Procedure for Camp Daniel Boone High Adventure Trek Registrations

1. Obtain the youth's name, birthdate, and the name of the high adventure program he wants to reserve <u>before you start</u> to register high adventure treks. Then login to camp registration.
2. Go to your <u>troop file's</u> "home page" then click on "Camp Daniel Boone" under the "Events and Facilities" section on the left side of the page.
3. Click on the "Add Event Registration" tab.   Select the week you want. Example: "Week 4 7/2-7/8 <u>High Adventure</u>……" Make sure to select the week number that says <u>high adventure</u>.
4. Add the number of youth and adult participants for high adventure treks. Click on the "Save" button. Then click on the "Checkout" tab at the bottom right of the page.
5. Click on the "your roster" icon at the top left (near the "home" icon). Next to the "youth roster" words click on "new" and a form will come up to the right.
   Put the name and birthdate of the first youth participant in that form and click "save". Be sure to use the calendar button to select the birthdate. Also make sure that the year of the birthdate is correct. The name should appear in the youth roster box on the left. If the name does not appear, click the "refresh" button at the top right.
6. Repeat step 5 until all youth participants for the high adventure treks appear in the "youth roster" box.
7. Repeat steps 5 and 6 for all adult participant (if any) except click the "new" button next to the "adult roster" (below the youth roster).
8. Once your roster is populated, click on the "event registration" icon (next to the "your roster" icon).
9. The names added in the "your roster" page should transfer over to the "event registration page". If you don't see the names on the event registration page, click the "+new" button. A screen will come up with all their names on it.
10. Click on the first name to highlight it. Then click on the "create registration" button. The participant's information form will come up to the right of the event registration roster. At the bottom of the form click on the "continue to pick classes" button. Make sure you are on the "classes" tab at the top of the page.
11. On the next screen you will see the available classes/high adventure treks listed that are still available. With your curser click on the one you want and move it to the center box. You have now selected the high adventure for him. Click "save".
12. Click on the "+New Youth Registration" button. Repeat Step 11 until all high adventure youth have been added. Then follow the process for the adults by clicking the "+New Adult Registration" button and repeating Step 11. After all participants have been assigned a trek, click the "Checkout" button.
13. After all youth and adults have been assigned a trek, click the "Checkout" button to confirm that the trek registration has been completed. If you stop anywhere prior to this step, you are not assured that you are registered and your trek will be assigned to your participants. This step removes the registered participants from the available slots. If you do not see a "Checkout" button, click on the "Cart" icon at the top of the page next to the "event registration" icon. You will see a listing of all the registrations that have been secured. If any registrations are not correct, click on the red X next to the name to remove them from the list. Then go back to the "event registration" icon and reassign the trek to the youth (Steps 10,11,12). **Do not click on the red X at the top of the page unless you want to remove all participant!**
14. Proceed with the payment process by clicking entering credit card information and clicking on the "Submit my Order" box. Or, if you are mailing a check to the council office, just click on the "Submit my Order' box.