

HOW TO REGISTER FOR CAMP DANIEL BOONE

NEW PARTICIPANTS BEGIN HERE:

Go to www.campdanielboone.org

1. Select the word REGISTER in the Red Square labeled CAMP REGISTRATION, to the right of the photo.
2. Select CREATE ACCOUNT.
3. Click on 'Select event or location' and choose CAMP DANIEL BOONE from the pop down menu.
4. Complete the fields to create an account. (Be sure to change the Council to YOUR council.)
5. Go to your email and Activate Your Account as directed.

RETURNING PARTICIPANTS BEGIN HERE: NEW PARTICIPANTS CONTINUE:

6. Go to www.campdanielboone.org log in and choose GO TO EVENTS.
7. Select Camp Daniel Boone.
8. Select the week you wish to attend.
9. Select the green tab REGISTER FOR EVENT.
10. In each box, enter the numbers of Youth (base camp), Youth High Adventure, Adult and/or Adult High Adventure.
 - a. For Base camp, enter number of youth/adults attending. You will enter names for merit badge classes at a later time.
 - b. For High Adventure – Register EACH person as indicated and choose the HA trek that applies.
11. Enter your physical mailing address in the bottom box.

12. Choose NEXT at the bottom of the screen.
13. The next Screen has OPTIONS. Select any you like.
Do not be concerned with the 'conflicting options' line (unless you have chosen two rafting trips on the same day.)
If you wish to remove any option, click on ADDED (green button) and choose the one you want to REMOVE.
14. After choosing options (or not, it's not mandatory), Click on the Next button at the bottom of the screen.
15. Review the next screen to confirm your choices. If satisfied at this point, choose COMPLETE at the bottom of the screen.
16. On the next screen, choose the amount you want to pay.
For the DEPOSIT, choose PAY OTHER AMOUNT and 220.00 should appear.
(If not, put it in there.)
17. Select the green CHECK OUT button.
18. If the person using a credit card is the same as the person in the profile, you can select COPY PROFILE ADDRESS to save time entering data. If not, complete the Billing Address section.
19. Under Payment Method there is a drop down menu at Payment Type.
 - a. Credit Card. Complete fields as indicated.
There is a 3% charge for all credit card use that is not refundable and will not count toward your fees. (If using this method for the deposit, it will add \$6.80 to the bill.)
 - b. Echeck. Complete fields as indicated. There are no additional fees for this payment type.

THIS INFORMATION IS NOT SAVED. You will be asked to re-enter this information anytime you make a payment. You can choose either option at every payment transaction.

20. Select the green PLACE ORDER button. Any errors will be identified for your corrections.

21. If the payment information is correct, a blue pop up will share important information about refunds and about trip insurance. You must scroll down inside this box and AGREE TO THE ABOVE TERMS to continue.

The box says this:

All fees are refundable until May 15, 2019, less the \$220.00 deposit fee. After May 15th, fees are transferable to another member of this year's trip, but not refundable. Trip cancellation insurance is available through several insurance carriers. This insurance will cover all expenses of your trip including fees paid to the troop in addition to the camp fee, with no deductible. The purchase of trip cancellation insurance is the responsibility of each individual participant. No refunds or exceptions will be made due to failure to purchase trip cancellation insurance. One option for obtaining trip cancellation insurance is Seven Corners Insurance at <https://www.sevencorners.com/insurance/HWKQTS4>

22. A second Pop up Box will ask you to AGREE TO THE ABOVE TERMS that you have shared the trip insurance information with the parents of attending scouts from your troop.

- a. This box matters. Participant Refunds will NOT be given if the reason for the request would have been covered by trip insurance (illness, injury, etc).

23. Select Continue.

24. Your order has been submitted and you are registered for CDB! Select Close.

25. You should immediately receive an email indicating your registration and another email showing the receipt for payment.

You may explore other items in the website as you see fit. If you need to adjust numbers or make payments, log in and click on MY EVENTS to get a list of events you have chosen. Choose an event and see what you have chosen to date. You can choose MANAGE in any box to adjust numbers or enter names of participants.