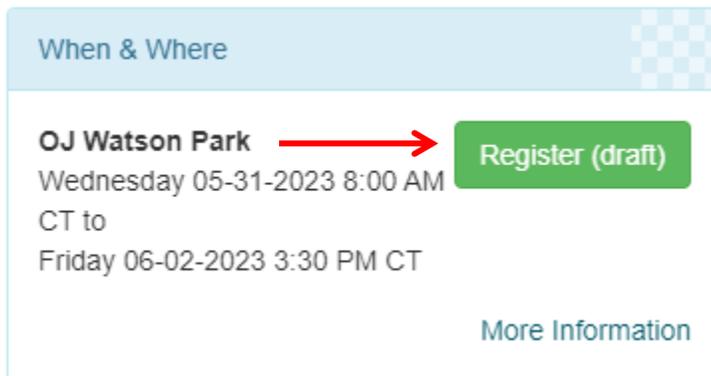


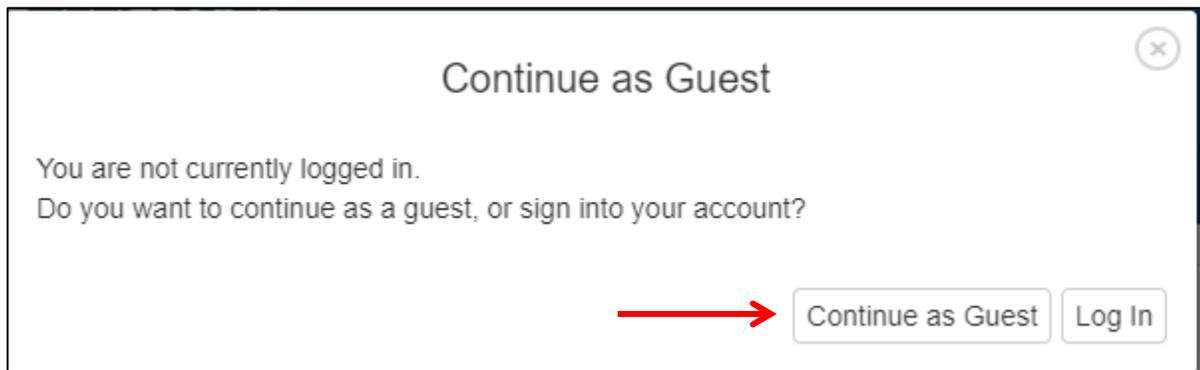
# How to Register Youth for Awareness Camp 2023

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1. Select "Register" button



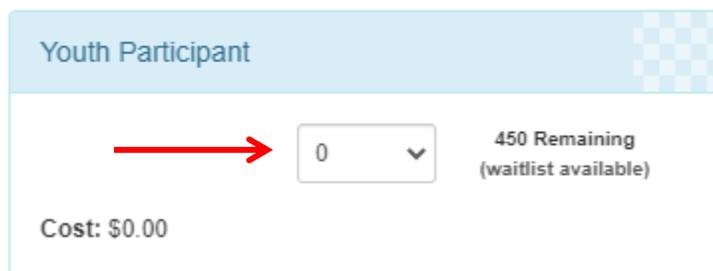
2. Select "Continue as Guest" button



3. Select the number of youth to be registered from the drop down.

## 2023 BSA Awareness Camp

May 31, 2023 8:00 AM: OJ Watson Park



4. At the bottom right of the screen, select "Test registration" to begin entering information for the youth.

Youth Remaining 450

[Test registration \(draft only\)](#)

Registration Closes: Sun 05-14-2023 11:59 PM.

 **BOY SCOUTS OF AMERICA**  
QUIVIRA COUNCIL

Calendar | Event Details | Registration Details | Lookup | My Account

📅 2023 BSA Awareness Camp 8 1983088311

[Participants](#) | [Check Out](#) | [Reports](#)

**Registration Contact**

Registration Contact  
Checkout Required

[Update Information](#) **1**

Preview Information **6**

Additional Actions **7**

**Check Out Required**

Registration closes in 48 days: You have 1 participant that requires Check Out. These spots are not held until check out is completed.

**Missing Information** **3**

Attachments **4**

Event Contacts **5**

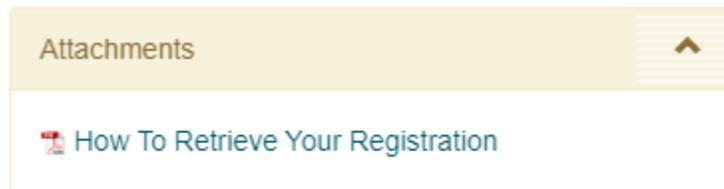
**1 Youth Participant**

Youth Participant  
Checkout Required

[Update Information](#) **2**

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1. **Registration Contact** – select Update Information to enter the Parent/Guardian contact information. Select “Done” button when complete.
2. **Youth Participant** – select Update Information to enter the Youth information for Awareness Camp. Select “Done” button when complete.
3. **Missing Information** – as information is entered for this registration, **all field names in red text are required**. This symbol goes away once required information for both the Registration Contact and Youth Participant are entered.
4. **Attachments** – these are reference documents available for viewing and self-help



5. **Event Contacts** – contact information for the Event Director and Quivira Council are listed

## Event Contacts

**Mike Redondo**  
District Executive  
michael.redondo@scouting.org  
316.491.2233

**Koch Scout Service Center**  
3247 N Oliver Ave  
Wichita, Kansas 67220  
Phone: 316.264.3386

**Council Billing Information**  
Quivira Council  
3247 N. Oliver Ave  
Wichita, Kansas 67220  
Phone: 316-264-3386

6. **Preview Information** – selecting this button expands the Registration Contact and Youth Participant to show the fields that will need to be filled out to complete the registration (required fields are in red)

**Registration Contact**

**Registration Contact**  
**Checkout Required**

**Update Information**

Name

Email

Parent / Guardian Relationship to Attendee

**1 Youth Participant**

**Youth Participant**  
**Checkout Required**

**Update Information**

First Name

Last Name

Address

Address Line 2

City

State  
**KS**

Zip

Country  
**United States of America**

Has this youth participated in Awareness Camp in a previous year?

Phone

Birth Date

BSA Registered Gender

Ethnicity

Language spoken at home:  
**English**

Grade Now

Select Elementary School

T-Shirt Size

Family Doctor

Doctor Address and Zip Code

Doctor Phone Number

Allergies

Medical Concerns

List any physical or behavioral conditions that participation in outdoor or physical activities

Medical Insurance Carrier

Policy Number

Insurance is KanCare

Parent / Guardian Name

Parent / Guardian Address (if different from

Parent / Guardian Email

Parent / Guardian Cell Phone

Parent / Guardian Gender

Parent / Guardian Date of Birth

Parent / Guardian Relationship to Attendee

Parent / Guardian Occupation

Parent / Guardian Employer

Family Income Level

Number of Persons in the Home

Do you agree to allow your youth to participate in Quivira Council BSA?  
**Yes**

Comments

7. **Additional Actions** – the Registration Contact can make changes if needed
  - a. **Add Participants** – if another youth in the family needs to be registered, select 1 from the drop down and Add Attendee

Add Participant(s) ✕

Registrant Type	Price	Number Left	Quantity Needed
Youth Participant	\$0.00	449	1 <span style="float: right;">▼</span>

Added participants are not booked until you complete checkout

- b. **Delete Participants** – if one youth can no longer attend, select the name and Delete Check Participant NOTE: the Youth’s name will replace Participant after the registration has been completed

Delete Participant(s) ✕

Check participants to be deleted

**Youth Participant**

Participant 1

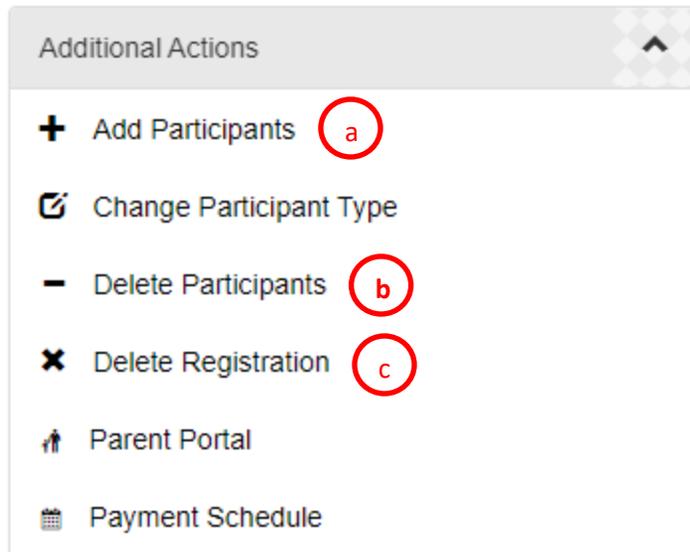
Participant 2

- c. **Delete Registration** – if all youth can no longer attend, select Delete Registration

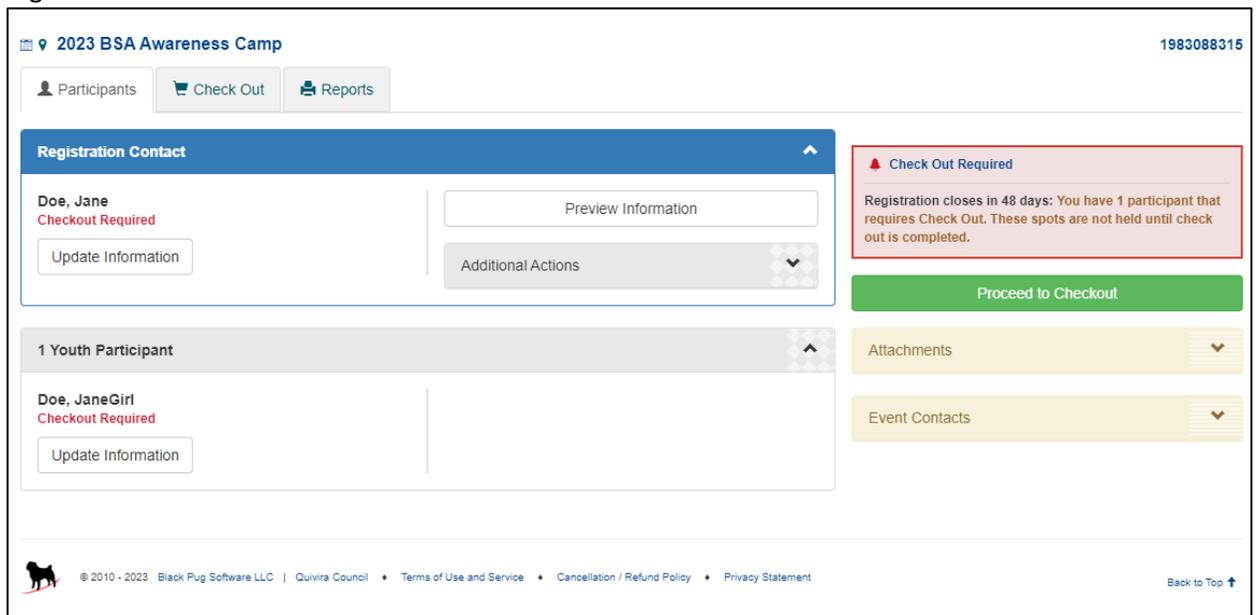
Delete Registration ✕

Are you sure you want to delete registration #1983088315?  
This action cannot be undone.

- d. The remaining selection items do not apply for Awareness Camp.



8. **Registration Number** – the upper right corner displays the unique registration number
9. Once all information has been entered, select “Proceed to Checkout” to actually book the registration



10. Since there is no money due, select “Book Registration” to complete the registration process.

📅 2023 BSA Awareness Camp 1983088315

👤 Participants
🛒 Check Out
📄 Reports

DRAFT MODE! DRAFT MODE! DRAFT MODE! DRAFT MODE!

Once this event is in Public mode there will be a button above to **'Book Registration'**.  
Since there is no money due the 'Book Registration' button completes the registration process.

▲ **Check Out Required**

Registration closes in 48 days: You have 1 participant that requires Check Out. These spots are not held until check out is completed.

11. A confirmation email will be sent with the registration number

### Change Information for Registration Contact ✕

❗ **First Name**

❗ **Last Name**

❗ **Primary Contact Email**

❗ **Parent / Guardian Relationship to Attendee**

A confirmation email will be sent to the Registration Contact (Adult or Guardian). The registration number in the email is used with Lookup > Lookup Registration to show the information entered.

Lookup ▾
👤 My Account ▾

Parent Portal

Lookup Registration

View previous registration details

1983088315