

Troop Leaders,

Welcome to Summer Camp! The following pages will be screenshots of our online registration system that will allow you to enter in your scouts and adults, allow you to select merit badges for your scouts, and provide you the opportunity to pay online. A few items to note for this online registration process:

1. Please make sure that you ALWAYS go through the checkout process and hit “Complete Order” anytime you log in and make changes. This will generate an updated email confirmation each time to ensure your changes have been saved.
2. The estimated number of scouts and adults, from your initial registration, have been entered for you; however you need to adjust your numbers to indicate the number of Scouts (any youth previously in Scouts BSA / Boy Scouts, New Scouts (Any youth newly crossed over to your troop in 2019 OR any youth NEW to scouting as of Feb 1, 2019). You will be able to indicate the number of days a Leaders will be attending camp if they will not be attending the full week.
3. Please know you can always add scouts and adults to your registration.

IMPORTANT - If you have unnamed Scouts OR Leaders on your registration when you arrive at camp you will be charged for no-shows so please make sure that your numbers are correct as soon as possible and that you name all attending.

Early Bird rate of \$300 / Scout is for scouts paid in full by 4/15 or 5/15 for New Scouts

REFUNDS - All refund requests MUST be submitted in writing, within 2 weeks of your weeks at camp, to: Emily.Cross@scouting.org and will be determined by the committee and are not guaranteed.

Your Blackhawk Area Council, BSA User ID and Password

1 message

Blackhawk Area Council, BSA <noreply@doubleknot.com>
Reply-To: "Blackhawk Area Council, BSA" <Emily.cross@scouting.org>
To: "emilylynn.oac@gmail.com" <emilylynn.oac@gmail.com>

Mon, Mar 4, 2019 at 2:35 AM

Blackhawk Area Council, BSA

2820 McFarland Road
Rockford, IL 61107
US

Logon Information**Logon account for Emily Cross****Date:** 3/4/2019

The following is log on information to access a registration created for you by
Blackhawk Area Council, BSA.

Member/User ID: CROSSE201.

To logon [click here](#) or copy and paste the following URL into your
browser: <http://blackhawkscouting.doubleknot.com/rosters/logon.aspx?orgkey=3068>

First Time Logging In Or Don't Know your Password?

1. If you don't know your password [click here](#) or copy and paste the following URL into your browser: <http://blackhawkscouting.doubleknot.com/MemberManagement/RecoverPassword.aspx?orgkey=3068>
2. Then enter your email address in the **Email Address** field and click **Send Email**.
3. After receiving your password, logon and click **View Registrations**. Next to the registration click **View Details**. From view details, depending on the event, you will be able to make a payment or make changes to your registration.

Note: After logging in if you don't see View Registrations first, click on My Information.

You will receive an email like the one above that will give you the link to access your registration and your Member/User ID to be used for logging on. If your troop has used the system before and you know your password follow the link under your Member/User ID. Otherwise if you do not know your password follow the link below for the first time users / if you don't remember your password.



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Welcome Emily
[Log Off](#) | [My Account](#)

SUMMARY

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UPCOMING PAYMENTS ⊖

Description	Date	Number	Due Date	Due
Camp Lowden Week 2 2019	6/23/2019 - 6/29/2019	16940991	4/16/2019	\$250.00

[Pay Now](#)

UPCOMING REGISTRATIONS / RESERVATIONS ⊖

Description	Date	Number
Camp Lowden Week 2 2019	6/23/2019 - 6/29/2019	16940991

[View Details](#)

Once you log in you will see your Troop's registration. To make changes click "View Details"



DETAILS FOR REGISTRATION # 16940991

To update or make a payment, use the buttons at the bottom of the page.

Description: Camp Lowden Week 2 2019

When: 6/23/2019 - 6/29/2019

Purchase Number: 16940991

Create Date: 3/4/2019 2:28:57 AM

Last Update: 3/4/2019 2:35:16 AM

Last Updated By: Emily Cross

Group: Troop 828

Owner(s): Emily Cross

Purchased By: Emily Cross
emilylynn.oac@gmail.com
8474179426
8548 E. Edwardsville Rd
German Valley, Illinois 61039
United States

Store Order: Order # 4788381

Details:	Name	Phone	E-mail	Attended	Type	Cost
1				0	Scout	\$325.00

Payment History:	Date	Type	Details	Amount
	3/4/2019	Online Purchase	New registration	\$325.00
			Balance:	\$325.00
			Due Now:	\$200.00

Payment Schedule:	Date	Description	Amount Due	Early Discount	Late Fee
	3/4/2019	Troop Deposit	\$200.00		
	4/16/2019	Individual Deposit	\$50.00		
	4/16/2019	Pd in Full Discount	\$0.00	(\$25.00)	
	6/21/2019	Balance Due	\$75.00		

Continue for editing your registration by clicking "Update"



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

In the Reserve a Block of Space section you are able to indicate the number of scouts and adults that will be attending. If not all the spaces will be used you must adjust the number (by April 15) in this section as to not be charged for them. You can always increase your numbers. Then you can name your spaces reserved in the Name Individual Section. PLEASE REMEMBER your registration / selections / edits will not be saved unless you complete the checkout. This does not require a payment.



Reserve Block / Name individuals

Register by individual (Admin Only)

Group forms

Checkout

[Edit Group](#) [Reports](#)

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To make adjustments to the number of scouts and adults OR to indicate how many Full Week Leaders, Partial Week Leaders, Scouts, and New Scouts, Click on "Who's Coming"

Group Forms: Will allow you to indicate a campsite / other troop to camp with preference, needs (i.e. Electricity needed for a C-pap), and indicate # of Family Discounts (each FAMILY that sends multiple scouts receive \$20 off)

If you need to edit any contact information for your Troop select "EDIT GROUP".

What are they Doing - click here for signing up scouts for merit badges once you have the Scouts' names entered.



NAME INDIVIDUALS

STEPS TO COMPLETE THIS REGISTRATION

When you first registered you estimated the number of scouts and adults. This is the area in which you can name those estimated slots. If you will not use all of the scouts or adults slots you will need to adjust the Reserve Block section as to not be charged for those individuals.

How many?	
Scout	1 <input type="text"/>
New Scout	0 <input type="text"/>
Full Week Leader	0 <input type="text"/>
Partial Week Leader (\$27/day)	0 <input type="text"/>

HIDE DETAILS ...

Scout 1 LESS ...

*First Name:

*Last Name:

*Gender:

Please be sure that the correct number of participants is indicated for the different types:

SCOUT - Now new to scouting standard Scout

NEW SCOUT - Any youth crossing over from Cub Scouts to your Troop OR New to Scouting since February 1, 2019.

FULL WEEK LEADER - Any leader that will be at camp the entire week.

PARTIAL WEEK LEADER - Any leader that will be there less than the whole week. You will indicate # of days they will be attending.

If you do not know the names of all attending at this time you do not need to enter names immediately, but please take a moment to adjust / confirm your estimated numbers of the different types of attendees to the best of your knowledge. You can always add more later if needed.



CANYON CAMP WEEK 2 2019 - SCOUTS BSA SUMMER CAMP TROOP INFO_C

Please list any medical needs of youth or adults in your unit that require specific campsite considerations.

ie: we have 1 adult that requires electricity for a c-pap. or we have 1 youth in a wheel chair.

Specific campsite request.

Will will try to accommodate your request, but cannot guarantee.

*** Family Discount**

Please enter the number of families sending multiple scouts. For example: Smith family is sending 2 scouts then you would enter 1. OR Smith family and Johnson family are each sending 2 scouts then enter 2. This discount is \$20 per family NOT per scout If none enter 0

 × (\$20.00) = \$0

← Go Back

Continue →

If you do not have any families sending multiple scouts please enter a 0 in to the family discount field.



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Welcome Emily | You have [1 item](#) in your [cart](#)
[Log Off](#) | [My Account](#) | Subtotal: \$200.00 | [Checkout](#)

SHOPPING CART

Description	Amount	Payment	
<u>Camp Lowden Week 2 2019</u> Edit 6/23/2019 - 6/29/2019	\$325.00	<input checked="" type="radio"/> Amount To Pay Now <input type="radio"/> Next Payment due on 4/16/2019 \$25.00 Early Payment Discount <input type="radio"/> Pay In Full \$25.00 Early Payment Discount <input type="radio"/> Other Amount	\$200.00
1 Scout @ \$325.00	\$325.00		
Subtotal	\$325.00		\$200.00

► [Keep shopping...](#)

Cancel

Checkout →

This screen allows you to indicate the amount you wish to pay at this time. If you are not making a payment just proceed by clicking "CHECKOUT", select the mailbox icon on the next screen and hit "COMPLETE ORDER". ALL DISCOUNTS ARE SHOWN WHEN YOU INDICATE YOU ARE PAYING IN FULL



PAYMENT & BILLING INFORMATION

Please choose your payment type:



* Indicates required fields

Name and Billing Address

*Name:

*Address 1:

Address 2:

*City:

*State/Province:

*Zip/Postal Code:

*Country:

*E-mail Address:

*Telephone:

ORDER SUMMARY

Total \$200.00

Balance Due \$200.00

ADMINISTRATOR ONLY

- Do not send e-mail confirmation
- Send user ID and password to registration owner

Note: As an administrator, you can complete this order without paying even though payment is required.

COMPLETE ORDER



Please note that there is a 3% convenience fee for paying online.

You may indicate that you will be mailing in your payment by making sure the mailbox icon is selected. Then hit "Complete Order" and you can mail in a Troop Check with a printout of your email confirmation.

Follow these same steps if you have made changes but are not making a payment at this time to ensure all changes are saved.



Emily Cross <emilylynn.oac@gmail.com>

Thank you for your Order. (Order #4788381)

1 message

Blackhawk Area Council, BSA <noreply@doubleknot.com>
Reply-To: "Blackhawk Area Council, BSA" <Emily.cross@scouting.org>
To: "emilylynn.oac@gmail.com" <emilylynn.oac@gmail.com>

Mon, Mar 4, 2019 at 2:35 AM

Blackhawk Area Council, BSA
2820 McFarland Road
Rockford IL 61107
US

Receipt

Billing Details:
Troop 828
Emily Cross
8548 E. Edwardsville Rd
German Valley IL 61039
US
emilylynn.oac@gmail.com
8474179426

Order Number: 4788381

Order Date: 3/4/2019



Description	Amount	Payment
Camp Lowden Week 2 2019 16940991 , 6/23/2019 - 6/29/2019	\$325.00	\$200.00
1 Scout @ \$325.00	\$325.00	
Subtotal	\$325.00	\$200.00
Total		\$200.00
Balance		\$325.00

Please direct all inquiries to:
Emily Cross
Blackhawk Area Council, BSA

This is an example of the confirmation email you should receive once you hit "Complete Order"
No payment is necessary to make edits to your troops registration.

We want to make sure that your pre-camp and at camp experience is the best experience possible.

To better serve you please contact the Camp Directors for any Program related questions:

Canyon Camp:

Dick Reynolds & Leen Binkley - program.canyon@gmail.com

Lee Binkley -

Camp Lowden:

Jason Endress - Chem_rulz@mchsi.com

For any questions with the online system or for any payment questions please contact the Council Program Director Emily Cross - Emily.Cross@scouting.org