

ONLINE REGISTRATION INSTRUCTIONS

For Day Camp


1. Open your web browser and go to www.srcouncil.org.
2. Click on the **Camps and Fun** tab.
3. Scroll down to the Cub Scout Day Camp section.
4. Click on your district registration box. A new window opens in the Day Camp registration program.
5. **NOTE:** If you registered your unit online last year, please use the login information you obtained/used last year. If you are new to the system, please contact the Snake River Council Service Center for your unit's login information.
6. Enter your **Username** and **Password** and click the **Login** button.

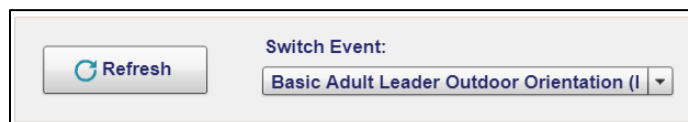


A screenshot of a login form. It features two input fields: one for 'Username' and one for 'Password'. Below the password field is a yellow 'Login' button.

7. Before beginning the registration process, click on the **Profile** icon to update your profile, if necessary.






8. In this screen correct any information that is missing or incorrect. This is also the place where you can change your **Username** and **Password**, if you desire.
9. When you are finished making changes/corrections to your unit profile, click the  button at the bottom of the screen.
10. Now you are ready to register for the event.
11. Close to the top at the right of the screen is the event selection box. If your district's day camp isn't showing, click on the dropdown arrow ▼ and select the district day camp you wish to register for.



A screenshot of the event selection area. It includes a 'Refresh' button and a 'Switch Event:' dropdown menu. The dropdown menu is currently set to 'Basic Adult Leader Outdoor Orientation (I)'.




12. Towards the left side of the screen, click on the **Your Roster** icon to review your unit roster.



13. If you need to add boys and/or leaders to your roster, this is where you make the additions. Click on the  button and add the boy's/leader's information and click at the  button at the bottom of the screen.
14. If you wish to delete youth and leaders no longer on your roster, this can be accomplished by first clicking on the youth or leader to be deleted. That individual's information will show on the screen. Scroll to the bottom of the information and click the **Delete?** button and then the  button.


15. At the top of the screen click the  button. This will update your roster.
16. Click on the **Event Registration** icon at the top of the screen to begin the process.




17. In the new window click on the button  to add a boy to the event and/or click on the button to add a  leader.
18. A new window will pop up and you will select the boy or the leader to register. Select the day you want to attend and click on the  button.

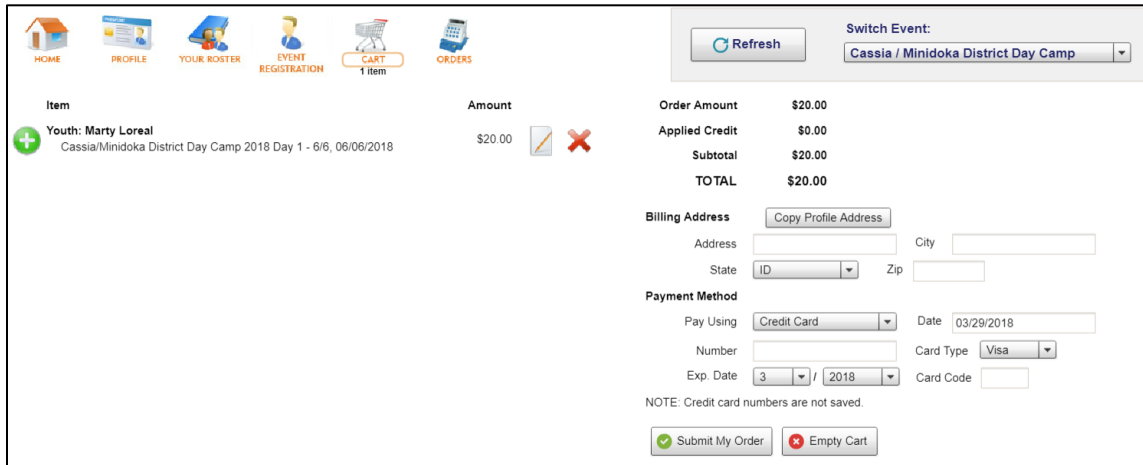
19. A new window appears. Complete all of the information identified by the red *.

Payment Status	
Registration	\$20.00
Classes & Options	\$0.00
Amount Paid	\$0.00
Balance Due	\$20.00

20. When you have entered the required information, click .
21. A new screen will appear with two options; one to either add another registration or conclude the registration process.

22. To complete the process click 

23. A new screen pops up to complete the checkout procedure.



Item	Amount
Youth: Marty Loreal Cassia/Minidoka District Day Camp 2018 Day 1 - 6/6, 06/06/2018	\$20.00


Order Amount \$20.00
Applied Credit \$0.00
Subtotal \$20.00
TOTAL \$20.00

Billing Address
Address City
State Zip

Payment Method
Pay Using Date
Number Card Type
Exp Date / Card Code

NOTE: Credit card numbers are not saved.

24. At this point you have two options to complete the process:

ONE: Enter a credit/debit card number, card type, expiration date, and card code. Click the  button to complete the process. A confirmation email will be sent to the Primary Contact listed in your profile and a copy will be sent to the Council Service Center.

TWO: If using a unit account, **STOP** at this point and contact the Council Service Center. We will complete the order process at our end. A confirmation email will be sent to the Primary Contact listed in your profile and a copy will be sent to the Council Service Center.

25. Print out the email, retain a copy for your records, and bring a copy with you on the day of your event.

26. Congratulations! You have registered your unit for Day Camp.