## How to Register Individuals as Part of a Summer Camp Contingent

Step 1 – Unit Leader (or designated Website Proxy) should login to the website.

If you have previously registered your unit, you should see your summer camp registration listed under **My Current Events**.

If you have not previously registered your unit, please download and follow the instructions "*How to Register Your Unit for Summer Camp*", document to do so.
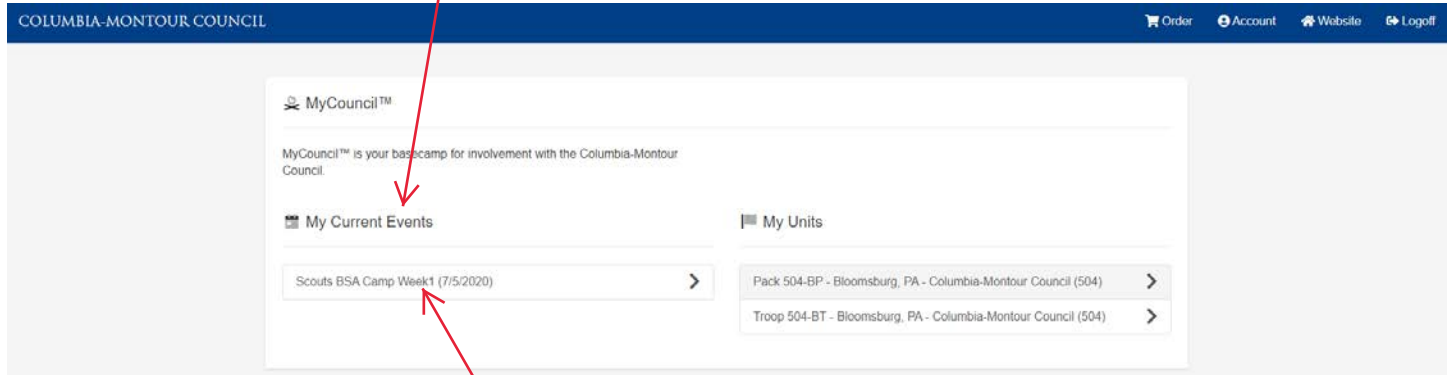

Step 2 – Click on your summer camp registration listed under **My Current Events** (in this example **Scouts BSA Camp Week 1**), which should take you to a screen similar to this.

Click on your contingent (unit) in the **Your Contingents for this Event** box.
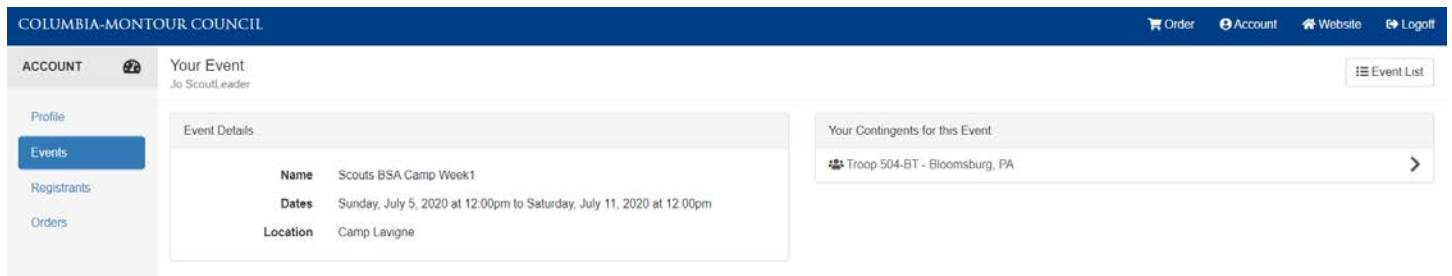
Step 3 – This screen shows the information for your unit at the week of camp which you previously registered. Click on the **Members** Button (left column) to view information for any current scouts registered for this event and/or to register more Scouts.
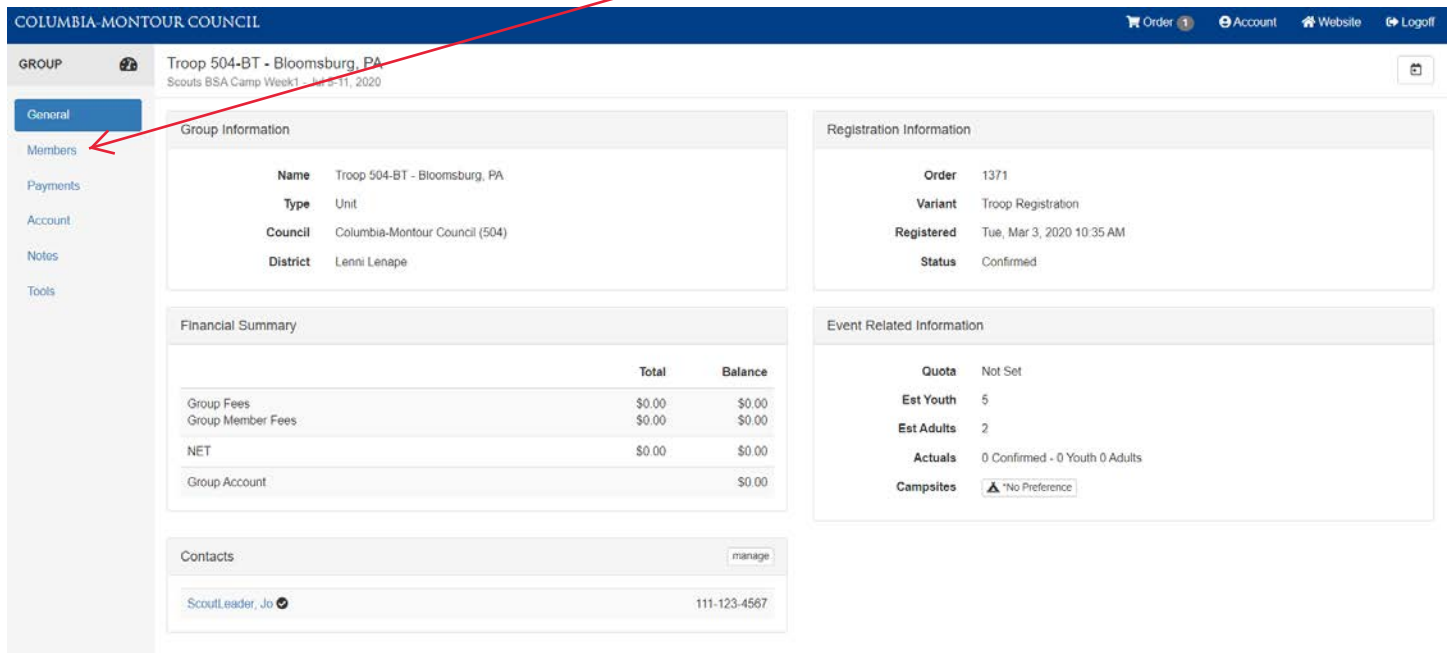
Step 4 – On this screen you will see any Scouts that have been registered for unit's contingent to date. (Note in particular any campership Scouts that were registered by the Council office will be listed here, you do not have to re-enter them here.

Click on the **add new** button to add registrants.

Step 5 – Enter the quantity of Scout that you wish to register during this session (don't worry, you can always enter more later).

Then click the **Save** Button, which will create an "Empty Slot" for each Scout that you said that you wanted to add.
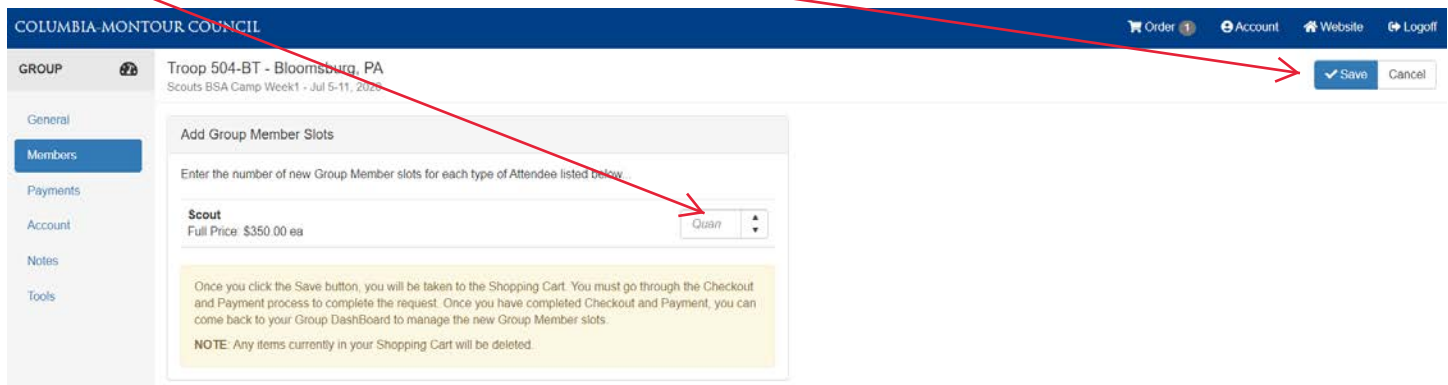
Step 6 – The next screen will show you a "Slot" for each Scout.

Click on the red **Add Information** bar to add the name and other required information for each Scout. (in this example the are two "Empty Slots" as a "2" was entered in the Quan box (previous screen)
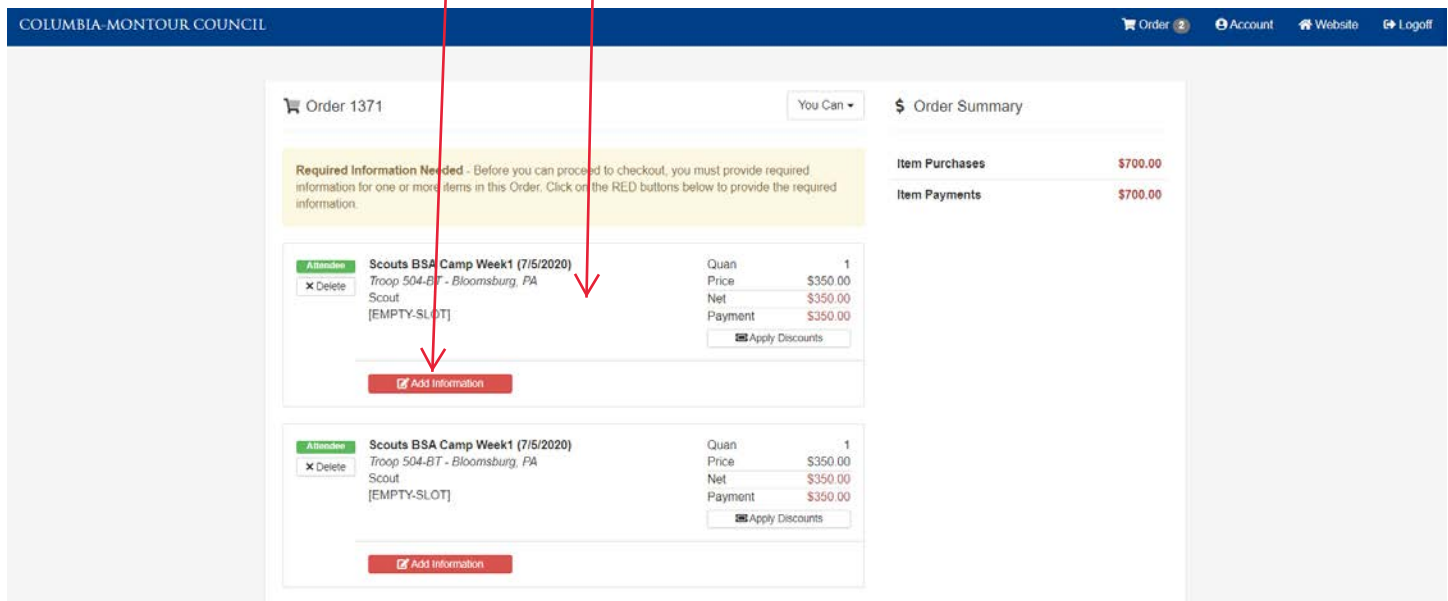
Step 7 – Click on the Red **Add Information** bar the screen below should appear.

At this point, if you have uploaded your unit's roster (download "How to Create and Upload A Unit Roster" for instructions as to how to do this) you may add this registrant from your roster via the "Populate" button, or simply add the Scout "manually" here.

Step 7a – If you have uploaded your unit's roster and have clicked on the Populate button, then a screen similar to the screen below will appear, listing the Scouts on your unit's roster in the website database.

Click on the **Select** button to add a Scout to this "slot"

Step 8 – Add all of the additional requested information for the attendee and click **Save**

Step 9 – When you have added all of the required information for all of the "slots" you will see a screen like this (all green) and you may then **Proceed to Checkout**

Step 10 – When you click on Place Your Order, you should get the screen, below. Complete the Checkout information (phone, address, etc., be sure to click "I agree to the Council's Terms and & Conditions) and payment information.
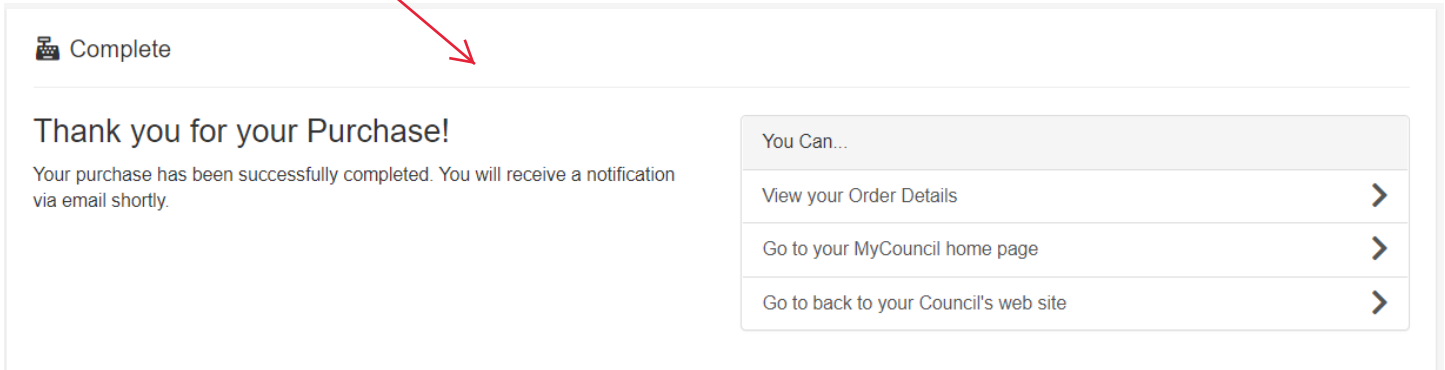
Step 11 – When you click on Place Your Order, you should get the screen, below. Congratulations you have registered your Scouts.

FINAL NOTE: You may add or change information for any of the Scouts in your contingent by repeating steps 1 through 3, above