

How to Confirm Attendees for Boy Scout Resident Camp Michigan Crossroads Council - 2016

Per the Summer Camp Registration Process information on the following page,

<http://michiganscouting.org/outdooradventures/boy-scout-camp/bscampregistrationprocess/>,

the month of January is the time for all units to confirm the number of participants and make the first payment of \$50.00 per participant:

3. Estimate Confirmation (1/1 to 2/1, 2016)

Units that made their reservation during the Pre-Registration period are required to confirm their estimated numbers and the camp fee due will be equal to \$50 per confirmed participant slot. Units that do not confirm their estimate and pay the \$50 per slot by February 1st may lose their summer camp reservation.

To start the process, you will need to find the confirmation email you received when the registration was made. An example is:

Date: 12-23-2015 9:26 PM **Sent By:** System User

Email To: [[Your Email Address]]

Message:

Thank you for registering for [[Camp Name]] Boy Scout Resident Camp 2016. If you have any questions please contact [[Camp Director]], [[Phone Number]];

Want to register for another session? [click here to add a session](#)

To see the status of your reservation please [click here](#)

Click on the "click here" link to access the original registration.

Boy Scout Resident Camp 2016 - Session #7

Late fee starts
05-03-2016 12:00 AM

Sunday Jul-24 2016 12:00 PM
Saturday Jul-30 2016 12:00 PM

Assigned Campsite:

Payment Schedule

Regular Price: \$9,810.00
 Total Credits: \$(200.00)
 Balance: \$9,610.00

ADJUST YOUR ATTENDEE COUNTS IF NECESSARY AND CLICK THE CONFIRM ATTENDEES BUTTON TO CONTINUE

Attendee Type	Regular Price	Late Fee**	Current Count	Adjusted Count
Boy Scout Youth	\$300.00	\$315.00 2016-05-03 12:00 AM	30	30
Adult Participant	\$135.00		6	6

**All attendees that are not paid in full by the late fee date will be charged the late fee price.

[Confirm Attendees](#)

Registration Contact [Change Attendee Type](#) PF: Troop:

Transaction Detail

Transaction History					Credit	Balance
Date	Name	Transaction				
08-04-2015	<input type="text"/>	Merchant Credit Card	<input type="text"/>		\$(200.00)	\$(200.00)
Total:					\$(200.00)	\$(200.00)

On this page, there are two actions required. 1.) Adjust/confirm the attendee count for both Youth and Adult and 2.) Click the Confirm Attendees button.

On the following page, you will see a list of youth and adults (headcount only). You will have an opportunity at a later date to enter all of the required participant information. The important thing to note is the Balance Paying Now. You are only required to pay \$50.00 per attendee now.

Booking Date	Boy Scout Youth	Event Fee	Other Discount	Total Credit	Balance Owed	Due Now	Paying Now
07-30-2015	Attendee (785136)	\$300.00	\$0.00	\$0.00	\$300.00	\$50.00	50
07-30-2015	Attendee (785137)	\$300.00	\$0.00	\$0.00	\$300.00	\$50.00	50
07-30-2015	Attendee (785138)	\$300.00	\$0.00	\$0.00	\$300.00	\$50.00	50
07-30-2015	Attendee (785139)	\$300.00	\$0.00	\$0.00	\$300.00	\$50.00	50
07-30-2015	Attendee (785167)	\$135.00	\$0.00	\$0.00	\$135.00	\$50.00	50
07-30-2015	Attendee (785168)	\$135.00	\$0.00	\$0.00	\$135.00	\$50.00	50
07-30-2015	Attendee (785169)	\$135.00	\$0.00	\$0.00	\$135.00	\$50.00	50
07-30-2015	Attendee (785170)	\$135.00	\$0.00	\$0.00	\$135.00	\$50.00	50
07-30-2015	Attendee (785171)	\$135.00	\$0.00	\$0.00	\$135.00	\$50.00	50
Total		\$9,810.00	\$0.00	\$0.00	\$9,810.00	\$1,800.00	

To pay additional change the amount in the Paying Now box

Paying Now Total: 1,800.00
(minus) Deposit: \$200.00
Balance Paying Now: \$1,600.00

On the bottom of this page is:

I have read and agree to the council policies (required) [Read Policies](#)

Check the box indicating that you agree with the Council Payment & Refund Policy.

As outlined in the 2016 Summer Camp Fees flyer (link below), all 2016 Boy Scout Resident Summer Camp fees are to be paid by electronic checks (E-check) only.

<http://michiganscouting.org/wp-content/uploads/2015/05/MCC-Camp-Fees-2016-Final2.pdf>

Bank Routing Information

Pay to the Order of: **Michigan Crossroads Council**
In the amount of: **\$1,600.00**

* Account Type:

1

Name of Depositor
Address
City, State

999
April 9, 19 95 88-7222
1234

Pay to the order of Mr. Smith \$ 1950.00
Nineteen Hundred Fifty Nine and 90/100 Dollars

NAME OF YOUR BANK
CITY, STATE

Memo Depositor's Signature

Routing # Account # Check #

2

* Routing Number:
* Account Number:
* Account Number (verify):

3

Finalize Payment

TRUSTe
CERTIFIED PRIVACY

Final Step:

- 1.) Select the Account Type
- 2.) Enter the Routing Number, Account Number and then Verify the Account Number and
- 3.) Finalize Payment.

That completes the Confirmation process. Beginning on April 4, 2016, you will be able to begin the Merit Badge Selection process.