

Online Camp Registration Tips Camp Resolute 2009

Go to www.Doubleknot.com and click “Logon” – (far left on menu bar)
You will need your log-in name and 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 campsite.

Your password will be sent to your email address.

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

Enter your email address and password.

You are now in our online camp reservation system.

You will see the following menu options on the left:

Feature List:

- **Logoff**
- **Calendar & Event Signup**
- **Online Store**
- **Newsletters**
- **Library**
- **Forums**
- **Photo Albums**
- **E-List Signup**
- **I Am A Member of**

Administer:

- **My Information**
This is the item you want to select to get to your troop’s information.

Click “My Information”

You will see the following come up:

- **My Information**
 - **View and Update Profile**
 - **Change User ID and/or Password**
 - **Have multiple User ID’s? Click here to Merge all your User ID’s into this account.**
 - **View Registrations**
This is the item you want to select to get to your troop’s information.
 - **Send Inquiry to Knox Trail Council**
 - **E-Lists/Distribution Lists**
 - **Logoff**
-

Click “View Registrations”

You will see a summary of your troop’s registration. There could be several years registrations listed. You want to select the one with the registration date in 2009.

Click “View Details”

A summary of your troop’s registration will be displayed.

Click “Update”

You will see the following menu options:

- **Reserve a Block of Space**
Use this to reserve a block of space at Camp Resolute. This feature is helpful if you do not know the names of Scouts attending but want to reserve a space for them. Later this space can be used to assign individual names of those attending camp.
 - **Register Individuals**
This step should be completed before registering Scouts for classes and activities. Instructions for adding the Scout names are later in this document.
 - **Register by Activity**
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.
 - **Check Schedule Conflicts**
Use this to check if there are any scheduling conflicts for your Scout’s merit badge classes. Instructions for this option are later in this document.
 - **Edit Your Group**
Update personal contact information for the troop’s primary contact person.
-

To Register Scouts and Adults to Attend Camp

Register Individuals:

Actual Scout and adult names need to be entered for your troop. A block space of 1 Adult Leader was held for your troop and will be used when you enter at least one Adult’s name. This was done to create your troop account in the software and to credit your site deposit.

All Scouts and Leaders who attended camp with your troop in previous years will already be listed. To register a new Scout who hasn’t attended camp previously do the following:

- Click “Register Individual”
- Click “Add Name.”

- Enter the Scout's first and last name. The other fields are not required but you can use them if you choose to.
- Click "Save"
- Repeat this process for all the Scout and adult leader names who will attend camp this summer.

- After all names have been entered you must check the attendee box for all those who will be attending camp. Second you must select a fee type. Fee type descriptions are as follows:
 - **Adult** – selected for all adults that will be attending camp.
 - **Early Bird Scout** – should be used for all Scouts that are registering prior to the May 15, early bird discount expiration.
 - **Regular Scout** – should be selected for any Scout that is entered into the system after the May 15, early bird discount expiration.
 - **Webelos Crossover** – should be used for any new Webelos scout that has crossed over into your troop. This only needs to be used for Webelos who you register after the May 15, early bird discount expiration.
 - **Second Week Fee** – to be used if your troop is attending camp for more than one week.
 - **Regular Brother Discount Fee** – selected for second member from the same family that will be attending camp. (First brother should be put under the appropriate Early Bird Scout or Regular Scout fee)
 - **Ocean Adventure** – should be used for all Scouts that will be attending the Camp Resolute Ocean Adventure program.
 - **Extra Adult** – selected for adults that will be attending with the troop in excess of the free adults the camp provides based on the number of Scouts attending.

- Click "Continue"
- Click "Complete Registration Step 1 of 2"
- Click "Complete Registration" – you will receive a registration confirmation page.
- Click "Done" – you will be returned to main screen

YOU MUST ALWAYS CLICK "COMPLETE REGISTRATION STEP 1 OF 2" AND "COMPLETE REGISTRATION" OR EVERYTHING YOU DID DURING THE SESSION WILL NOT BE SAVED!

Making Payments:

Payments are not due until May 15 you may choose to make payments before that date if you wish. After May 15 payment will be due immediately after you enter an additional Scout to attend camp.

- Click "Complete Registration Step 1 of 2"
- On the "Amount to Pay" line enter amount you wish to pay
- Click "Update Totals"
- Select payment type: paypal, credit card or electronic check.
- Enter paypal, credit card or electronic check information
- Check the box that you understand and agree
- Click "purchase"

To Register Scouts for Merit Badges

(Can be done at a later time – Does NOT need to be completed by May 15)

Register by Activity:

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

- Click “Register By Activity”
- Click “View Items” on the area you wish to register for.
- Use the drop down list to choose the class.
- Check the “Attendee” box for all the Scouts that will be taking the class
- Click “Save” ---- **YOU MUST CLICK SAVE**
- 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 in that area, click “Continue”.
- Repeat the process for each area. When you are finished with all the areas click “Finished”

Register by Individual:

- Click “Register By Individual”
- Use the drop down box to select the Scout.
- Click “Add Classes”
- Use the drop down box to select the program area.
- Check the Sign-Up/Remove box for the classes that the Scout chooses.
- Click “Save” ---- **YOU MUST CLICK SAVE**
- The status will change from Not Registered to Registered or Waitlisted
If the class is full, there is a waitlist of up to 10 Scouts. If a class and the waitlist are full, the class will not appear as a selection.
- Repeat the process for each program area.
- Click “Continue”
- 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**

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**

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” and “Complete Registration or your class choices will not be saved!”

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

- ✓ Click “Complete Registration”
- ✓ Print the Registration page
- ✓ Click “Done”
- ✓ Click “Go Back”
- ✓ Click “Done”
- ✓ Click “Logoff”

If you need assistance with any aspect of the online registration system contact Camp Director Rick Riopelle at rick@campresolute.org or 508-872-6551 x224.