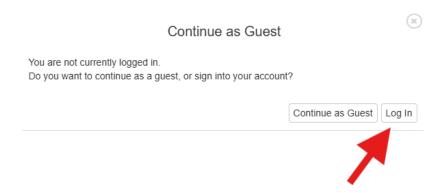
## Camp Carpenter Registering/Modifying Your Summer Camp Experience

(November 24, 2024)

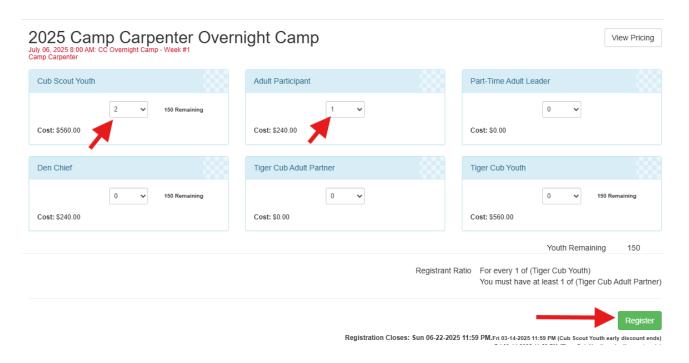
1. From the registration page select the week of camp your unit wishes to attend camp



2. Once you have selected your week the following will appear. Be sure to "Log In" and not as we guest. This will make making any changes later or paying the balance much easier. If you do not have an account, it will prompt you to establish one.



3. Once you have logged in you will see the following where you will enter the number of individuals by registrant type, then hit register.



4. In the next screen you will need to make the enter the following: Unit Information, your top three campsite preferences. You have the option to also add an additional contact email as well and if you wish to add any comments. After you have completed all requested information click on "Done"

	Change Informati	Change Information for	
	First Name	Last Name	
	The Primary Contact Email is required and Additional Contact Emails are optional and a Committee chairs, unit treasurers, and additional unit	mail Addresses  d receives all emails sent for this registration. also receive all emails sent for this registration. leaders are all examples of possible additional contacts. e the registration link so they will not be able to access the registration online.	
	Primary Contact Email	Additional Contact Email	
		Additional Email	
<b>—</b>	Unit Information Select Unit  Campsite Campsite Details We will do our best to accompodate your request, but there are no guarantees.	Campsite Preference Comment  Campsite preference comment	
$\rightarrow$	You need campsite space for 3  Chocorua (60/60 available)		
$\rightarrow$	Kiwanis (34/34 available)		
	Lion's Den (80/80 available)		
		Dor	

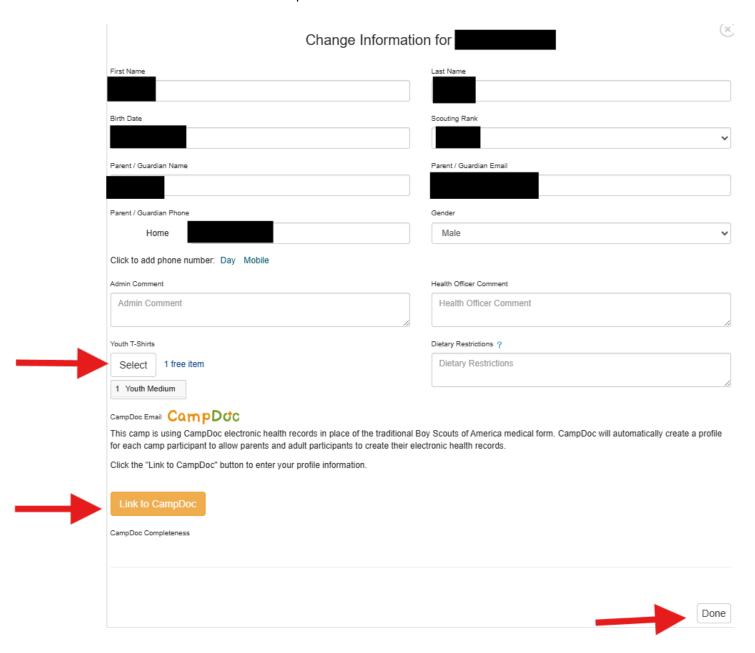
5. In this screen you will want to click on "Autofill". Once you do this your roster will automatically upload. Here you will click on the youth who will be attending camp and then click on "Fill Information". Note to use the "Autofill" feature either the CM or CC must be the "Registration Contact". If a unit wishes to have someone else as the Registration Contact and use the "Autofill" functionality, then either the CM or CC must email us as to who they wish to grant full access to the unit roster.



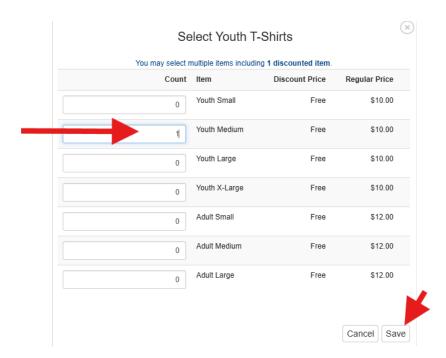
6. Once you have selected a youth that will be attending camp, be sure to complete the registration by completing any information that is missing. You will know information is missing as shown below. Click on "Update Information":



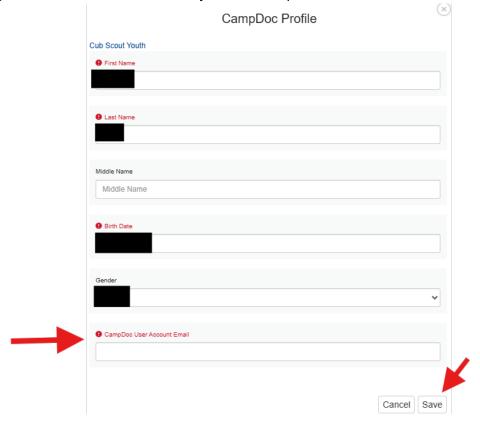
Because you have selected "Autofill", most of the information has been populated except for the following: "Youth T-Shirts" and the "Link to Camp Doc"



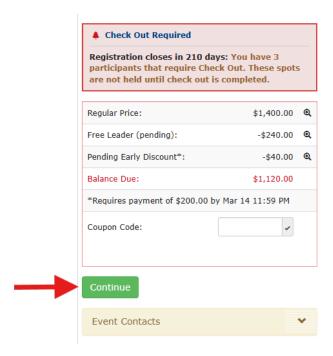
7. Click on "Youth T-Shirts" first and select the size of t-shirt the youth should receive and click on "Save"



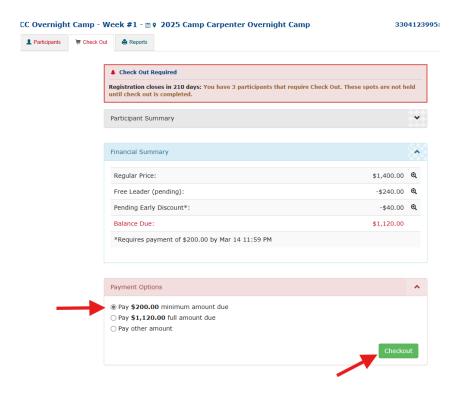
8. As it relates to "Link to CampDoc". We recommend that you complete this section after <u>March 31</u>st. Once you click on this link you will only need to fill in "CampDoc User Account Email" unless other information has not been auto populated. <u>For this field you will enter the Parent/Guardian email address.</u> Once you have entered this information, click on "Save". This will automatically send an email to the parent with an invite to CampDoc. Note percentage complete should now appear within your registration for each attended that you have completed this section for.



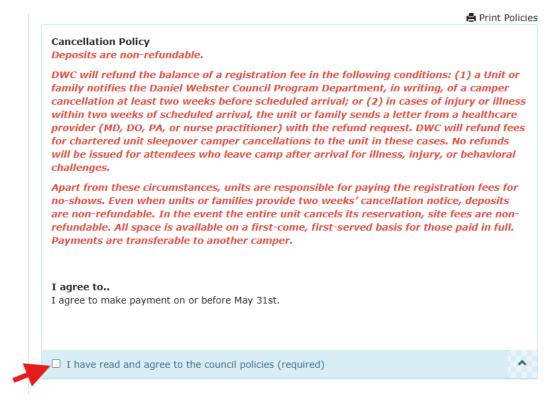
9. Once you have entered and completed all sections, you may now proceed to checkout by clicking "Continue".



10. Here you will be required to make the minimum payment, which will be equal to the "Required Deposit" of \$100 per youth. You do have the option to pay in full or an amount greater than the minimum. Once you have decided, click "Checkout".



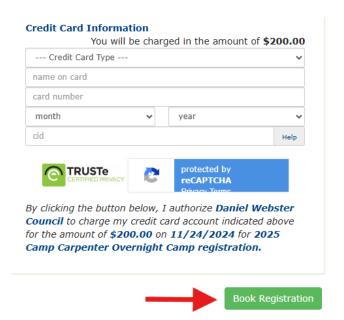
Please read the cancellation policy and check the box indicated below:



11. In this next screen you will have the option to pay by Credit Card or eCheck.



Once you have made your payment selection, complete required information and then click "Book Registration"



## **Donation**

At the present time, Daniel Webster Council does not assess administrative registration cost onto each registration. While not required, we ask for your assistance in offsetting this cost allowing the Council to put more resources into our programs. You will have three (3) options for donation: 3% of the total registration cost, 5% of the total registration cost or an amount you feel most comfortable with.

## **Modifying your Registration**

 To modify your registration, we suggest you log into the account you set up when you submitted the initial registration. If you do only have your registration number, then you can use that as well under the "Lookup" and the selecting "Lookup Registration"

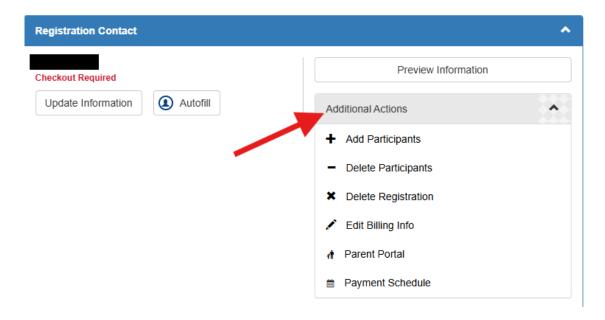
If you select the "Lookup Registration" the following will appear in which you will need to enter the email address you used when you initially registered. You will receive an email that will look as follows:

The following registrations are associated with your email address. You may use these numbers and your email address to log into the sy registration.

3304123995 Status: In Progress, Not Booked on 11-24-2024 9:29 AM - 2025 Camp Carpenter Overnight Camp (07-06-2025 8:00 AM)

If you click on the registration, it will bring you to your unit's summer camp registration.

Once you have your registration up the "Additional Actions" button will allow you perform the actions as shown below:



If you wish to setup the "Parent Portal" which will allow parents to pay the remaining balance and perform other limited task the following are two videos we suggest you have:

Parent Portal - Unit Leaders Guide: Parent Portal: Unit Leader's Guide (Updated 09/2020)

Parents Portal - Parent Guide: Parent Portal: Parents Guide (Updated 09/2020)