

Scout Camp Instructions to Change Numbers and Make Payments

1. Go to the Trapper Trails Council home web page, trappertrails.org and login in the upper right corner with your username and password you created the first time you entered the registration system. If you do not remember your user name, please email us at: campdesk@scouting.org or call the Camp Desk at 801-479-5460 and we will send it to you through your email.

2. Once you click on your registration (it will be highlighted under the camp name) under **“Events & Facilities”** your page will look like this: This is the Home Page.

The screenshot shows the Boy Scouts of America Trapper Trails Council website. The main content area displays registration details for Camp Bartlett - Scouts Week 8, 08/08/2016. The registration summary shows 0 youth and 0 adults registered. The payment summary shows a total registration fee of \$500.00, with a balance of \$500.00 and a deposit due of \$100.00. The percentage paid is 0.00%. The page includes buttons for 'Add Payment' and 'Change Registration'. The contact information for the camp desk is also visible.

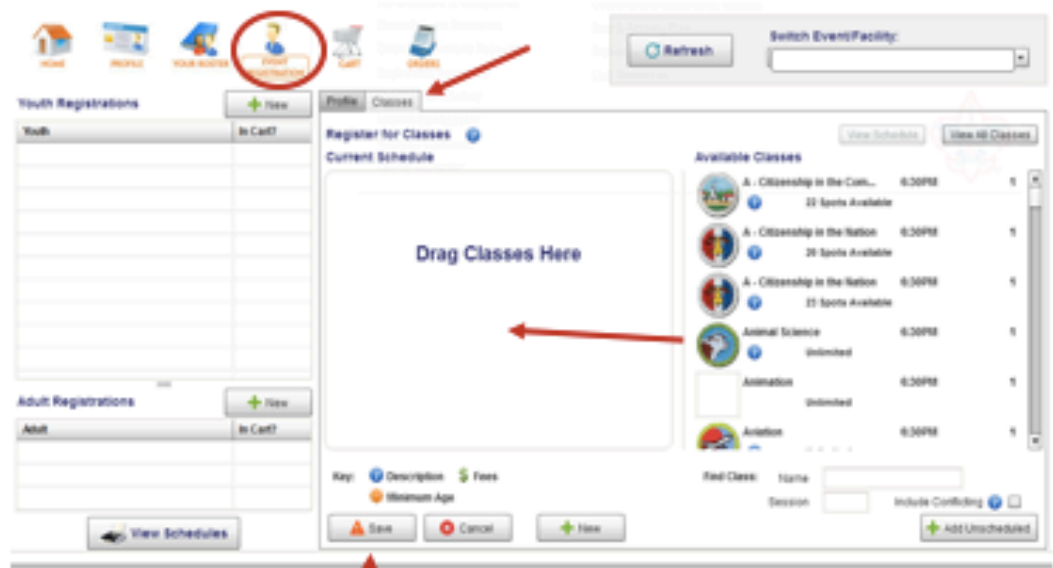
3. From the home page you can change your numbers by selecting the **“Change Registration”** button and then you can change the number of youth and adults that are planning to attend. Make sure the youth and adults are numbered in the correct fee/dining plan. Be sure to **“Save”** and go to **“Checkout”** to **“submit order”** to finalize changes even if no payment is needed. Also go to **“Your Roster”** at the top and name each member of the troop. You will be pulling names from the roster to register each individual in “Event Registration” when it is time to register for Merit Badges, May 1.
4. Deposit is due at registration, the 50% payment is due before you can input Merit Badges on May 1. The percentage will show on the right of the balance amount. Final payment is due 5 days before the camp date. If there are any doubts on boys attending, wait and make final payment at camp.
5. Once you are finished adding your payment, you can click on the **“Cart”** icon to put in your credit card information. A receipt will be sent to your email automatically, but you can also click on the **“Orders”** (cash register) icon to see your payments. Click on the payment you want a receipt for then **“view receipt”** then print the receipt.
7. You can change numbers, merit badges and make payments online anytime up to 5 days before camp. At that point access will no longer be available online. If any changes are needed within the 5 day window, contact the camp desk.

Merit Badge Sign Up

1. Add *all* the names of Youth and Adults on to your Roster. Hit **Save** after each one

2. Click on **Event Registration** at the top, click on **+New**. The names on your roster will pop up. Click on one name at a time then click on **Create Registration**. You are now in their **profile**.

3. Click on **Merit Badge Classes**. Click and drag the Merit badge classes you want for this youth to the left. (If you are 5th or more on a waitlist you may want to drag it back and try a different class.)



4. After you are done with each person you will need to hit **Save**. In the next window click on **Checkout**. This takes you to your cart (see below). *You can register each boy before you go to Checkout *but*, classes can fill up at any time and you will want to submit your cart as soon as you can to finalize the classes. **No updates or reservations are complete and saved/finalized in the registration until the cart is submitted.**

5. The cart is where you can review all the Merit Badges you have signed this youth up for. If you want to change a

6. Once you are satisfied with your Merit Badges click **Save** again and you will be back in the cart.

7. Click on **"Submit my Order"** to finalize and you will be taken back to Home where you will click on **Event Registration** again and go to the next name on your list.



8. A receipt will be sent to the primary person on the profile for each submission.

9. Once you have registered and submitted all your youth and adults you are done!

10. If you need a copy of a receipt, click on the **Orders** tab and choose the receipt you want to view