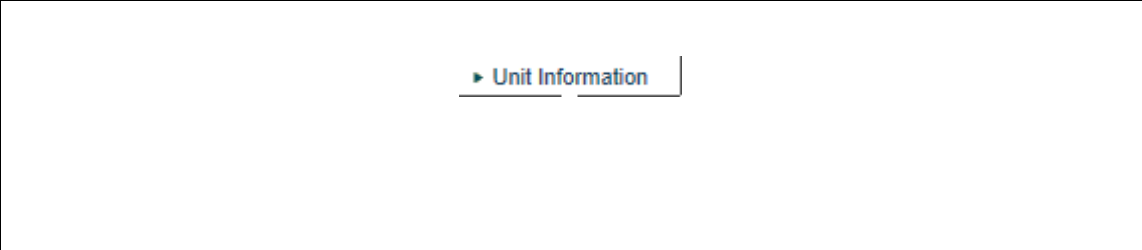
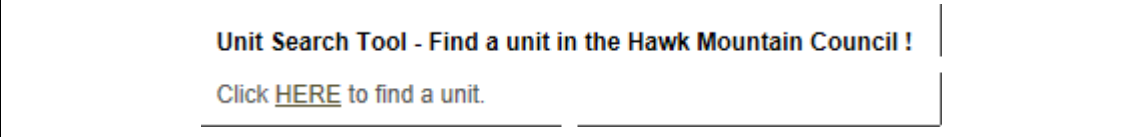
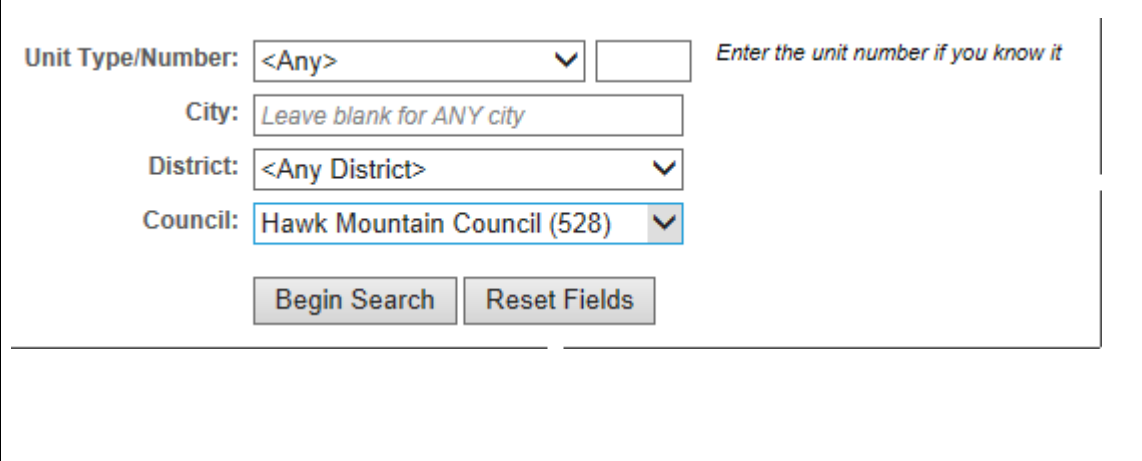
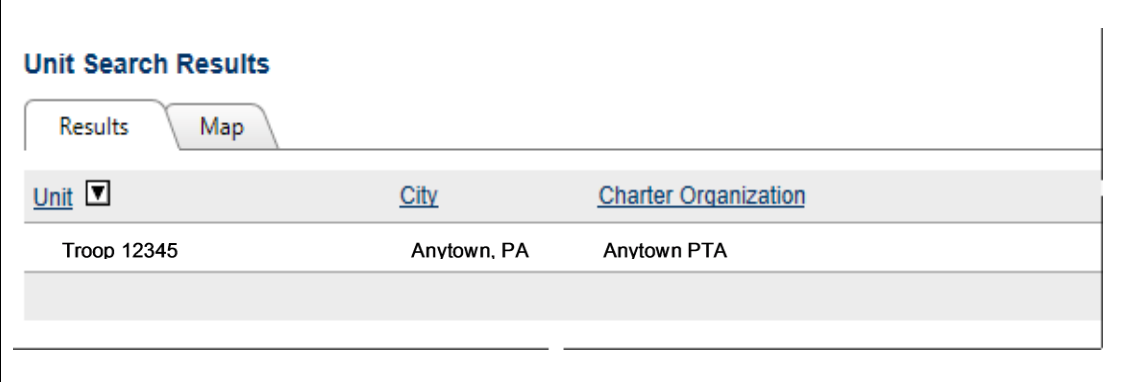


HERE'S HOW To register youth and adults for camping programs in 20XX

First things first!

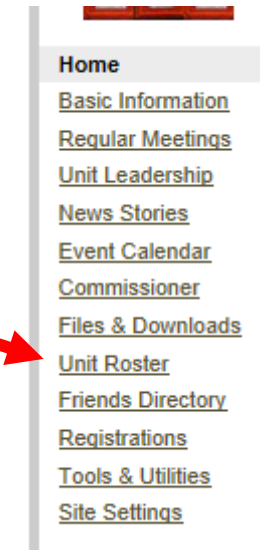
- **This year**, the way to register youth and adults for Summer Camp 20XX is on the council web site, <http://www.hmc-bsa.org/>
- The summer camp contingent account is **SEPARATE** from the Unit's Scout Shop account. The camp contingent account is funded through the Council website.
- You **MAY** deduct a down payment from your contingent account balance, or
- **Make payment at time of registration with *electronic checks or credit/debit cards* (ONLY acceptable methods of online payment)** There is NO CHARGE to your unit to use either method

Finding Your Unit Page

<p>A. On the left side of the <i>Hawk Mountain Council</i> Home page, click on the Unit Information button.</p>	
<p>B. Click to Search for a Unit</p>	
<p>C. On the next page, Select your Unit type and enter your unit number. Change to Council name. Then click Begin Search.</p>	
<p>D. Next, click on your unit. NOTE: There may be more than one unit with the same number.</p>	

Completing Your Unit Roster

A. You should now be on your unit page. You MUST enter the names of your Scouts and leaders into the Unit Roster. This menu is on the right side of the page.



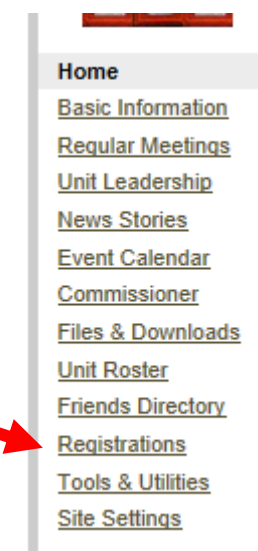
B. Add members into the unit roster. Be sure to click **Save** after each entry.

Note Tabs:

The 'Add New Member' form has a yellow header. Below the header are three tabs: 'Member', 'Contact Info', and 'Other'. The 'Contact Info' tab is selected. The form contains the following fields: 'Name:' with two text boxes, 'Email:' with one text box, 'Membership ID:' with one text box, 'Date of Birth:' with a text box and a calendar icon, and 'Gender:' with radio buttons for 'Male' and 'Female'. A red arrow points from the 'Note Tabs:' label to the 'Contact Info' tab.

Updating Your Registration

A. You are now ready to begin entering Participants (campers) into the system. Click on the **Registrations** link.



<p>B. The Date(s), Camp and Week you are signed up for will appear. Click on the event you want to register people for.</p>	<p>Troop 12345 - Anytown, PA</p> <p>Unit Registrations – 20XX << 2014 2016 >></p> <table border="1"> <thead> <tr> <th>Date(s)</th> <th>Event</th> <th>Participants</th> </tr> </thead> <tbody> <tr> <td>Jun XX - Jun XX, 20XX</td> <td>Camp Meade Week 1</td> <td>0</td> </tr> </tbody> </table>	Date(s)	Event	Participants	Jun XX - Jun XX, 20XX	Camp Meade Week 1	0																																		
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<p>C. The next page will show you the Event Details of your reservation and tabs to do other “stuff”, like register participants</p>	<p>Troop 12345 - Anytown, PA</p> <p>Event Details Event: Camp Meade Week 1 - June XX, 20XX</p> <p> Contingent Participants Account Tools </p> <p>Contingent Information</p> <table border="1"> <thead> <tr> <th colspan="2">Contingent Information</th> <th colspan="2">Registration Information</th> </tr> </thead> <tbody> <tr> <td>Unit:</td> <td>Troop 12345 - Anytown, PA</td> <td>Order ID:</td> <td>111</td> </tr> <tr> <td>Council:</td> <td>Hawk Mountain Council (528)</td> <td>Type:</td> <td>Unit/Troop Registration</td> </tr> <tr> <td colspan="2">Event Related Information</td> <td>Registered On:</td> <td>Sun, Feb 1, 20XX 11:57 AM</td> </tr> <tr> <td>Campsite:</td> <td>Not Assigned</td> <td>Status:</td> <td>Confirmed</td> </tr> <tr> <td colspan="2">Contacts</td> <td colspan="2">Financials</td> </tr> <tr> <td colspan="2"></td> <td>Total</td> <td>Balance</td> </tr> <tr> <td colspan="2"></td> <td>Contingent Deposits:</td> <td>\$100.00 \$0.00</td> </tr> <tr> <td colspan="2"></td> <td>Participant Fees:</td> <td>\$0.00 \$0.00</td> </tr> <tr> <td colspan="2"></td> <td>Contingent Account:</td> <td>\$100.00</td> </tr> </tbody> </table>	Contingent Information		Registration Information		Unit:	Troop 12345 - Anytown, PA	Order ID:	111	Council:	Hawk Mountain Council (528)	Type:	Unit/Troop Registration	Event Related Information		Registered On:	Sun, Feb 1, 20XX 11:57 AM	Campsite:	Not Assigned	Status:	Confirmed	Contacts		Financials				Total	Balance			Contingent Deposits:	\$100.00 \$0.00			Participant Fees:	\$0.00 \$0.00			Contingent Account:	\$100.00
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<p>D. Click on the Participants tab</p>	<p>Troop 12345 - Anytown, PA</p> <p>Event Details Event: Camp Meade Week 1 - June XX, 20XX</p> <p> Contingent Participants Account Tools </p> <p>Currently Registered Participants Register a new Participant</p> <table border="1"> <thead> <tr> <th>Participant</th> <th>Registered As</th> <th>Net Fees</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td colspan="4"><i>No participants have been registered for this event.</i></td> </tr> </tbody> </table>	Participant	Registered As	Net Fees	Balance	<i>No participants have been registered for this event.</i>																																			
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<p>E. Register a new Participant</p>	<p>Then select Register a new Participant. At this point you will begin to add participants.</p>																																								

<p>F. You will select the category for the camper or adult.</p>	<p>Add Participant Event: Camp Meade Week 1 - June XX, 20XX</p> <p>Select the type of registration</p> <ul style="list-style-type: none"> <input type="radio"/> Youth Camper - \$355.00 <input type="radio"/> Youth Camper – Crossover Scout - \$355.00 (For New Scouts crossing over before camp) <input type="radio"/> Adult Leader – Free - \$0.00 <input type="radio"/> Adult Leader – Paid - \$155.00 <input type="radio"/> Day Camper - \$40.00 (Per Day – 1 Day Minimum) (Optional 2 to 4 days @ \$40.00/day)
<p>G. Select the payment you are making for the individual. A \$100 deposit per Scout (\$100.00 for Day Campers) is due March XX, 20XX.</p>	<p>Add Participant Event: Camp Meade Week 1 - June 19, 20XX</p> <p>Down payment available. How much would you like to pay now?</p> <ul style="list-style-type: none"> <input type="radio"/> Pay the full fee at this time - \$355.00 <input checked="" type="radio"/> Pay the minimum down payment at this time - \$100.00 <input type="radio"/> Pay other amount at this time – Enter Below <p><i>Other Payment Amount</i> <input type="text"/> Must be at least \$100.00</p>
<p>H. From the drop down box, select the individual (remember, you added all your unit’s youth and adults to the Unit in a previous step.</p>	<p>Add Participant Event: Camp Meade Week 1 - June XX, 20XX</p> <p>Select a participant from your Unit Roster</p> <p>Use the drop down list below to choose a participant from the unit’s roster. If the person being registered is not listed, select “—Not Listed”</p> <p><input type="text" value="-- Not Listed"/></p>
<p>I. You selected and added “Flash Gordon”. Click Next.</p>	<p>Add Participant Event: Camp Meade Week 1 - June XX, 20XX</p> <p>Enter information for this participant</p> <p><i>Participant Name</i> <input type="text" value="Flash"/> <input type="text" value="Gordon"/></p> <p><i>Participant Email Address</i> <input type="text" value="flash@gmail.com"/></p> <p>By entering an email address, the council will be able to communicate with this participant regarding the event. If the participant has a MyCouncil membership, this registration will also be stored for them.</p>

<p>J. Enter any Special Needs for Flash. Click Next.</p>	<p>Add Participant Event: Camp Meade Week 1 - June XX, 20XX</p> <p>Enter Personal information for this Participant</p> <p>Date of Birth <input type="text" value="1/25/1998"/></p> <p>Special Needs <input type="text"/></p>																
<p>K. Select Payment Type. See further below for paying by Electronic Check or Credit Card. In this example, we'll select Yes, apply the full Amount Due (\$100.00) from the Contingent Account</p>	<p>Add Participant Event: Camp Meade Week 1 - June XX, 20XX</p> <p>There are funds available in your Contingent Account. Do you want to use any to pay for this Participant?</p> <p>Amount Due: \$100.00 – Contingent Account Balance \$1000.00 (example only)</p> <p><input type="radio"/> No, I do not want to apply funds from the Contingent Account <input checked="" type="radio"/> Yes, apply the full Amount Due (\$100.00) from the Contingent Account <input type="radio"/> Yes, I want to apply the amount entered below from the Contingent Account.</p> <p>Amount to Pay from Contingent Account <input type="text"/></p> <p><i>Any difference between the Amount Paying and the amount applied from Contingent Account must be paid at checkout.</i></p>																
<p>L. Next, either Enter more items (participants) or Save to Shopping Cart</p>	<p>Add Participant Event: Camp Meade Week 1 - June XX, 20XX</p> <p>Participant entered. What do you want to do next?</p> <p><input checked="" type="radio"/> Enter more items <input checked="" type="radio"/> Save Registration to Shopping Cart</p>																
<p>M. This example shows there is Action Required in the shopping cart. Click to View Shopping Cart.</p>	<p>Event Details Event: Camp Meade Week 1 - June XX, 20XX</p> <p>Action Required: There are related items in your shopping cart that need to be processed before further changes can be made to this registration - Click To View Shopping Cart</p> <p>Contingent Participants Payments Tools</p> <p>Currently Registered Participants Register a new Participant</p> <table border="1"> <thead> <tr> <th>Participant</th> <th>Registered As</th> <th>Net Fees</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>Smith, Robert</td> <td>Youth Camper</td> <td>\$315.00</td> <td>\$285.00</td> </tr> <tr> <td>Doe, John</td> <td>Youth Camper</td> <td>\$315.00</td> <td>\$285.00</td> </tr> <tr> <td></td> <td></td> <td>\$630.00</td> <td>\$570.00</td> </tr> </tbody> </table>	Participant	Registered As	Net Fees	Balance	Smith, Robert	Youth Camper	\$315.00	\$285.00	Doe, John	Youth Camper	\$315.00	\$285.00			\$630.00	\$570.00
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N. The Shopping Cart is open. Here you can Update the cart, Return to Registration, or Checkout.

Remove	Order Items(s)	Price	Quan	Total	Paying
	Event Registration – Camp Meade Week 1 Camp Meade Week 1 (Youth Camper)	\$315.00	1	\$315.00	\$0.00
				Order Total:	\$315.00
				Cart Total:	\$0.00

Step 2: Making Payments – the Checkout Process

A. Click Checkout and you'll see a screen to select the billing address and an order summary.

B. Select whichever Use this Address button is appropriate.

Order Items(s)	Price	Quan	Total	Paying
Event Registration – Camp Meade Week 1 Camp Meade Week 1 (Youth Camper)	\$315.00	1	\$315.00	\$0.00
			Order Total:	\$315.00
			Cart Total:	\$0.00

C. Then you select your method of payment, or if appropriate **confirm making the down payment from the Contingent Account.**

Order Items(s)	Price	Quan	Total	Paying
Event Registration – Camp Meade Week 1 Camo Meade Week 1 (Youth Camper)	\$350.00	1	\$350.00	\$50.00
			Order Total:	\$350.00
			Cart Total:	\$50.00

Checkout - Payment Information

[Cart](#)
[Customer](#)
[Address](#)
[Shipping](#)
[Payment](#)
[Confirm](#)
[Complete](#)

Enter Payment Information

Bank Name:
 Routing Number:
 Account Number:
 Account Holder:

Account Holder 1234
 123 Main Street
 Anytown, ZZ 99999
 Pay to the order of _____ Dollars
 Bank Name
 # 123456789 # 123456789123 # 1234




Routing Number
Account Number


Checkout - Payment Information

[Cart](#)
[Customer](#)
[Address](#)
[Shipping](#)
[Payment](#)
[Confirm](#)
[Complete](#)

Enter Payment Information

Cardholder Name:
 Card Number:
 Expiration Date: 01 / 2012
 Security Code:



Order Summary

Order Items(s)	Price	Quan	Total	Paying
Event Registration – Camp Meade Week 1				
Camp Meade Week 1 (Youth Camper)	\$350.00	1	\$350.00	\$50.00
		Order Total:	\$350.00	\$50.00
		Cart Total:		\$50.00

You're done!
Congratulations!

You will now be able to:

- Print out a copy of your payment record
- On the Tools tab, export the Participant Roster you have submitted for each participant to an Excel file.
- This can be used as your roster for camp.

Confirm Your Order

Shipping Information

Not Applicable

Billing Information

Scoutmaster
 123 Main Stre...
 Reading, PA 19601
 Scoutmaster12345@email.com

Payment Information

Not Applicable

I have read and agree with the Council Payment and Refund Policy - [read](#)

Order Summary

Order Items(s)	Price	Quan	Total	Paying
Event Registration – Camp Meade Week 1				
Camp Meade Week 1 (Youth Camper)	\$315.00	1	\$315.00	\$0.00
		Order Total:	\$315.00	\$0.00
		Cart Total:		\$0.00