

Online Reservation System Parent Portal

The Parent Portal feature of the online reservation system is designed to ease the camp coordinator's workload and improve data accuracy. It also makes it more convenient for parents to pay for their son's summer camp. With Parent Portal, a parent can manage aspects of their son's reservation, including:

- Paying their Scout's fees using their own personal credit card or eCheck.
- Completing their Scout's personal information, medical concerns or dietary restrictions.
- Selecting their Scout's merit badge classes, if allowed by the troop.

With the Parent Portal, the unit's camp coordinator still maintains management of the unit's entire reservation. They can access the information that each parent has entered for their Scout. They can even opt to receive emails notifying them of activity on the reservation.

If a unit chooses to use the Portal, they can control which features of system they will offer to their parents. Once these features have been selected, the unit's camp coordinator will generate a password for each parent which allows the parent to access only their son's record in the unit's reservation.

To initiate the Parent Portal feature, the unit's camp coordinator should click on the Parent Portal link (red arrow) in the upper right-hand corner of their reservation. This opens a window which explains the process in detail. The "Here is how it works" section gives step by step instructions for using the feature. The FAQ document gives more helpful hints. If you are uncertain of whether or not to use the Parent Portal for your unit, read through this information for an overview of the benefits of the feature.

The screenshot displays the user interface for the online reservation system. At the top, it shows 'Week 1 - 2018 Belzer Day Camp'. Below this, there are navigation tabs: 'Contact', 'Participants', and 'More'. A dropdown menu is open from the 'More' tab, listing several options: 'Payment Schedule', 'Reports', 'Parent Portal' (indicated by a red arrow), 'Payment History', 'Change Participant Type', and 'Cancel Participants'. The main content area shows participant details for 'Josette', including her email 'joscrow@crossroadsbsa.org' and preferred phone '317 698-1549'. To the right, there is a 'Registration booked' summary box with pricing: Regular Price: \$11,900, Early Discount: \$-1,700, Total Credit: \$-10,200, and Paid in Full. Below this, there are buttons for 'Parent Portal', 'Event Participant Summary', 'Attachments', and 'Event Contacts'.

Please note that the reservation system also has a robust reporting option (green arrow). The unit's camp coordinator can use this feature to print reports, including:

- Various Parent Portal reports
- Camp unit roster
- Merit badge class attendee schedule for troops
- Scoutbook Export to allow merit badge completion data to be uploaded to Scoutbook

If you have questions on the Parent Portal feature or any other aspect of your unit's summer camp reservation, please contact our office at camping@crossroadsbsa.org.