



Instructions for Registering for Summer Camp

- A. Go to www.sac-bsa.org
- B. Go to the top of the page and click “Calendar”
- C. Go to the month/week that you want to register for Camp, i.e., “Boy Scout Resident Camp Week #1” Click on that
- D. Click “Register”
- E. Please select one of the following choices:
 - a. If Choice #1, sign in using your email address
 - b. If Choice #2, follow the instructions for creating an account
- F. Select the Price Group: In Council/Out of Council
- G. If you have used this before, select the Troop you are bringing to camp, otherwise click “New” and follow the instructions.
- H. Click “Continue”
- I. You will see 7 ‘button’ will be detailed as follows:
 1. Register Individuals – this step **MUST** be completed before registering Scouts/Leaders for classes and activities.
 - a. Select “Register” Individuals
 - b. Select “Add New Participant”
 - c. Pick a Type (Adult/Scout)
 - d. Enter the Scout/Leader’s first and last name. The other fields are not required but you can use them if you choose.
 - e. Click “Add”
 - f. Repeat for each participant
 - g. Double check your final count before continuing.
 - h. When everyone is entered, click “Continue”
 2. Merit Badge Registration by Individual – Use this to assign merit badge classes or programs.
 - a. Select “Merit Badge Registration by Individual”

- b. Click on Participant's name and a list of classes will come up on the right (if not, click "Program Classes" under Step #2 and they will be there)
 - c. Click the plus sign beside each class/program the participant wants to take. As you click, they will move to the bottom of the list into the Step #4: Scout Name section
 - d. To select classes for the next participant, go to the top of the screen and click on the next name. Choose their classes. Repeat until you have everything you need. (Make sure you double check) then click "Continue" and you will be taken back to the main menu (the 7 buttons)
 - e. ****Note****To remove a class:
 - i. Click #2 "Merit Badge Registration by Individual"
 - ii. Select the Scout
 - iii. The Scout's classes will show in the list at the bottom, click the trash can box beside the class(es) you want to remove.
 - iv. Click "Continue"
3. Check Schedule Conflicts – Use this to check if there are any scheduling conflicts for your Scout's merit badge classes
 - a. Click "Check Schedule Conflicts" to double check that you do not have any
 - b. Scouts with schedule conflicts will be listed.
 - c. Click the trash can for the activities you are deleting from the Scout's schedule
 - d. Once all the conflicts are solved, click "Continue"
 - e. If there are no scheduling conflicts, you will receive a message on the screen saying "There are no scheduling conflicts"…click "Continue"
4. Group Forms – this is where you will enter your unit's information
 - a. Type in Troop Number
 - b. Council's Name, unless you are in Shenandoah Area Council, and then indicate in which district you belong
 - c. Enter the Scoutmaster's name
 - d. Enter the Scoutmaster's information including address, phone number & email address.
 - e. Click "Continue"

5. Edit Group – Update personal contact information for the Troop’s primary contact person
6. Reports – View, print and export schedules
7. Checkout – You must checkout after EACH session. If you do not checkout, your changes will not be saved.
 - a. At the bottom of the page, click the box next to “By clicking in the check box to the left…”
 - b. In the middle of the screen under Payment Type, you need to click beside the mailbox (Mail/Offline). If you do not click this, you will see “Make Payment” instead of “Save” at the bottom.
 - c. Click “Save” **You have to click this so your changes will be saved.**
 - d. Print the registration page.
 - e. Click “Done” you will be taken to the final screen. Click “Go back” and “Logoff” (top right hand corner)