

SUMMER CAMP REGISTRATION

ADDING NAMES

This is a quick reference guide for adding names to your existing Summer Camp registration.

To begin with go to www.fiverivers.org. You will need to go to the week of camp that your unit is attending. You can do this in two ways:

1. Go to the calendar and select the correct week
2. Go to the Camping Tab the Summer Camp and scroll down and select the correct week.

Select Register Button

Click Logon

need User ID and Password (click help if you forgot)

SELECT GROUP

You have existing registration for 2017 Week 1 Camp Gorton.
To edit an existing registration, click on Edit Registration.
To create a new registration, follow instruction below and then click on Continue

Registration Date	Registration #	Group Name	Action
5/8/2017 2:33:11 PM	12077465	Troop 1	

PLEASE SELECT THE GROUP TO ASSOCIATE WITH THIS REGISTRATION. SELECT NEW TO CREATE A NEW GROUP

New
 Troop 1 (Johnny Scoutmaster - Five Rivers Council Inc., B3A)

← Go BackCancelContinue →

Select the group you registered (only click new if you are setting up a new registration)

Click continue

Select Name Individuals

Even if no payment is due, the registration, including all charges and updates, will not be saved until you check out.





1. Name
Individuals



2. Group
forms



Hire group



Reports

← Go BackCancel

If you have **previously been to camp** you will be able to select youth/adults that have attend in the past.

If this is your **first year or Scouts/Scouters who have never been**, select Add New Participant.

Even if no payment is due, the registration, including all changes and updates, will not be saved until you check out. To check out, click Continue and follow the steps to check out and complete the registration.



A new box will open. Select Type: (Adult/Youth) - after you select give it a second before you start filling in the information (the screen will refresh)

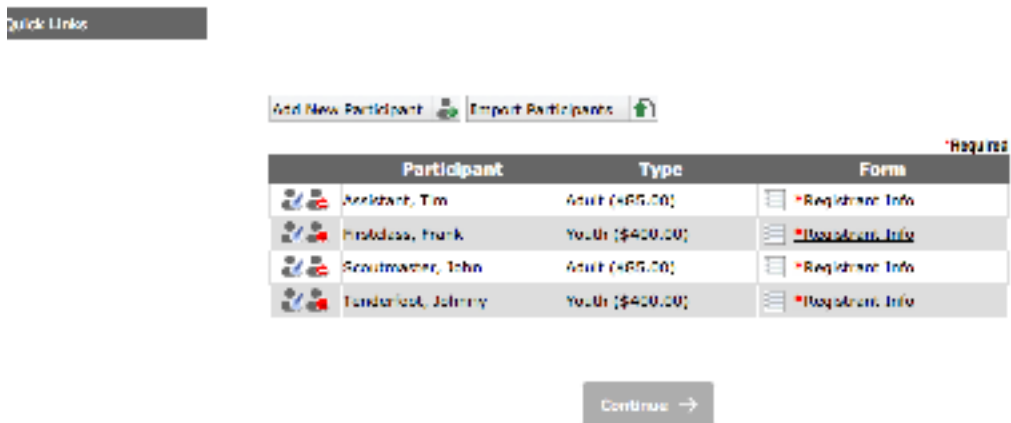
Fill in First and Last Name - Required

Phone and email - optional

Click Add

Once everyone is in. You need to fill out the form information (Registrant Info) for each person. You cannot save your registration if you do not do this!!!

Click Continue



Select the box for Group Forms (you may have done this when you first reserved space).

Select the box for Checkout

You will now be in the Shopping Cart.

You must select to pay something (even \$0) so that the changes to registration will take effect.

If You have any problems put in any amount. We will fix it at the end.

Click Checkout

You will now be at Payment and Billing

You can choose any payment type (the mailbox is pay by mail)

Online payment is secure and works the same as any other online payment system.

Pay by Check, Cash, Unit Account or you had an issue

Select the mailbox

A new screen will appear. Your information should show in the billing address

Click Complete Order on the right.

You will receive an invoice. Bring or send that invoice to the Scout Store with Payment. We will credit your online account.

Troubleshooting

Work not Saved:

Canceling at any time will do just that

Not completing checkout will not save your information.

Can't Access the Account:

The account may have been set up by another person in your unit. They need to go into their account, just below the tab for Youth Protection is an option for My Account. They can add you to their access.

Other Issues:

Email joinfrCBSA@gmail.com for tech support. Be as detailed as possible.

Include:

- Name
- Email & Phone
- Your Unit #
- Week at Camp
- Be as detailed as possible