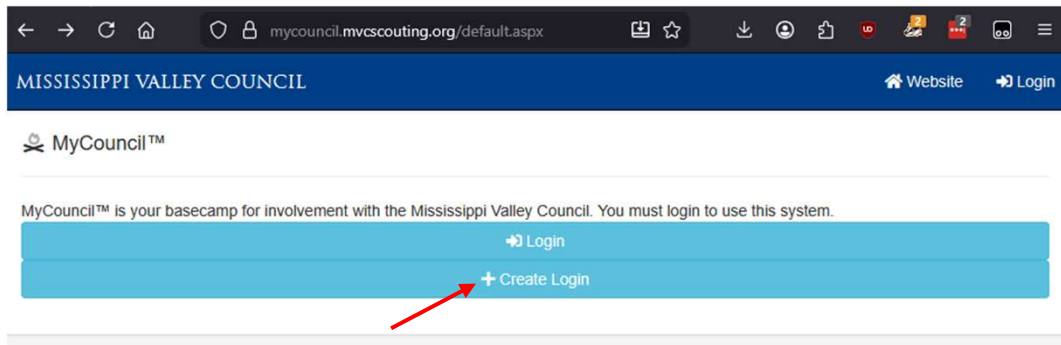


# Account Creation for CouncilWare

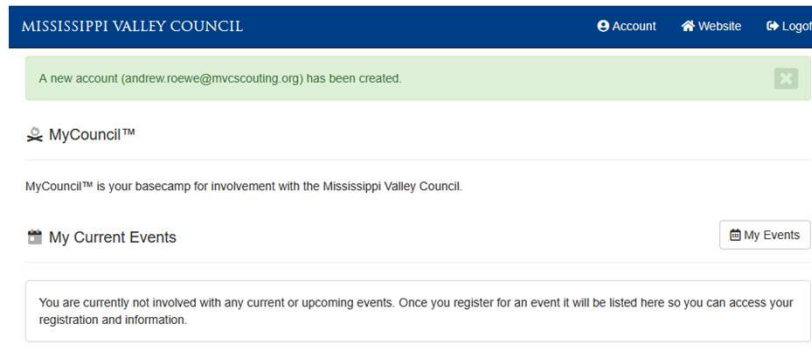
The following is a guide on how to create an account for CouncilWare. The Event Registration system for Mississippi Valley Council.

- 1.) Open a web browser and go to [mycouncil.mvscouting.org](http://mycouncil.mvscouting.org)
- 2.) Click on “+Create Login”



- 3.) Enter in the requested information and press **Register**.

- 4.) Your account has been created, and you should be redirected to the following screen.

A screenshot of the 'Create a MyCouncil™ Account' registration form. The form includes fields for 'First Name' (MVC), 'Last Name' (Test\_Account), 'Email Address' (andrew.roewe@mvscouting.org), 'Password', and 'Confirm password'. There are red error icons next to the Last Name, Password, and Confirm password fields. Below the fields, there is a 'Register' button and a link: 'Already have an account? Login now!'

- 5.) You also should have received an email. **IF** you have not received an email in 5-10mins, check your Junk/Spam folder. **If it's there, move the email to your inbox and mark that address as Safe.** This is important, otherwise, you may miss email communications coming from CouncilWare!



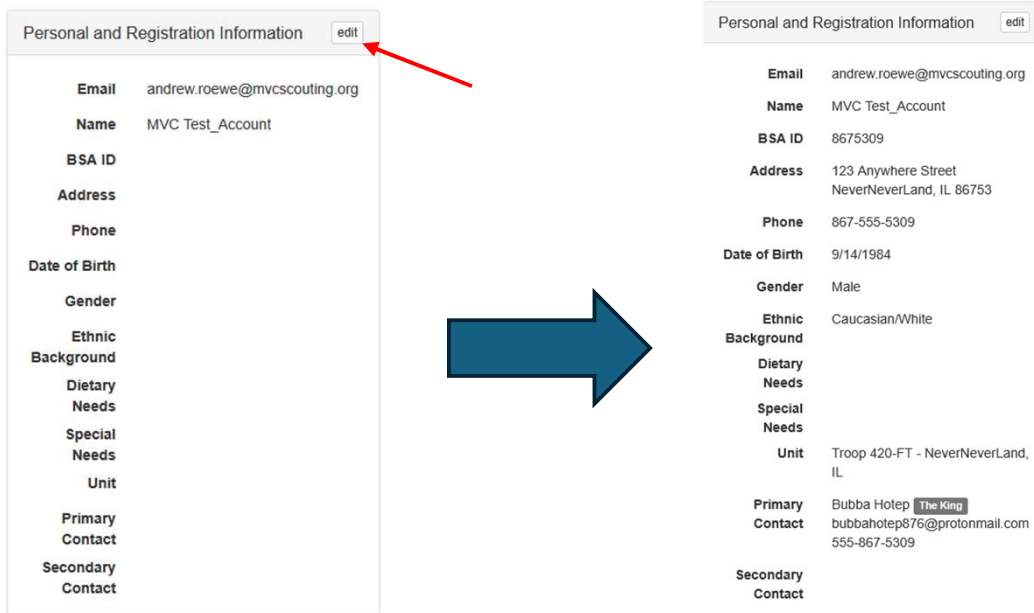
# Account Setup for CouncilWare

Once you have created an account, you can populate and update various information about your account.

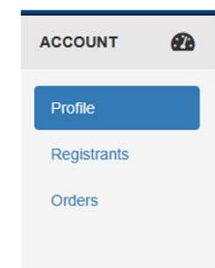
1.) Click on “Account” in the upper right-hand corner of the screen.



2.) You will see that there is no information populated. To fill in this information, click the “Edit” button in the top right corner of the info box. Update all required information and any optional information you would like to fill in. Pre-filling this information can save time when it comes to registering for events.



3.) Click on “Registrants” in the left-hand menu



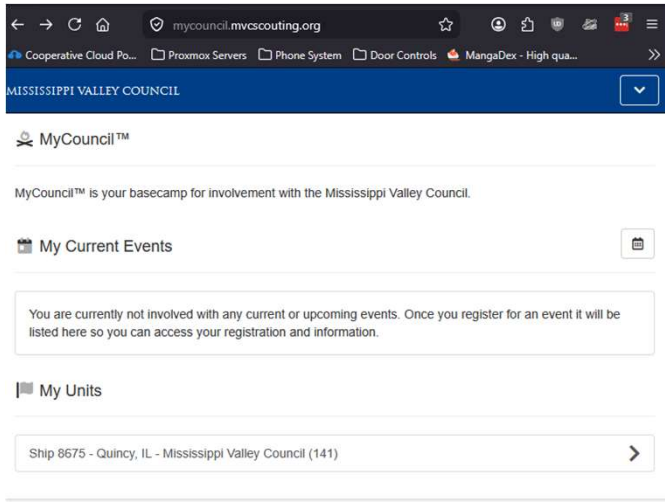
4.) Click on “add new” and fill in requested information. Pre-filling in registrants allows you to save and easily register your scouts, spouse, or others in the system.



add new	Name	Email	Gender/Age	Unit
edit del	Donald Duck	andrew.roewe@mvscouting.org	Male/14	Ship 420 - NeverNeverLand, IL
edit del	Elmo Rodriguez	bubbahotep867@protonmail.com	Female/11	Pack 420-FP - NeverNeverLand, IL

# Unit Setup

Once your account is set up, if you are a Cubmaster or Scoutmaster and you used the same email address that is associated with your Scouting America registration, you should automatically be linked to your unit. If your unit does not appear, you will need to contact the Scout Office to verify that the correct information was entered into the system.



When you log in, you should see any units you are associated with. Clicking on a unit will take you to that unit's dashboard.

## Unit DashBoard

Ship 8675 - Quincy, IL - Mississippi Valley Council (141)

Your Unit DashBoard is where you can manage information about your Unit that relates to registration and events held by this council. You can work with the various sections of the DashBoard by clicking on the Section Buttons on the left side of your screen. If you are viewing on a mobile device, the Section Buttons can be revealed by clicking the menu icon (☰) at the top of the page.

### Upcoming Events

Your Unit, or its members, are not registered for in any upcoming events at this time...

### Unit Roster

## 0 Members

[View Roster](#)

You can add members to your Roster to help speed up data entry for event registrations. Click the [View Roster](#) button to go there...

The dashboard allows you to view your unit's upcoming events and access your roster.

Clicking **View Roster** will take you to your unit roster. Please note that this roster is not synced with the official roster in Scoutbook. You will need to manually add Scouts as they join your unit.

From this screen, you can manage your roster. If this is your first time setting up your unit, you can quickly populate your roster by importing it from Scoutbook. See **Roster Setup (Scoutbook to MyCouncil)** for more details.

## Unit Roster

Ship 8675 - Quincy, IL - Mississippi Valley Council (141)


+ Add New

You Can ▾

Your Unit Roster holds information about members of your Unit. The information stored here is used when placing registrations for events. Instead of having to type the personal information for each attendee you register, you can just select Unit Members from a list and the information will be copied into the registration fields.

*Your Unit Roster does not currently have any Unit Members. Click the Add New button or use the Upload Roster tool to add Unit Members...*

Clicking **Setup** in the left-hand menu will take you to the unit tools. From here, you can add additional users by selecting **Setup Users and Roles**.

<b>UNIT</b> 	<b>Unit Tools</b> Troop 5309-FT - Quincy, IL - Mississippi Valley Council (141)
Home	Unit Setup
Events	Setup Users and Roles
Registrations	Setup Meetings
Roster	Setup Search Page Content
Account	
<b>Setup</b>	

Adding users allows other leaders to help manage your unit, including adding, updating, or removing Scouts and adults from the roster, making payments, and handling event registrations.

To add a user, click **Add New**. If the individual does not already have a CouncilWare account, use **Invite to CouncilWare**, which is located under **You Can** in the top-right corner.

Users and Roles  
Troop 5309-FT - Quincy, IL - Mississippi Valley Council (141)

You Can ▾  
Invite to MyCouncil

add new

Name	Test Roewe v2 ✓
Email	MVC141-Test@proton.me
Roles	Top Leader
Name	Andrew Roewe ✓
Email	andrewroewe123@gmail.com
Roles	Leader Proxy

Whichever method you use, enter the individual's email address (and first and last name if using the invite option), then select the roles you want to assign to that leader..

Roles

When this person creates a MyCouncil login, they will automatically be given the roles you indicate below...

**Select Roles**

Unit Administrator  
Administrators can edit and manage all unit data (has all permissions) except those items reserved for the Primary Leader

Registration Manager  
Registration Managers can register for events on behalf of the unit and can manage existing unit event registrations and attendees

Membership Manager  
Membership Managers can add, update and delete unit members in your Roster

Financial Manager  
Financial Managers can view work with the unit's Custodial Account

Purchaser  
Purchasers can pay for events and other items from the unit's Custodial Account

**Warning:** Giving someone the Purchaser role, will allow them to use Custodial Account funds for ANY purchase or payment they make on this site.

Once the appropriate permissions have been selected, click **Save** in the top-right corner. Repeat these steps for each adult you wish to add.

# Exporting Roster from My.Scouting into Councilware (Advance)

- 1.) Log in to my.scouting.org
- 2.) Click on Menu in the Top Left Corner
- 3.) At the bottom of the pop-out menu, select the unit.
- 4.) Once you select the Unit, click on Roster
- 5.) Once your roster loads, click on “Export to CSV” at the top.
- 6.) Open the freshly downloaded Unit Roster (Roster\_Report.csv).

Note: Date of Birth is not exported from my.scouting. To get Date of Birth you will need to log into advancement.scouting.org and go to each Scout’s profile to get DoB.

## Getting the Councilware Roster Template

- 1.) Log into mycouncil.mvscouting.org
- 2.) Go to your Unit Dashboard
- 3.) Click on View Roster
- 4.) Click on You Can and select Upload Unit Data.
- 5.) Download the Excel Template File
- 6.) Open the Template File (UnitRosterUploadTemplate.xlsx)

Doing this method, the only data you will need to upload is

- Membership ID
- First Name
- Last Name
- Email address (Doesn’t have to be unique to each entry)
- Phone Number (Doesn’t have to be unique to each entry) [xxx-xxx-xxxx]
- Gender [M or F]

You can fill in the other information if you want, but these are the only fields required.

Take the data from the Roster\_Report.csv and paste it in the proper fields in the UnitRosterUploadTemplate.xlsx. The Phone Number and the Gender will need to be adjusted to be in the proper format. Using Replace All makes quick work of it.

Once all data has been placed in the template file. Save it and go back to Councilware and click Select under Upload File. Make sure to select how to handle duplicates. Then press the Blue Upload Button in the top right.

If everything was correct, your roster will now be populated.

# Updating your Roster

## Exporting Your Unit Roster from my.scouting.org

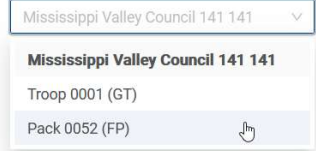
1. Log in to **my.scouting.org**
2. Select **Menu** in the top-left corner
3. At the bottom of the menu, select your **Unit**
4. Click **Roster**
5. Select **Export to CSV** at the top of the page
6. Open the downloaded file named **Roster\_Report.csv**

### Important Note

Date of Birth is **not** included in the my.scouting.org export. To obtain a Scout's Date of Birth, log in to **advancement.scouting.org** and review each Scout's individual profile.



#### Organization



#### Organization



- Application Manager
- Invitation Manager
- Organization Manager
- Roster**
- Safeguarding Youth Report
- Trained Leader Report
- Training Manager



## Getting the Councilware Roster Upload Template

1. Log in to **mycouncil.mvcsouting.org**
2. Open your **Unit Dashboard**
3. Select **View Roster**
4. Click **You Can**, then choose **Upload Unit Data**
5. Download the Excel template
6. Open **UnitRosterUploadTemplate.xlsx**



- Upload Unit Roster**
- Download Unit Roster
- Purge Unit Roster



the registration fields.

### 1 - Prepare your Data

Use this tool to upload unit member data from a spreadsheet file.

Download and Use the Template File

The Template File is a pre-formatted spreadsheet with all the columns needed for the upload. It also contains instructions on what information goes in each column. Put data as appropriate into the template file and upload it here.

#### Excel Template

 Download Excel Template File



## Preparing the Upload File

1. Copy the appropriate data from **Roster\_Report.csv**
2. Paste the data into the matching columns in **UnitRosterUploadTemplate.xlsx**
3. Format the following fields as required:
  1. Phone Number: xxx-xxx-xxxx
  2. Gender: M or F

Using **Find and Replace** can significantly speed up formatting.

1. Save the completed template file

### **NOTE:**

Only the following fields are required for a successful upload:

- Membership ID
- First Name
- Last Name
- Email Address  
(Does not need to be unique)
- Phone Number  
(Does not need to be unique; format: xxx-xxx-xxxx)
- Gender  
(M or F)

All other fields are optional and may be completed if desired.

## Uploading the File to Councilware

1. Return to **Councilware**
2. Under **Upload File**, select **Choose File**
3. Select your completed template
4. Choose how duplicates should be handled
5. Click the blue **Upload** button in the top-right corner

If all data is formatted correctly, your unit roster will populate successfully

### 2 - Upload your Data

Once you have your spreadsheet prepared, use this tool to select your spreadsheet and upload the records. The spreadsheet is checked for any data or formatting errors first, and must be completely correct before any records are created or updated.

#### Duplicates Handling

Show duplicate record sets and let me choose

Select how to handle duplicate records. Duplicates are defined as records with the same Member ID.

#### Upload File

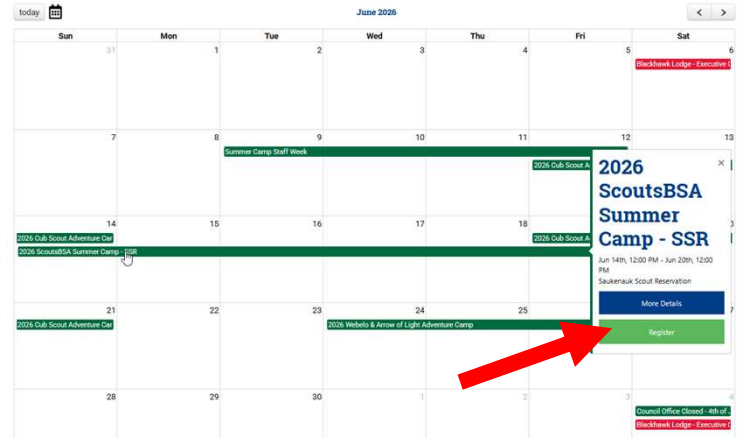
Select

# Registering for an Event

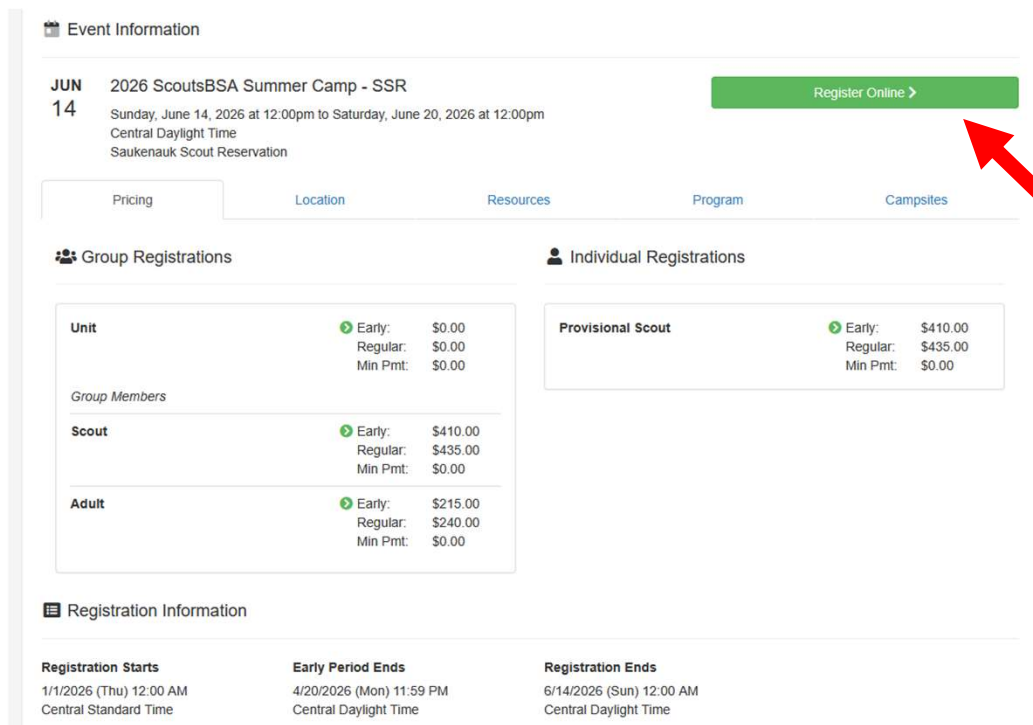
The Mississippi Valley Council uses CouncilWare for event and summer camp registration. While most events allow registration without a MyCouncil account, we encourage you to create one. Instructions can be found in the *CouncilWare Account Creation Guide*.

**Note:** All registrations are started through the MVCScouting.org website, not the CouncilWare dashboard.

Go to the Events/Calendar page and locate the event you would like to register for. Click on the event to open the pop-up window. From there, select **“More Details”** to learn more about the event, or click **“Register”** to go directly to the registration page.



If you click the **“Learn More”** button, you’ll be taken to a page with detailed information about the event. Use the tabs to review registration types, location details, and any available resources. When you’re ready to sign up, click the green **“Register Online”** button



Whether you clicked the green “**Register**” button from the calendar or from the event details page, you’ll be taken to the same registration page. You’ll see at least one, though usually several, registration types (such as Youth, Adult, etc.). Select the number of participants for each type you wish to register, then click the blue “Register” button to continue.

**NOTE:** If you plan to pay in person at the Scout Shops, You must select “**Pay Min Pmt**”

**JUN 14** 2026 Scouts BSA Summer Camp - SSR  
Sunday, June 14, 2026 at 12:00pm to Saturday, June 20, 2026 at 12:00pm  
Central Daylight Time  
Saukenauk Scout Reservation

**Register a Group**

**Unit**  
 Select Full Price: \$0.00 ea  Pay Full Price  
Min Pmt: \$0.00 ea  Pay Min Pmt

Group Members (Optional)

**Scout**  
Quan Full Price: \$410.00 ea  Pay Full Price  
Min Pmt: \$0.00 ea  Pay Min Pmt

**Adult**  
Quan Full Price: \$215.00 ea  Pay Full Price  
Min Pmt: \$0.00 ea  Pay Min Pmt

**Register a Group >**

**Register Individuals**

**Provisional Scout**  
Quan Full Price: \$410.00 ea  Pay Full Price  
Min Pmt: \$0.00 ea  Pay Min Pmt

**Register Individuals >**

You will now see an entry for each selection you made in the previous step. To remove an entry, click “**Delete.**” If you need to add additional participants, click the **Back** button.

Before continuing, you must click the red “**Add Information**” button.

**Note:** Having a Councilware account and being logged in makes the next few steps easier.

**Event Order** You Can **Order Summary**

For a better customer experience, login... [Login](#) [Create Login](#) Or continue as a guest...

**Required Information Needed** - Before you can proceed to checkout, you must provide required information for one or more items in this Order. Click on the RED buttons below to provide the required information.

Item	Group	Unit	Price	Net	Payment
Group	2026 Scouts BSA Summer Camp - SSR (6/14/2026)	[EMPTY-SLOT]	\$0.00	\$0.00	\$0.00
Attendee	2026 Scouts BSA Summer Camp - SSR (6/14/2026)	[EMPTY-SLOT]	\$410.00	\$410.00	\$410.00

**Order Summary**

Item Purchases **\$625.00**  
Item Payments **\$625.00**

**Add Information** **Add Attendee Slots**

Enter the requested information. Fields marked in **red** are required. If you are logged in to your CouncilWare account, you can click “**Populate Data**” to automatically fill in information saved to your account.

Once all required fields are completed, click the “**Save**” button.

Group Information

Order Item: 2026 ScoutsBSA Summer Camp - SSR (6/14/2026) > Unit > [EMPTY-SLOT]

Identification

Type: -- Select  
Number:   
Designator: None  
City:   
State: Illinois

Council: Mississippi Valley Council (141)

Group Leader (Primary Contact)

Save Cancel

Repeat the previous two steps for each item that displays a red “**Add Information**” button.

If the event has an active Activity Signup, you may see a “**Select Activities**” button. Click this button allows you to choose activities for that registrant at this time. If not, activities can be selected later.

Attendee: 2026 ScoutsBSA Summer Camp - SSR (6/14/2026)

Delete

Troop 5309-FT - Quincy, IL - Mississippi Valley Co

Scout

Bubba Hotep

Quan: 1  
Price: \$410.00  
Net: \$410.00  
Payment: \$410.00

Change Payment

Apply Discounts

Edit Information

Select Activities

To select activities, review the list on the right-hand side showing all available options. Click an activity and choose a session, if applicable. If an activity has an additional cost, it will be added to your cart. As you select activities, any conflicting options will automatically be removed from the list.

Select Activities ← Return

---

Order Item **2026 ScoutsBSA Summer Camp - SSR (6/14/2026)** > Scout > Bubba Hotep

---

Selected Activities

---

*No Activities have been selected...*


Available Activities


Click an Activity below to show Sessions that are available...

1st Class Skills  
1 Session Available

2nd Class Skills  
1 Session Available

American Indian Culture Merit Badge  
1 Session Available

 American Labor Merit Badge  
1 Session Available


 Archery Merit Badge \$7.99  
2 Sessions Available

**Mon & Tue** ✓ select

6/15/2026 - 9:00 AM to 11:30 AM  
6/16/2026 - 9:00 AM to 11:30 AM

**Wed & Thu** ✓ select

6/17/2026 - 9:00 AM to 11:30 AM  
6/18/2026 - 9:00 AM to 11:30 AM

 Art Merit Badge



If you were provided with a discount code (such as Popcorn, Campership, etc.), click **“Apply Discount”** and enter the code.

Once all required information has been entered, a green **“Proceed to Checkout”** button will appear. Click this button to continue.

**Note:** If you plan to pay in person at a Scout Shop and the Item Payments section does not show a zero balance, you must select the **Minimum Payment of \$0.00** under **Change Payment** for each attendee.

The screenshot shows the 'Event Order' page. At the top left, there is a shopping cart icon and the text 'Event Order'. To the right, there is a dropdown menu labeled 'You Can'. Below this, there are two buttons: 'Login' and 'Create Login', with the text 'For a better customer experience, login...' and 'Or continue as a guest...'. The main content area shows a list of items in the cart. The first item is a 'Group' for '2026 ScoutsBSA Summer Camp - SSR (6/14/2026)' with a quantity of 1. The unit is 'Troop 5309-FT - Quincy, IL - Mississippi Valley Co'. The price is \$0.00, and the net and payment amounts are also \$0.00. There is a 'Change Payment' button for this item. Below the item list, there are three buttons: 'Edit Information', 'Select Campsites', and 'Add Attendee Slots'. The second item is an 'Attendee' for the same event with a quantity of 1. The unit is 'Troop 5309-FT - Quincy, IL - Mississippi Valley Co Scout' and the name is 'Bubba Hotep'. The price is \$410.00, and the net and payment amounts are also \$410.00. There is a 'Change Payment' button for this item. On the right side of the page, there is an 'Order Summary' section. It shows 'Item Purchases' for \$625.00 and 'Item Payments' for \$625.00. At the bottom of the summary, there is a large green button labeled 'Proceed To Checkout >'. The 'Attendee' item is partially visible at the bottom of the cart.

Enter your contact information and payment details (credit card or ACH), check the **Terms and Conditions** agreement box, and click the green **“Place Your Order”** button.

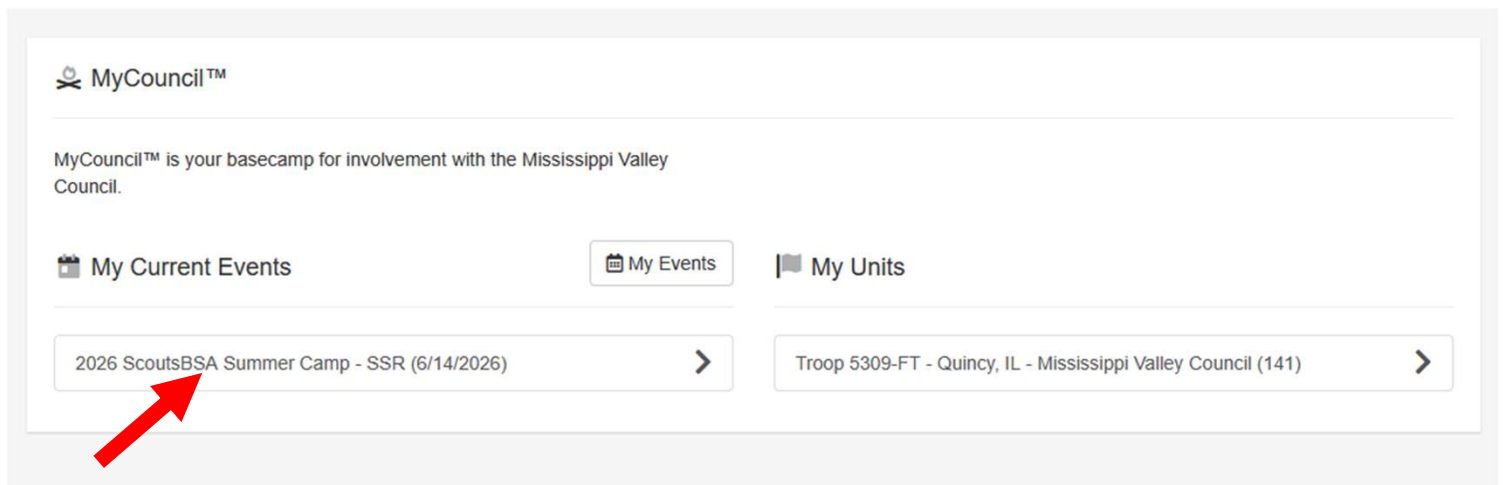
**Congratulations!** You are now registered for the event.

The screenshot shows the 'Checkout' page. At the top left, there is a shopping cart icon and the text 'Checkout'. To the right, there is a dropdown menu labeled '< Back to Order'. Below this, there is a 'Customer Information' section with several input fields: 'First Name' (Andrew), 'Last Name' (Roewe), 'Email' (andrewroewe123@gmail.com), 'Phone' (NNN-NNN-NNNN), 'Address', 'City', 'State' (Illinois), and 'Zip Code'. There is a 'Payment Information' section at the bottom with the text 'Payment is required to complete checkout. Please enter payment information below...' and a blue button labeled 'Select Payment Method'. On the right side of the page, there is a 'Summary' section. It shows 'Item Purchases' for \$410.00, 'Item Payments' for \$410.00, 'Processing Fee' for \$0.00, and 'Payment Due' for \$410.00. There are two checkboxes: 'Pay the Council's Processing Fees (\$11.25)' and 'I agree to the Council's Terms and Conditions'. Below the checkboxes, there is a link labeled 'Read Terms and Conditions'. At the bottom of the summary, there is a large green button labeled 'Place Your Order'.

# Accessing Your Unit's Summer Camp Registration

Once you've registered for summer camp (or other events), your unit's registration will appear on your Councilware dashboard.

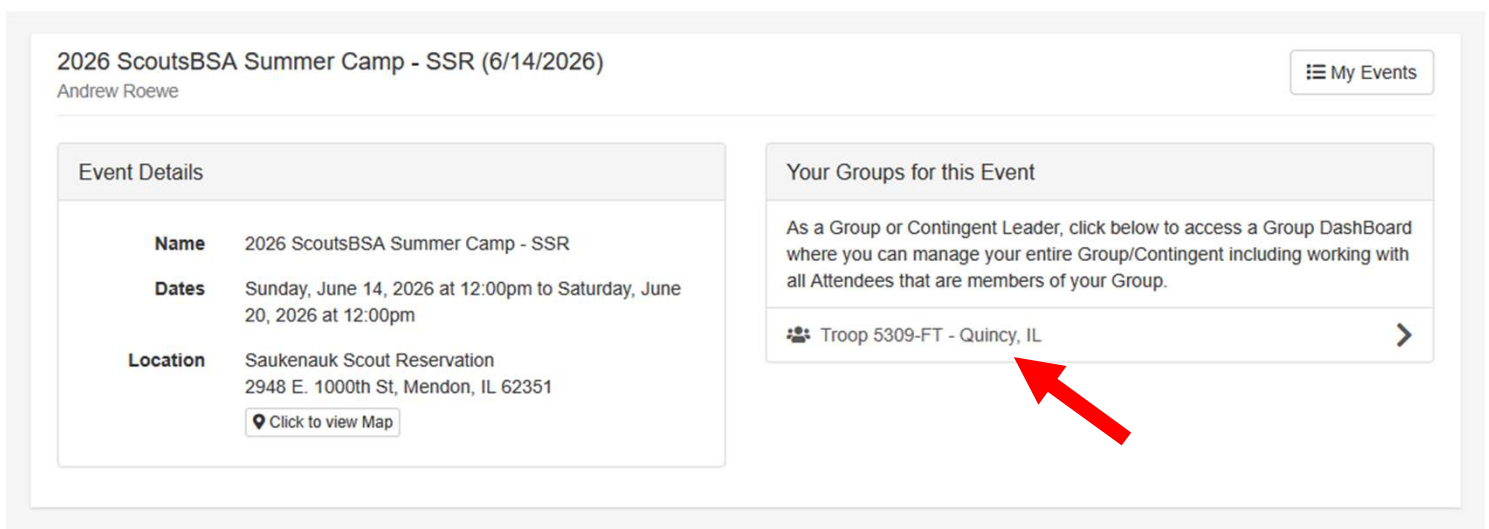
Log in to CouncilWare by visiting [mycouncil.mvscouting.org](https://mycouncil.mvscouting.org) and entering your username and password. Once logged in, click on your **Summer Camp Registration** (or the applicable event) to begin managing your registration.



The screenshot shows the MyCouncil™ dashboard. At the top left is the MyCouncil™ logo. Below it is a welcome message: "MyCouncil™ is your basecamp for involvement with the Mississippi Valley Council." There are two main sections: "My Current Events" and "My Units". Under "My Current Events", there is a button for "2026 ScoutsBSA Summer Camp - SSR (6/14/2026)" with a right-pointing arrow. A red arrow points to this button. Under "My Units", there is a button for "Troop 5309-FT - Quincy, IL - Mississippi Valley Council (141)" with a right-pointing arrow.

This is the main dashboard for your registration. The left side displays details about your registration, while the right side lists your unit(s). If you do not see your unit, you may need to ask your unit leader to grant you access or contact the Council Office for assistance.

Click the button with your unit number to access your unit's event dashboard.



The screenshot shows the event dashboard for "2026 ScoutsBSA Summer Camp - SSR (6/14/2026)". The name "Andrew Roewe" is displayed below the event title. There is a "My Events" button in the top right corner. The dashboard is divided into two main sections: "Event Details" and "Your Groups for this Event". The "Event Details" section contains the following information: Name: 2026 ScoutsBSA Summer Camp - SSR; Dates: Sunday, June 14, 2026 at 12:00pm to Saturday, June 20, 2026 at 12:00pm; Location: Saukenauk Scout Reservation, 2948 E. 1000th St, Mendon, IL 62351. There is a "Click to view Map" button below the location. The "Your Groups for this Event" section contains a message: "As a Group or Contingent Leader, click below to access a Group Dashboard where you can manage your entire Group/Contingent including working with all Attendees that are members of your Group." Below this message is a button for "Troop 5309-FT - Quincy, IL" with a right-pointing arrow. A red arrow points to this button.

From the event dashboard, you can view an overview of your unit's registration and make payments directly from this screen.

**GROUP** Troop 5309-FT - Quincy, IL  
2026 ScoutsBSA Summer Camp - SSR - Jun 14-20, 2026

**General**  
Members  
Payments  
Account  
Notes  
Tools  
Resources

**Group Information**

Name: Troop 5309-FT - Quincy, IL  
Type: Unit [Unit DashBoard](#)  
Council: Mississippi Valley Council (141)  
District: Eagle Valley

**Registration Information**

Order: 16  
Variant: Unit  
Registered: Fri, Apr 17, 2026 1:26 PM  
Status: Confirmed

**Financial Summary** [Download Statement](#)

	Total	Balance
Group Fees	\$0.00	\$0.00
Group Member Fees	\$410.00	\$410.00
<b>NET</b>	<b>\$410.00</b>	<b>\$410.00</b>

[Make a Payment](#)

Group Holding Account: \$100.00  
[Add Account Funds](#) [Apply Account Funds](#)

**Group Member Summary**

Variant	Count
Scout	1
<b>Total</b>	<b>1</b>

**Contacts**

**Group Leader**  
Andrew Roewe  
andrewroewe123@gmail.com  
555-555-5555

**Event Related Information**

Quota: Not Set  
Est Youth: 0  
Est Adults: 0  
Actual: 1 Confirmed - 1 Youth 0 Adults  
Campsites: Not Assigned to a Campsite

4/17/2026 2:39 PM  
CouncilWare

To view attendees, click **Members** in the left-hand sidebar. This page displays everyone registered for the event and allows you to add additional attendees.

To view details for a specific attendee, click the **“View”** button next to their name.

**GROUP** Troop 5309-FT - Quincy, IL  
2026 ScoutsBSA Summer Camp - SSR - Jun 14-20, 2026

**General**  
**Members**  
Payments  
Account  
Notes  
Tools  
Resources

[add new](#)

	Name	Variant	Gnd/ Age	Home Unit
<a href="#">view</a>	Chekov, Pavel	Scout	M	Troop 5309-FT - Quincy, IL
<a href="#">view</a>	Crusher, Wesley	Scout	M	Troop 5309-FT - Quincy, IL
<a href="#">view</a>	Janeway, Kathryn	Adult	F	Troop 5309-FT - Quincy, IL
<a href="#">view</a>	Kesh, Zero	Scout	F	Troop 5309-FT - Quincy, IL
<a href="#">view</a>	Torres, B'Elanna	Scout	F	Troop 5309-FT - Quincy, IL

On the individual attendee page, you can view and edit that attendee's information. Once activity registration opens, you can view available activities, and register for them, using the **Activities** tab. If the name field says [EMPTY-SLOT] you will need to edit and fill in the information, or use Populate to select from your roster.

General **Activities** Journal Notes

---

**Personal Information** populate edit

**Name** Wesley Crusher

**Email** [w.crusher@example.net](mailto:w.crusher@example.net)

**Address**

**Phone** 309-555-0156

**Date of Birth**

**Gender** Male

**Ethnic Background**

**Home Unit** Troop 5309-FT - Quincy, IL  
Mississippi Valley Council (141)  
Eagle Valley District

**Dietary Needs**

**Special Needs**

**Registration Information**

**Order** 16

**Variant** Scout

**Quantity** 1

**Registered** Fri, Apr 17, 2026 2:12 PM

**Status** Confirmed

---

**Financials** apply account funds

Overview **Discounts**

Purchases		Payments	
Event Fees	\$410.00	Payments	\$0.00
Discounts	\$0.00	Subsidies	\$0.00
Assessments	\$0.00	Adjustments	\$0.00
		Refunds	\$0.00

**Event Related Information**

**Group** Troop 5309-FT - Quincy, IL

**Campsite**

---

**Health and Medical Information**

**Health Forms** Bring Scouting America Health Form

By selecting **Payments** from the left-hand menu, you can view your unit's outstanding balance as well as all payments that have been made toward this event.

**MISSISSIPPI VALLEY COUNCIL**

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**GROUP** Troop 5309-FT - Quincy, IL  
2026 ScoutsBSA Summer Camp - SSR - Jun 14-20, 2026

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General

Members

**Payments**

Account

Notes

Tools

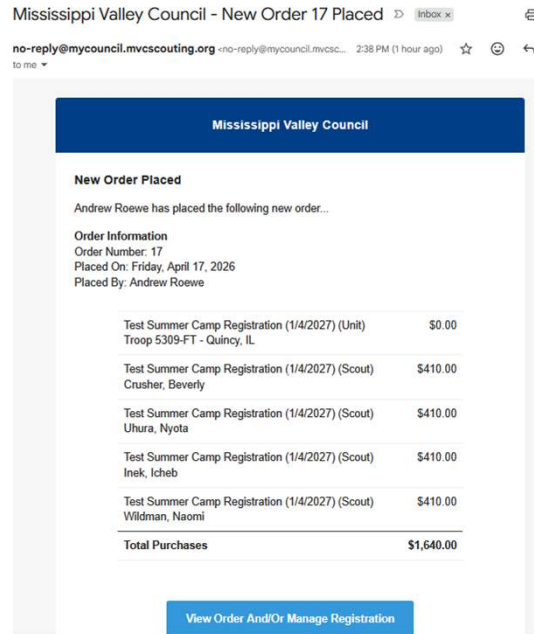
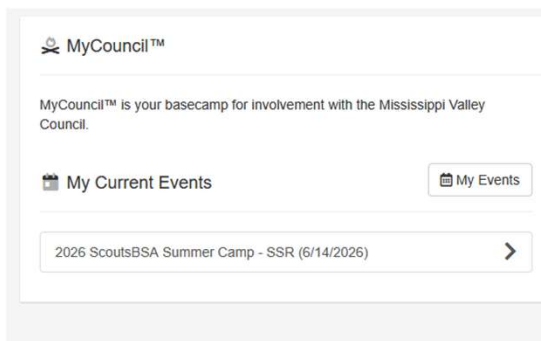
Resources

Pmt Id	Received On	Made By	Method
6	4/17/2026 2:07 PM		Online - Pay at Scout Shop

# Signing up for Activities (Already Registered)

If an event includes activities that require signup (such as a Merit Badge class) but signups were not available at the time of registration, you can complete them later by managing the event registration.

There are two ways to access your registration. You can use the link provided in the confirmation email you received after registering, or from the Unit Dashboard.



Click **Members** in the left-hand menu, then select **View** next to the attendee for whom you want to choose activities.



Click the **Activities** tab at the top of the page. In the top-right corner of the calendar view, you should see a blue **“Manage Activities”** button. Clicking this button will take you to the activity selection screen.

Crusher, Beverly  
Test Summer Camp Registration - Jan 4-10, 2027

General **Activities** Journal Notes

Scheduled Activities (Central Standard Time) Manage Activities Show 24 Hours

	Mon, 4	Tue, 5	Wed, 6	Thu, 7	Fri, 8	Sat, 9	Sun, 10
8 am							
9 am							



All available activities are listed on the right-hand side. Click an activity and select a session, if one is available. If an activity has an additional cost, it will be added to your cart. As you select activities, any conflicting options will automatically be removed from the list.

When you are finished, click **Return** in the top-right corner.

Select Activities ← Return

Order Item **2026 ScoutsBSA Summer Camp - SSR (6/14/2026)** > Scout > Bubba Hotep

**Selected Activities**

No Activities have been selected...

**Available Activities**

Click an Activity below to show Sessions that are available...

- 1st Class Skills  
1 Session Available
- 2nd Class Skills  
1 Session Available
- American Indian Culture Merit Badge  
1 Session Available
- American Lakes Merit Badge

Repeat these steps for each attendee who needs to sign up for activities.