

Boston Minuteman Council On-line Reservation System T.L. Storer Summer 2010

In order to speed check-in time, as well as to schedule merit badge classes and staff assignments, we have instituted an on-line system. It is also required that every Adult and Boy be registered with the Boy Scouts for both insurance and security. You must list every Adult that is coming even if it is only for one night we are required to have a CORI on every Adult that is in camp. This year merit badge classes have a maximum number that the class can take; after that the class is closed. When you go to sign up a Scout for classes and the Merit Badge is not listed, it is because the class is full. All names have to be entered two weeks before your Troop comes to camp. The policy for medical forms this year is that they have to be turned in two weeks before camp. We will be using the roster provided by this system to clear your unit at check in and verification. You are receiving these directions because you are listed as the contact person we have listed for your unit. The login and password you receive is for your Troop and is the same one used for Merit Badge Councilors. If you need help please let John Randall know at jrandall@bsaboston.org or call John at 617-615-0004 x318.

1. Open www.bsaboston.org
2. Click the “**Member Login**” link at the bottom of the page.
3. Under User Login Click on “**Member login**”
4. Enter your User ID and Password and click “**sign in**”
5. You will be brought back to the Home page of the web site. Under Quick Links the sixth item should be Register For Events On Line click on it.
6. You now should see all the events that are on line scroll down till you get to the week your Troop is going to camp be sure to click on the one that says Unit. Please note this is for your Troop week reservations only. All Specialty weeks including Eagle Week have to be done as an individual bases under Specialty Week. **NOTE:** If you are going for more than one week, you **MUST** register for each week separately to correctly apply fees and schedule merit badges.
7. Scroll to the bottom of the page **DO NOT CLICK ON THE REGISTER BUTTON!** We have started everyone’s account this year so click on (To edit an existing registration click here) located just above the go back button. This will bring you to a page that is titled my information. Click on view registrations. You should now see any registrations that have been made under this account. Find this years reservation it should say 2010 Storer Week _ click on view details. At the bottom of the reservation details page click on the update button.
8. Click on “**Register Individuals**”. If you used this Login last year you will see a list of names you entered last year. Edit the list removing anyone that isn’t coming this year. Then click on “**Add Name**”. It is possible to import the names by clicking “**Import Names**” and following those directions. This is helpful if you have a large Troop, or if the Troop is coming to camp for more than one week. By click on “**Add Name**”, a screen will come up asking for information on the person you

are entering. For youth, you are only required to fill in the name. For adults, please enter all information. You can keep adding names until you have entered all that you want to put in at this time. You must then select the attendance type for each name and click on the box that says "Attendee" When done, click "**Continue**".

9. You will now notice that the screen refreshed itself and the choice of attendance type is no longer changeable and the Status has changed to registered. Click continue
10. Once a Scout is entered, you can then register them for Merit Badges. If you are doing a large number of registrations, and have the youth sorted by merit badge and time slots, you can enter them using "**By Activity**". These directions are for entering each Scout individually. This method will allow you to see what each Scout has signed up for. Select "**By Individual**". A drop down box with all the names appears. Select the name you want to assign badges to. Click on "**Add Classes**". In this new drop down box, all the activity areas appear alphabetically. Select the Activity Area for the badge you are entering. Put a check mark in the first column next to the badge and the correct time slot. When done, click "**Continue**". The status will now show "**Registered**". Go to the next category for this Scout and repeat the process. When all entries have been done, and saved, then click "**Continue**". After all Scouts have been registered for merit badge classes, click "**Continue**".
11. To check for conflicts, click "**Check Conflicts**" button. It will show you any conflicts that might exist. If needed, go back and change the classes chosen.
12. When you have completed the registration process, click on "**Complete Registration Step 1 of 2**". This brings you to the billing screen. If you do not wish to make any payments at this time, click on "**Complete Registration**". If you wish to make a payment at this time, enter the amount of payment in the box and click "**Update Total**". Now there is a box for "**Payment Type**". Follow the online directions for making a payment The default is "**Credit Card**". This permits parents to pay by credit card. You will need their credit card number, the safety code on the back, and the expiration date. You can also make an electronic funds transfer (EFT) directly from the parent checking account or Troop checking account. You will need the bank routing number and the account number to us this method. The third option is check the button that says pay by mail. REMEMBER! Deposits are due February 28 and full payment is due by April 30 in order to get the discount. Because we are using an automated system, the full fee of \$350 per boy per week will be added if the payments are not made in full by midnight on April 30. After May 1, you can still make changes to your account. If you have a balance and do not want to pay it simply click on the pay by mail option.
13. Print this screen for your records.
14. If you have any problems, please call John Randall at 617-615-0004 ext 318, or email him at jrandall@bsaboston.org.