

# How to Edit or Add Activities to Your Camp Registration

## Camp Hull Valley

### To EDIT your registration or make payments:

Login to your account. The login button is at the top right of the Trapper Trails Council site ([www.trappertrails.org](http://www.trappertrails.org)). It will ask for your User ID (it is usually, but not always- your full email address associated with the registration). If you do not know your User ID or password, contact the council camp desk, [campdesk@scouting.org](mailto:campdesk@scouting.org) or 801-479-5460. If you are not the leader who made the original registration, contact the council camp desk.

Once you log in, you will see an “Events & Facilities” column to the left. Your registration will be highlighted under Hull Valley either 3-day or 4-day program.

Click on the highlighted registration to access your registration. You will see all information here.

The screenshot shows the user interface for editing a registration. At the top, there are navigation buttons: HOME, PROFILE, YOUR ROSTER, EVENT REGISTRATION (circled in red), CART, and ORDERS. Below this is a list of events under the heading "Events & Facilities". The "Hull Valley 3 day Session, 06/18/2018" is highlighted in blue. To the right of this list is a detailed view of the registration for "Hull Valley 3 day Session, 06/18/2018" with a campsite of "Bannock Group Site #1".

Registration Totals		Campsite: Bannock Group Site #1
Participant Type	# Added	
Youth (Y)	0 / 4	
Adult (A)	0 / 4	

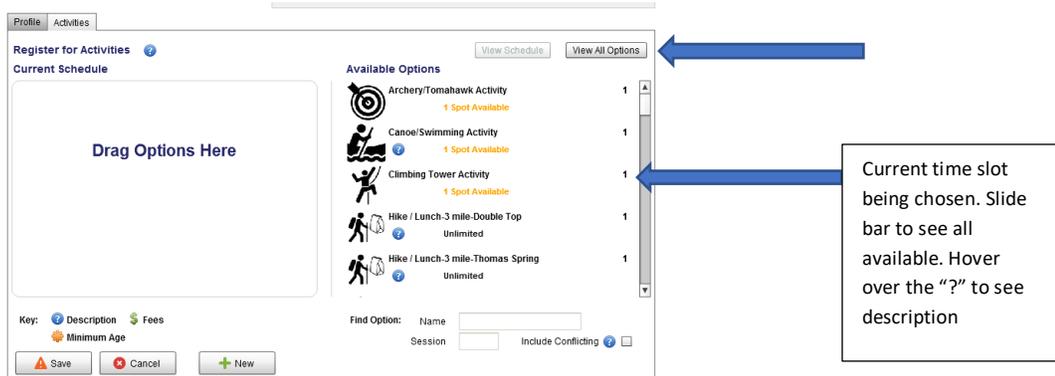
  

Payment Summary	
Total Registration Fees	\$720.80
Class Fees	\$0.00
Amount Paid	\$0.00
Amount In Cart	\$0.00
Balance	\$720.80
Deposit Due	\$100.00

At the bottom of the registration details, there are two buttons: "Add Payment" and "Change Registration". A callout box labeled "Make payment" has an arrow pointing to the "Add Payment" button. Another callout box labeled "Adjust Numbers" has an arrow pointing to the "Change Registration" button. A warning message with a yellow exclamation mark icon says "Individual participant registration has not started yet."

To change participant numbers, click “Change Registration” and click the “Registration” tab. Adjust your numbers. Be sure to save and then go to “Checkout” and “Submit your Order” to finalize. Be sure your numbers are correct at least one week prior to camp and you make your final payment. You can make your payment with a credit card at this time.

**To register for Activities, First**, go to the “Your Roster” button at the top. You will next click on the **+New** button next to Adult Roster. You then will need to “Add Adult” information. *You will need to add only ONE adult name to register your Group for activities for Hull Valley.* Do NOT add any Youth or other Adults to the roster, it is not necessary for Hull Valley. Use your name and information. Then push “save” at the bottom. Next go to the “Event Registration” button at the top. Click the **+NEW** button next to the Adult Registration. Your name will pop up. Click on your name and “Add Participant”; click “Create Registration” button. On the next page you can click on the “Activities” tab or the “Continue to Pick Options” button at the bottom. This will get you to the Activity choices page.



Here you will click on the activity for each time slot desired and ‘Drag’ it to the LEFT. The most current time slot will show on the right side depicted by #1, #2, #3 etc. use the slide bar to slide choices up and down. The “view all options button” will show all available activities and times at one time. As you choose one activity, that time slot choices disappear and the next time slot will jump up. Only one group will have that activity at that time. When chosen, it is removed from the list so no one else can choose it.

Once all activities are chosen, click “Save” and then go to “Checkout” and “Submit your Order” from your cart to finalize the whole procedure. If you decide to make a change before you submit the order,

click the paper and pencil icon  \$0.00 and it will take you back to the Activities page. Drag the class from left to Right and rechoose the activity.

If an activity is not showing for one time slot, it has already been reserved by another group.

Only one group will be allowed to register for each activity time slot except for Hiking. Your group will all do each registered activity together.

**No updates or reservations are complete and saved in the registration until the cart at Checkout is submitted. ‘Submitting the order’ is your permanent save. DON’T MISS THIS STEP!**

Once you have chosen the activities for your group, ANY changes must go through the Camp Director. The Camp Director will be your point of contact for your activities and will assist you any way they can. Contact the Camp Hull Valley Camp Director at [hullvalley@scouting.org](mailto:hullvalley@scouting.org).

**To make payment**, click “Add Payment” button, enter amount paying and credit card number. Be sure to “save” and then go the “Cart” at Checkout to enter CC number and “Submit Order” to finalize. You will receive a receipt to your email.

**\*\* Half payment is due April 30. Full payment is due one week before camp date.**

**\*\*Be sure your numbers are adjusted correctly before you go to camp! You have up to 7 days before camp to make online last minute changes. At 7 days, you will be locked out of your registration so be sure to adjust your numbers and make your payment before then. If absolutely necessary, you can contact the Council's camp support desk within that 7 day window to adjust your numbers. Any over payment at the time of camp is subject to our council refund policy procedure and refunds are NOT guaranteed.**

**Any questions or concerns contact:**

Trapper Trails Camp Desk  
801-479-5460  
campdesk@scouting.org