

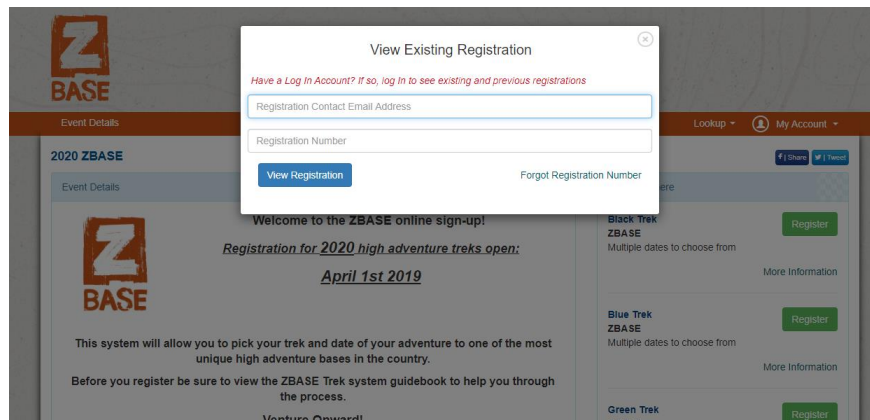


ZBASE ONLINE PAYMENT GUIDE

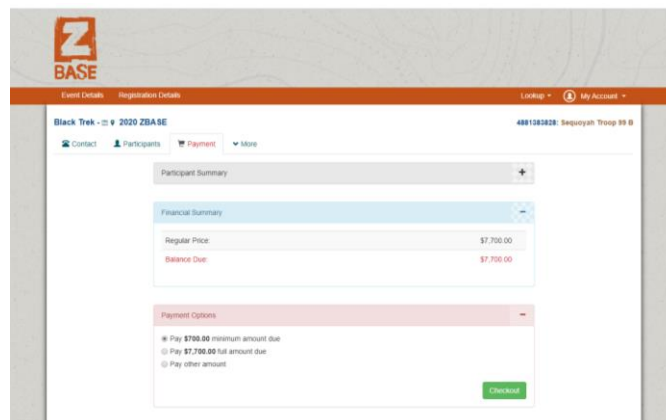
Once you have previously selected your trek and made deposits you can log back onto the system to update your registrations and to make payments.

To log back on and make your payments online just follow these steps:

1. Log onto <https://scoutingevent.com/488-ZBASE>
2. Click “Lookup” in the upper right-hand corner.



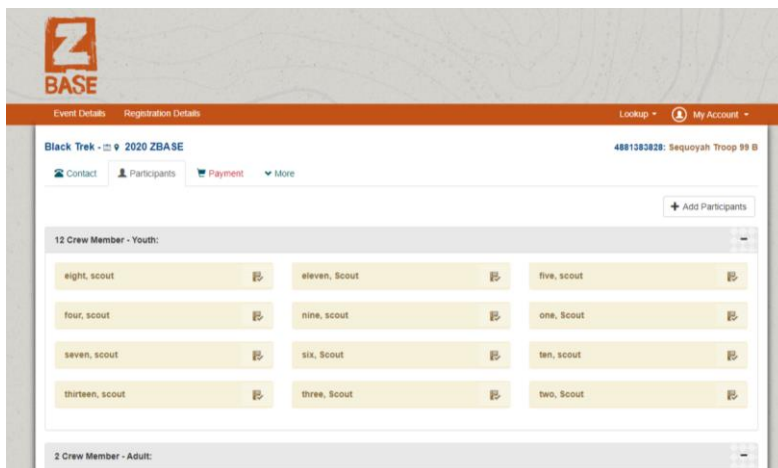
3. Enter in your registration number and email address that was used to register your trek.
 - a. You can find on the email confirmation that you received or in the invoice sent to you by ZBASE.
 - b. If you have problems locating, please contact us at zbase@okscouts.org
4. Once in you simply click on “Payments” and enter the amount you will be paying per person and check out.





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5. If you need to add crew members or update names you can do so up to 30 days before your trek.
 - a. Click on “participants” and add crew members, update information (including age, names, gender, etc.)



If you choose to pay via mail or in person when checking out simply click “Pay Later” and submit your payment within 10 business days. If you have problems with this system, please contact us at any time.

zbase@okscouts.org
918-392-1227