



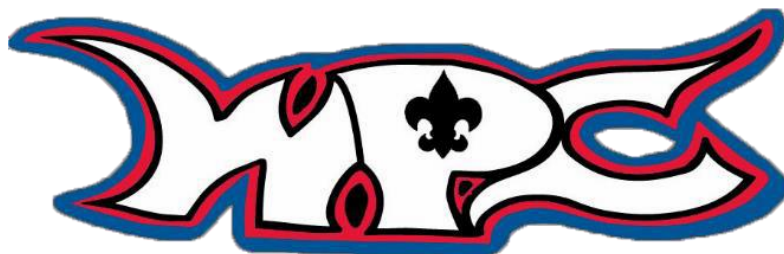
BOY SCOUTS OF AMERICA®
WESTCHESTER-PUTNAM COUNCIL

FOLLOW THE STEPS

LAI D OUT IN THIS GUIDE FOR YOUR

SUMMER CAMP REGISTRATIONS

AT CURTIS S. READ SCOUT RESERVATION



Where can I find?

Page 3	Getting to your Unit Website
Page 5	Uploading & updating your Unit Roster
Page 6	Accessing your Camp Registration
Page 6	Registering Scouts & Leaders
Page 8	Adding Merit Badges & Activities
Page 9	Information on Forms

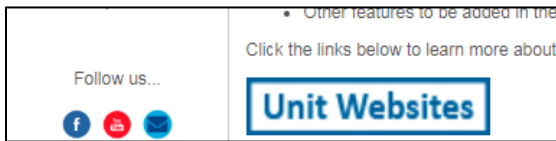
**For adding Leaders to your Unit Account or Anytime you have questions,
feel free to send an email**

wpc.camping@scouting.org

(No need to wait until Monday ~ email anytime)

Go to www.wpcbsa.org and sign-in to MyCouncil or register for a new account by clicking Join in the upper right-hand corner. (you know that you are signed in if it says your name just before MyCouncil)

Click on Resources, then Unit Websites.



Click on the “Unit Websites” link

All units are added to the system when Site Deposits are entered. Select “boy scout troop” from the drop down, enter your troop #, City, and choose your Council from the drop down. Then click on “Begin Search”.

Search for a Unit

Enter whatever information you have available to search on. A list of units will be shown that match all of you select a specific unit from the list.

Unit Type/Number: *Enter the unit number if you know it*

City:

District:

Council:

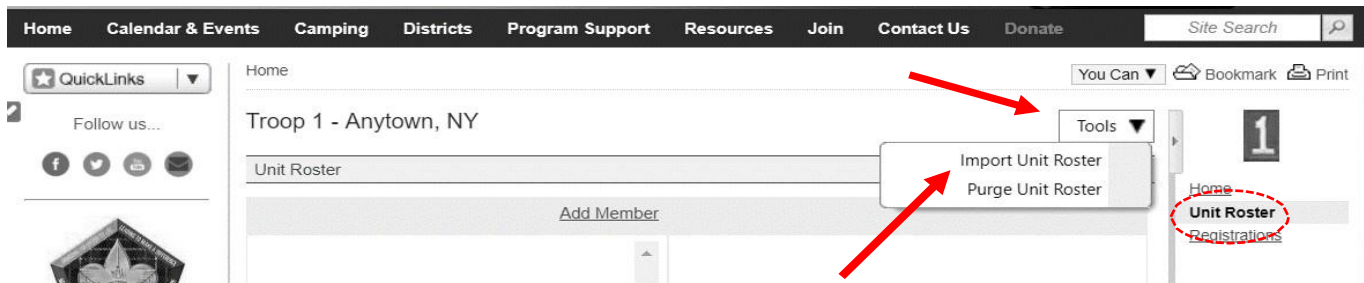
Unit Search Results

Unit	City	Charter Organization
Troop 1 - Anytown, NY	Anytown, NY	

Choose your unit from the Results to access your unit webpage.

On the right-hand side, click on “Unit Roster”. Then from the “Tools” drop down, select “Import Unit Roster”. (If you are only adding 1 or 2 additional members, it may be quicker for you to just click on Add Member)

***If you cannot see “Unit Roster” or “Registrations”, double check that you are signed in to your MyCouncil registration. If you are, contact your Unit Leader or Council to confirm access.



The “Download Template” will then appear. You will need to use the Template provided by this system to create your full roster of scouts and adults. Don’t worry right now about who might or might not be going, it will save you steps (and time!) later to just upload the full roster now. Have your most recent charter handy - all the information you need is on this.

When you are ready to import your roster, you will need to select how to handle the Duplicates first, then select your document, then Import File.



Tips: **The only information not required is 2 out of the 3 phone numbers, and BSA PersonID. All other information is required.

Do not change any of the column headings. Be careful of your phone number format, it must match the below with dashes, no parenthesis.

(if there is a mistake, the system is great in that it will tell you what Row it’s in)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	BSAPersonId	NameFirst	NameLast	Email	Address	City	State	Zip	PhoneHome	PhoneWork	PhoneMobile	PrimaryPhoneType	DateOfBirth	Gender
2	1234567	Scout	Smith	smithfamily@gmail.com	1 Buckskin Way	Anyt	NY	12345	914-555-1212			H	01/02/2003	m
3	1234568	Scout	Jones	jonesfamily@gmail.com	1 Waubeeka Way	Anyt	NY	12345	914-555-1212			H	01/03/2005	m
4	1234569	John	Doe	doefamily@gmail.com	1 Summit Drive	Anyt	NY	12345	914-555-1212			H	01/04/2004	m
5	2345678	Jimmy	Doe	doefamily@gmail.com	1 Summit Drive	Anyt	NY	12345	914-555-1212			H	01/04/2004	m
6	2345679	Scouter	Smith	smithfamily@gmail.com	1 Buckskin Way	Anyt	NY	12345	914-555-1212			H	01/02/1975	m
7	2345672	Scouter	Jones	jonesfamily@gmail.com	1 Waubeeka Way	Anyt	NY	12345	914-555-1212			H	01/03/1960	m

Go to Registrations in the right-hand column, then Click on your week at camp.

Note the Contacts on this page - if there are additional Scoutmasters and/or Committee that should be receiving Camp Emails and or Accessing the registration system, please email wpc.camping@scouting.org with your Troop #, week you are attending and request them to be added. Send their first and last name, phone number, and email.

****RECOMMENDATION**** set this page as a favorite's tab!!

	Total	Balance
Contingent Deposits	\$100.00	\$0.00
Contingent Member Fees	\$0.00	\$0.00
Contingent Account		\$100.00

The *Tools* tab is where you will be able to generate printed reports. Exports are spreadsheets, Reports are PDFs.

Member's Page ~ this is where you will add your Scouts and Leaders' registrations. Click on Add new.

WESTCHESTER-PUTNAM COUNCIL Account Website Logoff

CONTINGENT Troop 1 - Anytown, NY
Read - Week 7 - Jul 5-11, 2020 You Can

General
Members
Payments
Account
Notes
Tools

add new	Name	Variant	Home Unit	Net Fees	Balance
---------	------	---------	-----------	----------	---------

You will be able to add multiple Scouts and Leaders (you don't select which ones at this time). Once you click "Save" it brings you to the payment screen right away, so make sure if you are planning to make payments for both Scouts and Leaders in this transaction, you add all at this point. See note at the bottom in red.

oop 1 - Anytown, NY
ad - Week 7 - Jul 5-11, 2020 Save Cancel

Add Contingent Member Slots

Enter the number of new Contingent Member slots for each type of Attendee listed below...

Scout Registration Full Price: \$445.00 ea Down Pmt: \$50.00 ea	<input checked="" type="radio"/> Pay Full Price <input type="radio"/> Pay Down Pmt	<input type="text"/>
Free Leader		<input type="text"/>
Paid Leader Full Price: \$170.00 ea Down Pmt: \$50.00 ea	<input checked="" type="radio"/> Pay Full Price <input type="radio"/> Pay Down Pmt	<input type="text"/>
Leader, Day Rate Full Price: \$30.00 ea		<input type="text"/>

Contingent Account Funds Available

You currently have funds available in your Contingent Account. If you choose to apply Contingent Account funds, each new item will be allocated funds until all fees are covered or all funds are used up. Any remaining fees must be paid for during the checkout process. Check the box below to apply Contingent Account funds.

Contingent Account Balance \$100.00

Apply funds from Contingent Account

Once you click the Save button, you will be taken to the Shopping Cart. You must go through the Checkout and Payment process to complete the request. Once you have completed Checkout and Payment, you can come back to your Contingent Dashboard and manage the new Contingent Member slots.

NOTE: Any items currently in your Shopping Cart will be deleted.

Once you have registered some participants, you will see them in the screen as below. They are an "empty slot" at first.

Troop 1 - Anytown, NY
Read - Week 7 - Jul 5-11, 2020 You Can

add new	Name	Variant	Home Unit	Net Fees	Balance
view	[EMPTY-SLOT]	Scout Registration		\$445.00	\$395.00
view	[EMPTY-SLOT]	Scout Registration		\$445.00	\$395.00
view	[EMPTY-SLOT]	Free Leader		\$0.00	\$0.00
view	[EMPTY-SLOT]	Free Leader		\$0.00	\$0.00
view	Doe, Jimmy	Scout Registration	Troop 1 - Anytown, NY	\$445.00	\$395.00
view	Jones, Scout	Scout Registration	Troop 1 - Anytown, NY	\$445.00	\$395.00
view	Jones, Scouter	Free Leader	Troop 1 - Anytown, NY	\$0.00	\$0.00

Click on the View Tab. Click on “Populate from Unit Roster”

[EMPTY-SLOT]
Read - Week 7 - Jul 5-11, 2020

📅 You Can ▾

Populate from Unit Roster

General **Journal** Notes

Personal Information edit

Name [EMPTY-SLOT]

BSA ID

Email

Address

Phone

Registration Information

Order 10312

Variant Scout Registration

Quantity 1

Registered Wed, Jan 16, 2019 1:53 PM

Status Confirmed

[EMPTY-SLOT]
Read - Week 7 - Jul 5-11, 2020

Select Unit Member

Doe, Jimmy Event Age: 16 Gender: Male	✓ select
Doe, John Event Age: 16 Gender: Male	✓ select
Jones, Scout Event Age: 15 Gender: Male	✓ select
Jones, Scouter Event Age: 60 Gender: Male	✓ select
Owens, Sandra Event Age: 42 Gender: Female	✓ select
Smith, Scout Event Age: 17 Gender: Male	✓ select
Smith, Scouter Event Age: 45 Gender: Male	✓ select

This will bring you to your Roster, where you can select which Scout or Leader.

This layout also shows you the age of each participant, which is helpful when you have Scouts and Dads with the same name.

From the Scout’s dashboard, click on the Activities Tab. Then you can click on Add/Remove Activities.

Jones, Scout
Read - Week 7 - Jul 5-11, 2020

📅 You Can ▾

General Options **Activities** Journal Notes

Scheduled Activities Add/Remove Activities > Show 24 Hours

	Sun, 5	Mon, 6	Tue, 7	Wed, 8	Thu, 9	Fri, 10	Sat, 11
gam							
gam							

This will bring you to the Currently Selected List (on left) and the Available Activities List (on the right).

Jones, Scout < Return

Read - Week 7 - Jul 5-11, 2020

Currently Selected Activities

No Activities have been selected by this Attendee...

Available Activities

Click an Activity below to show Sessions that are available ...

B- Canoeing
1 Session Available

W- Canoeing
1 Session Available

B- Kayaking
5 Sessions Available

Once you select an activity, it will show you which sessions are available. **Note, if you have an activity already selected, the Sessions Available will only be ones that can still be taken. Note below how Kayaking does not show Sessions 1 or 2, because they don't fit in the Scout's schedule availability.

Currently Selected Activities

Click an Activity below to show additional information...

B- Swimming
Session 1

B- Insect Study
Select for interest, speak with Instr upon arrival

B- Space Exploration
B- Space Exploration \$20.00

Available Activities

Click an Activity below to show Sessions that are available...

W- Canoeing
1 Session Available

B- Kayaking
2 Sessions Available

W- Kayaking
2 Sessions Available

Session 3 ▼ select

7/6/2020 - 2:00 PM to 2:50 PM

7/7/2020 - 2:00 PM to 2:50 PM

7/8/2020 - 2:00 PM to 2:50 PM

7/9/2020 - 2:00 PM to 2:50 PM

7/10/2020 - 2:00 PM to 2:50 PM

Session 4 ▼ select

7/6/2020 - 4:00 PM to 4:50 PM

7/7/2020 - 4:00 PM to 4:50 PM

Back on the Scout's Activities Dashboard, you will be able to see his schedule in a calendar format

Jones, Scout 📅 You Can ▼

Read - Week 7 - Jul 5-11, 2020

General Options **Activities** Journal Notes

Scheduled Activities Add/Remove Activities > 🕒 Show 24 Hours

	Sun, 5	Mon, 6	Tue, 7	Wed, 8	Thu, 9	Fri, 10	Sat, 11
8am							
9am		B- Space Exploration (B- Space Exploration)	B- Space Exploration (B- Space Exploration)	B- Space Exploration (B- Space Exploration)	B- Space Exploration (B- Space Exploration)	B- Space Exploration (B- Space Exploration)	
10am		B- Swimming (Session 1)	B- Swimming (Session 1)	B- Swimming (Session 1)	B- Swimming (Session 1)	B- Swimming (Session 1)	
11am							

9 | Page

From the Scout's dashboard, you can also make selections if needed for Transportation, Additional overnights (if they are arriving or staying over on a Saturday night), and if they are going to have Visitor's come for meals, etc.

The screenshot shows a dashboard for a Scout named Jones. At the top, it says "Jones, Scout" and "Read - Week 7 - Jul 5-11, 2020". There is a "You Can" dropdown menu. Below this are tabs for "General", "Options", "Activities", "Journal", and "Notes". The "Options" tab is selected. Underneath, there are three sections: "Transportation", "Additional Overnights", and "Visitor Meals". Each section has an "edit" button and the text "No Response Provided" below it.

On a Leader's Options page you also have the additional option of pre-ordering Hand Crank Ice Cream for the Troop to make and enjoy.

[2019 Troop Leaders' Guide](#)

[2019 Parents' Guide](#)

[Provisional Scout Application](#)

[Annual Health & Medical Record \(AHMR\)](#)

[Submit w/AHMR - OTC Medications Form](#)

[Submit \(if staying over 10 days\) w/AHMR - Meningitis Form](#)

[Food & Dietary Needs Form](#)

[Permission Slip for Out-of-Camp Activities / to Leave Camp](#)

[Merit Badge Schedule Request Form](#)

[Campership Application](#)

[Camp Read Association](#)

[Unit Reservation Form](#)

[Trek Reservation Form](#)

[Staff Application](#)

[CIT Application](#)

This is the list of forms that you can find at www.wpcbsa.org/read

****For Scouts who are Siblings, or new in 2019** Please email wpc.camping@scouting.org with their names so that the appropriate discount can be applied to them AFTER you have registered them with their deposit.**

In order to answer your questions more quickly, please always include on your emails:

Your Name

Number/Name of your Unit

Week you are attending

**Anytime you have questions, feel free to send an email ,
wpc.camping@scouting.org.
*(No need to wait until Monday ~ email anytime)***