

CUB RESIDENT CAMP ROSTERS

Cub Resident Camp roster entries can now be made! You can log into your camp account and enter your participant roster. Before you do, here is some important information:

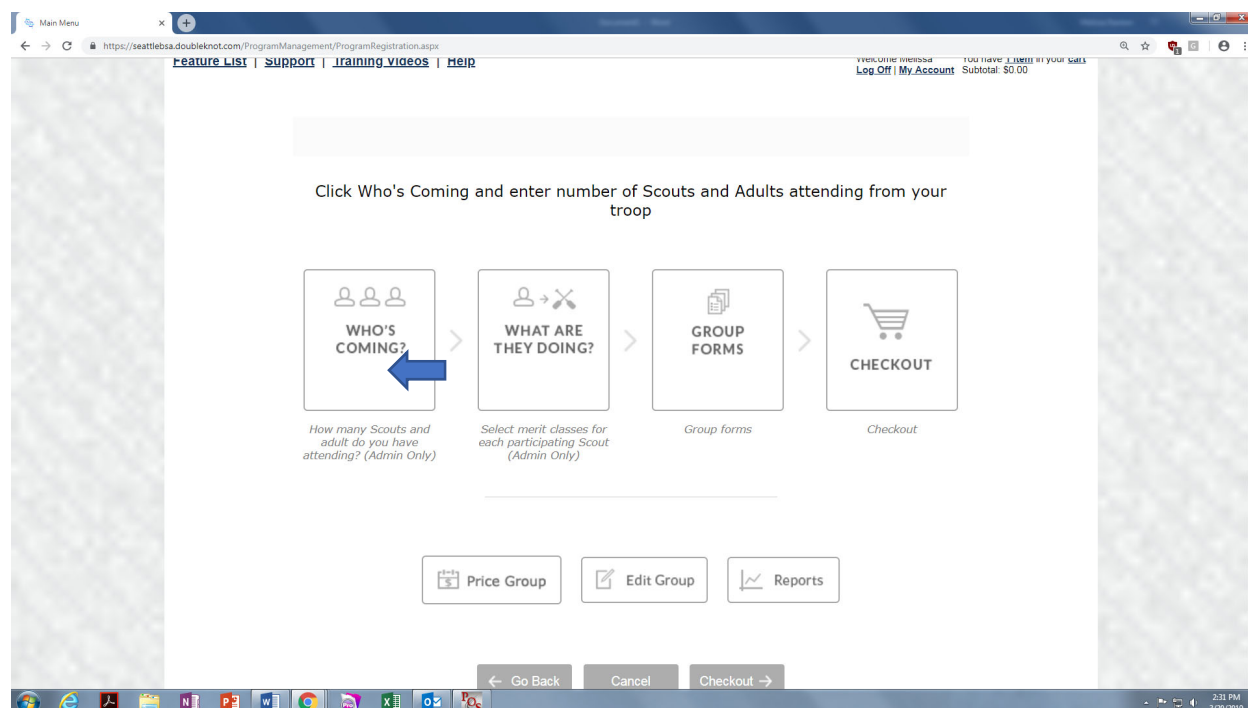
Before You Start:

The name on your reservation is designated as the administrator of your summer camp account. The administrator may also give permission to other leaders in your pack to access your account and make updates. Be judicious about to whom you give this permission.

If you need pack names and BSA membership numbers, your Key 3 (Cubmaster, Committee Chair, or COR) can find your pack roster by going to **my.scouting.org**. You can use this roster to help you when you enter participants information in your online camp reservation. You will need to log into your camp account first.

Completing your Camp Roster:

When you log into your account, go to the Registration tab. Click on Update, then Edit. Click on the **Who's Coming?** box.



You will notice that the roster fields are open.

The screenshot shows a web browser window with the URL <https://seattlebsa.doubleknot.com/registration/register.aspx>. The page title is "Name individuals". The main content area is titled "Youth 1" and contains a registration form. A blue arrow points to the "Youth 1" header. The form fields are as follows:

- *First Name: John
- *Last Name: Smith
- *Gender: Male (dropdown menu)
- *BSA Membership #: 222444444
- *Please list any dietary restrictions or other special needs: Vegetarian (text area)
- Admin Notes (text area)
- Clear button

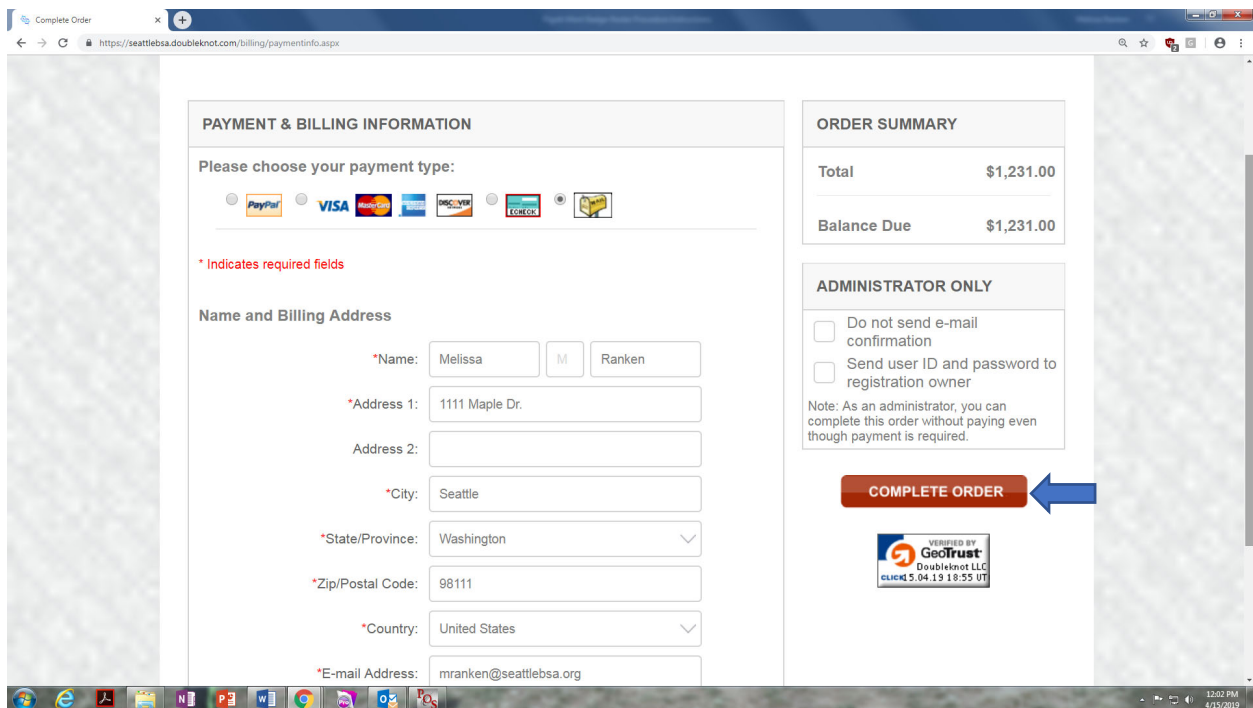
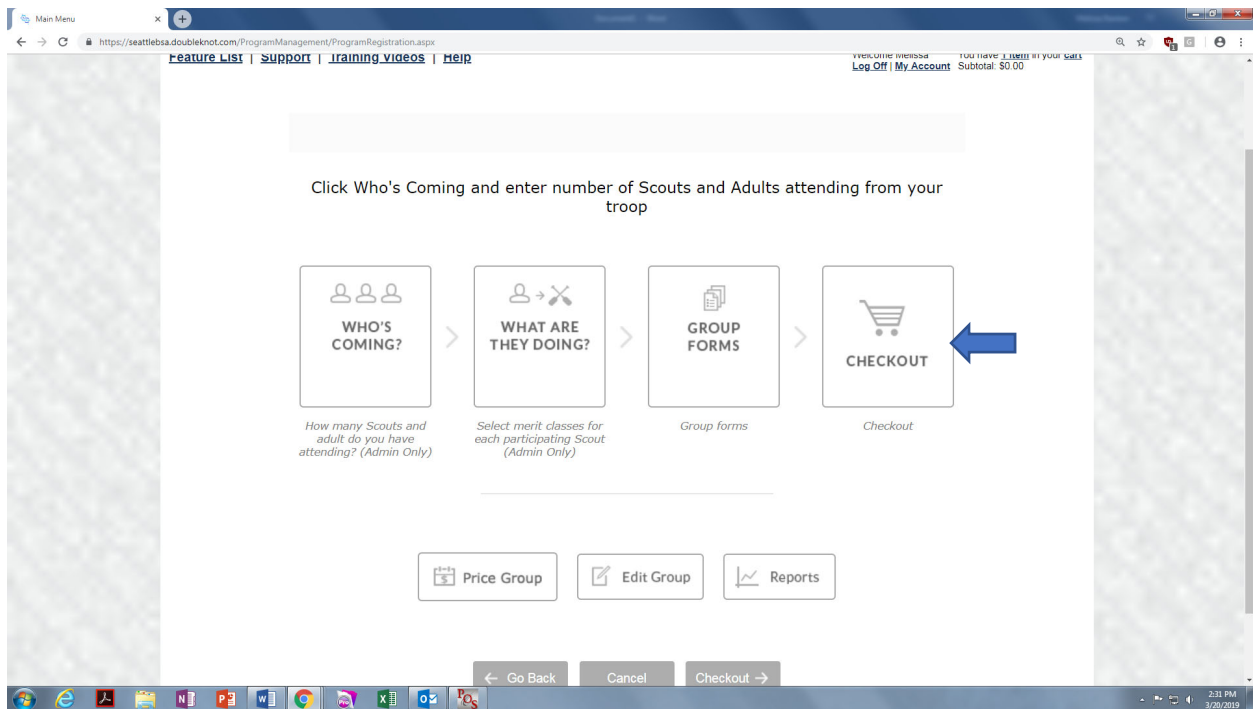
Below the form, there is a Windows taskbar with various application icons and a system clock showing 4:20 PM on 4/11/2019.

You will need to following information:

Name
Gender
BSA Membership #
Phone-Adult
Email-Adult
Any Special Needs

NOTE: You do not need to enter your entire roster at one time. You can save what you have so far and make updates late.

After your roster entry is complete click **Continue** at the bottom of the page until you reach your home page with the boxes of options again. Continue to Checkout and save your updates. An email will be sent with the list of names you have entered.



If you have questions about the process contact the Chief Seattle Council Camping Department at campingdept@seattlebsa.org or 206-725-0361