



RANSBURG SCOUT RESERVATION SUMMER CAMP 2020

Step by Step Registration Instructions and Information

- **LOGIN** (by using your email address and password)
- **CONFIRM** your attendees. Adjust your counts, if needed, to reflect the Scouts that have confirmed as coming to camp and you are ready to pay their \$50 deposit. Click on the green 'Confirm Attendees' tab.
- **CONTACT TAB** - make sure all the information is updated and correct. **Click on update information and Save.**
- **PARTICIPANT TAB** - enter the names of your Scouts, by clicking on each individual Youth tab. You do not have to have names entered in order to pay the \$50 deposits. Scout names will be required to be entered by March 7.
- **PAYMENT TAB** - you will see the Financial Summary and Payment Options on this screen
 - For the payment options, you will be presented with three options (in the pink box.) More than likely, at this time, you will want to choose 'pay other amount' (unless you are prepared to pay the minimum or full amount due.)
 - Choosing either of the first two options takes you right to checkout, without needing to enter how much is being paid on each participant, because the system already knows this information.
 - Choosing "Pay Other Amount" takes you to a screen where the minimums are all entered, but you can pay additional on any of the Scouts.
- **ALLOCATE** - the \$150 troop reservation deposit
 - **\$100 goes back to the troop to be allocated towards your Scouts or leaders.**
 - **\$50 stays with the council. Please allocate \$50 under the 'Registration Contact' section.**
- **CHECKOUT** – make sure you click the box that says you verify that everything is correct
 - You may pay using Visa, Mastercard, or by eCheck. Crossroads of America Council units may also pay using their unit deposit account (UDA). If you do not know the access code for your unit account, any person listed on the account may contact the scout shop at (317) 813-7070 to receive the code.
- **PARENT PORTAL** - This allows you to grant access for troop parents to enter information or make payments for their individual Scout. You may enable the Parent Portal at any time or choose to not use it once it has been enabled. Find the link to the Parent Portal under the MORE TAB.

Please note:

- You must pay at least \$50 for all the youth participants on your registration.
- Leaders **do not** require any payment until closer to the start of camp.

For questions, please email Stephanie Marron at smarron@crossroadsbsa.org or call 317-813-7123.