Greater St. Louis Area Council 2024 Scouts BSA Summer Camp Registration Timeline & Tutorial

2024 Timeline

June - December 31, 2023 Deposit Phase (\$100 non-refundable deposit per unit)

- Units reserve a week and make list site preferences

- Units provide estimated numbers (Be conservative!)

January 2, 2024 Registration Opens

- Scouts current with fee schedule can begin signing up for classes

April 10, 2024 Early Bird Deadline (Pay in full to receive \$20 off)

May 31, 2024 Regular Price Deadline (Pay in full to avoid late fee)

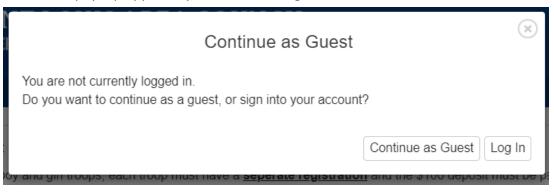
Registration Tutorial

Deposit Phase

During this phase, units choose which camp they will attend, which week, and list a campsite preference. Every unit attending must make their own deposit (including Linked Troops). Once on the registration page for the camp a unit wishes to attend, they will click on "\$100 Pre-Register Deposit" for the session they wish to attend. After January 1st, 2024, this phase has ended and these steps do not apply.

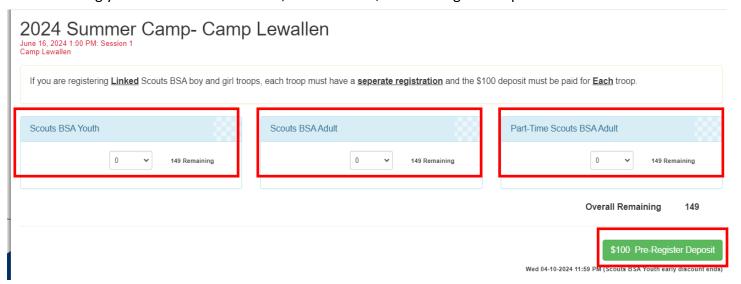


When this pop-up appears, you can either log-in or choose "Continue as Guest"

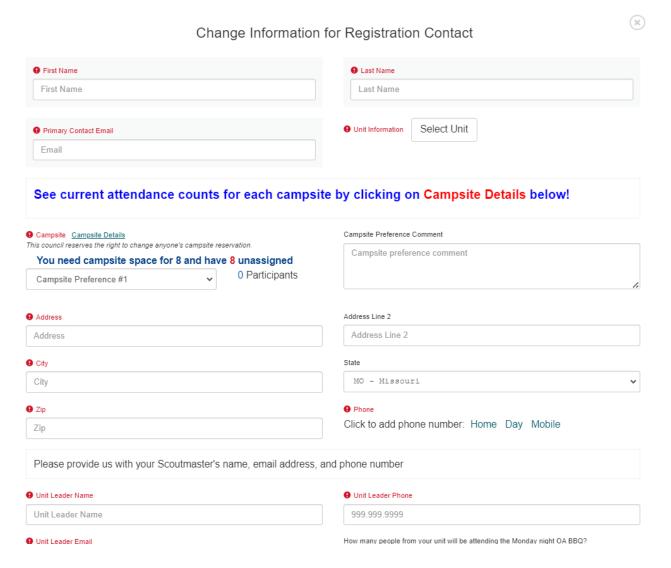


Use the dropdown arrows to select your estimated number of attendees. <u>Please be conservative with these</u> estimates! You can always add more spots to your reservation right up until camp begins.

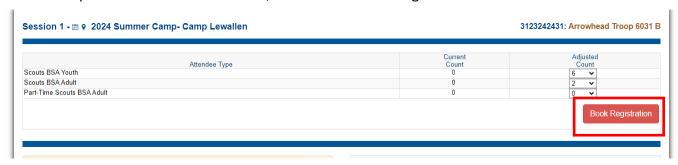
After selecting your estimated attendance, click on the "\$100 Pre-Register Deposit" button.



Enter all required information on the next screen. This screen includes where you make your campsite preference selection. **Note - the Council reserves the right to change anyone's campsite selection. Click "Done" when finished.



Once all required information is entered, click on the "Book Registration" button.

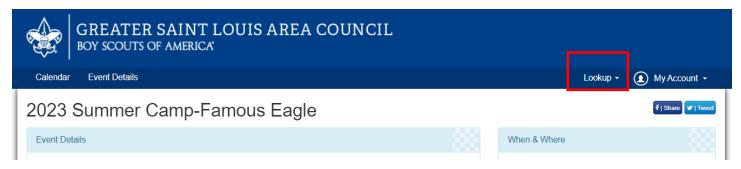


Follow the steps on the next screen to make your payment and finish booking your reservation.

Registration Phase

Beginning on January 2, 2024, units can begin to add names to their estimated spots, making individual payments, turning on and using the Parent Portal, selecting badges for Scouts who are paid current with the payment schedule, and more. Remind parents that all reservations MUST be made under the unit's registration, not done individually.

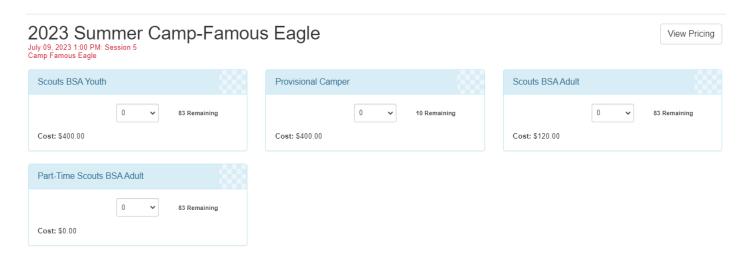
You can access your unit registration by browsing to the registration page for the camp you are attending. You will then click on "Lookup" and "Lookup Registration". Enter the email address associated with the reservation and your registration number (found in your confirmation email from the deposit phase).



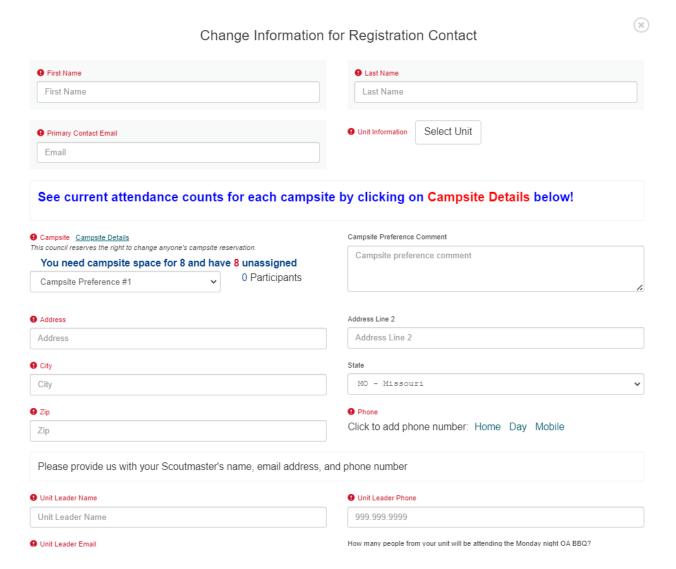
You can also begin a new registration from this page if you did not reserve during the Deposit Phase by clicking on the "Register" button next to the session you wish to sign up for.



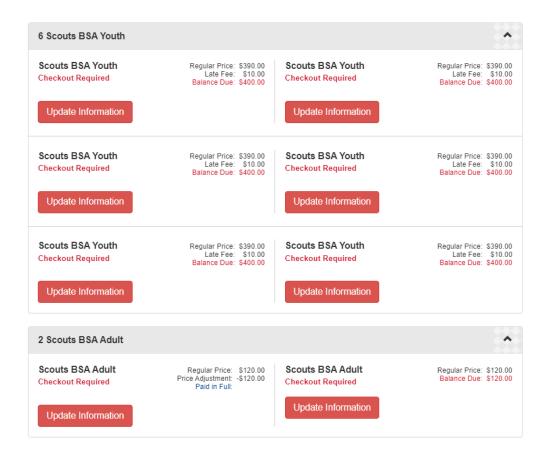
If beginning a new registration, you will need to select how many Scouts and adults will be attending on the next screen. Once selected, click "Register"



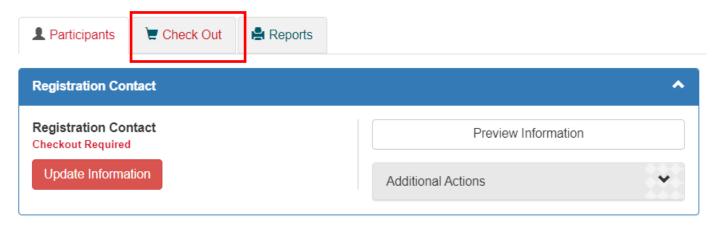
Enter all required information on the next screen. This screen includes where you make your campsite preference selection. **Note - the Council reserves the right to change anyone's campsite selection. Click "Done" when finished.



Enter all required information for each youth and adult spot by clicking on "Update Information".



Once all information is complete, choose the "Check Out" Tab.



Follow the steps on the Check Out Screen to complete your payment. You can choose \$0 to pay now so that you can allow parents to use the Parent Portal to make payments.

If you need assistance with any of these steps, please email help@stlbsa.org.