Resource Video: https://youtu.be/mUYfOkwGXMQ

## SELECTING PROGRAM OFFERINGS

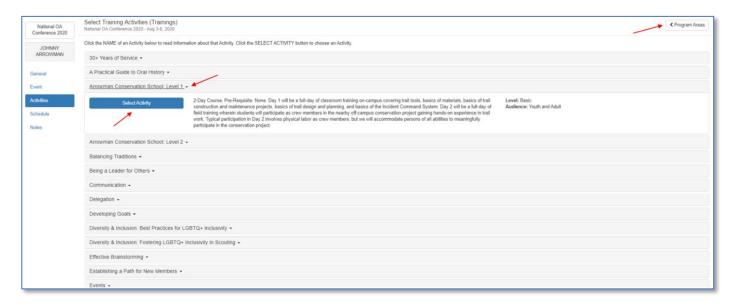
As a delegate, you have control over which program offerings you select and setting your level of interest. To take advantage of those program offering, please follow the steps below.

- 1. Navigate to the Activities tab of your Attendee dashboard.
- 2. You will see two types of program offerings, Training Activities and General Activities.
- 3. Start with Training Activities and click the Add New button.
- 4. You will see two program areas, Trainings and Trainings (Inductions & Ceremonies).
- 5. Click the Select button to explore opportunities within each program area.

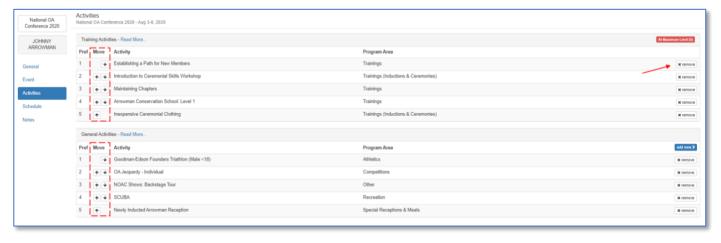




- clicking a program offering title, additional information drops down including a description
- 7. Click the Select Activity button to add it to your individual program offering selections.
- 8. Continue to search throughout the program offerings to select the things that interest you most. Delegates are encouraged to select five training offerings and are required to at least select three. Click the < Program Areas button to switch between program areas.
- 9. Repeat steps 3 through 8 for General Activities. Delegates are encouraged to add five General Activities to their individual program offering selections.



After completing selection, a delegate can re-order their selected program offerings based on individual prioritization by using the Move Arrows. Delegates may also remove any program offerings from their selection by clicking the Remove button. A timestamp record will be kept of changes made that is used in the assignment process.



If you are interested in a team activity, such as a relay race or basketball tournament, contact your contingent leader. Your contingent leader is responsible for signing up for contingent offerings and identifying which delegates will be assigned to participate. Assigned contingent program offerings will also appear on your individual program schedule once released.

Please note that enrolling in an activity does not guarantee that you will be placed in a specific class. Some program offerings will have limited space. Date of selection, level of preference, and other factors will be used to determine which delegates are assigned program offerings. Delegate program schedules will be released on July 1<sup>st</sup>, 2020.

Questions? Contact your Contingent Leader. If they are unable to answer your questions, they will be able to contact your contingent's Concierge for additional support.

NOAERS: https://registration.oa-bsa.org/

NOAC Activities Catalog: https://registration.oa-bsa.org/Event/1080/ActivityCatalog