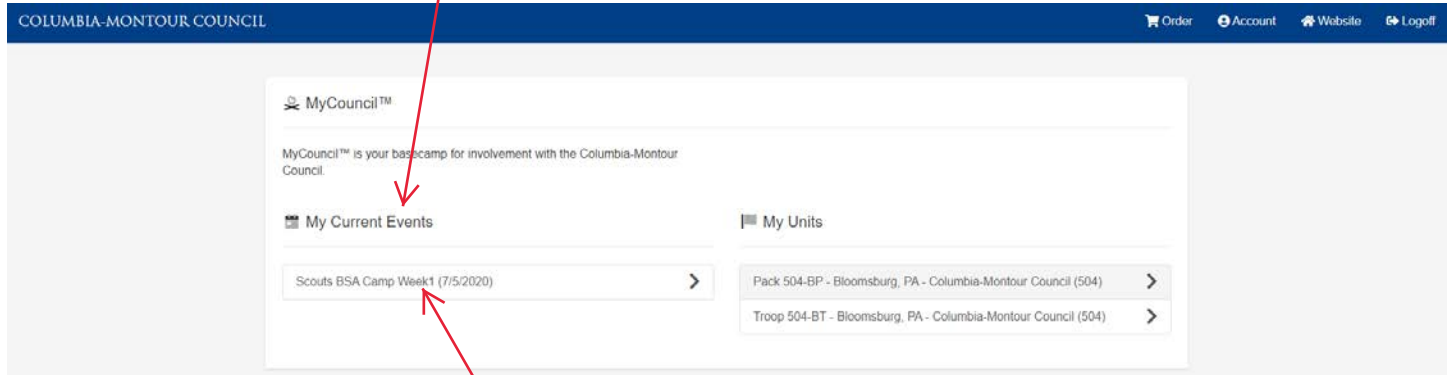


## How to Register Individuals as Part of a Summer Camp Contingent

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

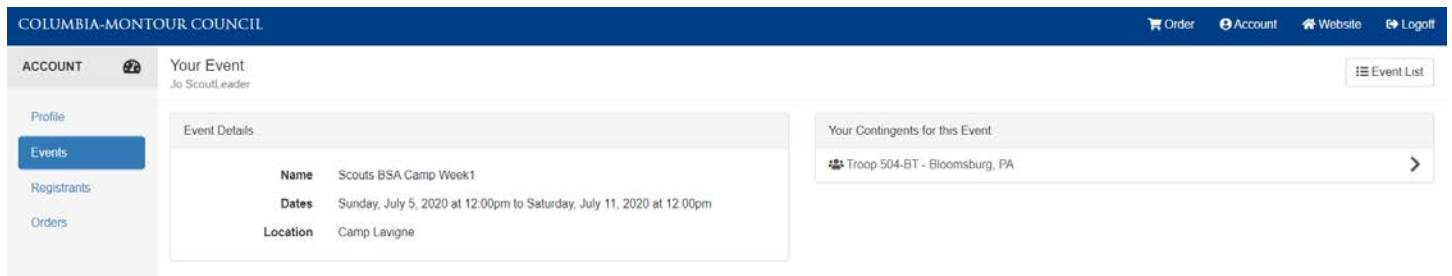
If you have previously registered your unit, you should see your summer camp registration listed under **My Current Events**.

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.

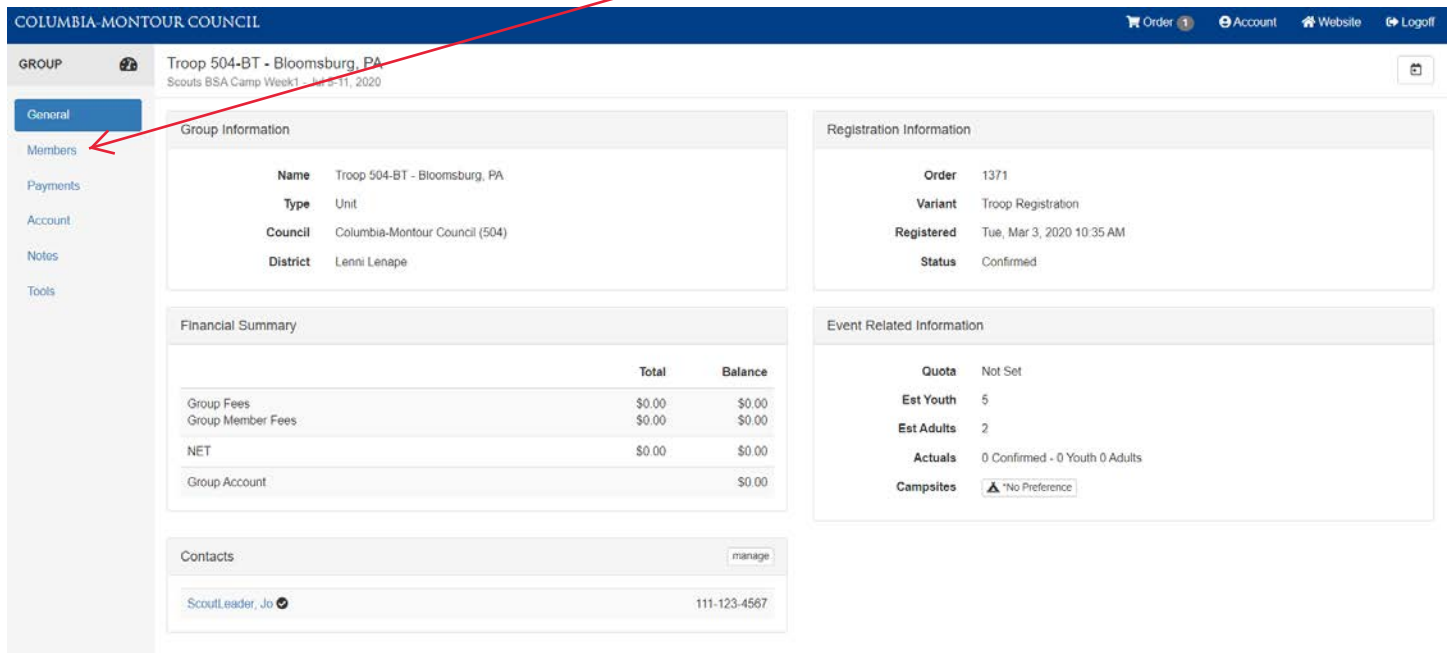


**Step 2** – Click on your summer camp registration listed under **My Current Events** (in this example **Scouts BSA Camp Week 1**), which should take you to a screen similar to this.

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.



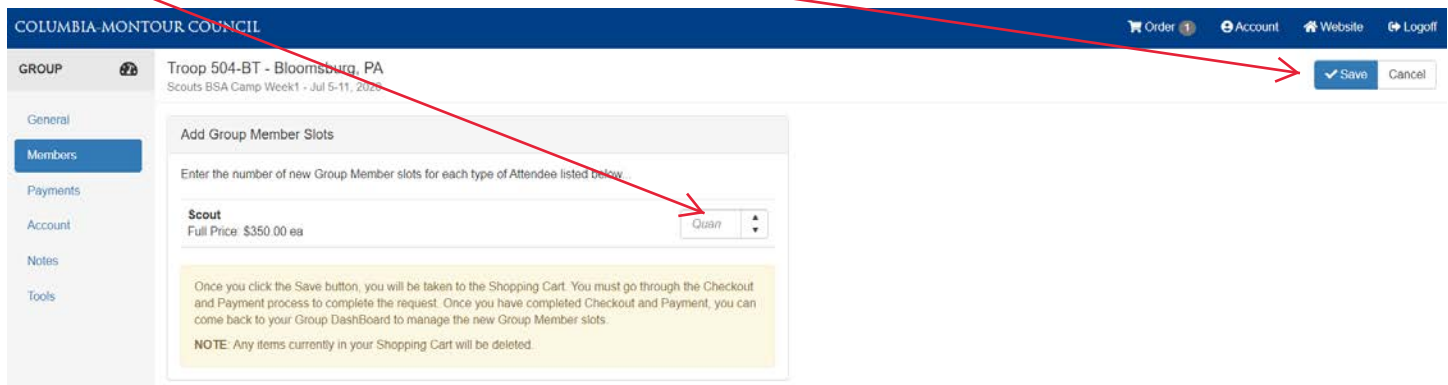
**Step 4** – On this screen you will see any Scouts that have been registered for unit’s contingent to date. (Note in particular any campership Scouts that were registered by the Council office will be listed here, you do not have to re-enter them here.

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



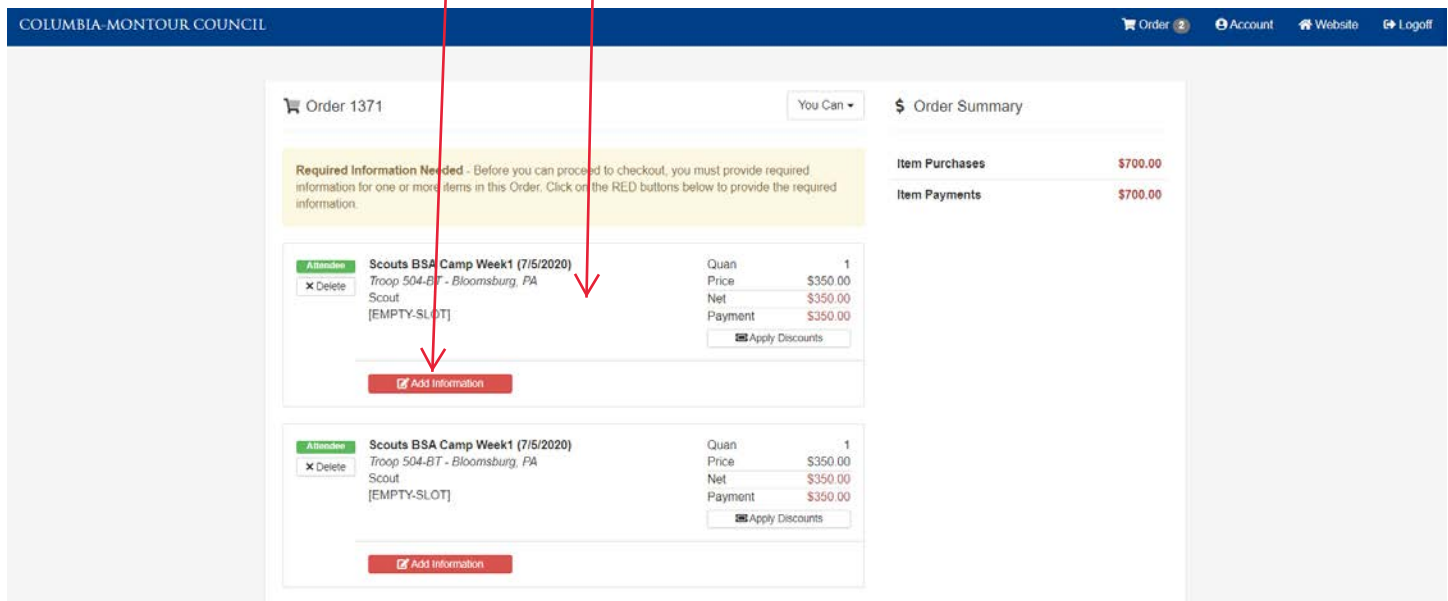
**Step 5** – Enter the quantity of Scout that you wish to register during this session (don’t worry, you can always enter more later).

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.

The screenshot shows the 'Attendee Information' form for 'Scouts BSA Camp Week1 (7/5/2020) > Scout > [EMPTY-SLOT]'. The form includes fields for 'Personal Information' with sub-sections: 'First Name', 'Last Name', 'Email Address', 'Phone Number', and 'Special Needs'. A red arrow points from the text above to the 'Populate' button in the top right corner of the form.

**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”

The screenshot shows the 'Select Attendee' dialog box. It lists a scout: 'Scout1, Joe Male / Age: 11'. A red arrow points from the text above to the 'Select' button next to the scout's name.

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

The screenshot shows the 'Attendee Information' form with a green message bar at the top: 'Information copied from selected item - Please provide any additional requested information and Save'. The form fields are now populated: 'First Name' is 'Joe', 'Last Name' is 'Scout1', and 'Phone Number' is 'NNN-NNN-NNNN'. A red arrow points from the text above to the 'Save' button in the top right corner of the form.

**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**

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Order 2 Account Website Logout

Order 1371 You Can

**Order Summary**

Attendee	Item	Quan	Price	Net	Payment
Joe Scout1	Scouts BSA Camp Week1 (7/5/2020) Troop 504-BT - Bloomsburg, PA	1	\$350.00	\$350.00	\$350.00
Joe Scout2	Scouts BSA Camp Week1 (7/5/2020) Troop 504-BT - Bloomsburg, PA	1	\$350.00	\$350.00	\$350.00

Item Purchases \$700.00  
Item Payments \$700.00

[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.

COLUMBIA-MONTOUR COUNCIL

Order 2 Account Website Logout

Checkout < Back to Order

**Summary**

Item Purchases \$700.00  
Total Payment \$700.00

I agree to the Council's Terms and Conditions  
[Read Terms and Conditions](#)

[Place Your Order](#)

**Customer Information**

First Name: Jo  
Last Name: ScoutLeader  
Email: midiefen@ptd.net  
Phone: NNN-NNN-NNNN  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: -- Select  
Zip Code: \_\_\_\_\_

**Payment Information**

Payment is required to complete checkout. Please enter payment information below...

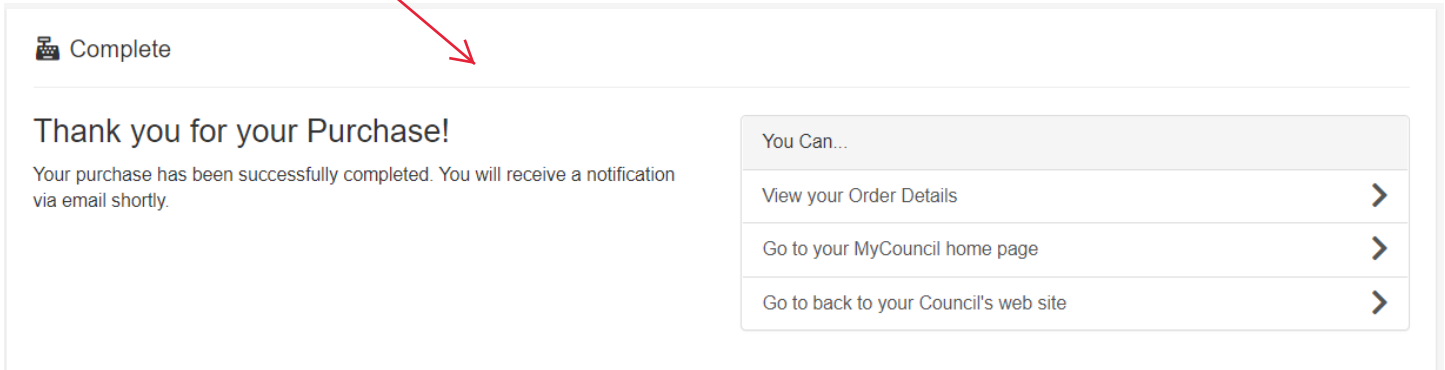
Change Payment Method

Card Number: \_\_\_\_\_  
Exp Month: -- Month  
Exp Year: -- Year  
Security Code: \_\_\_\_\_

Pay With:  VISA  M/C

Payment Address: \_\_\_\_\_  
Enter Payment Address

**Step 11** – When you click on Place Your Order, you should get the screen, below. Congratulations you have registered your Scouts.



The screenshot shows a confirmation page with a grey header bar containing a printer icon and the word 'Complete'. A red arrow points from the text above to this header. Below the header, the main content area has a title 'Thank you for your Purchase!' followed by a message: 'Your purchase has been successfully completed. You will receive a notification via email shortly.' To the right of this message is a box titled 'You Can...' containing three links: 'View your Order Details', 'Go to your MyCouncil home page', and 'Go to back to your Council's web site', each with a right-pointing chevron icon.

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