

Scouts BSA & Venturing Summer Camp Registration Guide

“Confirming Estimated Attendance”

First, you must access your registration. You can do so by finding your confirmation email and clicking on the link that was included. You can also do so on the registration page for the event by clicking on “Lookup” then “Lookup Registration”.

Once you have accessed your registration, you will see this screen:

Attendee Type	Early Discount*	Regular Price	Late Fee**	Current Count	Adjusted Count
Scouts BSA Youth	\$397.00 2024-04-10 11:59 PM	\$417.00	\$427.00 2024-05-30 12:00 AM	6	6
Scouts BSA Adult		\$130.00		4	4
Part-Time Scouts BSA Adult		\$0.00		0	0

Confirm Participants

*Early Discount: Participants must be paid in full by the early discount date to receive early discount pricing.
**Late Fee: Participants not paid in full by the late fee date will be charged the late fee price.

Contact

Roster Update Information Edit Billing Info

Booked Oct 09, 2023 at 04:12 PM

Registration is open.
Adjust participant counts and click the *Confirm Participants* button to continue.

Here you can adjust the number of spots required. This can always be increased in the future. It is recommended that you do not overestimate your numbers.

If you plan to have parents make payments and do not intend to make payments at this time, scroll down and click on “Parent Portal”. Then select the “Use Parent Portal” box.

Booked Oct 09, 2023 at 04:12 PM

Registration is open.
Adjust participant counts and click the *Confirm Participants* button to continue.

Campsite

Assigned Campsite:
10 in Kit Carson

Parent Portal

Parent Portal is an **optional** feature that allows you (👤 Contact) to provide your parents with access to just their Scout's part of the registration, to make payments (optional) and complete data entry.
[Parent Portal FAQ](#)

Use Parent Portal.

Attachments

Event Contacts

If the Troop will be making all payments, then you can simply continue to the next step.

After you adjust the number of attendees, click on “Confirm Participants”.

After clicking “Confirm Participants” you will be taken to the screen below:

Participant Summary

Financial Summary

Regular Price:	\$3,022.00	🔍
Free Leader (pending):	-\$130.00	🔍
Applied Credit:	\$0.00	
Unallocated Credit:	-\$100.00	
Pending Early Discount*:	-\$120.00	🔍
Balance Due:	\$2,672.00	

*Requires payment in full by Apr 10 11:59 PM

Payment Options

- Pay **\$0.00** minimum amount due
- Pay **\$2,772.00** full amount due
- Pay other amount **\$1,190**

Here you can choose one of the options. If Parent Portal is turned on, you can choose to pay \$0 and then click “Checkout”.

If you want to pay the full amount due, you can select that option and click “Checkout”.

You can also choose “Pay other amount” then click “Enter Amount” and it will pop-up with a screen like the one below showing all of your registered spots. You can edit the payment amount for each spot if you wish.

If you select "Pay other amount" and click "Enter Amount" you will see this screen:

✕

Pay Amount

				1,190.00	
Name		*Total Cost	Total Paid	Balance Due	Paying Now
Scouts BSA Youth					
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$397.00		\$397.00	<input type="text" value="0.00"/>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$397.00		\$397.00	<input type="text" value="160.00"/>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$397.00		\$397.00	<input type="text" value="160.00"/>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$397.00		\$397.00	<input type="text" value="160.00"/>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$397.00		\$397.00	<input type="text" value="160.00"/>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$397.00		\$397.00	<input type="text" value="160.00"/>
Scouts BSA Adult					
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$130.00			Paid in Full
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$130.00		\$130.00	<input type="text" value="130.00"/>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$130.00		\$130.00	<input type="text" value="130.00"/>
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	\$130.00		\$130.00	<input type="text" value="130.00"/>
Total				\$2,772.00	

To see additional charges, click on the Details Menu icon.

Close
Save

Enter the payments you wish to make here. You can also enter names at this time. The system may require a minimum payment per person. Once you have entered the correct payments, click on "Save". Then choose "Checkout" on the next screen.

Once you have clicked "Checkout", you will follow the instructions to complete the transaction. You will enter billing and payment information and check the box that you have read and agree to the policies listed.

This will confirm your spots for your registration.