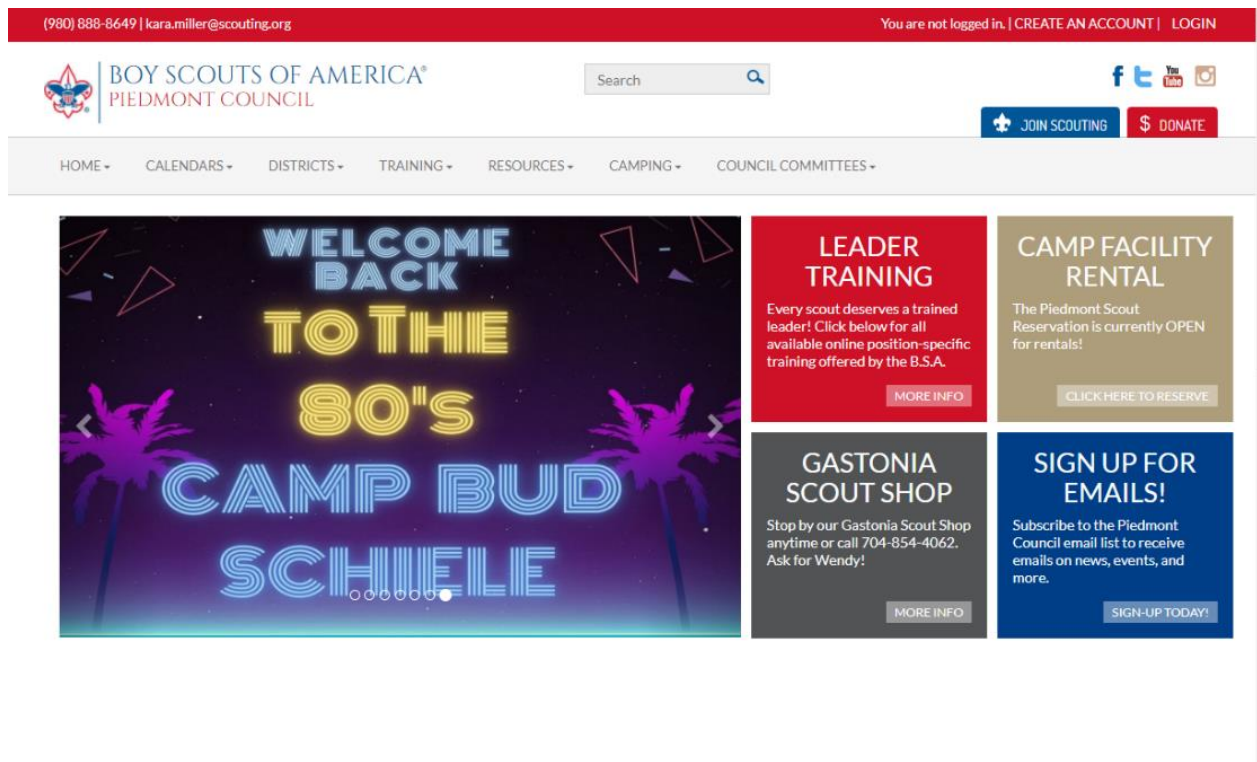
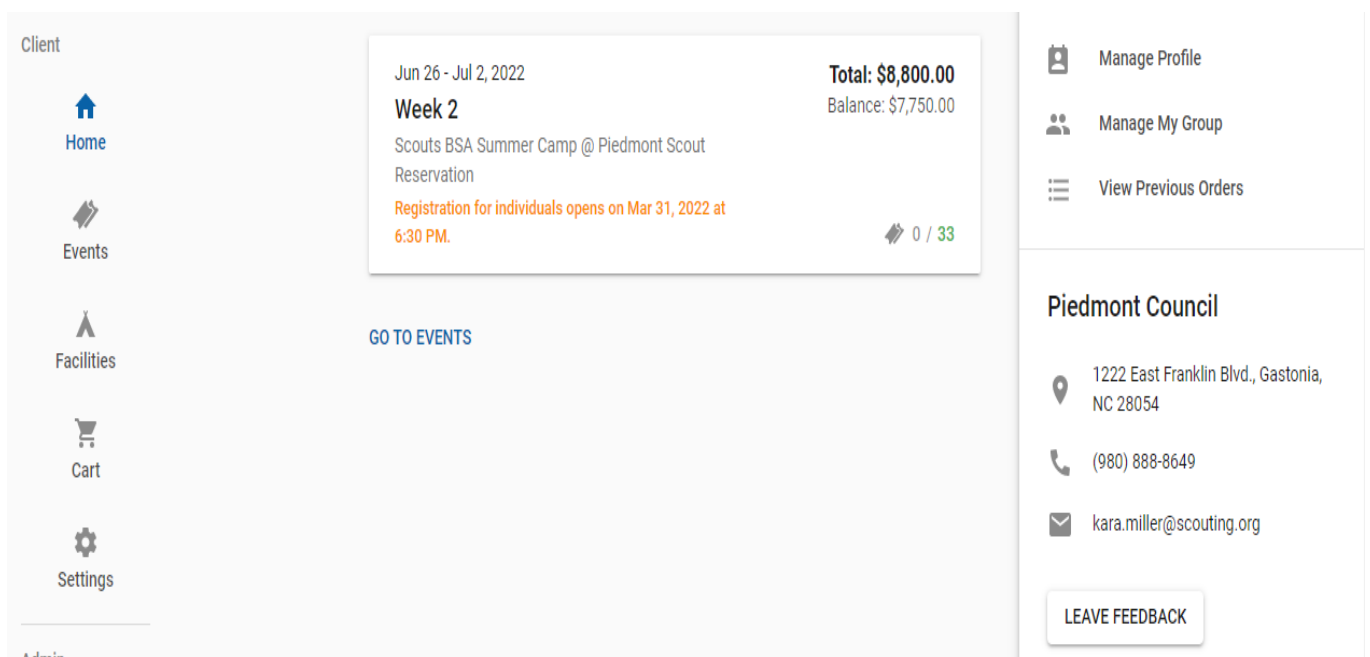


1. Go to www.piedmontcouncilbsa.org to sign into your unit account. Please make sure you are not logging into your individual account. If you need your troop's login information, please contact [Kara Miller](#).
2. You will find your registration process go more smoothly if you use a desktop or laptop for this process. Click on Login on the red bar at the top.



3. Login into your Troop Account.
4. To “Be Prepared for Thursday” click on Manage My Group on the right-hand side. This is where your roster is held. Please make sure all youth and adults are listed as participants in this location. **Mandatory fields Thursday will be First Name, Last Name, Date of Birth, and Gender.**



5. You will notice when you click on your week of summer camp, you come to the **Financial Summary**. From this screen, you can manage the number of scouts and adults attending, by clicking on Manage Spots, under Registration. If you reserved more spots than you need, please adjust your numbers.

You can also see your campsite assignment.

The screenshot shows a mobile application interface. At the top, there is a blue navigation bar with a back arrow, the word 'INFO', and 'REGISTRATION'. Below this is a white card titled 'Financial Summary'. It displays a 'Balance' of \$2150.00 with a dropdown arrow. There are three radio button options: 'Pay minimum required amount \$0.00' (selected), 'Pay full amount \$2150.00', and 'Pay other amount Not less than \$0.00'. Below these is a 'New Balance' of \$2150.00 and a green 'CHECKOUT' button with a shopping cart icon. To the left of the card, a vertical orange bar contains the number '22'. Below the financial summary is a 'Registration' section with 'MANAGE' and 'REPORTS' buttons. The registration section shows a total of 14 spots and a 'MANAGE SPOTS' button. It lists categories: 'Youth Provisional' (0 spots, 0 of 0 registered), 'Youth' (10 spots, 0 of 10 registered), and 'Adults' (4 spots, 0 of 4 registered). At the bottom, it shows 'Campsites' for 'Site 10-McNeill'.

Financial Summary

Balance ▾ **\$2150.00**

Pay minimum required amount
\$0.00

Pay full amount
\$2150.00

Pay other amount
Not less than \$0.00

New Balance **\$2150.00**

CHECKOUT

Registration MANAGE REPORTS

Spots 14 MANAGE SPOTS

Youth Provisional **0 spots**
0 of 0 registered

Youth **10 spots**
0 of 10 registered

Adults **4 spots**
0 of 4 registered

Campsites
Site 10-McNeill

6. If you scroll down, you will see **Participants**. This is the location where you will add your participants this Thursday to sign up for classes. If you try to add a participant before opening, you will get an error message.

Participants 0 ADD PARTICIPANT

Provisional (Y)
No spots added.
ADD SPOTS

Youth (Y) 10 spots left +
No participants registered.
ADD PARTICIPANT

Adult (A) 4 spots left +
No participants registered.
ADD PARTICIPANT

7. Once registration has opened you will be able to add a youth participant by clicking on **Add Participant, under Youth**. This will take you to your Group or Roster to choose from a list of scouts. **Choose a scout** and the scout's personal information will come up. (For purposes of privacy, I will not show that picture here)

8. **Click NEXT to proceed.** That will take you to this area, where you will click the circle for YOUTH, then **click NEXT**.

Register Participant
Week 2, Scouts BSA Summer Camp @ Piedmont Scout Reservation Jun 26 - Jul 2, 2022

Participant — **2** Participant Type — 3 Classes — 4 Confirmation

Provisional
No spots purchased

Youth
10 spots available

< BACK . . . NEXT >

9. **Class Registration:** The list of classes to choose from is long. Use your looking glass to locate the class you want to sign up for. When looking for the second class, make sure you back out the first class in the looking glass so you can see the full list of classes again.

The screenshot shows the 'Register Participant' app interface. At the top, there is a blue header with a back arrow, the title 'Register Participant', the event details 'Week 2, Scouts BSA Summer Camp @ Piedmont Scout Reservation Jun 26 - Jul 2, 2022', the troop information 'Troop 234, Piedmont, Lakeland', and a search icon. A red arrow points to the search icon. Below the header, there are four progress steps: 'Participant' (checked), 'Participant Type' (checked), 'Classes' (active), and 'Confirmation' (greyed out). The main content area is titled 'CLASSES' and contains a button 'ADD UNSCHEDULED CLASSES'. Two class cards are visible: 'Animal Science' with 20 spots available, and 'Archery' with 16 spots available and a \$15.00 fee. Each card includes details on time blocks, days, and start times, along with a brief description and an 'ADD CLASS' button. At the bottom, there are navigation buttons for 'BACK' and 'NEXT'.

Register Participant
Week 2, Scouts BSA Summer Camp @ Piedmont Scout Reservation Jun 26 - Jul 2, 2022
Troop 234, Piedmont, Lakeland

Participant — Participant Type — **3** Classes — 4 Confirmation

CLASSES

A ADD UNSCHEDULED CLASSES

Animal Science
20 Spots Available
Time Blocks: 1 Days: M, TU, W, TH
Start Time: 8:30AM
Cattle, horses, sheep, goats, hogs, poultry, and other domesticated animals are important to people for many reasons. They supply us with food and... ▾
ADD CLASS

Archery
16 Spots Available
Time Blocks: 1, 2 Days: M, TU, W, TH
Start Time: 8:30AM
(\$20 extra fee for materials) Archery is a fun way for Scouts to exercise minds as well as bodies, developing a steady hand, a good eye, and a disciplin... ▾
ADD CLASS \$15.00 ⓘ

< BACK ... NEXT >

11. **This is very important to remember.** After you assign all the classes for this one scout, don't forget, **the classes are not secure until you check out.** (We recommend, checking out after every two scouts.) To do this, **click NEXT** after you have the classes assigned for the the scout. It will take you to this page. **Click Complete.**

Register Participant
Week 2, Scouts BSA Summer Camp @ Piedmont Scout Reservation Jun 26 - Jul 2, 2022

Participant Participant Type Classes Confirmation

John A Cook
Youth (Y)

Classes	\$30.00
Total	\$30.00

Total Event Fees

Registration Fees	\$3200.00
Classes	\$30.00
Applied Payments	-\$1050.00
Balance	\$2180.00

Pay minimum required amount \$0.00

Pay full amount \$2180.00

Pay other amount Not less than \$0.00

New Balance \$2180.00

< BACK . . . COMPLETE

Checkout

Financial Summary

Balance **\$2150.00**


- Pay minimum required amount \$0.00
- Pay full amount \$2150.00
- Pay other amount Not less than \$0.00

New Balance **\$2150.00**

 **CHECKOUT**

Scroll down and click PLACE ORDER. Not until this is done, will it save the classes.

Payment Method


 **100% Secure**
We don't store your payment information.

Send Receipt Order Date: 3/28/2022 optional

Notes optional

Return Policy
All returns will be handled with in-house credit unless other arrangements are made. Please

PLACE ORDER



Order Submitted

Your order has successfully been submitted.

[VIEW RECEIPT](#) [CLOSE](#)

12. To go back to add the next scout, click Close on the Order Submitted Message and then Click on your week of summer camp again, scroll down to Participants, and Add Youth Participant.

Keep this going until all scouts have been registered.

If you have any problems, please don't panic, and send Kara an email or you can try to reach her at 980-888-1378.