

What Leaders Need to Know Prior to Registering your group online:

STEP 1-REGISTERING ONLINE:

Please have the following information ready before beginning your registration:

- Troop Leader's account information
- Name, email and cell phone of the leader or responsible adult attending the Snooze program.
- A complete list of all participants (Scouts and adults first and last name) attending the overnight.
- Your preferred program date:
 - In online registration system, capacity will display real-time availability.
 - All participating scouts and adult chaperones attending the overnight must be registered.
 - We recommend having a second or third date in mind in case your preferred date is full.
 - A waitlist will be made available once a date sells out.
- Payment
 - Online registration requires payment by credit card.

STEP 2-AFTER REGISTERING ONLINE:

After your online registration is complete, a link will be provided in your confirmation to review the Saint Louis Zoo Education policies and upload the required forms (see below) needed to confirm your registration.

All required forms must be submitted within seven (7) days of registration.

REQUIRED PARTICIPANT FORMS:

Leader must upload all scout participant forms in DocuSign link that is provided upon registering. All forms should already be completed and in possession of the Leader prior to registration. Completed forms must be current and up to date.

- **Cub Scouts:** Part A Form: *Informed Consent, Release Agreement, and Authorization form* and Form Part B1 and B2: *General Information/Health History*.
- **Girl Scouts:** *Annual Permission Form* and *Health History Form*.

PLEASE NOTE: All forms must be scanned and uploaded as **one PDF file**.

STEP 3- CONFIRMATION:

Once all required forms have been submitted through DocuSign, you will receive a confirmation email with program logistics.

If you have any cancellations or transfers, please contact the registration office. A cancellation/transfer fee will be charged for any change made after your group is registered.

**If additional assistance is needed or have questions, please contact Education Registration Office at 314-646-4544, option 6 or email onlineregistration@stlzoo.org.
Office hours are Monday-Friday, 9:00 a.m.-3:00 p.m.**