How to Register on Camp Doc

When registering for an event that includes CampDoc data collection, begin the registration process for the event in 247Scouting.com.

1. The Registration Contact Information should be completed before moving on the registrants. Click on **Update Information** for the Registration Contact.

First Name	Last Name	
John	Doe	
Primary Contact Email	Unit Information Select Unit	
test@test.com	Troop 1 B	
John	Smith	
John	Smith	
mboree Contact Cell Phone	Jamboree Contact Email	
1234567891	test@test.com	
mboree Contact Position in Unit		
Scoutmaster		

 Beginning with Adult Registrants, enter registration information required for each adult who will be attending the event with your unit by clicking on **Update Information** for each adult. Be sure to use accurate information for each person as this will be used for membership verification as well as to link their event registration to their CampDoc profile.

First Name	Last Name
Joe	Smith
BSA Membership Number ?	Birth Date
123456789	01/01/1970
Email Address ?	
test@test.com	
The Patriots' Path Council now uses CampDoc for ce require the BSA Annual Health and Medical Record. (and adult participants to create their electronic health	rtain events to collect medical forms electronically for council and disctirct events tha CampDoc will automatically create a profile for each event participant to allow parents records.
The Patriots' Path Council now uses CampDoc for ce require the BSA Annual Health and Medical Record. C and adult participants to create their electronic health Click the "CampDoc Setup" button to enter your profil	rtain events to collect medical forms electronically for council and disctirct events tha CampDoc will automatically create a profile for each event participant to allow parents records. le information.
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3. Once you have entered the registrant's information, click the orange **Link to CampDoc** box to initiate the registrant's CampDoc profile. The software will autofill most of the information, you will need to re-enter the email address, making sure it is an exact match. Click **Save**. A **Confirm Profile** diaglog box will pop up, asking if you would like to create a

new profile. Click **Yes**. (You do not need to do anything else for this registrant after clicking **Yes**, the registrant will receive an email from CampDoc to complete their profile).

	Confirm Profile	\otimes
First Name	There is no existing CampDoc profile found with this information. If you already have a	
Joe	CampDoc profile, make sure your name and birth date match what is on your CampDoc profile exactly.	
BSA Membership Number ?		
123456789	Would you like to continue creating a new profile?	
Email Address ?	No Yes	
myemail@myemail.com		
e CampDoc Email Cam	Middle Name	1
The Patriots' Path Cour require the BSA Annua and adult participants to	Middle Name	disctirct events that int to allow parents
Click the "CampDoc Se	Birth Date	
	01-01-1970	
Link to CampDoc		
9 CampDoc Completeness	Gender	
	Select Gender 🗸	
	CampDoc User Account Email	
	myemail@myemail.com	Done
		Done
tion (1) Autofill	Cancel Save	

- 4. Repeat this process for each registrant. When youa re done, click the **Check Out** tab.
- 5. If you selected an incorrect number of registrants, go to the **Registration Contact** section of your registration and select **Additional Actions**. A drop down will appear that will allow you to add or delete registrants.

L Participants T Check Out 🛱 Report	rts	
Registration Contact	~	Check Out Required
Doe, John Checkout Required	Preview Information	Registration closes in 148 days: You have 13 participants that require Check Out. These spots are not held until check out is completed.
	Additional Actions	Regular Price: \$845.00
	C Change Participant Type	Balance Due: \$845.00
	- Delete Participants	Coupon Code:
	X Delete Registration	
	🖍 Edit Billing Info	Continue
	Payment Schedule	Event Contacts
3 Adult	•	
Adult Regular Pric Checkout Required Balance Du	e: \$65.00 Adult Regular Price: \$65.00 e: \$65.00 Checkout Required Balance Due: \$65.00	
Update Information (Autofill	Update Information Autofill	
Smith, Joe Regular Pric Checkout Required Balance Du	e: \$85.00 e: \$65.00	
Update Information (2) Autofill		

6. Once you have checked out and paid, you will receive a confirmation email from 247Scouting.com. SAVE THIS EMAIL. You can use the link in this email to go back into your registration to add participants, you can use the Reports tab to pull down a copy of your receipt as well as verify who is currently registered for the event.