Twin Rivers Council
Online Summer Camp Registration

Please follow the steps below to submit summer camp payments to your unit’s online account.

I. FINDING AND LOGGING IN TO YOUR UNIT ACCOUNT

1. Go to www.trscouting.org. Select the link to Sign In to your MyCouncil account.

2. Enter your e-mail address and password to sign in to your MyCouncil account.
3. Select Volunteers > Unit Homepages

4. Select “Click to Search for a Unit”
5. Select “Unit Type” and enter your four digit unit number. Make sure that your correct council is selected. Twin Rivers Council is the default. Change this selection for other councils. Select “Begin Search.”

6. Select your unit when it appears in the search results.
7. Select “Registrations” located under the unit numerals on the right.

NOTE: If you do not see the “Registrations” link then you have not yet been given permission to access the unit account. Unit contacts were assigned based on the information provided by the unit when reserving the campsite. To be added as a Unit Contact, please email your camp director and provide your name, unit, and email address.

8. Select your Summer Camp reservation link.
II. ADDING A NEW ADULT PARTICIPANT

9. This is your Event Detail view. Note that your campsite deposit ($250) is already included in your Contingent Account. This money should be spent toward camper deposits so that there are no extra funds remaining in the account after the camp payment balances are paid.

Select the “Participants” tab.

10. Select “Register a new Participant”
11. In the “Add Participant” menu, you will choose whether to add a Scout, Free Leader, or Additional Leader. Each unit is entitled one free leader for every eight (8) youth, with a minimum of two free leaders. Additional Leaders (beyond the required 1:8 ratio) can be added for $100 each.

We'll start by adding our leaders. Select the “Free Leader” registration...

12. Enter the first leader's name and email address. Select “Next.”
13. Enter the participant’s birthday and any relevant special needs. Select “Next.”

14. Since this is a Free Leader with no amount due, we’re going to select “No, I do not want to apply funds from the Contingent Account.” Select “Next.”

15. Select “Enter more participants,” followed by “Next.”
16. Repeat as necessary to add more Free Leaders based on your unit’s youth registration.

Now let’s add an Additional Leader beyond the required ratio (1:8). Select “Additional Leader” followed by “Next.”

17. When paying for the Additional Leader you may choose between paying the full fee, paying a minimum down payment (in this case $0), or paying a different amount by filling in the payment box.

We’re going to pay the full fee now. Select “Pay the full fee at this time - $100” followed by “Next.”
18. Enter the participant’s name and email address, followed by “Next.”

19. Enter the participant’s Date of Birth, then select “Next.”
20. Select how you would like to pay for this participant. This box shows the amount due and the Contingent Account Balance. **It is a good idea to use any deposit money in the Contingent Account early so that you don't forget to use it.** If there is not enough money in the account to cover the charge for participants added, the balance will be paid at checkout.

![](image1.png)

21. Select “Enter more participants,” followed by “Next.”

![](image2.png)

Repeat as necessary to add Additional Leaders.
III. ADDING A YOUTH PARTICIPANT

22. Now we’re going to start adding youth. Select “Scout Registration.” If your unit is enrolled in the TRC Loyalty Unit program you are eligible to use a discount code to reduce the Scout fee if that Scout’s $100 deposit is paid by March 15th. To keep the discount, the balance of each Scout’s payment must be paid by May 1st.

To activate the discount, input the discount code, which is your unit’s 4 digit number. (For out of council units, use leading zeros plus your unit number to create a 4 digit number. For example, Troop 8 would be 0008 and Troop 41 would be 0041.)

This discount code will expire after March 15th and all other youth will be added at the regular rate, except for new Webelos crossovers who may be added until June 15th at the Loyalty Unit rate using the discount code “crossover.” This code is authorized only for newly registered crossovers and not for existing Scouts who failed to meet the camp deposit deadline.

Select “Next.”
23. Entering the discount code will reduce the charge to the Loyalty Unit fee. When paying for the Scout you may choose between paying the full fee, paying a minimum down payment ($100), or paying a different amount by filling in the payment box.

We’re going to pay the $100 deposit now. Select “Pay the minimum down payment at this time” followed by “Next.”

24. Enter the Scout’s name and email address (email is optional). Select “Next”
25. Enter the Scout’s Date of Birth and Special Needs information if needed. Please enter accurate DOB information, as this helps us to track camper ages for BSA and Health Department reporting as well as confirm minimum ages for certain program activities.

Select “Next.”

26. Select how you would like to pay for this participant. This box shows the amount due and the Contingent Account Balance. **It is a good idea to use any deposit money in the Contingent Account early so that you don’t forget to use it.** If there is not enough money in the account to cover the charge for participants added, the balance will be paid at checkout.
27. Select “Enter more participants” and repeat steps to add additional Scouts. When done adding Scouts, select “Save Registration to Shopping Cart” and “Next.” This will take you to the Shopping Cart.

IV. SHOPPING CART

28. From the Shopping Cart, review your additions and select “Checkout.” (Note: to illustrate this section, we’ve switched to a non summer camp event. All instructions, however, are the same for summer camp payments.)
29. Select Stored Billing Address or Enter New Billing Address and select “Use this address.”

30. Select a method of payment, either “Credit or Debit Card” or “Electronic Check,” followed by “Next.” Electronic check will enable online payment via unit checking account.
31. If paying by “Credit Card” enter credit card information and select “Next.”

32. If paying by “Electronic Check” enter checking account information and select “Next.” (Note that some unit checking accounts have daily online transaction limits that may be exceeded by a large camp payment. If your payment is not accepted you may be able to contact your unit’s bank to increase the transaction limit. A credit card may also be used to complete your transaction.)
33. Review your order details and the Council Payment and Refund Policy. When ready check the box and select “Proceed with Payment.”

34. Congratulations! Your payment is complete.
V. Paying a Camp Balance After a Deposit

35. To add an additional payment to a Scout who has previously paid a deposit, enter into the unit account and select the Payment History tab. Select “Make a Payment or Deposit.”

36. The Add Payment menu displays a list of registered participants, the total fee owed for each, and the balance owed after any previously paid deposits. To make a payment, select the participant for whom the payment is being made and follow the menu instructions to pay all or a portion of the remaining balance. From here the instructions are the same as adding a new participant, as described above.