Adding Participants - Summer Camp

Adding Participants is an important step in getting your unit to camp. If you have any trouble after viewing the directions below, please reach out to your camp director or to <u>help@stlbsa.org</u>

To add participants, access your registration and then follow the steps below:

You can use the registration access link that was emailed to you when you registered. Look for an email from NO-REPLY@247scouting.com. This same link will always be to your registration, so you can save it and use that to access your registration each time.

| Registration Contact | ~ | | | | |
|---|----------------------------|--|--|--|--|
| Striler, James Booked Mar 24, 2025 9:59 PM | Preview Information | | | | |
| Update Information Autofill | Additional Actions | | | | |
| Click "Additional Actions" | ➡ Add Participants | | | | |
| | Change Participant Type | | | | |
| Choose "Add Participants" | 🖍 Edit Billing Info | | | | |
| | Manage Participant Classes | | | | |
| | n Parent Portal | | | | |
| | \$ Payment History | | | | |
| | Payment Schedule | | | | |
| | | | | | |

This will open a new screen:

Add Participant(s)

| Scouts BSA Youth \$425.00 * 78 0 ~ Scouts BSA Adult \$135.00 * 78 0 ~ Part-Time Scouts BSA Adult \$0.00 * 78 0 ~ w Scout (Join after February 1, 2025) \$405.00 * 78 0 ~ Overall number 450 78 0 ~ ~ | Registrant Type | Registrant Type Price Max Number Quantity Allowed Left Needed | | | | |
|--|--|--|-----|----|---|---|
| Scouts BSA Adult \$135.00 * 78 0 ~ Part-Time Scouts BSA Adult \$0.00 * 78 0 ~ w Scout (Join after February 1, 2025) \$405.00 * 78 0 ~ Overall number 450 78 0 ~ ~ | Scouts BSA Youth | \$425.00 | * | 78 | 0 | ~ |
| Part-Time Scouts BSA Adult \$0.00 * 78 0 ~ w Scout (Join after February 1, 2025) \$405.00 * 78 0 ~ Overall number 450 78 78 0 ~ | Scouts BSA Adult | \$135.00 | × | 78 | 0 | ~ |
| w Scout (Join after February 1, 2025) \$405.00 * 78 Overall number 450 78 | Part-Time Scouts BSA Adult | \$0.00 | * | 78 | 0 | ~ |
| Overall number 450 78 | ew Scout (Join after February 1, 2025) | \$405.00 | * | 78 | 0 | ~ |
| | Overa | all number | 450 | 78 | | |

Scouts BSA Youth late fee begins Sun 06-01-2025 12:00 AM

Added participants are not booked until you complete checkout

^each want You'll now be back to your home screen, but that just "added to your cart". To finish - complete all required information and then click on "Check Out"

| L Participants 🛛 🗮 Check O | ut 🚔 Reports | | | |
|--|--|---------------------------------------|--|--|
| Registration Contact | Click " | Check Out" | ^ | |
| Willson, Peter Booked Jul 30, 2023 11:23 AM | | Preview Information | | |
| Update Information (2) Autofill | Additional Actions | | | |
| 2 Scouts BSA Youth | | | • | |
| Scouts BSA Youth Booked Jul 30, 2023 11:23 AM | Regular Price: \$670.00 Early Discount: -\$25.00 Balance Due: \$645.00 | Scouts BSA Youth Checkout Required | Regular Price: \$670.00 Early Discount: -\$25.00 Balance Due: \$645.00 | |
| Update Information | (Autofill | Update Information | (1) Autofill | |

All deposits should be attached to a real name.

On the check out screen, select how much you are paying now and click "Check Out". Follow all steps to make the payment.