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:

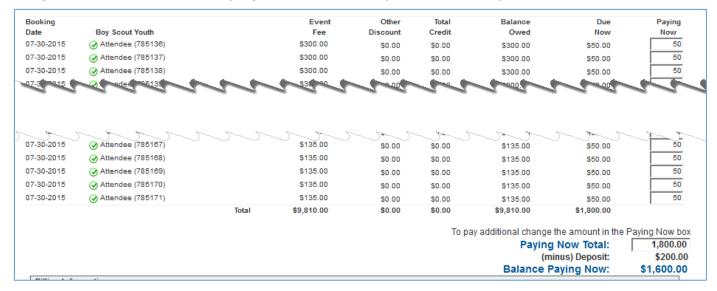
Date: 12-23-2015 9:26 PM Sent By: System User Email To: [[Your Email Address]] Message: Thank you for registering for [[Camp Name]] Boy Scout Resident Camp 2016. If you have any questions please contact [[Camp Director]], [[Phone Number]]; Want to register for another session? <u>click here to add a session</u> To see the status of your reservation please click here

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

Boy Sco	ut Resident Camp 2016	- Session #7	Late fee st 05-03-2010	arts 3 12:00 AM	
Sunday Jul-24 2016 12:00 PM Saturday Jul-30 2016 12:00 PM	Assigned	Campsite:		Regular Price: Total Credits: Balance:	\$9,810.00 \$(200.00) \$9,610.00
ADJUST YO	UR ATTENDEE COUNTS IF NECESSARY	AND CLICK THE CONFIRM ATTI	ENDEES BUTT		
				Current	Adjusted
Attendee Type	Regular Price	Late Fee**		Count	Count
Boy Scout Youth	\$300.00	2016-05-03	\$315.00 3 12:00 AM	30 1	30 💌
Adult Participant	\$135.00			6	6 👻
egistration Contact Chan	**All attendees that are not paid in full I	by the late fee date will be charged t	he late fee price.		
		28		ŗ	
Transaction Detail					
	Transa	action History			
	Name	Transaction		Credit	Balance
Date					
Date 08-04-2015	Merchant Credit	: Card	Total:	\$(200.00) \$(200.00)	\$(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.



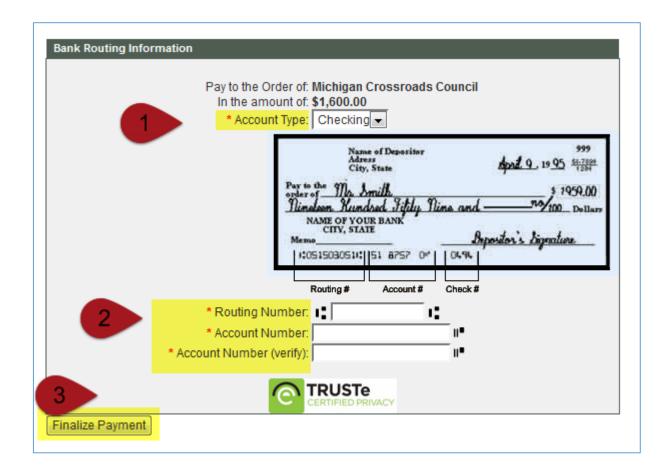
On the bottom of this page is:

I have read and agree to the council policies (required) <u>Read Policies</u>

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



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.