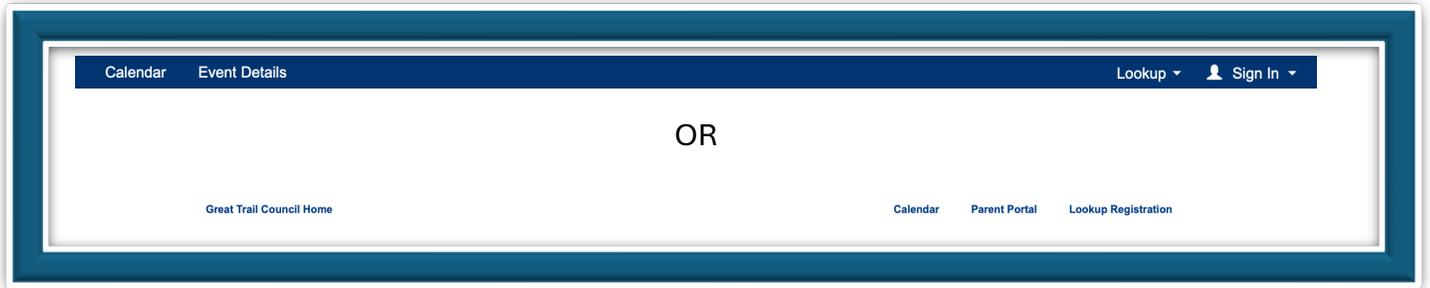


Converting a deposit reservation to a current registration to enable payment and adding classes to your youth or adult participants:

1. You need to log in to your units summer camp account at scoutingevent.com (<https://scoutingevent.com/433-manatocXXXX>) where XXXX is the year. Depending on where you enter scoutingevent.com you will click on EITHER Lookup Registration or Lookup.



2. Enter the primary registration email address and registration number

A screenshot of a web form titled "View Existing Registration". The form has a close button (X) in the top right corner. Below the title, there is a red italicized note: "Have a Log In Account? If so, log In to see existing and previous registrations". The form contains two input fields: "Registration Contact Email Address" and "Registration Number". Below the "Registration Number" field, there is a blue button labeled "View Registration" and a link labeled "Forgot Registration Number".

IF YOU HAVE THE LINK FROM AN EMAIL GENERATED BY SCOUTINGEVENT.COM YOU WILL ENTER THE PROCESS HERE.

Once signed in to the registration you will need to “Confirm Participants”

Week 5 - Summer Camp at Camp Manatoc 2024 (demo) 4333272512: Soaring Eagle Troop 7390 G

Attendee Type	Early Discount*	In-Council Regular Price	Late Fee**	Out-Of-Council***	Price	Current Count	Adjusted Count
Youth: Dining Hall	\$415.00 2024-04-19 11:59 PM	\$425.00	\$440.00 2024-07-05 11:59 PM	+\$10.00 Out of Council		13	13
Adult: Dining Hall		\$120.00				2	2
Adult: Part-Time Dining Hall		\$0.00				0	0
Youth: Patrol Cooking	\$320.00 2024-04-19 11:59 PM	\$330.00		+\$10.00 Out of Council		0	0
Adult: Patrol Cooking		\$70.00				0	0
Adult: Part-Time Patrol Cooking		\$0.00				0	0

[Confirm Participants](#)

Adjust your counts to reflect your unit make up, and click on Confirm Participants.

On the next screen you can choose to make a payment for the participants you just confirmed or skip the payment (skip available thru April 15 only).

Payment Options

Pay \$0.00 minimum amount due
 Pay \$5,635.00 full amount due
 Pay other amount

[Checkout](#)

Next you will agree to the summer camp cancellation policy

[Print Policies](#)

Cancellation Policy
Unit deposits will not be refunded after 9/04/2023.

Camper cancellations made between 04/19/2024 and the Friday 9 days before your arrival at camp may be canceled less a \$200.00 fee.

Cancellations made within 7 days of arrival or No-Show campers will not be refunded.

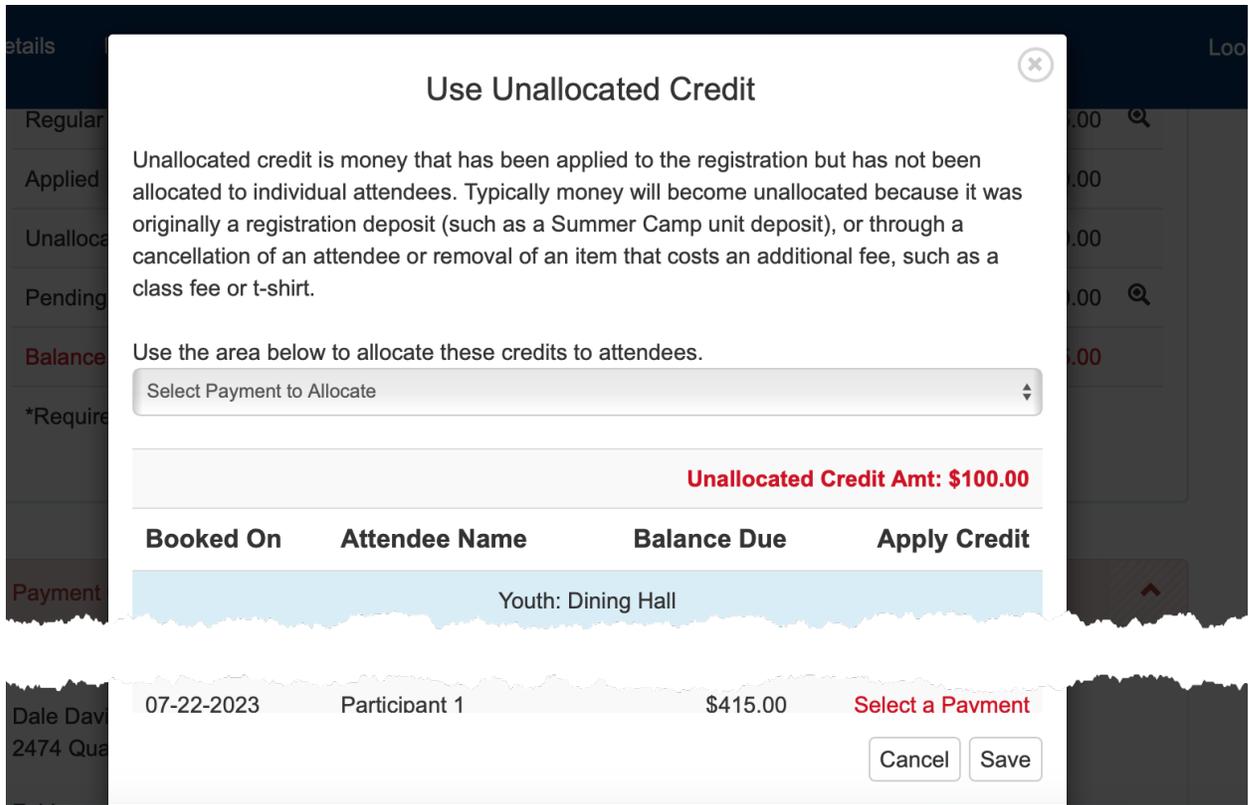
I agree to..
 I have reviewed payment policies and procedure outlined in the latest edition of the Summer Camp Leader Material.

All overnight leadership must be registered in a "Fee Paid" position with YOUR unit. We will provide a copy of each adult leaders' YPT training certificates or link their registration numbers in this system when we check into camp.

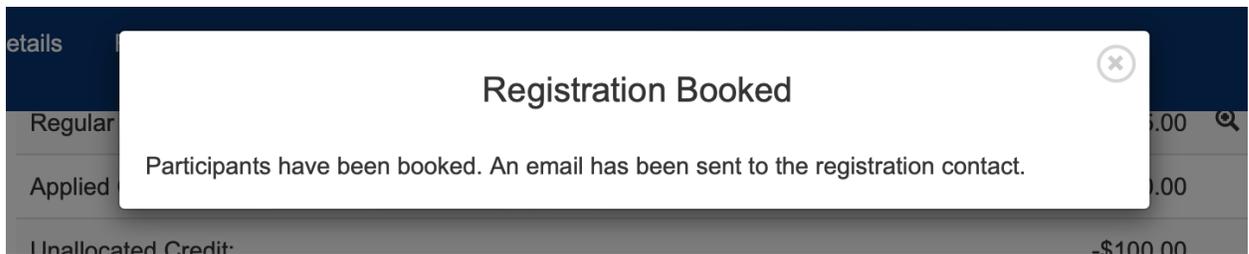
We will keep the GTC informed of our units' summer camp size as it changes (online or via the office.)

I have read and agree to the council policies (required)

Your deposit is in the system as an unallocated credit. Next you will have the opportunity to assign those funds, or skip (press cancel to skip)



Once you see



You can “X” out of this box and scroll to the top of the page and begin working on adding names and class schedules to your youth and adult participants.

Things to remember.

- Any additional fees (merit badge fees, additional purchases (ice cards, slush cards, etc) are due when added to your account.
- Buildings may be added beginning 5/1
- Cancellations after 4/17 are \$250.00 per canceled youth. (There is no fee for a canceled adult, but we must manually fix this.)