

## ONLINE MERIT BADGE AND PROGRAM SIGN-UPS (as of 2/21/2014)

Complete steps 1-5 to sign up for merit badge classes and other programs

**IMPORTANT: System will time-out if you have your registration open for a while, we advise saving your work periodically to avoid lost work!**

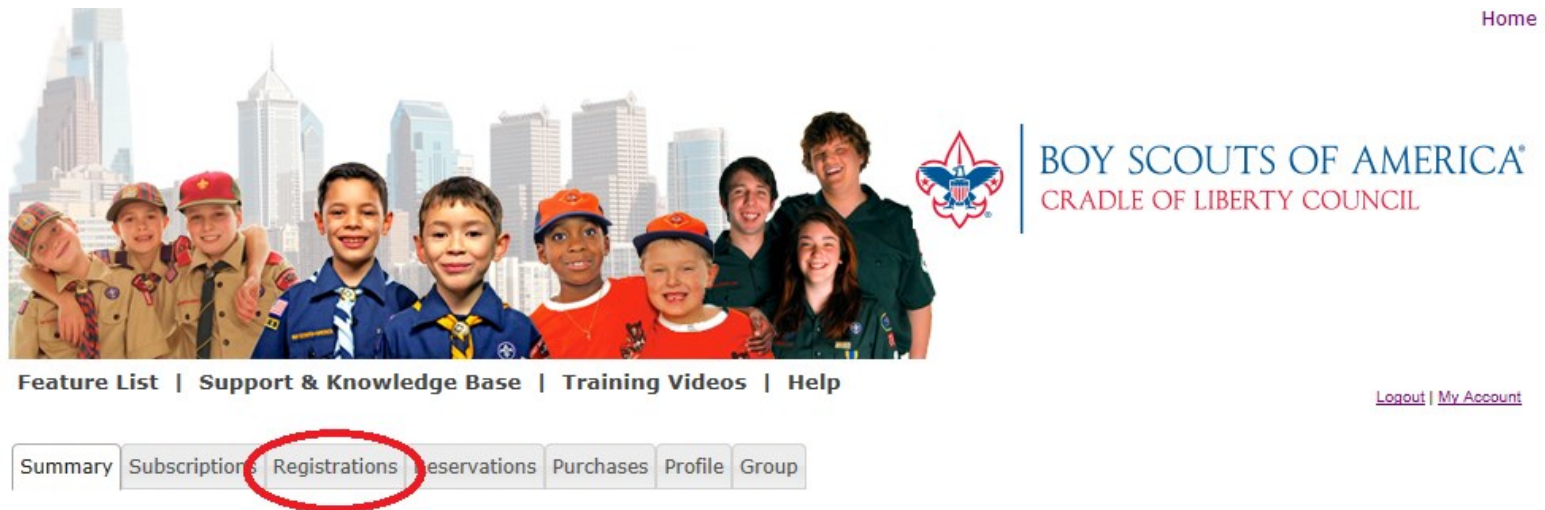
### STEP 1:

Log into Doubleknot (our online registration system) through the council website by going to [www.colbsa.org](http://www.colbsa.org) and click on "Camping" (blue band towards the top of the screen) . Click on "Sign in to Doubleknot". Type in your user ID and password.

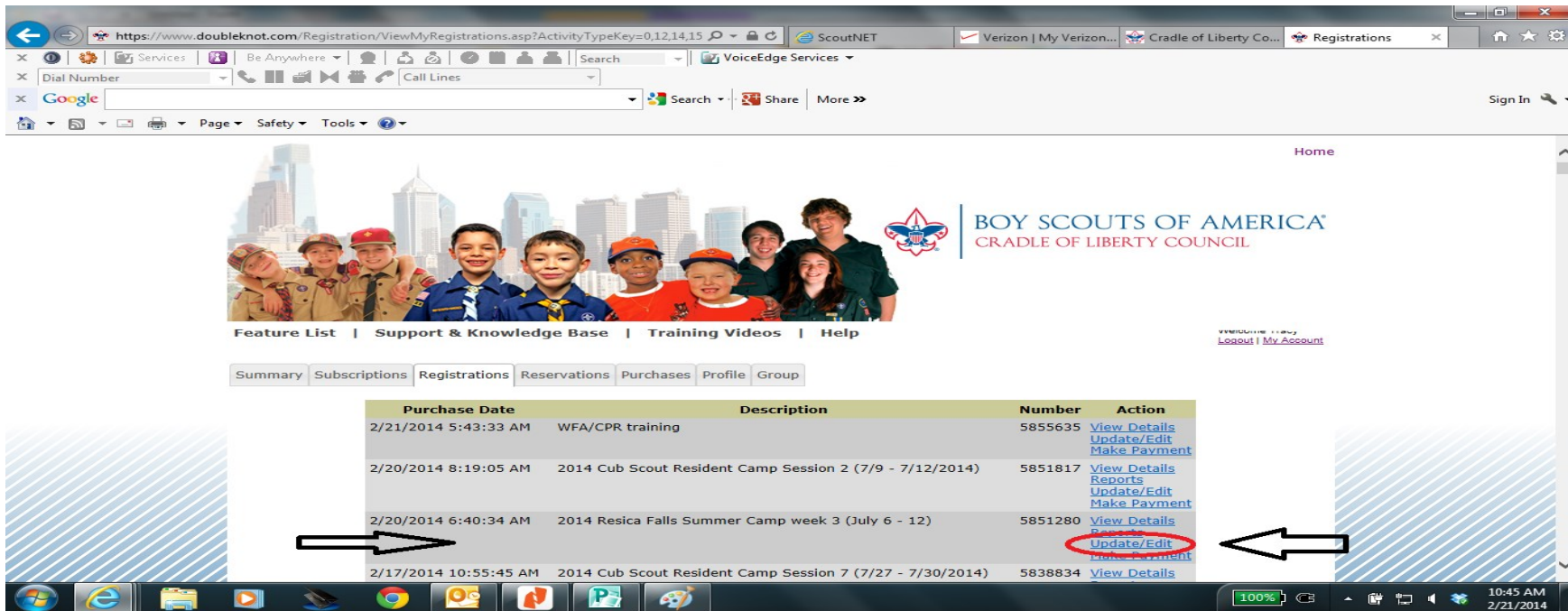
The screenshot shows a web browser window displaying the Boy Scouts of America website for the Cradle of Liberty Council. The browser's address bar shows <https://www.colbsa.org/>. The website's navigation menu includes: About, Cub Scouts, Boy Scouts, Teens, Districts, Activities, Advancement, **Camping**, Training, Funding, Forms, and Events. The 'Camping' menu is expanded, showing options such as Scout Reservations, Resica Falls Scout Reser..., Musser Scout Reservation, Boy Scout Resident Camping, Cub Scout Summer Camping, Cabin & Campsite Rentals, COPE/Climbing, Summer Camp Staff Application, Camp Card Program, Campmaster Information, and **Sign into DoubleKnot** (circled in red). The main content area features a large banner with the text "CAMP \$5 BY PURCHASING THIS C SCOUT UNITS EARN T" and "CRADLE OF LIBERTY COUNCIL Camp Card Program". The website footer includes the URL <https://www.colbsa.org/camping> and the system tray shows the date 2/21/2014 and time 2:41 PM.

**STEP 2:**

Once you are logged in, click on the “Registrations” tab. (Depending on your profile you need to first click on “My Account”



Find your 2014 Summer Camp Registration and click “Update/Edit to add merit badge selections and programs.



**STEP 3:**

Each Scout attending summer camp needs to be added to your registration before you begin signing them up for merit badges and programs. If you have already done this please skip to STEP 4. To enter names of the Scouts select button 2. "Name individuals".



IF your unit attended summer camp in 2013 the names of those participants will be listed to the left of the screen, and you will just add them to your list of 2014 participants. To add an individual not listed select "Add New Participant". Enter their name, telephone number and email address, select their registrant type, and click "add". Do this for every Scout and adult. Once you have all the names entered, click "continue" at the bottom of the screen.

**Name individuals**  
Build your roster of attendees here.

Quick Links

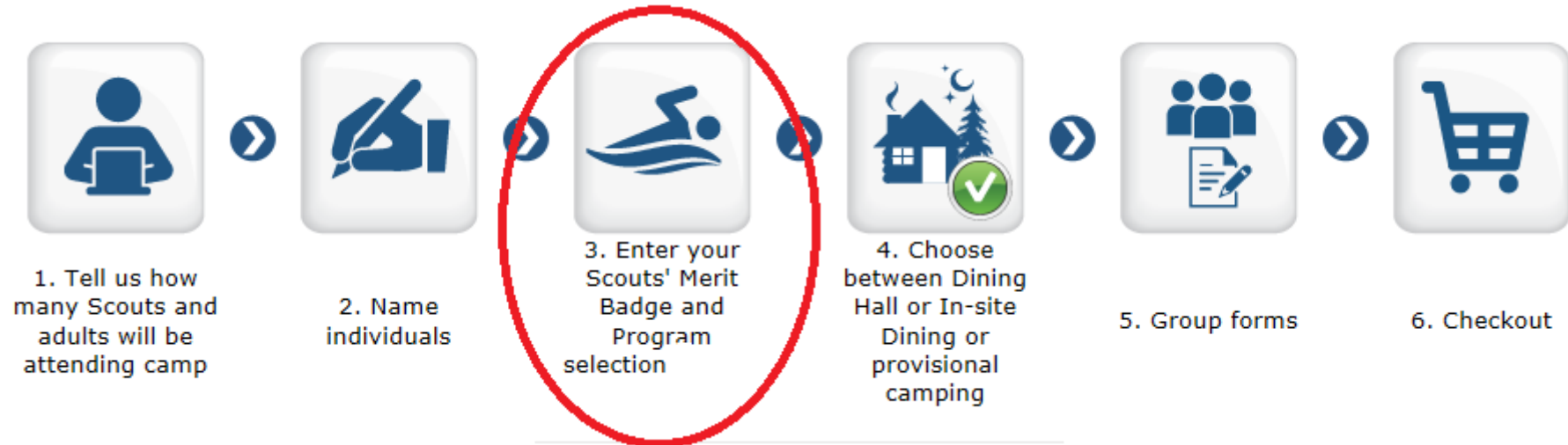
Show Reserved Space

Add New Participant

Participant	Type
Please add a participant	

#### STEP 4A:

Select button 3—Enter your Scouts' Merit Badge and Program Selection.



Follow each step of this section.

- ◆ First, select the participant (name highlights in blue once selected), t
- ◆ Then, select a category (item highlights in blue once selected),
- ◆ Then choose the activities by clicking on the green plus sign. (Note the activity options will not appear until the tem has been selected e.g. Civics Center category will have all of the merit badges and program that take place in the Civics Center.
- ◆ Scroll down to see the individual's schedule as classes are added.

When you are finished with the first participant, select the next participant and repeat the steps until you have signed everyone up for their merit badges and program selections. Then click "continue" at the bottom of the screen.

**IMPORTANT:** We recommend you save your work frequently to avoid time outs and lost work.

**Step 1:**

Select a Participant

Scout, A
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**Step 2:**

Select a Category

Afternoon Merit Badge O
Archery Range
C.O.P.E
Civics Center Merit Badg
Dan Beard - 1st year can
Discounts and Credits
Ecology Merit Badges
Fawn Run
Handicraft Merit Badges
Health Lodge Merit Badg
Lake Front Merit Badges
Media Center Merit Badg
Native American Village I
Other Activities

**Step 3:**

Choose Activities for: Scout, A

Activity	Time	Schedule	
American Heritage 09:00 - 9:50	9:00 AM - 9:50 AM	Monday - Friday	+
Citizenship in the Nation 10:00- 10:50am Session 1	10:00 AM - 10:50 AM	Monday - Friday	+
Citizenship in the Nation 11:00 - 11:50am Session 2	11:00 AM - 11:50 AM	Monday - Saturday	+
Citizenship in the World 09:00 - 9:50am Session 1	9:00 AM - 9:50 AM	Monday - Friday	+
Citizenship in the World 10:00 - 10:50am Session 2	10:00 AM - 10:50 AM	Monday - Friday	+
Public Speaking 11:00 - 11:50	11:00 AM - 11:50 AM	Monday - Saturday	+
Scouting Heritage 10:00 - 10:50	10:00 AM - 10:50 AM	Monday - Friday	+

**Step 4:**

Schedule for: Scout, A

Category	Activity	Time	Schedule
This participant is not registered for any activities.			


Continue ▶

**STEP 4b:**

If you need to remove (or change) an activity, select the participant and scroll down to step 4 of this section and click on the trash can icon.

**Step 4:**

Schedule for: Scout, A

Category	Activity	Time	Schedule	Status	
Civics Center Merit Badges	Citizenship in the Nation 10:00-10:50am Session 1	10:00 AM - 10:50 AM	Monday - Friday	Registered	



Continue ▶

## STEP 5 (MOST IMPORTANT!!!! STEP)

TO COMPLETE THE SIGN UPS, YOU MUST SELECT THE CHECK OUT BUTTON AND .....



CLICK "SAVE"! NOTE: IT DEFAULTS TO THE OFFLINE/MAIL CHECK PAYMENT OPTION.

YOU WILL KNOW YOUR WORK IS SAVED WHEN YOU GET A RECEIPT ON THE SCREEN AND IN YOUR EMAIL . IF YOU DID NOT GET A RECEIPT YOUR WORK DID NOT SAVE.

### Payment & Billing Information

Please choose your payment type



\* Indicates required fields

### Name and Billing Address

\*Name:   MI

\*Postal/Street Address:

\*City:

\*State/Province:

\*Zip/Postal Code:

\*Country:

\*E-mail Address:

\*Telephone:



SAVE