

DOUBLEKNOT MERIT BADGE REGISTRATION HOW-TO:

How to enter names and merit badge information to your existing summer camp reservation

You will enter the registration that you have already made when you reserved your site.

Here is how to enter to that point.

1. From the Great Lakes Council websites main page (www.glcscouting.org); on the left, click on the camping link. **You must use your Doubleknot ID and password to update your summer camp registration. This is not the same as your Internet Advancement, Internet Recharter, or MyScouting login.**
2. From the next page you will select Lost Lake Scout Reservation on the right hand menu, third header (Summer Camps in GLC).
3. The beige menu box that says Lost Lake Summer Camp 2010. Click the button that says camping.
4. Select the week you are attending and click "click here to register".
5. On the next screen you will select "edit an existing registration" which is located above the "Register Button". DO NOT CLICK THE REGISTER BUTTON - THIS WILL START A COMPLETELY NEW REGISTRATION.
6. You will see the page titled "my information" and you will see an option view registrations. That is where you will click to proceed. Once you have clicked that you will see a list of your registrations. Please click on the right side where it says "View Details" next to your 2010 Summer Camp Reservation. The next page that comes up will give you the options GO BACK - UPDATE - MAKE PAYMENT. Select the Update option. Step 7 is what your next screen will give you:
7. Select what you want to do: **Register individuals** Use this to register individuals by name for this event. You will have the option to "upload" names as well. In order to do this you would have to have the names saved in a .CSV file format. (save an excel sheet as .CSV or straight from Troopmaster Software) **Register for Activities** Register by merit badge or activity Use this to assign multiple individuals at a time to a merit badge or activity. **Register by individual** Use this to assign one individual at a time for a merit badge or activity. **Conflict Resolution Check schedule Conflicts** Use this to check if there are any scheduling conflicts. If s conflict appears it will show each block twice (once for each day of the block) you must clear both to resolve the conflict.
8. Once you have entered your names you must click continue all the way to the last page where you **MUST click PURCHASE** to save the changes you have made to your registration. If you do not click purchase or your session times out (30 minutes) then you will have to re-enter all of your information.

If you have any further questions please feel free to contact Amy Dubovik at 248-338-0035 x 125 or amy.dubovik@scouting.org