

HERE'S HOW to register youth and adults for camping programs in 2012

First things first!

- The **ONLY** way to register youth and adults is on the council web site, www.ctrivers.org
- The **ONLY** acceptable methods of payment are **electronic checks or credit/debit cards**. There is NO CHARGE to you unit to use either method
- Established deposit and payment dates are FIRM! Plan ahead when making deposits and final payments.

Preparatory Step 1) Initial Sign In and Taking Ownership of the Unit Account



Getting started is easy. The key to getting started lies with your unit's Primary Leader. Here are the steps...

1. The Unit Leader must sign in to the council website using their MyCouncil account. [[click here to create a MyCouncil membership](#)]. Full instructions are found by [clicking here](#) (this is a Lake Huron Council example but it still applies to our site).

The Primary Unit Leader is the adult who is the official registered leader for your unit. If your unit is a...

- Cub Scout Pack - It's your Cubmaster
- Boy Scout Troop - It's your Scoutmaster
- Varsity Team - It's your Team Coach
- Venturing Crew - It's your Crew Advisor
- Explorer Post - It's your Post Advisor
- Learning For Life Group - It's your Lead Teacher
- Sea Scout Ship - It's your Skipper

Note1: If your unit leader is too busy to take an active role with the website they may take ownership of the site but then assign editorial rights to another unit member. Instructions to do so can be found [here](#)

Note 2: If your unit leader is unable to take ownership of the unit site because they are uncomfortable with this step, send a note to webmaster@ctrivers.org requesting that a proxy be set up (please include the unit type, number, town, name of the proxy and email address of the proxy). Once a proxy has been established by the webmaster the proxy will be able to take ownership of the website.

2. The Council must have your Primary Unit Leader's email address stored in our database. To check this efficiently have your unit leader [Check your unit's page](#). If you cannot find your unit send a note to the [webmaster](#).

If a unit leader has signed into MyCouncil and is properly assigned as the unit leader they should see the following block on the page:

Troop 12345 - Anytown, CT

 **Note To Unit Leader!**

To utilize the Unit Page features on this site, you must accept the Unit Home Page Leader's Agreement.

[Click here to read and accept this agreement](#)

Welcome this unit's Home Page!

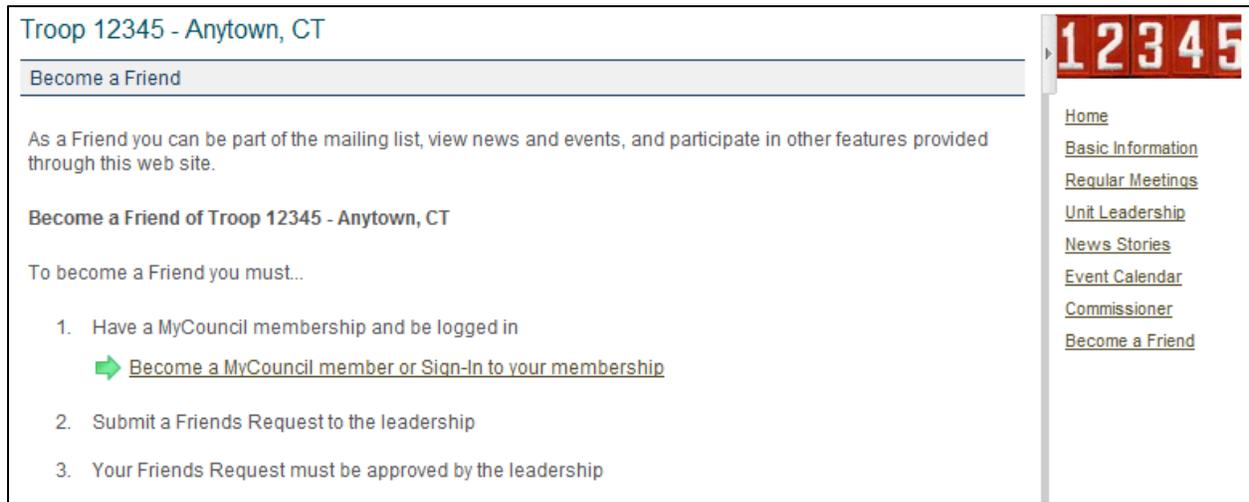
Click on the Click Here to read and accept this agreement spot and then accept the agreement (if you do not accept the agreement your website will be disabled).

If this does not appear either the Council has the wrong email address for the unit leader or the unit leader has changed. If so, please forward a note to the [webmaster](#) with the appropriate details.

3. Once Step2 has been completed your unit leader may sign-in to the website and start managing your unit's home page features.

The unit leader may also delegate the management of your unit's home page to other members if that works better in your situation. To delegate management, step's 1 and 2 must still be completed and the Primary Unit Leader must still sign-in to delegate management privileges.

Delegation of management of your unit's home page is accomplished through the ***Become a Friend*** feature of the Unit Page.



Troop 12345 - Anytown, CT

Become a Friend

As a Friend you can be part of the mailing list, view news and events, and participate in other features provided through this web site.

Become a Friend of Troop 12345 - Anytown, CT

To become a Friend you must..

1. Have a MyCouncil membership and be logged in
➡ [Become a MyCouncil member or Sign-In to your membership](#)
2. Submit a Friends Request to the leadership
3. Your Friends Request must be approved by the leadership

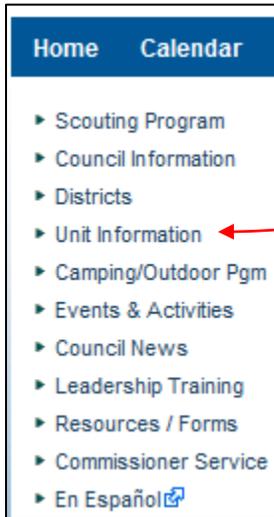
12345

- [Home](#)
- [Basic Information](#)
- [Regular Meetings](#)
- [Unit Leadership](#)
- [News Stories](#)
- [Event Calendar](#)
- [Commissioner](#)
- [Become a Friend](#)

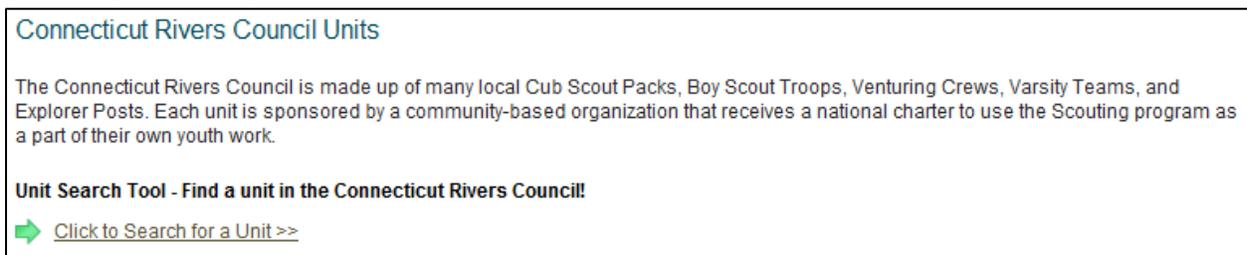
Now that you're all set up, let's get started registering your Scouts for camp!

Preparatory Step II) : Finding Your Unit Page

- A. On the left side of the *council* Home page, click on the **Unit Information** button.



- B. Click to Search for a Unit



- C. On the next page, Select your Unit type and enter your unit number. Then click Begin Search.

A screenshot of a search form titled 'Search for a Unit'. It includes instructions, input fields for 'Unit Type/Number', 'City', and 'District', and 'Begin Search' and 'Reset Fields' buttons.

Search for a Unit

Enter whatever information you have available to search on. A list of units will be shown that match all of your search criteria. You can then select a specific unit from the list.

Unit Type/Number: *Enter the unit number if you know it*

City: *Leave blank for any City*

District:

- D. Next, click on your unit. NOTE: There may be more than one unit with the same number.

A screenshot of a search results page titled 'Search for a Unit'. It shows a table with search results and navigation links.

Search for a Unit

Here are the results based on the search parameters you entered. Click the unit type/number (under the Unit column) to view information about an individual unit.

Unit Search Results

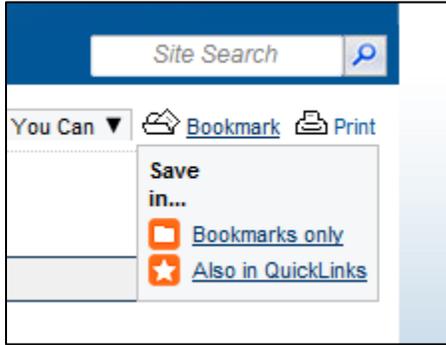
Results

Unit ▼	City	Charter Organization	District
Troop 12345 - Anytown, CT	Anytown, CT	Anytown PTA	Mark Twain

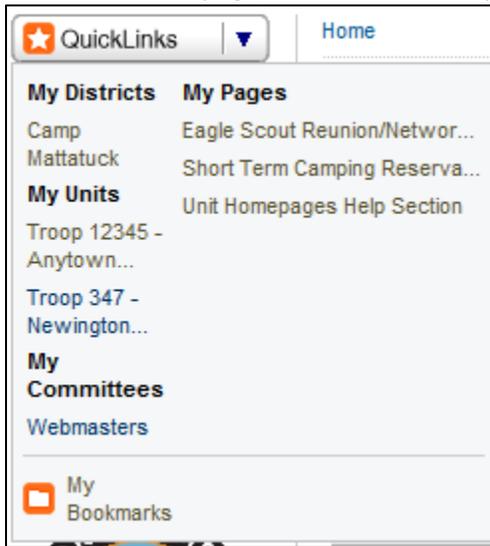
< Previous | 1-1 of 1 | Next >

Best Practice: Bookmark your unit page

Once you are on your unit page save yourself the hassle of finding it again. To do this click on the “Bookmark” link on the upper right hand corner of the page (just below Site Search) and then click on “Also in QuickLinks.



Then whenever you want to jump to your unit page again click on the Quicklinks down arrow (the upper left hand side of the page) and then click on your unit:



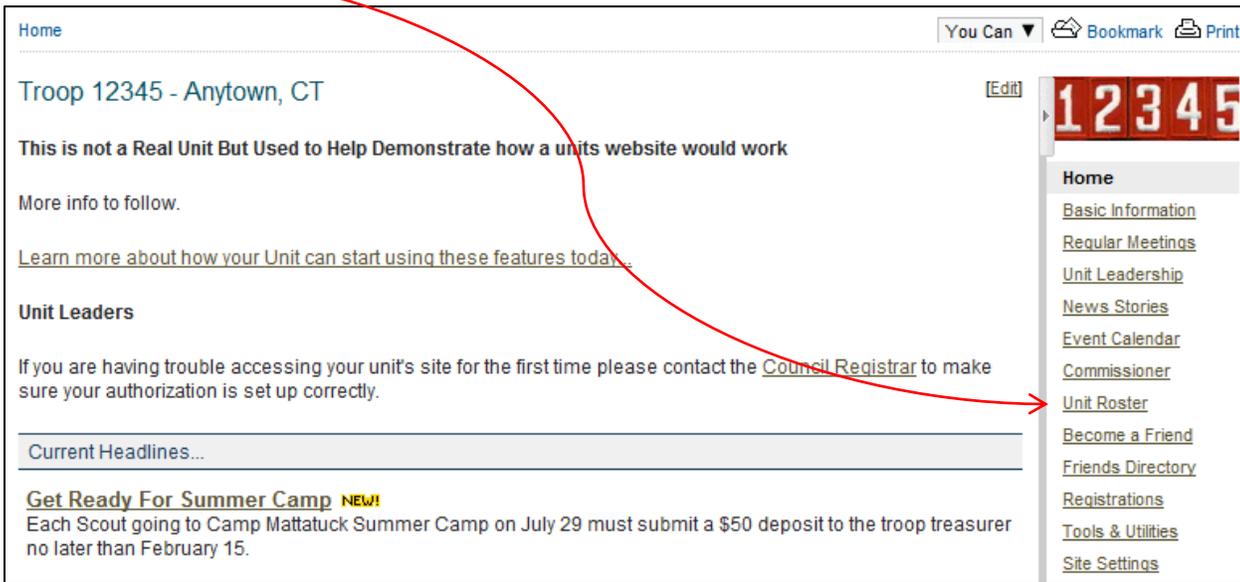
Preparatory Step III) Having the Right People Do the Job

The following individuals have following rights:

	Modify Unit Rosters	Modify Events Without Unit Roster Access	Modify Events With Unit Roster Access
Granted Access By Rule	Unit Leader	Unit Website Administrator	Unit Leader and The Individual who set up the initial registration.
How to Request Another Individual Gets Access	An Individual with a “MyCouncil” Account may request to be a unit friend. After they are approved by the unit leader the unit leader must then make them an administrator of the unit website.		For Boy Scout Camp send a request to Robert.Steele@Scouting.org . For Cub Scout Camp send a request to Aaron.Strong@Scouting.org . Please include the unit type, unit number, name and e-mail of the additional contact and what camp, and camp week the unit is attending.

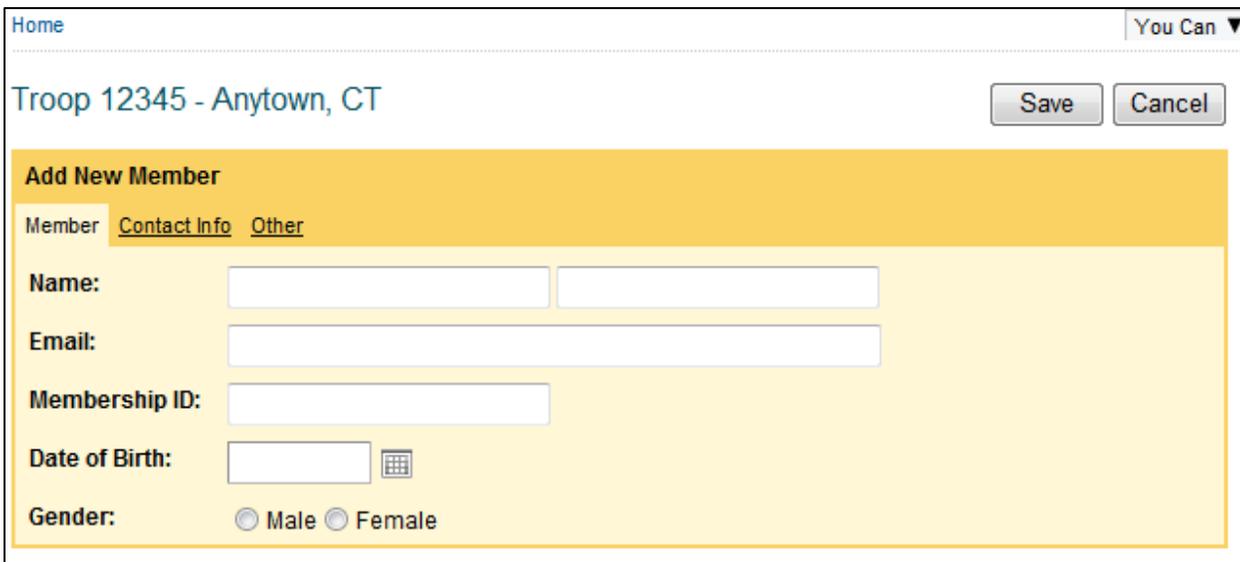
Preparatory Step IV) Completing Your Unit Roster

- A. You should now be on your unit page. You **MUST** enter the names of your Scouts and leaders into the Unit Roster.



The screenshot shows a web browser window with the address bar displaying "Home". The page title is "Troop 12345 - Anytown, CT". Below the title, there is a sub-header "This is not a Real Unit But Used to Help Demonstrate how a units website would work" and a link "Learn more about how your Unit can start using these features today...". The "Unit Leaders" section contains a message about contacting the Council Registrar. A red arrow points from the text "Unit Roster" in the navigation menu to the "Unit Roster" link in the text of the "Unit Leaders" section. The navigation menu on the right includes links for Home, Basic Information, Regular Meetings, Unit Leadership, News Stories, Event Calendar, Commissioner, Unit Roster, Become a Friend, Friends Directory, Registrations, Tools & Utilities, and Site Settings.

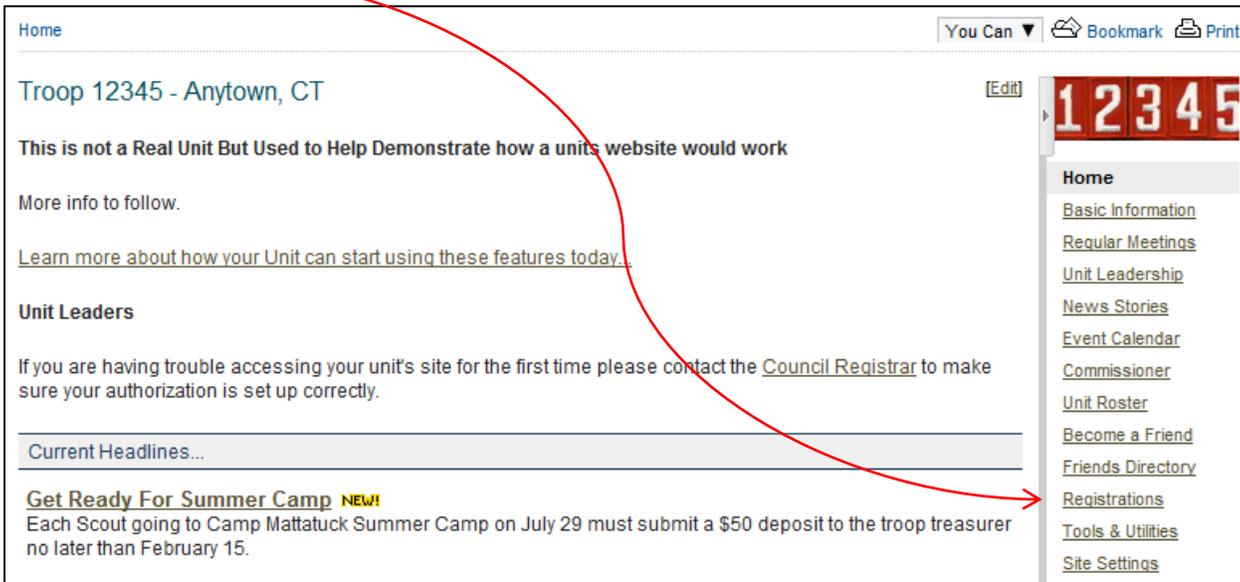
- B. Add members into the unit roster. Be sure to click **Save** after each entry.



The screenshot shows the "Add New Member" form in the unit website. The form has a yellow background and includes tabs for "Member", "Contact Info", and "Other". The "Member" tab is selected. The form fields are: Name (two text boxes), Email (one text box), Membership ID (one text box), Date of Birth (one text box with a calendar icon), and Gender (radio buttons for Male and Female). There are "Save" and "Cancel" buttons at the top right of the form area.

Step 1) Updating Your Registration

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



The screenshot shows a web browser window displaying a troop website for Troop 12345 - Anytown, CT. The page includes a header with 'Home', 'You Can', 'Bookmark', and 'Print' options. The main content area contains a title, a disclaimer, a link to learn more, a 'Unit Leaders' section, and a 'Current Headlines...' section with a news item about summer camp. A sidebar on the right contains a navigation menu with links: Home, Basic Information, Regular Meetings, Unit Leadership, News Stories, Event Calendar, Commissioner, Unit Roster, Become a Friend, Friends Directory, Registrations, Tools & Utilities, and Site Settings. A red arrow points from the 'Registrations' link in the sidebar to the 'Get Ready For Summer Camp' headline.

- B. The Date(s), Camp and Week you are signed up for will appear. Click on the event you want to register people for.

Troop 12345 - Anytown, CT		
Unit Registrations - 2012		<< 2011 2013 >>
Date(s)	Event	Participants
Jul 29 - Aug 4, 2012	Camp Mattatuck Week 5	0

- C. The next page will show you the Event Details of your reservation and has tabs to do other “stuff”, like register participants.

Troop 12345 - Anytown, CT

Event Details

Event: Camp Mattatuck Week 5 - July 29, 2012

Contingent Participants Payments Tools

Contingent Information		Registration Information	
Unit:	Troop 12345 - Anytown, CT	Order ID:	1124
Council:	Connecticut Rivers Council (66)	Type:	Unit Early Signup
Event Related Information		Registered On:	Fri, Dec 9, 2011 5:52 PM
Campsite:	WPW	Financials	
Contacts		Contingent Fees:	Total Balance
<u>Robert Steele</u>	860-913-2750	Participant Fees:	\$50.00 \$0.00
		Net:	\$0.00 \$0.00
		Contingent Account:	\$0.00

- D. Click on the Participants tab

Troop 12345 - Anytown, CT

Event Details

Event: Camp Mattatuck Week 5 - July 29, 2012

Contingent **Participants** Payments Tools

Participant	Registered As	Fees	Balance	add new
<i>No participants are registered for this event..</i>				
		\$0.00	\$0.00	

- E. Then select [add new](#). At this point you will begin to add participants, both youth and adults.

- F. You will select the category for the camper or adult

Add Participant Next Cancel

Item **Summary**

Camp Mattatuck Week 5 - July 29, 2012

Select the type of registration

- Camper - Attending with troop - \$350.00
- Camper w/2nd Week Discount - Attending with troop - \$250.00
- Camper Sibling Discount - Attending with troop - \$330.00
- 2nd Week Sibling Discount - Attending with troop - \$230.00
- Adult Leader - \$0.00

Current Item

Not specified

G. Select the payment you are making for the individual. A \$50 deposit per Scout is due March 1.

Add Participant Next Cancel

Item **Summary**

Camp Mattatuck Week 5 - July 29, 2012

Down payment available. How much would you like to pay now?

Pay the full fee at this time - \$350.00

Pay the minimum down payment at this time - \$50.00

Pay other amount at this time - Enter below

Other Payment Amount *Must be at least \$50.00*

Note: If you only make a down payment at this time, you are committing to pay the full purchase price. Before you attend, you must pay any balance due.

Current Item [Cancel Item](#) ^

Item Type

Camper - Attending with troop - \$350.00

H. From the drop down box, select the individual (remember, you added all your unit’s youth and adults to the Unit Roster in Step 6)

Add Participant Next Cancel

Item **Summary**

Camp Mattatuck Week 5 - July 29, 2012

Select a participant from your Unit Roster

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".

-- Not Listed ▼

Current Item [Cancel Item](#) ^

Item Type

Camper - Attending with troop - \$350.00

I. You selected and added “Flash Gordon”. Click Next.

Add Participant Next Cancel

Item **Summary**

Camp Mattatuck Week 5 - July 29, 2012

Enter information for this Participant

Participant Name

Flash Gordon

Participant Email Address

flash@gmail.com

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.

Current Item [Cancel Item](#) ^

Item Type

Camper - Attending with troop - \$350.00

Participant

Gordon, Flash
flash@gmail.com

J. Enter any Special Needs for Flash. Click Next.

Add Participant
Next Cancel

Item

Summary

Camp Mattatuck Week 5 - July 29, 2012

Enter Personal information for this Participant

Date of Birth

Special Needs

Current Item [Cancel Item](#)

Item Type
Camper - Attending with troop - \$350.00

Participant
Gordon, Flash
flash@gmail.com

K. Next, either Enter more items (participants) or Save to Shopping Cart.

Add Participant
Next Cancel

Item

Summary

Camp Mattatuck Week 5 - July 29, 2012

Participant entered. What do you want to do next?

Enter more Items

Save Registration to Shopping Cart

L. The example below shows there is Action Required in the shopping cart. Click to View Shopping Cart.

Troop 12345 - Anytown, CT

Event Details

Event: Camp Mattatuck Week 5 - July 29, 2012

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](#)

Contingent

Participants

Payments

Tools

Participant	Registered As	Fees	Balance	add new
<i>No participants are registered for this event...</i>				
		\$0.00	\$0.00	

M. The Shopping Cart is open. Here you can Update the cart, Return to Registration, or Checkout.

Shopping Cart

Cart	Customer	Address	Shipping	Payment	Confirm	Complete
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You must Checkout before you are Registered For Events
 You currently have one or more event registration items in your Shopping Cart. Please note that you are not registered for these events until you complete the Checkout process.

Remove	Order Items(s)	Price	Quan	Total	Paying
<input type="checkbox"/>	Event Registration - Camp Mattatuck Week 5				
	Camp Mattatuck Week 5 (Camper - Attending with troop) / Gordon, Flash	\$350.00	<input type="text" value="1"/>	\$350.00	\$50.00
				Order Total:	\$350.00
				Order Total:	\$50.00

Cart Total: \$50.00

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.

Checkout - Billing Address

Cart	Customer	Address	Shipping	Payment	Confirm	Complete
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Billing Address

Select Stored Billing Address

Robert Steele
 60 Darlin St
 East Hartford, Connecticut
 06108
 860-913-2750
 robert.steele@scouting.org

or Enter New Billing Address

First Name:
 Last Name:
 Address 1:
 Address 2:
 City:
 State:
 Zip Code:
 Phone:
 Email:

Order Summary

Order Items(s)	Price	Quan	Total	Paying
Event Registration - Camp Mattatuck Week 5				
Camp Mattatuck Week 5 (Camper - Attending with troop) / Gordon, Flash	\$350.00	1	\$350.00	\$50.00
			Order Total:	\$350.00
			Cart Total:	\$50.00

C. Then you select your method of payment. The Electronic Check method is preferred. Either will cost your unit anything!

Checkout - Payment Method

Cart Customer Address Shipping **Payment** Confirm Complete

Select Payment Method

Credit or Debit Card
 Electronic Check

Order Summary

Order Items(s)	Price	Quan	Total	Paying
Event Registration - Camp Mattatuck Week 5				
Camp Mattatuck Week 5 (Camper - Attending with troop) / Gordon, Flash	\$350.00	1	\$350.00	\$50.00
	Order Total:		\$350.00	\$50.00
	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

Order Summary

Order Items(s)	Price	Quan	Total	Paying
Event Registration - Camp Mattatuck Week 5				
Camp Mattatuck Week 5 (Camper - Attending with troop) / Gordon, Flash	\$350.00	1	\$350.00	\$50.00
	Order Total:		\$350.00	\$50.00
	Cart Total:			\$50.00

Checkout - Payment Information

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

Enter Payment Information

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







Security Code

Order Summary

Order Item(s)	Price	Quan	Total	Paying
Event Registration - Camp Mattatuck Week 5				
Camp Mattatuck Week 5 (Camper - Attending with troop) / Gordon, Flash	\$350.00	1	\$350.00	\$50.00
	Order Total:		\$350.00	\$50.00
	Cart Total:			\$50.00

Click the Next button. That will take you to the end, confirming your order.

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 will become your roster for camp.

Some final thoughts

- Be sure payments from families are deposited into your unit account at least ten days prior to making an Electronic Check payment
- At a later date, you will have the option to enroll your Scouts in Merit Badge classes (Activities) online. They must be a participant first! You will be able to export the Participants Activity Roster from the Tools tab.
- Lastly, final payments for Scouts are due on May 15.