



## Camp John J. Barnhardt

44184 Cannon Rd.

New London, NC 28127

[www.centralnccouncilbsa.com](http://www.centralnccouncilbsa.com)



### Step-by-Step Instructions for Registering Scouts for Summer Camp Activities through Our Online System:

Please follow these steps to register your scouts and leaders for summer merit badges and activities at Camp John J. Barnhardt. Remember that your troop should have already reached out to Kyle Camp ([kyle.camp@scouting.org](mailto:kyle.camp@scouting.org)) to reserve a campsite/week for your unit. If you need assistance, please reach out to Kyle or the Program Director and they'll be happy to help.

It is critical that your unit have one registration for all scouts. The account that starts registration for your unit should be used for all subsequent additions or changes. If you have new scouts to add, they may easily be added to that same registration. Please, do not start a second registration. Each unit having one registration allows the leaders in camp to have easy access to camper schedules, creates a single advancement report for the unit with all scouts listed appropriately, and, most importantly, allows us to locate scouts more quickly in the event of an emergency.

If your charter organization has both male and female units, they may register them in as one or as two separate units. One registration will lead to combined accounting and advancement reports, so we recommend that route if the same adults handle those tasks for both units. If the units don't use overlapping leadership, then registering them as two separate units is appropriate. If that is the case, please use appropriate designations so we can tell which registration is which (e.g., 442B and 442G OR 328 and 4328).

As for registration, here are your steps:

1. Go to the Central NC Council webpage ([www.centralnccouncilbsa.com](http://www.centralnccouncilbsa.com)) and click on the tile for summer camp registration.
  - a. Alternatively, you can access the registration from the council calendar, or a direct link included in an email (existing doubleknot users can also login, click events, programs, and then click on summer camp to get to the same screen)
2. You will see the different weeks of camp listed. Click the "register" button for your appropriate week. *Please make sure you pick the week that matches your campsite reservation* (the two most common registration issues/errors are 1) units selecting the wrong week and 2) creating multiple registrations).
3. The next screen displays your chosen week and camp costs. Click either "register" button to proceed.
4. You will then be prompted to login or create an account. Many of you likely already have accounts. Please use those. If you do not have an account, create one.

- a. If you are unsure if you've made an account, you can click "logon" and then "need help logging on?" to see if your email has an account already. The system will help you recover a lost password if you have forgotten it.
5. Once done, you'll see a screen with three large tiles and three small ones. Start with the one on the top left marked "Who's coming?"
  - a. The page that opens first asks you to list the number of scouts and adults that are coming to camp. Use the drop-down tool to fill those in. We have 3 options for adults (full-week, Sun-Wed, and Wed-Sat); pick the option that is closest to their intended stay with us.
  - b. Once that is complete, boxes will appear below marked "Scout" and "Adult." Fill in the names as they should appear on our roll sheets and your advancement reports (a scout that goes by Jon may be listed as Jon Smith rather than Jonathan Smith). It is helpful for you to also list birthdates as three classes have age limits set by North Carolina law or Scouting policy for summer camps (ATV [14], shotgun [13], and rifle [12]). Three other badges have strongly recommended minimum ages (archery [11], waterskiing [13], and personal management [13]).
  - c. If you do not have all the names of scouts coming to camp at this time, you may leave those blank and complete them later. You may increase the number of scouts later as well.
  - d. Click "continue"
6. The next screen allows you to preorder camp t-shirts for your unit. Shirts include our saw and axe logo and the year's theme (e.g., the 2022 theme is The Barnhardt Musketeers). You may skip this and complete it later if you wish by clicking continue, but all t-shirt orders need to be complete at least two weeks before June 7<sup>th</sup>. T-shirts may be added to your order up until the June 7<sup>th</sup> deadline. Click "continue."
7. You'll also see a Special Dietary Needs Form. You can fill this out for any scout or adult that has special food needs (e.g., vegetarian, allergy, etc.). Please only fill this out for scouts or adults that have special needs. There is no need to list every scout, just those with special food needs. Like the t-shirt form, this may be updated any time before June 7<sup>th</sup>. If you click "yes" to the question asking if you have other scouts with food needs, additional spaces will open on the form. Click "continue."
8. You'll now see a new tile has appeared on the screen: "What are they doing?" You may click on this tile to register scouts for specific badges.
  - a. The first scout's name will already appear in the "Schedule for:" box. You are now registering this scout.
  - b. You will see a second drop-down menu that says "Choose activities in:" with "A Block" currently selected. A list of available classes will appear once badge registration opens on February 8<sup>th</sup> each year (the birthday of Scouting). These badges will be the exact same as those listed on the schedules posted on the council webpage.
  - c. Click the add button beside the activity they want for that timeslot. It will now appear in their schedule at the top of the page.

- d. Switch the dropdown to “B Block” and repeat. Then repeat for Blocks C-F. Note that some activities take multiple blocks. For example, if they selected swimming merit badge in the A Block, they would not need to sign up for an activity in the D block. These cases are marked on the schedule and in parenthesis after the badge name (for example, swimming appears as Swimming [A,D] and cycling as Cycling [A,B]).
      - e. Switch the drop-down menu to the next scout and repeat. Repeat for all scouts.
      - f. You can remove a badge by using the trash can icon next to it when the scout’s name is selected in the drop-down. You can then add a replacement. You can make changes up until the start of your week of camp.
      - g. Click “continue”
9. You’ll see the main screen again and can select “Check schedule conflicts.” This screen will alert you if you selected multiple activities for one scout in a timeslot or if you scheduled two that overlapped (e.g., you put them into an A-B activity and a B activity). If there are conflicts, you can return to “What are they doing?” to correct them. Otherwise, click continue.
10. Another tile at the bottom allows you to change your troop information (“Edit Group”). The other “Reports” will allow you to print schedules (either click “Unit Schedule” or “Unit Schedule with page breaks.” Once camp starts you can see advancement earned at camp (“Class/Activity Completion Awards”). These are updated starting on Wednesdays each week.
11. To complete your registration, click “checkout”
  - a. You will see a payment schedule based on the number of scouts you’ve currently registered and any fees associated with activities (e.g., shotgun). Click “checkout” to continue.
  - b. You may enter billing information and pay the deposit at this time. Click “complete order.” If prompted with another screen, select “done.”
    - i. If you do not have payment information handy, you may select the “by mail” mailbox icon at the top. This will allow you to register and pay later whether online in this system (by changing the selection) or by mail. Click “complete order” (and “done” if prompted) to save your registration.
12. To make changes, just go back to the main registration screen. Click register, log-in, select the unit you’ve already started registering, and click continue. It’ll take you back into the same registration and allow you to edit. (Don’t select “new,” your existing registration should have an identifier like “Troop 4837”).