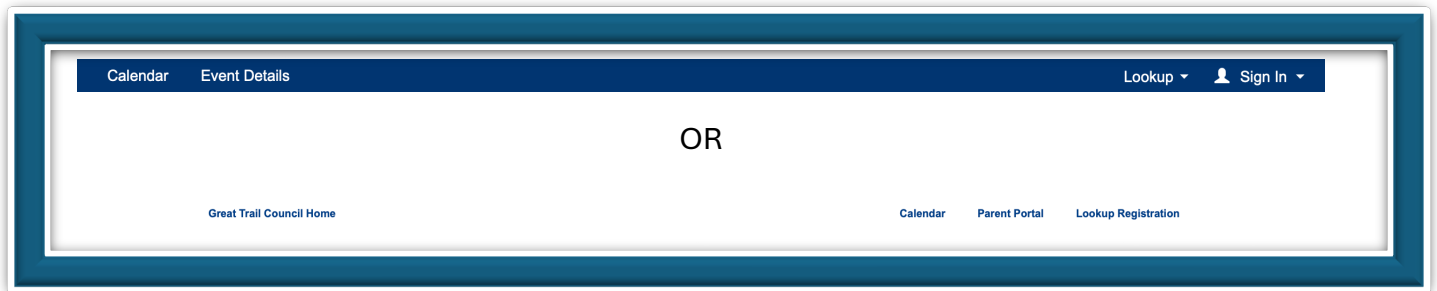


Converting a deposit reservation to a current registration to enable payment and adding classes to your youth or adult participants:

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 text prompt: '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***		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 Price		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 Price		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 cancelation policy

Print Policies

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

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

Cancelations 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)

details

Regular

Applied

Unalloc

Pending

Balance

*Require

Payment

0.00

0.00

0.00

0.00

0.00

0.00

Look

×

Use Unallocated Credit

Unallocated credit is money that has been applied to the registration but has not been allocated to individual attendees. Typically money will become unallocated because it was originally a registration deposit (such as a Summer Camp unit deposit), or through a cancellation of an attendee or removal of an item that costs an additional fee, such as a class fee or t-shirt.

Use the area below to allocate these credits to attendees.

Select Payment to Allocate

Unallocated Credit Amt: \$100.00

Booked On	Attendee Name	Balance Due	Apply Credit
	Youth: Dining Hall		

Dale Dav

2474 Qua

07-22-2023

Participant 1

\$415.00

Select a Pavment

Cancel

Save

Once you see

details

Regular

Applied

Unallocated Credit

0.00

0.00

-\$100.00

Look

×

Registration Booked

Participants have been booked. An email has been sent to the registration contact.

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
- Cancelations after 4/19 are \$250.00 per canceled youth. (There is no fee for a canceled adult.