

## Online Camp Registration Tips Camp Emerson/Boseker Scout Reservation

Go to [www.Doubleknot.com](http://www.Doubleknot.com) and click “Log on” – (top right)  
If this is your first visit, you must get a password.



Log on

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• **More** events and bookings  
• **More** ticket sales & memberships  
• **More** revenue

**GET MORE WITH DOUBLEKNOT**

A banner image featuring a blue sky background. On the left, there is a white signpost with two blue signs that read "GET" and "MORE" in white capital letters. To the right of the signpost, there is a list of three bullet points, each starting with "More" in bold. Below the list, the text "GET MORE WITH DOUBLEKNOT" is written in bold white capital letters.

Doubleknot delivers fully integrated registration, reservations, membership, ticketing and admissions software and point-of-sale solutions for nonprofits.

To obtain password: click “Forgotten Password”.  
Type your email address and click “Send Password”  
Your password will be sent to your email address.

**Log In**

User ID:

Password:  [Forgot Password?](#)  
[Need Password?](#)

☐ Remember me

A login form with a light gray background. It has a title "Log In" in bold. Below the title are two input fields: "User ID:" and "Password:". To the right of the "Password:" field are two links: "Forgot Password?" and "Need Password?". Below the "Password:" field is a checkbox labeled "Remember me". At the bottom right is a button labeled "Login".

After you receive your password, go back to [www.Doubleknot.com](http://www.Doubleknot.com) to logon.  
Enter your user ID and password.  
You are now in our online camp reservation system.

Once logged in you'll see the following menu options:  
Click "View Details"



BOY SCOUTS OF AMERICA **California Inland Empire Council**

Home Scout Shop Calendar Search

Council Info ` Membership ` Camping ` Activities ` Training ` Advancement ` Resources ` Support Scouting ` Districts `

Exploring Home Page

Get Involved Summary Subscriptions Registrations Purchases Profile Group

International Scouting

Internet Advancement Tester One Edit Profile ▶

Internet Recharter

Journey to Excellence

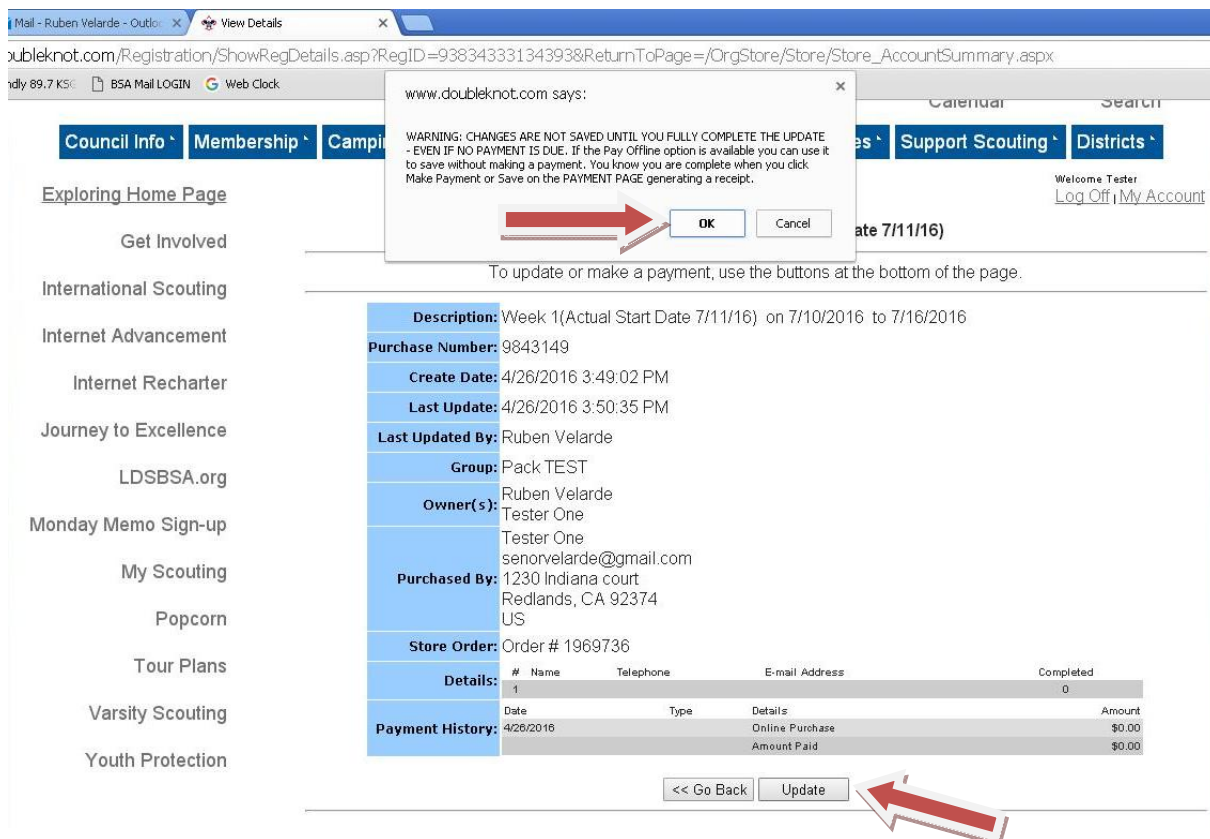
LDSBSA.org

Monday Memo Sign-up

Registrations and Reservations

Description	Date	Number	
Week 1(Actual Start Date 7/11/16)	7/10/2016 - 7/16/2016	9843149	<a href="#">View Details ▶</a>

You will see the following menu options:  
 Click "Update" then Click "OK" on the warning page



Mail - Ruben Velarde - Outlook View Details

doubleknot.com/Registration/ShowRegDetails.asp?RegID=938343331343938&ReturnToPage=/OrgStore/Store/Store\_AccountSummary.aspx

www.doubleknot.com says:

WARNING: CHANGES ARE NOT SAVED UNTIL YOU FULLY COMPLETE THE UPDATE - EVEN IF NO PAYMENT IS DUE. If the Pay Offline option is available you can use it to save without making a payment. You know you are complete when you click Make Payment or Save on the PAYMENT PAGE generating a receipt.

OK Cancel

To update or make a payment, use the buttons at the bottom of the page.

**Description:** Week 1(Actual Start Date 7/11/16) on 7/10/2016 to 7/16/2016

**Purchase Number:** 9843149

**Create Date:** 4/26/2016 3:49:02 PM

**Last Update:** 4/26/2016 3:50:35 PM

**Last Updated By:** Ruben Velarde

**Group:** Pack TEST

**Owner(s):** Ruben Velarde  
Tester One

**Purchased By:** Tester One  
senorvelarde@gmail.com  
1230 Indiana court  
Redlands, CA 92374  
US

**Store Order:** Order # 1969736

#	Name	Telephone	E-mail Address	Completed
1				0

Date	Type	Details	Amount
4/26/2016	Online Purchase		\$0.00
	Amount Paid		\$0.00

<< Go Back Update

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You will see the following menu options: **You must first click on “Provide the Names of Scouts”**



- **Reserve a Block of Space**  
***Please do not change the number of Scouts or Leaders attending.*** Changes to this option may cause merit badge and program options to delete. Please contact Ruben Velarde at 909-793-2463 ext 135 if a change is necessary.
- **Provide the Names of Scouts Attending Camp**  
This step should be completed before registering Scouts for classes and activities. Instructions for changing the Scout Names are later in this document.
- **Register individuals for Merit Badges (Individual Event Signup)**  
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 or high adventure choices. Instructions for this option are later in this document.
- **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 and high adventure choices.

**After you have added the names, you will “Click” on “Register Individuals for Merit Badges” and see the following menu option:**

Register individuals for Merit Badges

**Quick Links**

Use this to assign one individual at a time to an activity at this event.

**Step 1:**  
Select a Participant

Tester, Johnny

**Step 2:**  
Select a Category

Session 1 Merit Badge Classes  
Session 2 Merit Badge Classes  
Session 3 Merit Badge Classes  
Session 4 Merit Badge Classes  
Session 5 Merit Badge Classes

**Step 3:**  
Choose Activities for: **Tester, Johnny**

Activity	Time	Schedule	
Aquatics-Canoeing (Session 1 & 2)	8:30 AM - 10:20 AM	Monday - Friday	+
Aquatics-Rowing	8:30 AM - 9:20 AM	Monday - Friday	+
Aquatics-Swimming	8:30 AM - 9:20 AM	Monday - Friday	+
Handicraft-Art	8:30 AM - 9:20 AM	Monday - Friday	+
Handicraft-Basketry	8:30 AM - 9:20 AM	Monday - Friday	+
Handicraft-Leather Work	8:30 AM - 9:20 AM	Monday - Friday	+
Handicraft-Pottery	8:30 AM - 9:20 AM	Monday - Friday	+
Handicraft-Sculpture	8:30 AM - 9:20 AM	Monday - Friday	+
Nature-Env. Sci. (Sessions 1&2)	8:30 AM - 10:20 AM	Monday - Friday	+
Nature-Geology	8:30 AM - 9:20 AM	Monday - Friday	+
Nature-Weather	8:30 AM - 9:20 AM	Monday - Friday	+
Outdoor Skills-Emergency Prep.	8:30 AM - 9:20 AM	Monday - Friday	+
Outdoor Skills-First Aid (Sessions 1&2)	8:30 AM - 10:20 AM	Monday - Friday	+
Outdoor Skills-Orienteering	8:30 AM - 9:20 AM	Monday - Friday	+
Outdoor Skills-Wilderness Survival	8:30 AM - 9:20 AM	Monday - Friday	+
Shooting Sports-Archery (Sessions 1&2)	8:30 AM - 10:20 AM	Monday - Friday	+
Shooting Sports-Rifle (Sessions 1&2)	8:30 AM - 10:20 AM	Monday - Friday	+
STEM Station-Astronomy	8:30 AM - 9:20 AM	Monday - Friday	+
STEM Station-Chess	8:30 AM - 9:20 AM	Monday - Friday	+
STEM Station-Computer	8:30 AM - 9:20 AM	Monday - Friday	+
STEM Station-Space Exploration	8:30 AM - 9:20 AM	Monday - Friday	+
Trail to First Class-Tenderfoot	8:30 AM - 9:20 AM	Monday - Friday	+

**Step 4:**  
Schedule for: **Tester, Johnny**

Category	Activity	Time	Schedule
You're not enrolled to any activities.			

This page is self-explanatory; simply select the “**Youth**”, select the “**Period**”, then select the “**Classes**”.



**Once you have finished selecting the classes and printing your reports, you must click "CHECK OUT" or your class choices will not be saved.**



# California Inland Empire Council

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Welcome Tester  
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1. Reserve a block of space

2. Provide the Names of Scouts Attending Camp

3. Register individuals for Merit Badges

4. Checkout



Check schedule conflicts

Edit group

Reports

[Go Back](#) [Cancel](#) [Check Out](#)


Click "Checkout" once again

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You have 1 item in your cart  
Subtotal: \$0.00 | [Checkout](#)  
Welcome Ruben  
[Log Off](#) | [My Account](#)

## Shopping Cart

Description	Amount	Payment
<a href="#">Week 1(Actual Start Date 7/11/16)</a> <a href="#">Edit</a> 7/10/2016 - 7/16/2016	\$0.00	\$0.00 
<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>

[Keep shopping...](#)

[Cancel](#) [Checkout](#) 

## Then Click on “Complete Order”

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Welcome Ruben  
[Log Off](#) | [My Account](#)

You have **1 item** in your [cart](#)  
Subtotal: \$0.00 | [Checkout](#)

### Information

*\* Indicates required fields*

#### Name and Address

**\*Name:**     
**\*Postal/Street Address:**   
**\*City:**   
**\*State/Province:**    
**\*Zip/Postal Code:**   
**\*Country:**    
**\*E-mail Address:**   
**\*Telephone:**

### Order Summary

**Total** \$0.00


**Balance Due** \$0.00

### Administrator Only

☐ Do not send e-mail confirmation  
☐ Send user ID and password to registration owner

Note: As an administrator, you can complete this order without paying even though payment is required.

**COMPLETE ORDER**

  
VERIFIED BY  
**GeoTrust**  
Doubleknot, Inc.  
CLICK 23.06.16 16:31 UTC

**You Must See this Receipt to make sure your selections have been saved. Once you see the receipt you can log off.**

California Inland Empire Council  
P.O. Box 8910  
Redlands CA 92375  
US

## Receipt

**Billing Details:**  
Pack TEST  
Tester One  
1230 Indiana Court  
Redlands CA 92374  
US  
senorvelarde@gmail.com  
1234567

Order Number: 2125966  
Order Date: 6/23/2016



Description	Amount
Week 1(Actual Start Date 7/11/16) <b>9843149</b> , 7/10/2016 - 7/16/2016	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>
<b>Balance</b>	<b>\$0.00</b>

**Please direct all inquiries to:**  
Webmaster  
California Inland Empire Council  
P.O. Box 8910  
Redlands, CA 92375  
(909) 793-2463  
rvelarde@bsamail.org

The following contains detailed information for each item in your order. Please review carefully as each item may contain different policies about the use of this receipt, additional purchase terms and any applicable cancellation fees.

### Details for Week 1(Actual Start Date 7/11/16)



**Registration for:**  
Week 1(Actual Start Date 7/11/16)

**Start:** 7/10/2016  
**End:** 7/16/2016  
 Add to calendar