

HOW TO REGISTER FOR CAMP DANIEL BOONE

NEW PARTICIPANTS BEGIN HERE: !! USE CHROME !!

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 (base camp) 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 – Beginning August 1, 2020, register EACH person as indicated and choose the HA trek that applies. (See second NOTE at the end of this process for specific directions.)
11. Using the box where it asks indicate if this is a MALE or FEMALE unit.
12. Choose NEXT at the bottom of the screen.
13. The next Screen has OPTIONS. These options will be available August 1, 2020. 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 CHECK OUT button.

18. Confirm and/or update contact information. If you put in the information when you set up the profile, all you do is confirm.

19. 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.

20. 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.

PAYMENT 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.

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

22. 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 8 less the \$220.00 nonrefundable deposit. After May 8th, 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> .

23. A second Pop up Box will ask you to AGREE TO THE ABOVE TERMS which are 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).**

A Word About Trip Insurance: Regular trip insurance can generally be purchased as few as 10 days prior to the trip. CFAR (Cancel For Any Reason) insurance **MUST** be secured before you make the first payment January 15. Check with the insurance carrier for more information.

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

25. Select Close.

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

Note: The above process only covers the numbers registrations for camp. To continue with HIGH ADVENTURE registration, go back to the account summary page and scroll down to ADD PARTICIPANTS under YOUTH or ADULT HIGH ADVENTURE.

Click on Add Participant.

Add (minimally) each person's name, gender and date of birth. Add in other data as you desire.

Click NEXT at the bottom.

Choose the specific high adventure trek for that individual. Choose NEXT at the bottom.

FULLY CHECK OUT To pay the associated deposit and make the registration stick. This is very important.

Note: 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.

Note: Any time you log in plan on doing a complete CHECK OUT. The changes will not stick until you fully check out. THIS INCLUDES items that do not involve payments. CHECK OUT anyway. You will be very glad you did!

Note: The REPORTS tab hold lots of goodies. Check it out!

ABOUT MALE/FEMALE UNITS:

1. Units must register separately with unique email addresses, but all other contact information can be the same.
2. CDB places linked units in the same campsite to increase supervision and support.
3. Any youth female registered as Scouts BSA or Venturing participating in high adventure must have an over 21-year old female with her for the whole trek.