SUMMER CAMP REGISTRATION
TIPS AND TRICKS
START ON THE CAMPING PAGE

- Go to [www.boyscoutcamping.org](http://www.boyscoutcamping.org)
- Click on your summer camp
- Click the “Register Here” button
HAVE YOU ALREADY MADE A SITE DEPOSIT?

IF YES
Click “Lookup Registration” to access your account

IF NO
Click “Register” for the week you’d like to attend

Questions? Contact Justin Feld at 312-421-8800 x 315 or Justin.Feld@Scouting.org
ALREADY MADE A SITE DEPOSIT?

IF YOU HAVE NOT ALREADY MADE A SITE DEPOSIT, START HERE TO MAKE A NEW REGISTRATION
IF YOU HAVE MADE A DEPOSIT, SKIP AHEAD TO PAGE 7

- After clicking the Register button for your session of camp, you will be asked to choose your youth and adult numbers.

- If you will have less than the minimum allowed registrants, complete the registration using the minimums and then contact PTAC.Camping@Scouting.org to have the numbers adjusted.

- Click “Register”
MAKING A NEW REGISTRATION

REGISTER AS A GUEST BY ENTERING YOUR NAME AND EMAIL ADDRESS

- You will be the “Registration Contact” for this registration and will receive all communications from the Council about Camp and your registration. You will have the opportunity to change the Registration Contact information if you would like.
UPDATE YOUR UNIT INFORMATION AND REGISTRATION CONTACT

- Start by clicking on “Update Information”

- Confirm the Name, Email, and Phone Number for the person in your unit that will be the main point of contact for Summer Camp

  ![Update Information](image)

- Select your unit information

- Select your campsite

- Indicate whether you will be arriving on Saturday (additional $100 fee for early-arriving units)

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ALREADY MADE A SITE DEPOSIT?

IF YOU HAVE ALREADY MADE A SITE DEPOSIT, START HERE

- To access your registration, enter your email address and registration number and click “View Registration”

- If you’ve forgotten your registration number, click “Forgot Registration Number” and enter your email address on the next screen
CONFIRM YOUR ESTIMATED COUNTS

YOUR SITE DEPOSIT INCLUDED AN ESTIMATED NUMBER OF YOUTH AND ADULTS, NOW YOU MUST CONFIRM THOSE COUNTS

<table>
<thead>
<tr>
<th>Attendee Type</th>
<th>Regular Price</th>
<th>Late Fee**</th>
<th>Current Count</th>
<th>Adjusted Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scouts ESA Youth</td>
<td>$325.00</td>
<td>$50.00</td>
<td>15</td>
<td>13</td>
</tr>
<tr>
<td>New BSA (Since 1-1-2019)</td>
<td>$325.00</td>
<td>$50.00</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Adult Participant</td>
<td>$180.00</td>
<td>$0.00</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

** Late Fee Participants not paid in full by the late fee date will be charged the late fee price.

- Adjust the youth and adult numbers as necessary – you can always add more participants later if needed.
- Make sure your unit contact information is correct, you can click “Update Information” to make any changes.
- Click “Confirm Attendees”

Questions? Contact Justin Feld at 312-421-8800 x 315 or Justin.Feld@Scouting.org
CONTINUE CONFIRMATION PROCESS

- Click the box to acknowledge you have read the Council Policies.
- Choose your payment option. You can pay online by e-check or credit card (a 3% fee applies to all credit/debit card transactions) or you can choose “Pay Later” to mail in a check or pay at a Council Service Center.
- Click “Book Registration”.

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ENTER SCOUT AND ADULT INFORMATION

START BY CLICKING ON THE “PARTICIPANTS” TAB AT THE TOP OF THE SCREEN

Session III - Camp Blackhawk Summer Camp 2019

- Click on each participant box, and click “Update Information”

- Enter Names and Gender for each of your participants. If you do not have names yet, you can simply put “Scout One”, “Scout Two”, etc

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CHECK OUT

ONCE ALL PARTICIPANT INFORMATION HAS BEEN ENTERED, YOU CAN FINALIZE YOUR REGISTRATION AND CHECK OUT

• Click on the “Payment” tab at the top of the screen

• You have two options for how to pay. You can pay in “bulk” for your unit, or you can pay per participant.

• Units should collect money from their participants and make payments through this system. Use the “Payment by Individual” option if you would like to track your participant payments, otherwise you should use “Payment by Participant Type”

Once you have entered payment amount, click the green “Checkout” button and follow the directions on Page 9

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