

# Signing Up for a Winter Camp Check-In Slot

Thank you for registering for Winter Camp! We're looking forward to having you join us! In order to expedite your check-in process, please read this document thoroughly and follow the instructions provided.

## Step 1: Signing up for a Check-In Slot

When you click the link provided to you, you will open up a Google Calendar link. The screen you will see will look very similar to this:

spowell@campinc.com | [Sign out](#)

CENTRAL FLORIDA COUNCIL  
CAMP LA NO CHE

Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today Dec 6 – 12, 2020 Refresh Day Week

Sun 12/6 Mon 12/7 Tue 12/8 Wed 12/9 Thu 12/10 Fri 12/11 Sat 12/12

12am  
1am  
2am  
3am  
4am  
5am  
6am  
7am  
8am

There are no appointment slots available in the time range shown.  
[Next available appointment slot on Dec 19, 2020 »](#)

Appointment calendar owner: Winter Camp Check-In Slots

You'll want to click the link in the middle to view the next available appointment slot. That will change your view to this:



Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today ◀ ▶ Dec 13 – 19, 2020 Refresh Day Week

	Sun 12/13	Mon 12/14	Tue 12/15	Wed 12/16	Thu 12/17	Fri 12/18	Sat 12/19
8am							
9am							Session 1
10am							Session 1
11am							Session 1
12pm							Session 1
1pm							Session 1
2pm							Session 1
3pm							Session 1
4pm							Session 1

Appointment calendar owner: Winter Camp Check-In Slots

Then, click the “Day” button (Where the mouse is). That will change the screen to an easier to view screen. If you see a “Session Check-In” button, that slot is open. By clicking the different options, a screen will pop up to view the appointment.

spowell@campinc.com | Sign out

CENTRAL FLORIDA COUNCIL  
CAMP LA-NO-CHE

Click on an open appointment slot to sign up. If no slots are available, please try a different time range. To cancel an appointment slot you've already booked, leave this sign-up page and delete the event from your own calendar.

Today ◀ ▶ Saturday, Dec 19, 2020 Refresh Day Week

Saturday 12/19

**Book an appointment** ✕

**What**  **Tip** You can customize the details of the event after you save it.

**When** Sat, December 19, 8:50am – 8:55am

**Who** Spencer Powell

**Where**

**Description**

8am							
9am	Session 1 Chec						Session 1 Checkin
10am	Session 1 Chec						Session 1 Checkin
11am	Session 1 Chec						Session 1 Checkin
12pm							Session 1 Checkin
1pm							Session 1 Checkin
2pm							Session 1 Checkin
3pm							Session 1 Checkin
4pm							Session 1 Checkin

Appointment calendar owner: Winter Camp Check-In Slots

If the timeframe under “When” doesn’t work for you, you can exit out of that appointment by clicking “Cancel” and try selecting a new timeslot. There are timeslots every 5 minutes from 8:50am to 11:15am. If that timeframe doesn’t work for you and you plan on arriving the night before – please email Pam Falconer at [Pam.Falconer@CFLScouting.org](mailto:Pam.Falconer@CFLScouting.org).

If there is not an available timeslot that you are able to make, please email Spencer Powell at [spowell@campinc.com](mailto:spowell@campinc.com).

Once you find the timeslot that works for you, please change the “What” box to your Unit number and if there are any notes you would like to leave for us, you can leave that in the description box.

The screenshot shows a web-based calendar interface. At the top, there is a header with the logo for the Central Florida Council Camp La-No-Che and the email address [spowell@campinc.com](mailto:spowell@campinc.com). Below the header, there is a navigation bar with "Today", navigation arrows, "Saturday, Dec 19, 2020", "Refresh", "Day", and "Week" views. The main area is a calendar grid for Saturday, Dec 19, 2020, with time slots from 8am to 4pm. Several "Session 1 Checkin" appointments are visible. A "Book an appointment" dialog box is open in the center, with the following fields: "What" (Troop 1234), "When" (Sat, December 19, 8:50am - 8:55am), "Who" (Spencer Powell), "Where" (Camp La-No-Che, 41940 Boy Scout Rd, Paisley, FL 32767, FL), and "Description" (We will have 2 cars, 1 truck, and 1 trailer.). There are "Save" and "Cancel" buttons at the bottom of the dialog. A tip on the right side of the dialog says: "Tip: You can customize the details of the event after you save it." At the bottom right of the calendar, it says "Appointment calendar owner: Winter Camp Check-In St".

Once you fill out all the information, click the save button. You will receive an email confirming your timeslot. If there are any questions from the Camp Management, you will be contacted further.

## Step 2: Prior to Departure

Prior to your departure, please collect everyone’s medical forms. These forms will be turned in to the check-in team upon arrival. Everyone should have their own and signed “At Risk Letter” and “Pre-Event Screening Checklist.” Scouts under the age of 18 must have these signed by their parents.

### With the Scoutmaster (Check-In Vehicle):

- Attendance Roster – Who is actually here?
- Signed Health History Forms (Parts A, B, and C)

### **With the Scouts:**

- Filled out and Signed At Risk Letter
- Filled out and Signed Pre-Event Screening Letter

### **Step 3: Arrival to Camp**

Once you arrive to Camp La-No-Che, you will be directed to one of two check-in sites. The two sites are identical. One members of the check-in team will work with the Scoutmaster to verify registration details and collect medical forms.

Two other members of the Check-In team will be performing temperature checks and verifying entrance eligibility.

**Please note: If any Scout is flagged for potentially being a carrier for the Coronavirus, all members will be sent home and receive a refund. Please verify temperature and the screening questions prior to departure. If you have any questions related to the Central Florida Council's Coronavirus Guidelines, please email Mike Evano at [Mike.Evano@CFLScouting.org](mailto:Mike.Evano@CFLScouting.org).**

### **Step 4: Reaching Your Campsite**

After you are directed to your campsite, you will find a box with your unit passport, your Scout's individual passports (With class schedule), patches, T-Shirts (If ordered), wristbands, and other check-in items. Please be sure to read the items in the box carefully!

Shortly after your arrival, a member of our Camp Staff will arrive (Wearing a mask and maintaining appropriate social distancing). This staff member will walk around the site with the Unit Leader and inspect the site. Upon inspection, they will be able to answer any questions you may have and ensure you have appropriate cleaning supplies.

**Have any questions? Please email the appropriate person below:**

#### **Registration Issues:**

Pam Falconer – Camp Activities Coordinator – [Pam.Falconer@CFLScouting.org](mailto:Pam.Falconer@CFLScouting.org)

#### **Coronavirus Precautions:**

Mike Evano – Director of Camping Services – [Mike.Evano@CFLScouting.org](mailto:Mike.Evano@CFLScouting.org)

#### **Check-In Process:**

Spencer Powell – Winter Camp Management - [spowell@camplnc.com](mailto:spowell@camplnc.com)

Chipper Stempkowski – Winter Camp Management – [cstemp@camplnc.com](mailto:cstemp@camplnc.com)

Mike Evano – Director of Camping Services – [Mike.Evano@CFLScouting.org](mailto:Mike.Evano@CFLScouting.org)