

# Scouting America

## Chief Seattle Council

### Updating Reservation Information

1. Go into Reservation
2. Find Participant that needs information updated.
3. Select "Update Information"
4. Update All Needed Information
5. Make sure to note any allergies. If you select yes, additional boxes will open to add in further allergy /dietary restriction information.
6. If you need a Campership, apply for it inside the individual's reservation. Click the "Application Required" link fill out the application. Then return to this screen and check the box that you are applying for a Campership. The amount requested will immediately be subtracted from the amount due.
7. Complete all missing information.
8. Click "Done" to save this data.

#### Parent Portals:

Leaders can choose to activate the Parent Portals to allow Parents access to their Scout's portion of the reservation to fill out Campership Applications, Update Information, and make payments.

Parent Portal

Use the QR CODE to access the video tutorial for Parent Portals.



Please reach out to Kali with any registration questions at:

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