

Online Registration Guidelines

specifics to register, sign up for advancement, and make payments online

Ready to start your summer camp adventure at the Crystal Lake Scout Reservation? This document will guide you step-by-step through the registration process, including how to reserve space, the payment schedule, and how to make sure all your Scouts are signed up for advancement classes and programs.

Samoset Council uses **Doubleknot** for online registration, a leading provider of hosted applications and services to BSA Councils and other non-profit organizations.

BEFORE YOU GET STARTED, HERE ARE SOME TIPS TO HELP YOU ALONG THE WAY:

- Choose one adult to serve as the Camp Coordinator. This person will be responsible for submitting and maintaining the unit's registration, collecting payments, and entering advancement signups.
- Units that made a reservation in March of the previous year, should not create new registrations. Login with your Doubleknot Login to edit the registration. If the registration does not appear when you login, contact the Samoset camping department to link your account with the reservation.
- Everytime an update is made (campers added, merit badges assigned, etc) you must complete the registration following the procedures in part E. No changes are saved until you complete this step.
- First time users should print a copy of these guidelines to help with the registration process.
- See the Frequently Asked Questions on page 4 for additional help or contact the Samoset Council camping department at 715-365-3111.

REGISTRATION ROAD MAP

Unit Reservations - Used to Reserve Space for camp

1. Part A to login and make the reservation.
2. Part C to reserve camper space. Please estimate the total youth and adult you expect to bring to camp. Spaces can be held until April 15 at which time all spaces not assigned to a name will be released to other units.
3. Part E to complete your reservation; \$5 per camper is due with your reservation.

Register Campers (by April 15)

1. Part B to login and edit your registration.
2. Part D to assign names to the space you reserved with your unit reservation.
3. Part E to complete your reservation; \$75 per camper will be due at this time.

Advancement/Activity Sign-up (Opens March 1)

1. Part B to login and edit your registration.
2. Part F to register campers for specific advancement/activities. Fees associated with specific activities will be charged and appear on your bill upon registering a camper for the activity.
3. Part I to check camper schedules for conflicts; part H to remove an advancement session.
4. Part E to complete your reservation.



Questions regarding online registration should be directed to the Samoset Camping at 715-365-3111 or camp@samoset.org.

A. Login to Create a Unit Reservation

1. Browse to: CampingIsKing.com and choose the appropriate camp from the homepage.
2. Select the camp session you would like to attend and then “Register.”
3. Sign in using an existing login (from a previous event) and continue to step 4 or select “Create a new login.” Fill in Group Information then click “Save & Continue.” Follow the steps in part C to reserve space.
4. Select your group and click “Continue” then proceed to part C to reserve space.

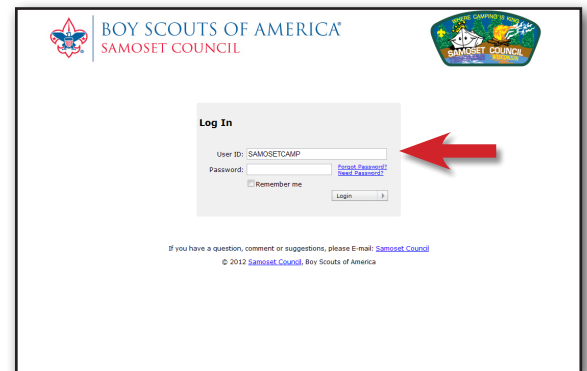


A1 OR B1 - EVENT REGISTRATION PAGE

B. Login to Edit an Existing Registration

Use to edit a registration once a unit has made a reservation.

1. Browse to: CampingIsKing.com and click “Sign In” from the header.
2. Login with your username and password.
3. Once logged into the system you will see a summary of all your registrations, click “View Details” for the camp event you want to update.
4. You will see a summary of your registration including payments, unit contact information, and registered campers. Click “Update” to register campers (part D) or make a payment (part E).

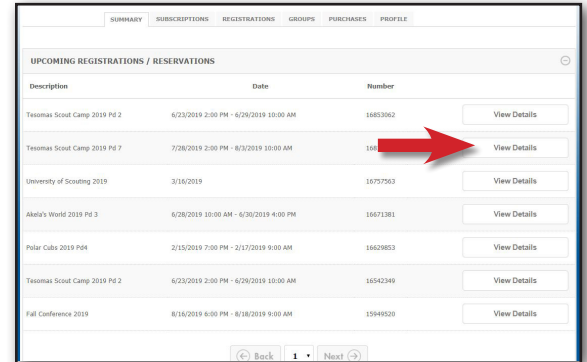


B2 - LOGIN PAGE

C. Reserve Space

Use to hold space for campers until April 15 at which time all spaces not assigned to a name will be released to other units.

1. Click “Who’s Coming” and enter estimates for each attendee type. Fields for each camper will generate but names are not required to be filled in.
2. After entering your estimates click “Continue.”
3. Tesomas units should select their desired site using “Campsite Selection”.
4. Go to part E to complete the reservation process.

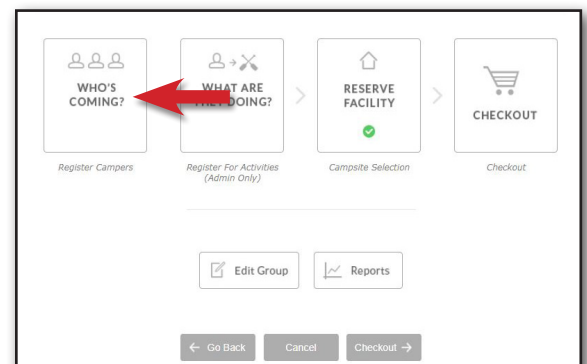


B3 - MY INFORMATION PAGE

D. Register Participants

Used to register campers once you know who is attending.

1. Choose “Who’s Coming” after following the login instructions in part B.
2. To add a new camper to your roster increase the number of campers at the top and fill out the required fields.
3. Follow the steps in part E below to complete the registration. You can come back at a later date to add additional campers. You must click continue and complete the registration to save changes.

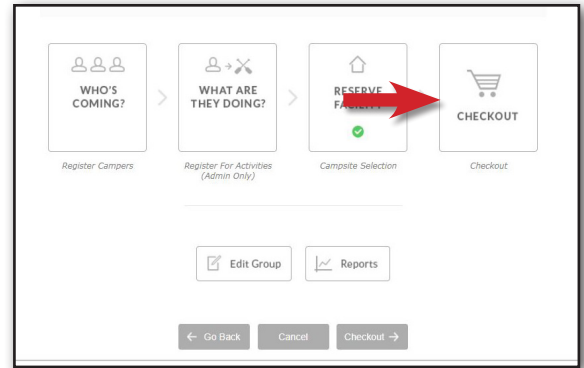


C1 OR D1 - MAIN REGISTRATION PAGE

E. Completing Your Registration

You must complete this step or your changes will not be saved.

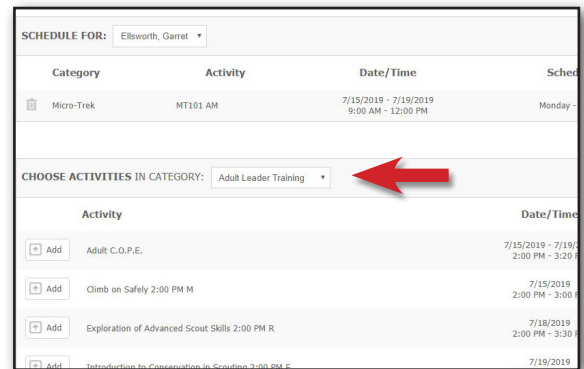
1. Click "Check Out" after editing your registration.
2. If no payment is due, go to step 4. If a payment is due select a payment option*:
Electronic funds transfer - from a personal or unit checking/savings account.
Mail/offline - for mailing payment to the council office or not making a payment at the present time.
Credit card - visa, mastercard, discover, Amer. express.
3. Fill in billing information and check "Agreement Box."
4. Click "Make Payment or Save" to complete and view your receipt.
5. Print receipt for your records and click "Done." A receipt will also be emailed to you.
6. Click "Go Back," then "Done," then "Logoff."



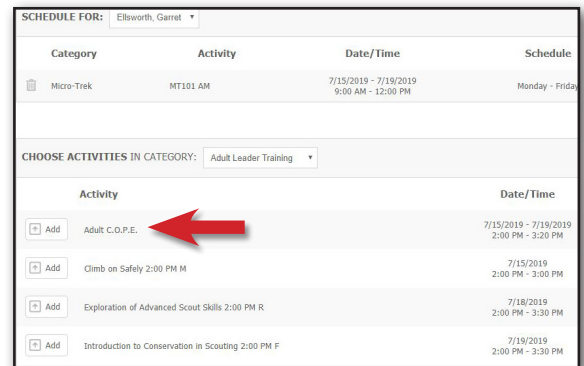
E1 - COMPLETE REGISTRATION



E2 - SELECT PAYMENT TYPE



F2 - SELECT ACTIVITY CATEGORY



F3 - SELECT ACTIVITY AND REGISTER

***CONVENIENCE FEES:**

To keep camp fees to a minimum we do not absorb the cost to process a payment online. If you choose to make a payment online, you will be charged approximately 3% of your total bill. To avoid these fees, units may choose "Mail/offline" and mail a check to the Samoset Council office.

F. Register For Activities

Used to signup for merit badges and other activities.

1. Click "What are they Doing" and select the participant from the list at the top.
2. Select the program area of the merit badge/activity you will be registering the participant for.
3. Click the plus sign next to the desired merit badge/activity. Your selection will appear in the top list.
4. To sign up another participant for another activity, repeat steps 2-3.
5. Click "Continue" when you are done adding all of the merit badges/activities.
6. Follow the steps in part E to complete your registration.

G. Remove Activities

1. Click "What are they Doing" and select the participant from the list at the top.
2. A list of registered activities will appear for the selected participant. Click the "trash can" to remove the desired activity.
3. Click "Continue" when you are done making changes.
4. Follow the steps in part E to complete your registration.

Online Registration FAQs

frequently asked questions about registering online

What is my User ID and password?

When you submitted your campsite reservation, a registration account was created for you by the council. You can determine this information yourself by having the system email you your username and password.

1. Choose Sign In from the header menu of our website (CampingIsKing.com).
2. In the window that opens, click "Need help logging on?"
3. Enter your email address in the box and click "Continue".
4. Check your email. A message from Doubleknot should arrive shortly, stating the User ID and Password reset link.

If you still have trouble with your username and password, please send an email to camp@samoset.org and our camping department will reset it for you.

I can login, but I do not see my unit's registration?

This can happen if the User ID is not associated with your camp registration. Be sure you are using the correct User ID and password. If you still cannot view your registration, please send an email to camp@samoset.org so we can help you or call us at 715-365-3111.

What is the difference between an "Assigned" and "Unassigned" Individual?

Each attendee is designated as either "Assigned" or "Unassigned." An Assigned attendee is a registrant that has been given a name and defined as either a Scout or an Adult. An Unassigned attendee is a registrant that has not been given a name and is only part of the unit's reserved number of registrants. Only Assigned Scouts can sign up for Merit Badge classes, activities and programs. **Unassigned space (space reserved) must be assigned by April 15; space not assigned will be lost.**

Why is our number reserved larger than it is supposed to be?

Your reserved block of space is the total number of assigned and unassigned individuals you have registered. If your block of space is larger than it is supposed to be, then most likely you have too many unassigned spaces reserved. To remove these extra spaces, follow the instructions below.

1. Login to Doubleknot using the steps in part B and choose "update" from the summary page.
2. Choose "Who's Coming" from the main menu and change the numbers to reflect the correct number of participants.
3. Complete the registration using the instructions in part E.