

Online Camp Registration Tips Bayport Scout Reservation 2009

Go to www.Doubleknot.com and click “Logon” – (far right on menu bar)
If this is your first visit, you must get a password.

To obtain password: click “click here” for Forgotten Password.

Type your email address and click “Send Password”

You must use the same email address given when you reserved your week.

Your password will be sent to your email address.

After you receive your password, go back to www.Doubleknot.com to logon.

Enter your user ID and password.

You are now in our online camp reservation system.

You will see the following menu options:

- **View Registrations**
Your troop’s registration information is located here. The features are explained in more detail further in this document.
- **Personal Profile Update**
Update personal contact information for the troop’s primary contact person.
- **Logoff**
Use this to logoff the system.

Click “View Registrations”

You will see the following menu options:

- **View Details**
Insert names of Scouts and leaders and register them for their merit badge and high adventure choices. View payments and balances due.
- **Reports**
View, print and export schedules of Scouts and their merit badge.

Click “View Details”

You will see a summary of your registration including payments, contact information, etc.
Scroll to the bottom of the page.

Click “Update”

You will see the following menu options:

- **Register Individuals**
This step should be completed before registering Scouts for classes and activities. Instructions for changing the Scout Names are later in this document.
- **Register by Activity (You will not see this until the merit badge registration opens up in April)**
Use this to assign multiple individuals at a time to an activity. Descriptions of classes and activities are available here. Instructions for registering Scouts by Activities are later in this document.
- **Register by Individual**
Use this to assign one individual at a time to an activity. To see descriptions of classes and activities please see the “By Activity” registration.
- **Edit Your Group**
Update personal contact information for the troop’s primary contact person.
- **Reports**
View, print and export schedules of Scouts and their merit badge.

Register Individuals:

Actual Scout names have not been entered for your Scouts. You must change “Scout 01, etc” to actual names.

- Click “Register Individual”
- Click the Scout Number you want to change.
- Do not uncheck any boxes (your registration will not be charged again).**
- Enter the Scout’s first and last name. The other fields are not required but you can use them if you choose to.
- Click “Continue”
- Click “Done”

Register by Activity:

This option is most useful if you have several Scouts taking the same Merit Badge classes.

- Click "By Activity"
- Click "View Classes"
- Use the drop down list to choose the class.
- Check the "Attendee" box for all the Scouts that will be taking the class
- Click "Continue" ---- **YOU MUST CLICK CONTINUE**
- Registered will now show in the Status column for all the Scouts you selected.
- Choose the next class from the drop down list and repeat the process.
- After you have picked all the classes the Scouts will be taking, click "Done" then "Finished".

Register by Individual:

- Click "By Individual"
- Use the drop down box to select the Scout.
- Click "Add Classes"
- Check the Sign-Up/Remove box for the classes that the Scout chooses.
- Click "Continue" ---- **YOU MUST CLICK CONTINUE**
- The status will change from Not Registered to Registered. If a class is full, the class will not appear as a selection.
- Click "Done"
- The next screen will list all the classes for the Scout. It is best to check for schedule conflicts here. You can remove the unwanted classes by unchecking the box beside the class(es) you want to remove.
- Click "Continue" ---- **YOU MUST CLICK CONTINUE**
- Click "Done"

To remove a class:

- Click "Register By Individual"
- Use the drop down box to select the Scout.
- The Scout's classes will show in a list, uncheck the box beside the class(es) you want to remove.
- Click "Continue" ---- **YOU MUST CLICK CONTINUE**
- Click "Done"

Check Schedule Conflicts:

- Click "Check Schedule Conflicts" to double check that you do not have scheduling conflicts.
- Scouts with Schedule Conflicts will be listed.
- Click the Check to Unregister box for the activities you are deleting from the Scout's schedule. You only have to click the first line of the activity.
- Click "Delete"
- Once all conflicts are resolved click "Finished"

When you have finished....

Once you have finished selecting the classes and printing your reports, you must click "Complete Registration Step 1 of 2" or your class choices will not be saved.

You must check the box stating that you understand and agree to the statements listed.

- ✓ Click "Purchase"
- ✓ Print the Registration page
- ✓ Click "Done"
- ✓ Click "Go Back"
- ✓ Click "Done"
- ✓ Click "Logoff"

Notes: