Online Program Registration Instructions

This document includes a step-by-step process for using the Online Program Registration system and includes screenshots to better assist you in the registration process.

Getting Started

Prior to completing the Online Program Registration, Troops should thoroughly review the Leaders' Manual and have had a planning session with the Scouts in the Troop. Each Scout should use the Scout Program Worksheet provided in the appendix of the Leaders' Manual to write down their selections. Before starting to register, make sure to collect the following items:

- Computer with reliable internet access
- A copy of the Leaders' Manual for your section camp
- A unit roster
- Scout Program Worksheet for each Scout

The entire registration process can take as little as 20 minutes for smaller units to as much as a couple of hours for larger units. It is important that when you prepare to complete this process, you have enough time set aside. The system will time out after being left idle for more than a few minutes so you may lose your work if you have to step away for more than 10 minutes at a time. If you need to stop working for a significant amount of time, make sure you skip to the "Ending Your Session" step of these instructions to save your work.

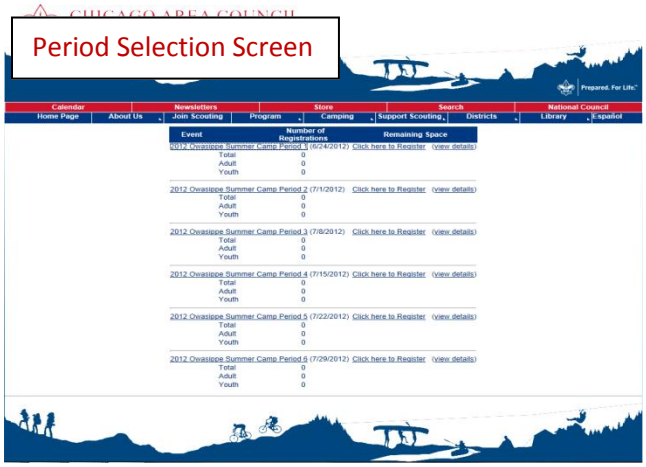
While completing this process you may find the need to backtrack. In those instances, do not use the back function on your browser, but rather use the Go Back button or the "Done" button at the bottom of the screens.

When you are ready to begin, follow the link below:

http://chicagobsa.doubleknot.com/openrosters/ViewActivitySpaceAvailable.asp?classificationID=17690&sf=F&orgkey=929

Period Selection Screen

This will be the first screen you will come to. It has a list of all the different periods at camp. Each period has three links. The link that contains the period brings you to a page that briefly describes the period and includes the dates of that period. The second link says "Click Here to Register". You will be clicking this link to move on. The last link reads "(View Details)". Clicking on this link will give you a complete list of all the programs offered at Owasippe. You can

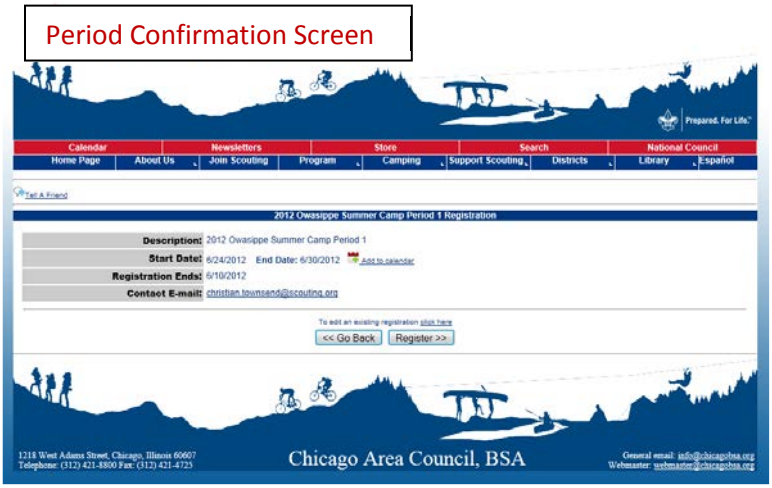


view the program entry for each class, which is identical to the information located in the Leaders' Manual.

When you are ready to move on, select which period you will be attending camp and click "Click Here to Register". Two week units will need to complete this step for each week at camp.

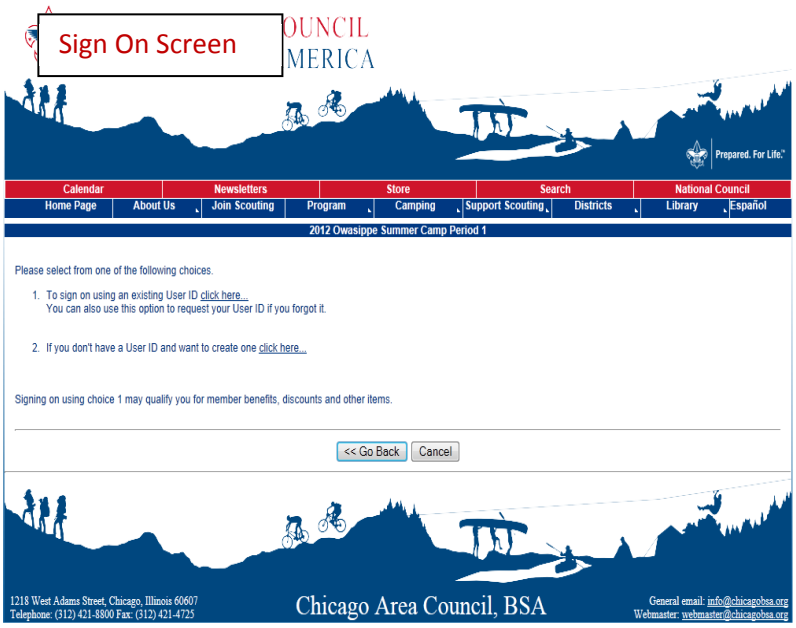
Period Confirmation Screen

Take a moment to confirm that you have selected the correct period of camp. If not, click the "Go Back" button. Once you have confirmed your period, select the "Register" button.



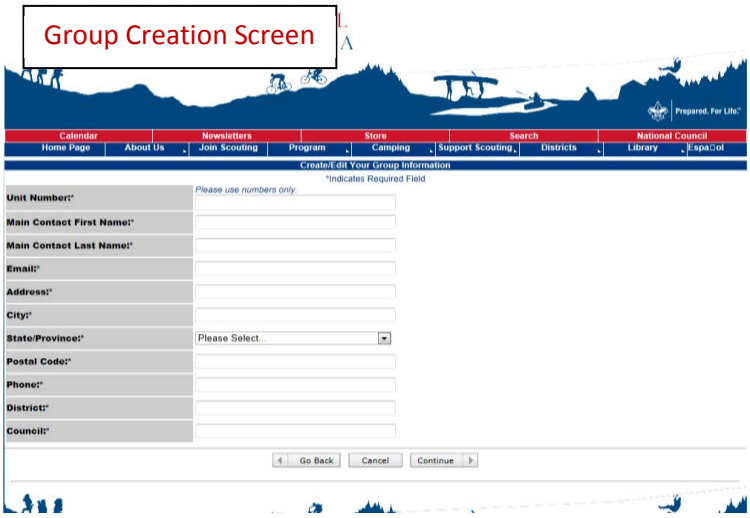
Sign On Screen

This important screen is the next necessary step. You are given the option to sign on with an existing User ID or create a new one. If you already have a User ID for the Chicago Area Council website, you may select option 1. If not, you will need to create one using option 2 to continue. The registration for your Troop will be tied to this User ID and password from this point on. If multiple people will be updating the Troop's registration, then make sure the User ID and password are shared with them. Once you have either signed on or created your new User ID and password you can move on to the next section.



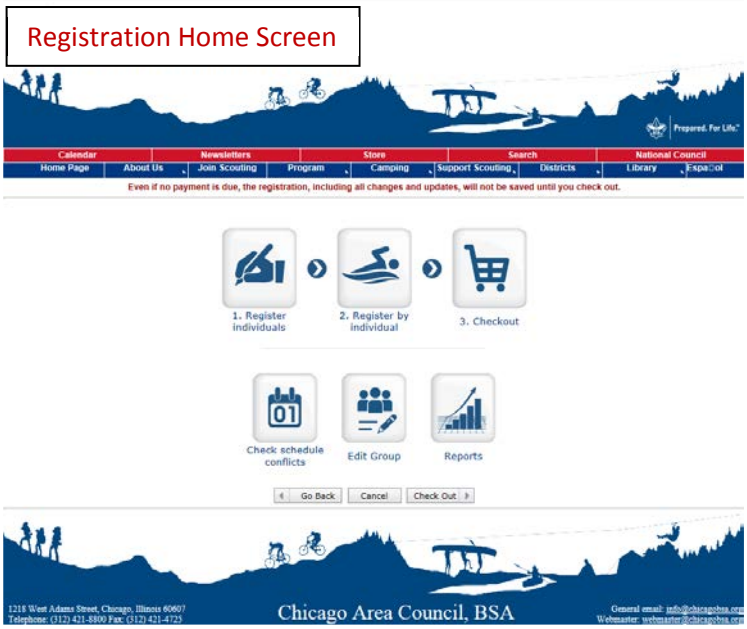
Group Creation Screen

After creating your User ID and password, you will be directed to the Group Creation Screen. This is where you will input your Troop information into the system. Make sure you fill out each field as they are all required. Once this is completed, click "Continue". If you enter the system again at a later time, you will see a list of any groups you have entered, but in most cases it will only be your unit. Select your unit to continue.



Registration Home Screen

The Registration Home Screen will be the screen you will continue to return to. From here you can accomplish a number of important functions.



Register Individuals

This link will bring you to the Register Individuals screen. Here you input your roster. We will be looking at this step in greater detail later in the instructions.

Register by Individual

This link will bring you to the Register by Individual screen. This is where you will be registering your Scouts and Leaders for different classes. We will also be covering this in greater detail later on.

Checkout

This link will take you to the Checkout screen, which will be the final step in the registration process, as well as where to save your work. We will go into this in greater detail later on in the instructions. This link will not appear until you have registered at least one group member under Register Individuals.

Check Schedule Conflicts

This link will check each individual registration for any schedule conflicts and will give you the option to correct them. This is a useful tool, but you will ultimately make the decision for what your Scouts will be

registered for. This feature will not catch every conflict, so a manual check of each Scout's schedule should still be performed

Edit Group

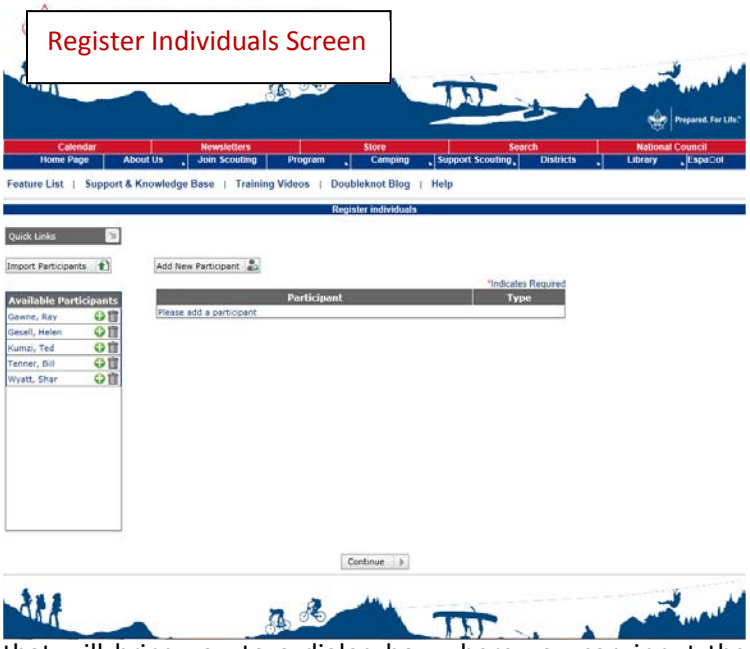
This link allows you to edit the Group information tied to your User ID.

Reports

This link gives you access to a number of reports you can use for more information about your registration.

Once you are ready to move on, select the Register Individuals link.

Register Individuals Screen



This is the screen you will use to input your roster information. The left side is a list of your available participants. If this is your first time entering the system, this list will be empty.

Adding New Participants

Adding participants can be done two ways. The first is to select the "Import Participants" link to import your Troop roster from a spread sheet. If you have experience uploading spreadsheets or have a particularly large unit, this will be your best option. The second is to manually add each participant using the "Add New Participant" link. Clicking on that will bring you to a dialog box where you can input the participant's information. Only the name and youth or adult status is required at this point.

Selecting Participants

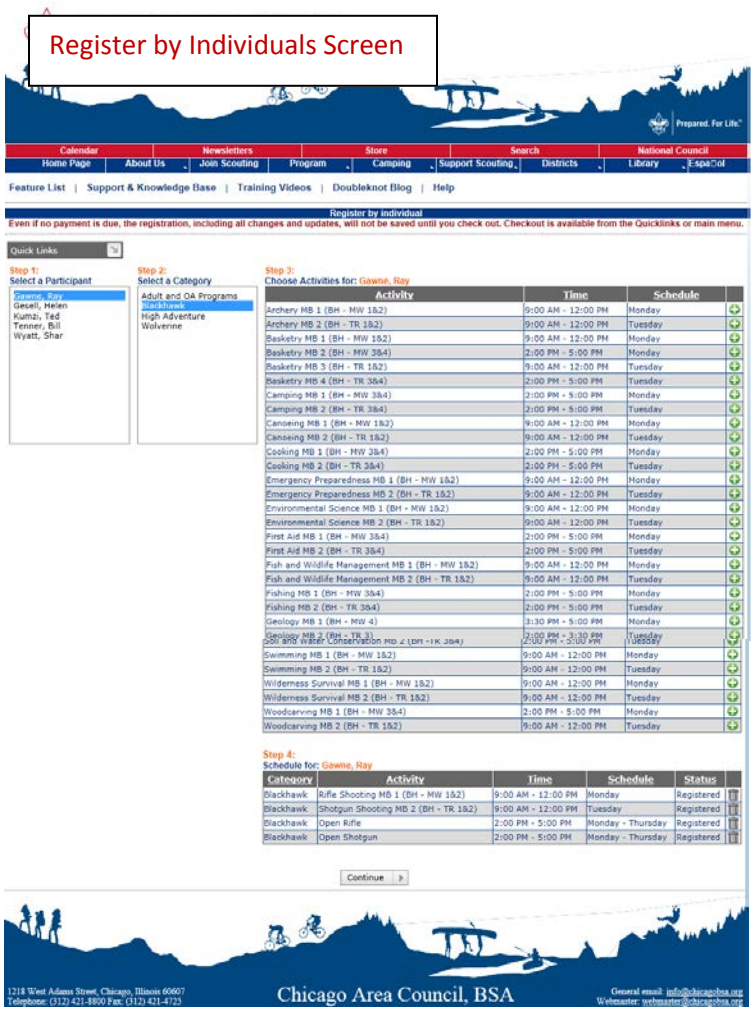
Your goal is to get all of your participants to appear in the participant list in the center of the screen. Anyone who is in the Available Participants list will not be part of the next step in the registration process until they are added to the participant list. To do this, simply select the green "+" symbol next to the name. This will bring up a dialog box where you can update any information. Once that is complete, the person will appear in the participant list. You can go back and adjust this list at any time during the process through the Registration Home Screen.

Once you have completed this process, click "Continue" to move on to the next step.

This will bring you back to the Registration Home Screen. You will want to select the "Register by Individual" link to begin registering for programs.

Register by Individuals Screen

This screen is where you will select programs for your individual Scouts and Leaders. There are four sections to this screen: “Select a Participant”, “Select a Category”, “Choose Activities for”, and “Schedule for”. Each section is its own step in the process.



Step1: Select a Participant

This is the list of participants that you created in the “Register Individuals” step of the process. This should list every participant, and will include both youth and adults. Highlight a participant to continue to the next step.

Step 2: Select a Category

This is the list of categories that contain each program. They are:

Adult and OA Programs

These are the programs found in pages 77 through 84 in the Leaders’ Manual that focus on programs for adults.

Blackhawk

These are the programs found in the Blackhawk version of the Leaders’ Manual on page 46 through page 60. If you are camping in Blackhawk, you should select this category to choose your section camp programs.

High Adventure

This section includes the programs in the High Adventure and Outpost section on pages 65 through 76 of the Leaders’ Manual

Wolverine

These are the programs found in the Wolverine version of the Leaders’ Manual on page 46 through page 60. If you are camping in Wolverine, you should select this category to choose your section camp programs.

Step 3: Select Programs for: (Selected Participant)

This step contains a list of all the programs being offered in the highlighted category. This page takes some time to load, so please be patient. The list of programs contains the name of each program and its

code, the time the program meets, and the first day of the program. The last column is a list of green "+" symbols. Click this to register for a program. If you hover over the program name with your mouse cursor, a box will appear with the program description.

Select all the classes you want for the highlighted participant. You can change categories at any time to select classes from a different category.

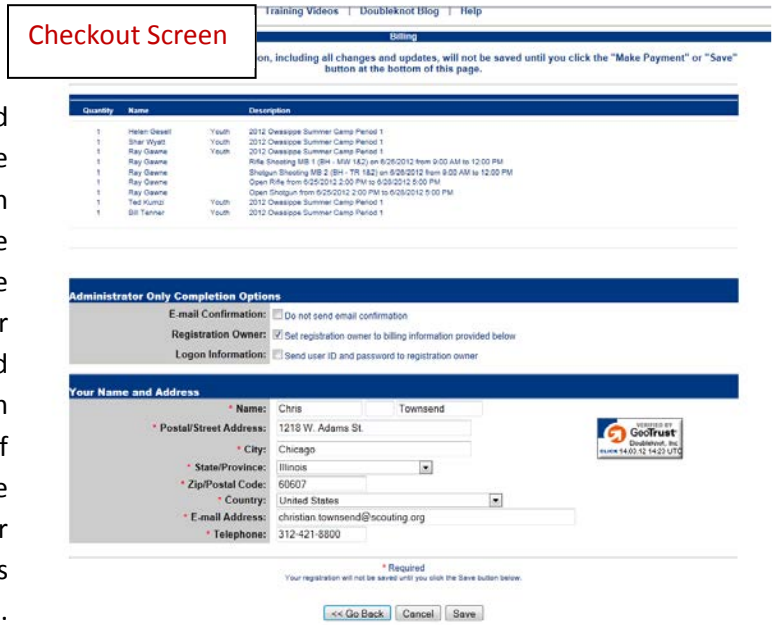
Step 4: Schedule for: (Selected Participant)

This is located at the bottom of your screen, so you may need to scroll down to see it. It contains a list of all the programs selected for the highlighted participant from Step 1. You can use this to look over the programs to make sure they are correct and to remove any program selections made in error.

Repeat the selection process for each participant. An icon will appear next to the name of any person who has programs selected. It is important to note that you need to complete the check-out process before all your selections are saved. If you have a long list of participants or have to leave for any period of time, skip ahead to the "Ending your Session" section of these instructions. Save often!

Once you are ready to move on, select "Continue" which will bring you back to the Registration Home screen.

Ending Your Session (Checkout Screen)



When you are finished, or if you need to save your progress, select the "Checkout" link from the Registration Home Screen. This will bring you to the Checkout Screen. You must complete this step to save any selections or changes. No payment is required during this process. You will have an opportunity to check your list of participants and any programs you have selected for them. Make sure your name and address information is correct and click "Save" at the bottom. This will submit your selections and complete the Online Program Registration process.

Important Notes:

Edits and Changes

You may go back into the system at any point to make any changes and additions up to two weeks before your arrival at camp. After this point, you will have to make changes in person at camp when you arrive.

Two-Week Units

Units staying for two weeks must complete a separate online registration for each period attending camp. The system will remember any participants you tie to your Group or Unit so that step in the process will only need to be done once. However, you will have to select programs for each participant in the different week. It is likely you will want to do this anyways as Scouts will not want to take the same program twice in a row.

Program Size Limits

Most programs have a maximum attendance limit placed on them in the system. When that limit is exceeded, a wait list is created. If one of your selections gets put on a wait list, you are encouraged to select a different program, but it is not required. More spaces will be added to remove the wait list if it is needed and possible. Most High Adventure and Outpost programs will not have extra spaces added to them.

High Adventure and Outpost Program Size Limits

The programs in the High Adventure and Outpost section have strict size limits placed on them. These limits are determined by staffing and equipment restraints. For example, we are limited by our number of horses for programs like Horse Trail Rides and Horsemanship Merit Badge. In certain instances where Program sizes are severely limited, each unit will not be allowed to register more than two participants. This is put in place so there is availability for more units. Registrations are accepted on a first-come, first-served basis. Details on size limits and unit registration limits are in the program description for each program online and in the Leaders' Manual. The Reservation Administration reserves the right to make any changes to program registrations as they see fit. Consult the High Adventure part of the Arrival and Departure section of the Leaders' Manual for more information on High Adventure registration.