

Online Payment Instructions

Summer Camp 2012

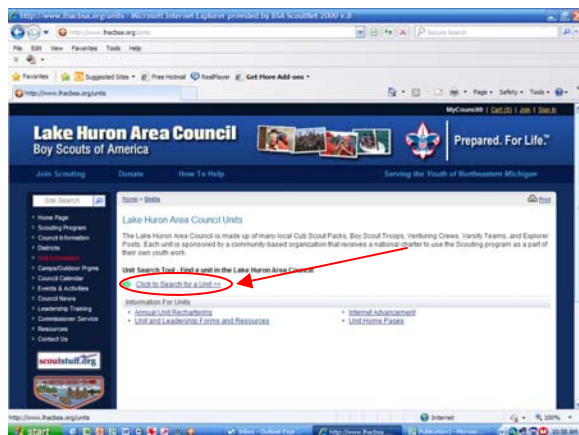
Step 1: The person who completed the online registration for summer camp (or Primary Unit Leader) needs to sign-in to their LHAC MyCouncil account from the LHAC Home Page. If you have not created an LHAC MyCouncil account, please do so by clicking on the "MyCouncil" link located to the left of the "Sign 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 should click on the link to their Unit Home page that was previously sent to you and skip to Step #6.

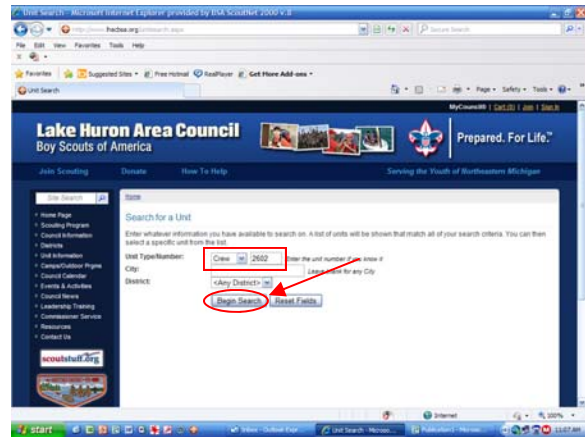


Step 3: Click on "Click to Search for a Unit".

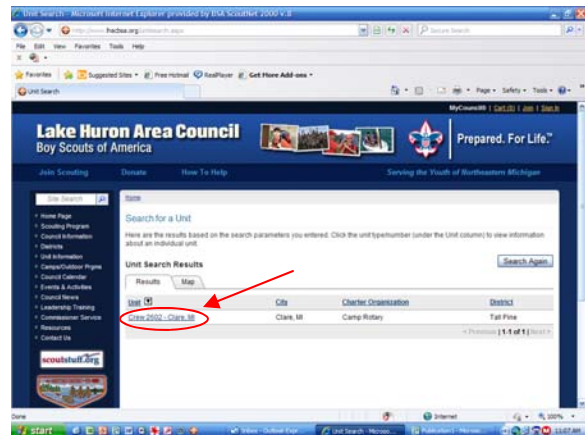


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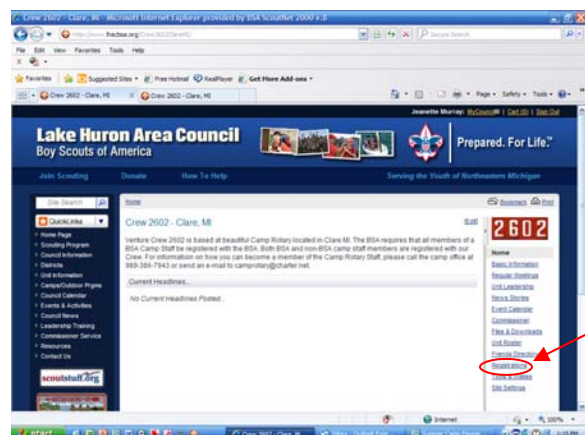
Step 4: Enter Unit information & click on "Begin Search".



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

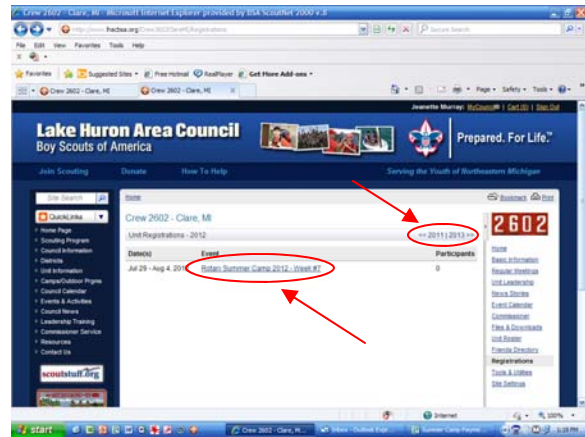


Step 6: Your Unit Home Page is now displayed. Click on the "Registrations" link.

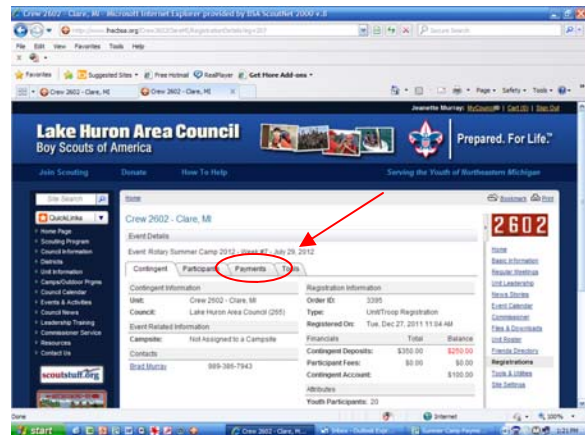


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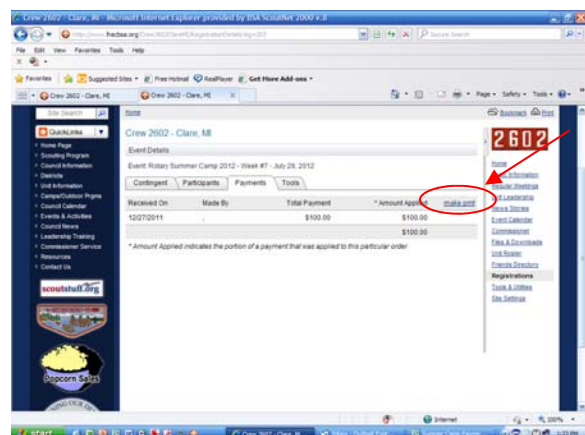
Step 7: Be sure to click on "2012" & all 2012 Unit Registrations will be listed. Click on the "Rotary/PBSR Summer Camp 2012 - Week X" link (where "X" is your week at camp).



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

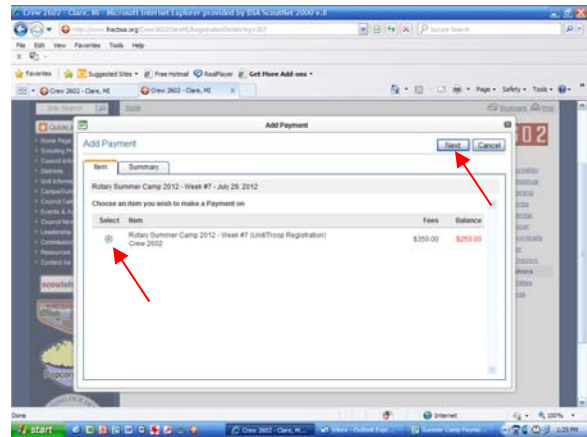


Step 9: Your current payments are now displayed. Click on "Make Pmt".

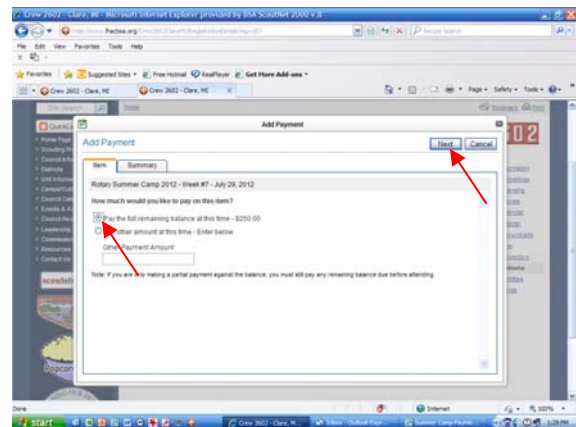


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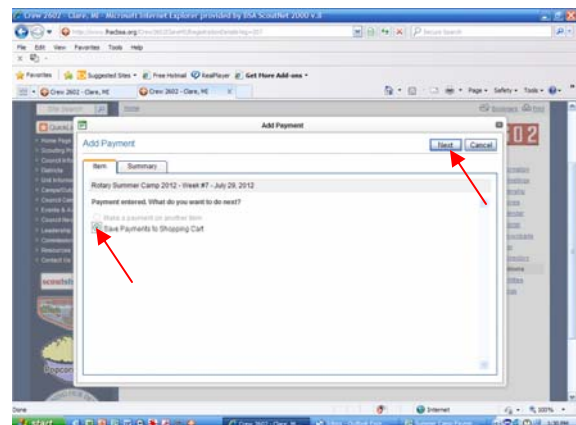
Step 10: Choose your week at camp & click "Next".



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

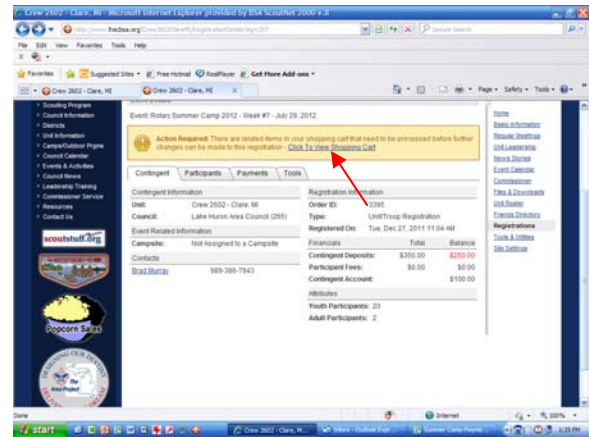


Step 12: Choose "Save Payments to Shopping Cart" & click "Next".

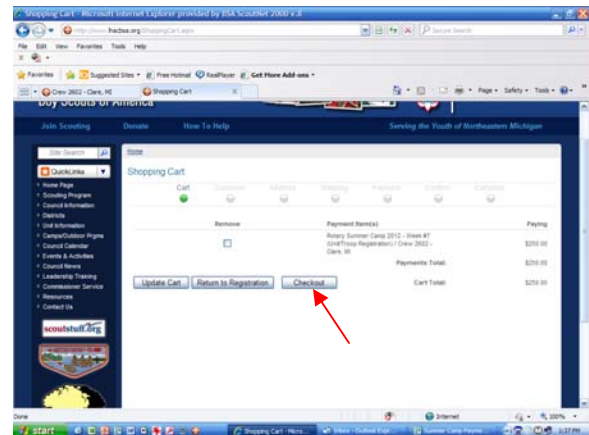


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Step 13: You will now be prompted to check out; click the link *“Click To View Shopping Cart”*.



Step 14: If all Shopping Cart information is correct, click on *“Checkout”* & follow the prompts to complete your transaction.



*** 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.

