

Online Participant Registration

Summer Camp 2012

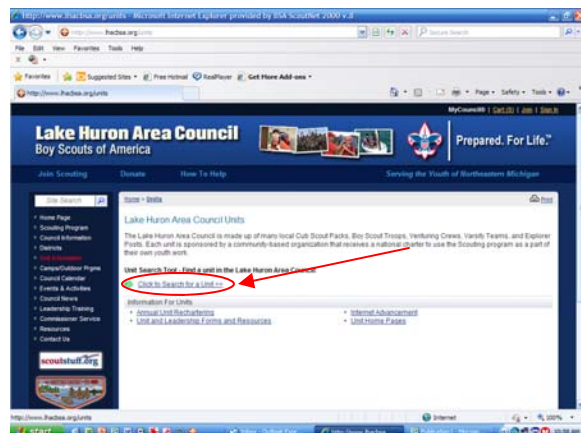
Step 1: The person who completed the online registration for summer camp (or Primary Unit Leader) needs to sign-in to their LHAC MyCouncil account from the LHAC Home Page. If you have not created an LHAC MyCouncil account, please do so by clicking on the "MyCouncil" link located to the left of the "Sign In" link.



Step 2: If you do not have your Unit Home Page bookmarked, click on "Unit Information". If you have your Unit Home Page bookmarked go to your Unit Home Page. Out of Council units MUST use the link to their Unit Home page that was previously sent to you and skip to Step #6.

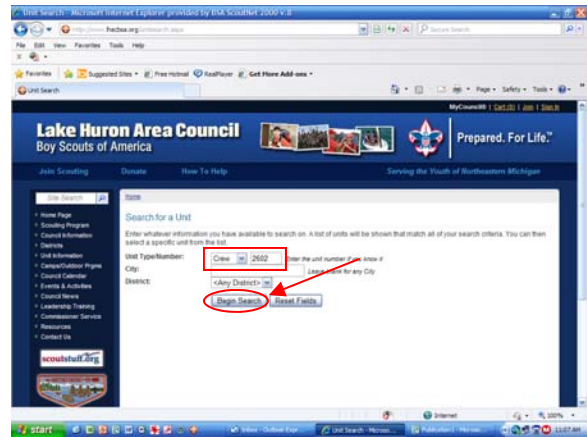


Step 3: Click on "Click to Search for a Unit".

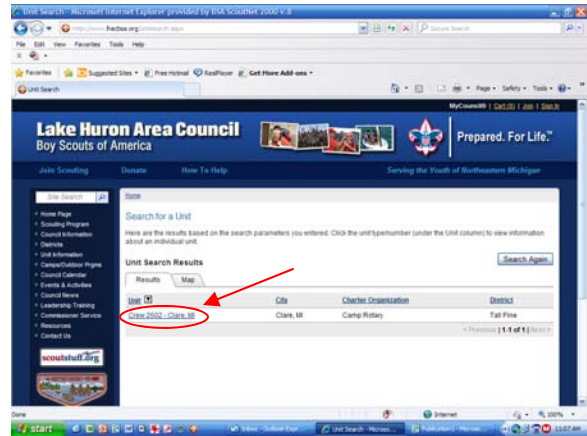


Online Participant Registration Instructions - Summer Camp 2012 - Continued

Step 4: Enter Unit information & click on "Begin Search".

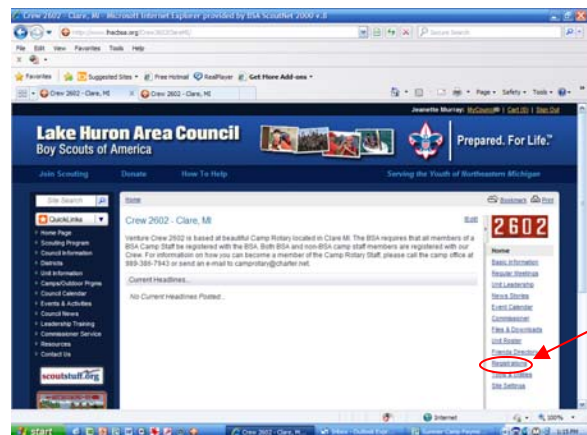


Step 5: Once the Unit Search tool has listed your unit, click on it.



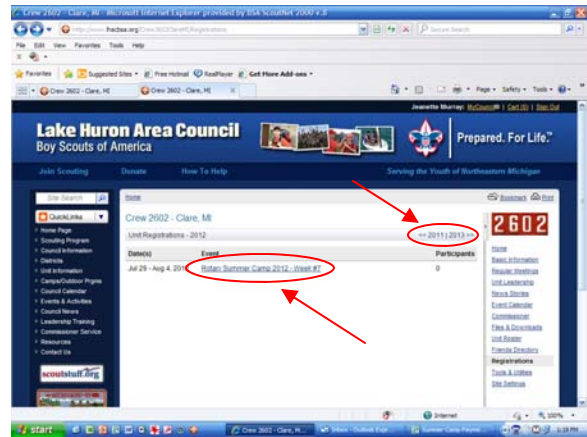
***Unit Roster Tool Reminder* - See page 7**

Step 6: Your Unit Home Page is now displayed. Click on the "Registrations" link.

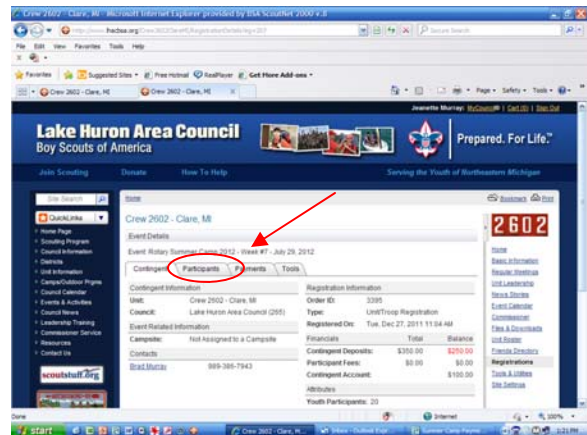


Online Participant Registration Instructions - Summer Camp 2012 - Continued

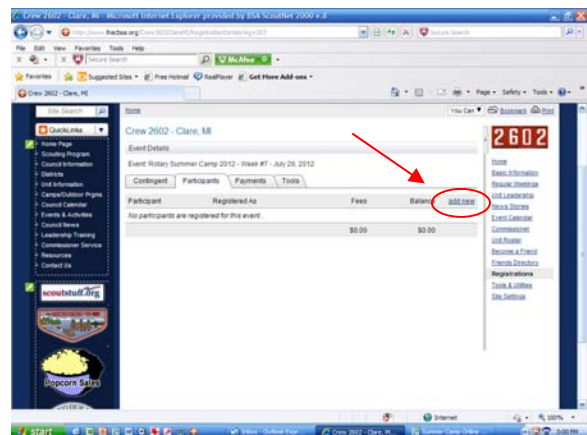
Step 7: Be sure to click on "2012" & all 2012 Unit Registrations will be listed. Click on the "Rotary/PBSR Summer Camp 2012 - Week X" link (where "X" is your week at camp).



Step 8: From the Event Details box, click on the "Participants" tab.

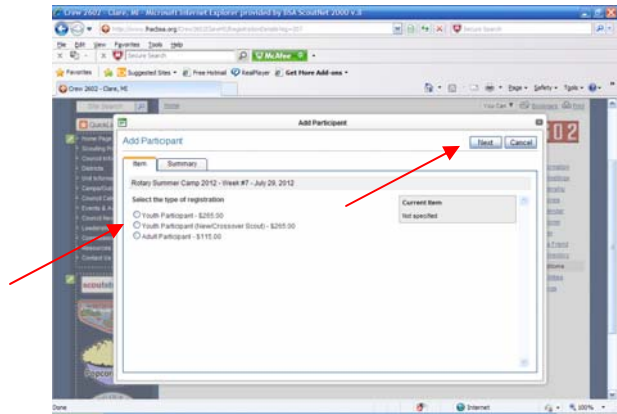


Step 9: Click on "add new".

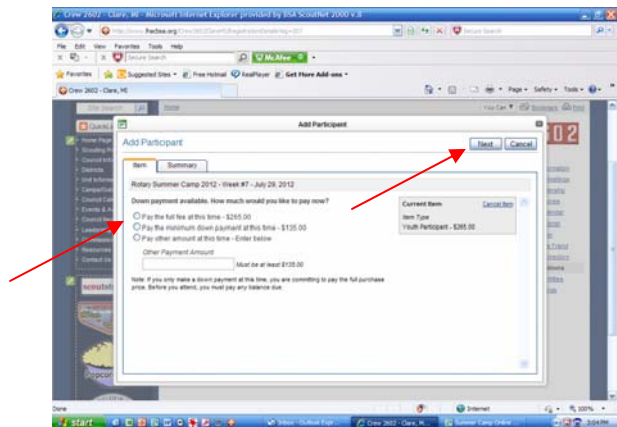


Online Participant Registration Instructions - Summer Camp 2012 - Continued

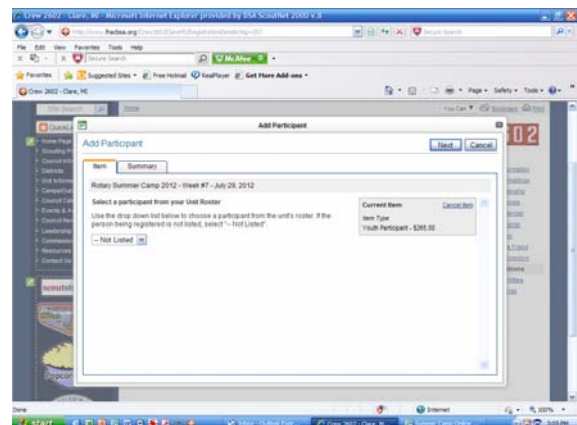
Step 10: Choose the type of registration & click "Next".



Step 11: Choose payment type & click "Next".

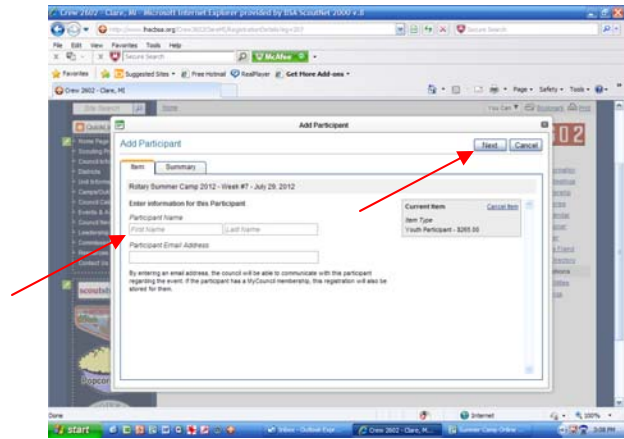


Step 12: If you have entered your Scouts & Adults using the Unit Roster feature, choose the participant from the drop-down menu & skip to Step #15 - **OR** - choose "Not Listed" and click "Next".

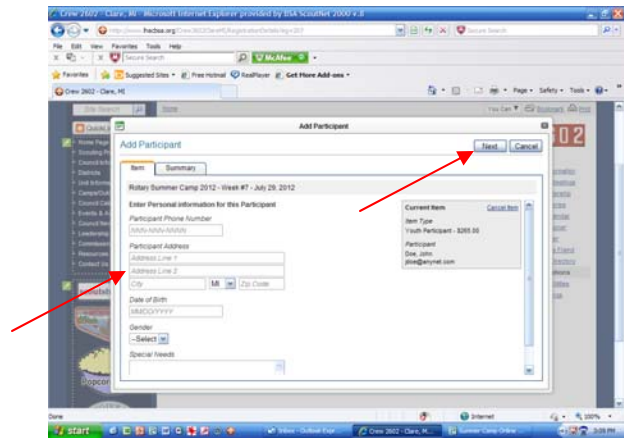


Online Participant Registration Instructions - Summer Camp 2012 - Continued

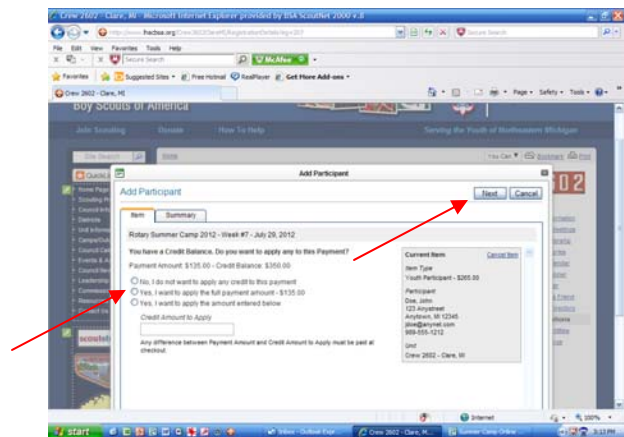
Step 13: Enter participant information (if roster feature not used) and click "Next".



Step 14: Continue to enter participant information and click "Next".

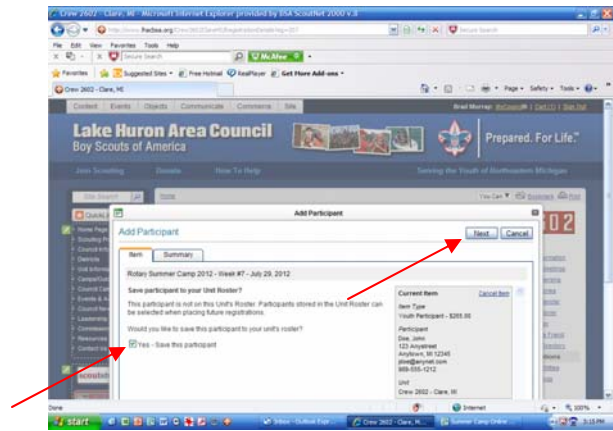


Step 15: Confirm "Credit Balance" options and click "Next".

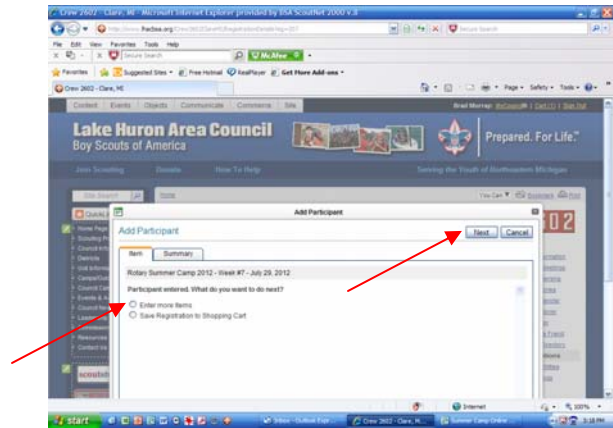


Online Participant Registration Instructions - Summer Camp 2012 - Continued

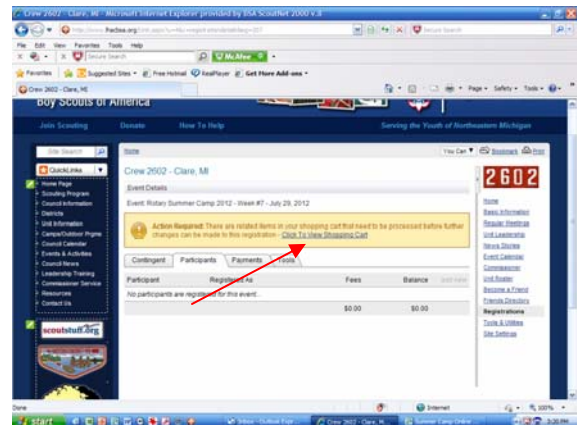
Step 16: If you did not use the "Unit Roster" feature, you will be given the option to save this participant to your Unit Roster for future registrations and click "Next".



Step 17 To add more participants, choose "Enter more Items" or choose "Save Registration to Shopping Cart" if you are done and click "Next".

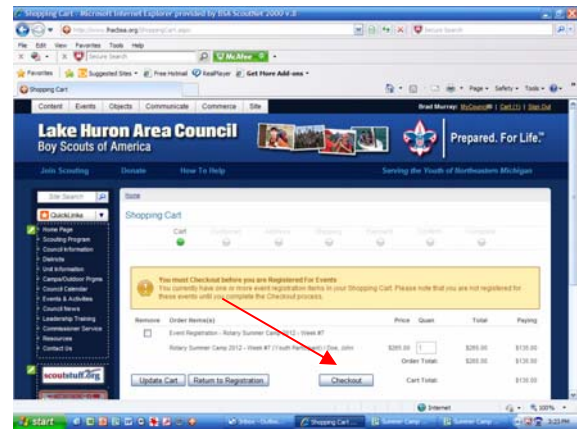


Step 18: You will now be prompted to check out; click the link "Click To View Shopping Cart".



Online Participant Registration Instructions - Summer Camp 2012 - Continued

Step 19: If all Shopping Cart information is correct, click on *“Checkout”* & follow the prompts to complete your transaction.



Please be reminded that during the checkout process, you can pay by:

- Credit Card
- Debit Card
- Electronic Check (enter the information from your troop/personal check):

Bank Name:	<input type="text"/>	Account Holder 1234 123 Main Street Anytown, ZZ 99999 Pay to the order of <input type="text"/> Dollars Bank Name # 123456789 # 123456789123 # 1234
Routing Number:	<input type="text"/>	
Account Number:	<input type="text"/>	
Account Holder:	<input type="text"/>	

Routing Number Account Number

*** New Unit Roster Tool ***

To make registering your Scouts even more convenient, can now add Scouts/Adults to your unit roster and then pick from the roster when registering Scouts/Adults for summer camp making online event registration even faster.

From your Unit Home Page, choose *“Unit Roster”* & follow the prompts. All unit deposits must be made before Scouts can be registered for camp.

