Rugged Adventures Registration Guide

So, you want to send a scout to camp to participate in a Rugged Adventure and you want to know the right way to sign him up. Well, this is the guide for you! Follow the instructions laid out below, and your scout will be well on his way to an exhilarating camping experience!

The first step is to sign the scout up for one of the Rugged Adventures. Open a browser, and head to campemeraldbay.org:

Select “Summer Programs”: 
Then choose “Rugged Adventureres”:

That will take you to the **Rugged Adventures** page:
Scroll down until you see the registration links, and choose one. For the purposes of this guide, I’ll be registering a participant in Rugged E:

Rugged E: As Rugged Explorers, you are challenged to experience a little bit of everything. You will lead your crew up one of the highest peaks on Catalina Island, soar down hills on a single mountain biking endeavor, cruise through crystal waters in a canoe, and spend many starlit nights on beaches around the island. REGISTER HERE!

Rugged 5: As Rugged Explorers, you will navigate an eight-person war canoe through ocean swells and breakbrush to a canoing expedition around the island. You will explore some of Catalina’s hidden snorkeling spots and lead your team past magnificent palisades for dramatic vistas. REGISTER HERE!

Rugged 5 and Scuba Merit Badge: Looking for a merit badge that will reward you with a lifetime of opportunity? The Boy Scouts have introduced a program for Scuba that will allow scouts aged 12 and up to earn their PADI open water certification and the brand new Scuba merit badge. Spend the week exploring one of the world’s top diving spots and learning a skill that will last a lifetime. REGISTER HERE!

Rugged 0: As Rugged Oceanographers, you will learn and practice advanced dive techniques including search and recovery dives, while completing your PADI Advanced Open Water Certification. Combining the resources of the Pomponio Marine Science Center and the next Pacific Ocean surrounding the island, you will study the complex underwater ecosystems up close and personal. REGISTER HERE!

Marine Science Center and the next Pacific Ocean surrounding the island, you will study the complex underwater ecosystems up close and personal.

That brings you to the registration page, where we begin the process of actually registering your scouts:

<table>
<thead>
<tr>
<th>Description:</th>
<th>2016 Rugged Explorers Reservation Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>6/5/2016</td>
</tr>
<tr>
<td>End Date:</td>
<td>8/7/2016</td>
</tr>
<tr>
<td>Registration Begins:</td>
<td>6/7/2016</td>
</tr>
<tr>
<td>Last Day to Register:</td>
<td>8/7/2016</td>
</tr>
<tr>
<td>Photo Album:</td>
<td>disk here</td>
</tr>
<tr>
<td>Further Information</td>
<td>disk here</td>
</tr>
<tr>
<td>Contact E-mail:</td>
<td><a href="mailto:Camino@bsa.org">Camino@bsa.org</a></td>
</tr>
<tr>
<td>Cost:</td>
<td>$599.00 per participant</td>
</tr>
</tbody>
</table>

Rugged Explorers use a variety of means of outdoor adventure to create the ultimate leadership experience. This adventure will start the moment they set foot on Catalina Island. Orientation and team-building activities begin the week as they and their fellow Explorers divide themselves into boat crews. They will pour over maps and find their location using their GPS as they plan out the week’s activities.

Participants in Rugged Explorers must be 14 years old by September 1st of the year they wish to participate.

**Fee Schedule:**

- **Weeks 1, 2:** $574
- **Weeks 3, 4, 5, 6, 7, 8, 9:** $699
- **Weeks 10:** $474

**Payment Schedule:**

- $30 Deposit per participant is due with initial application.
- $200 per participant is due on January 17th, 2016.
- $250 per participant is due on March 3rd, 2016.
- Final Payment due 16 days before unit’s arrival to camp.

**Activity Location:**

- 95 Barth, San Diego, CA 92031, US

You are encouraged to earn as many merit badges as possible. For the registration fee, see the Rugged E brochures. For more information, contact the Rugged E coordinator.
On the bottom of this page, press “Register”:

You will now begin the registration process. Fill out all the fields, then press “Continue”:
Next, you’ll see a list of forms you need to fill out:

Select the first form:

If you have a question, comment, or suggestion, please e-mail: No Reply - Please contact the Event Coordinator.

Privacy Policy | Feedback Support.

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The Session Choices are very important. If you do not have a registration for camp with the unit, please make three choices. Otherwise, select the week your unit is attending, and we will communicate further (which we’ll cover later):

<table>
<thead>
<tr>
<th>Session Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1, 2</td>
</tr>
<tr>
<td>$599</td>
</tr>
<tr>
<td>Session 3, 4, 5, 6, 7, 8, 9</td>
</tr>
<tr>
<td>$999</td>
</tr>
<tr>
<td>Session 10</td>
</tr>
<tr>
<td>$474</td>
</tr>
</tbody>
</table>

Once you’ve selected the weeks you’d like to attend, press “Continue”:

<table>
<thead>
<tr>
<th>Session Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session # First Choice Please select your first choice of session to attend camp</td>
</tr>
<tr>
<td>Session # Second Choice Please select your second choice of session to attend camp</td>
</tr>
<tr>
<td>Session # Third Choice Please select your third choice of session to attend camp</td>
</tr>
</tbody>
</table>

If you have any questions or concerns please contact the Western Los Angeles County Council Camping Department at camping@wla-ca.org or by calling 018-933-0190.

The next pages asks you for some historic information for us, and any medical needs:

<table>
<thead>
<tr>
<th>Session # First Choice</th>
<th>EBC June 19 - June 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session # Second Choice</td>
<td>EBC June 12 - June 19</td>
</tr>
<tr>
<td>Session # Third Choice</td>
<td>EBC June 30 - July 2</td>
</tr>
</tbody>
</table>

If you have any questions or concerns please contact the Western Los Angeles County Council Camping Department at camping@wla-ca.org or by calling 018-933-0190.
Once you finish that, you'll be taken back to the forms menu. You'll notice that each form you've completed has a little checkmark:

2016 Rugged Explorer Session Choices

Right There.

Now you can continue filling out the forms. Next up is the Cancellation Policy:

Western Los Angeles County Council has a **NO REFUND** Policy for rugged reservation payments. The purpose of these fees is to encourage units not to receive more space than they can fill, so that those spaces can be offered to people who will attend. Please do not reserve more spaces than you can guarantee to fill.

**DEPOSIT** - A non-refundable non-transferable deposit of $50.00 (Rugged Explorers) or $100.00 (Rugged Camp) per participant is required to apply. This deposit will only be returned if no space is available. The deposit is applied to the final payment balance, not to an individual participant.

**PAYMENTS** - A total of 3 progress payments are made before arrival in camp. The payments are based on the total number of campers, not individual participants.

**RESERVATION CHANGES** - All changes to a reservation must be made or requested online. Until the first payment due date, units may edit their reservation online. After the first payment due date, changes are to be requested through an online form. No verbal changes to a reservation will be accepted.

**CANCELLATIONS** - Cancellation fees are charged for reductions in the total number of participants. The unit is responsible for paying fees based on the number of spaces reserved as of the most recent payment due date, reduced for any credits or debts to the reservation. After a payment for a spot is due, there is no refund or credit of that amount, or of previous payments for that spot. **IF THE LATER SPOT IS CANCELED, THE GREATER THE CANCELLATION FEE. If the number of participants is reduced, payments made for canceled spots are not transferable to the unit.**

**Sample Cancellation Fees** (payment and cancellation fees for this example are different from the actual fees - actual fees may be higher)

- A reduction of the total number of youth and adults from 4 to 2 in the Rugged Camp program will result in cancellation fees being charged to the unit of:
  - $300 x 2 = $600
- If the change is made after the first payment due date but before the second due date:
  - $300 x 3 = $900
- If the change is made after the second payment due date but before the third due date:
  - $300 x 3 = $900

**LATE PAYMENTS** - A 30% fee may be added for any late payments.

* Policy Acceptance

I understand and accept this policy on behalf of this reservation.

(If you do not accept, please stop and cancel your reservation request.)

Notice that you must accept in order to continue. That's important.
After that comes the Reservation Contacts. This is important for us if we need to contact anyone, and for our reporting at the end of the year. Find and select your council and district from the Dropdown menus:

![Dropdown menu]

This may be the most important field on this form.

![Form fields]

This is a close second.

Press the “Continue” button after filling out the form:

![Continue button]
The final form is specific to the participant, and you will need to fill one out for each person on the reservation:

You’ll know you can move forward once all the forms have a little check mark:

Press “Continue”:  

---

If you have a question, comment, or suggestion, please e-mail: No Reply – Please contact the Event Coordinator

Privacy Policy  
Technical Support

Copyright © 1998-2016. All rights reserved.
This will take you to your cart. Review, and press “Checkout”:

Here we get to the fun part; the Payment and Billing Information:

I know we're changing up the name of the button, but just remember: I believe in you.
The default payment method is online via echeck. Enter your bank information to pay using this method:

**Payment & Billing Information**

Please choose your payment type:

- eCheck

*Indicates required fields

**ECheck**

- Account Type: Checking
- Routing Number
- Account Number
- Account Number (Verify)

**Name and Billing Address**

- Name of Parent: First Name [ ] Last Name
- Postal/Street Address
- City
- State/Province [ ]
- Zip/Postal Code
- Country: United States [ ]
- E-mail Address
- Telephone

By making payment you understand and agree to the following:

- I authorize Doubleknit, Inc. to electronically debit the account listed above for the amount of the check. If a shortage occurs, I authorize a recovery fee to be charged.
- To hold Doubleknit, Inc. and its agents harmless from any liability or injury resulting from this purchase.
- ALL PAYMENTS ARE FINAL AND ARE NOT REFUNDABLE.

Select the “Pay by Mail” option if you’d rather send in a check:
Just fill out the Billing Information, and you’re ready to move on:

YOU MUST PRESS “SAVE”!!!

Otherwise, all that hard work will be lost, and you’ll need to start over.

"Press Me!"
At this point you’ll receive a receipt that will also be emailed to you:

Western Los Angeles County Council  
14525 Sherman Way, Unit C-8  
Van Nuys CA 91406  
US

Billing Details:  
Nic Pizzo  
14525 Sherman Way C-8  
Van Nuys CA 91406  
US  
camping@iwa-la.org  
818-933-0130

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Amount</th>
<th>Payment</th>
</tr>
</thead>
</table>
| 4125123 | 2016 Rugged Explorers Registration Request 6/2/2016 – 8/7/2016  
Nic Pizzo | $699.00 | $200.00 |

Subtotal $699.00  
Total $899.00

Please retain a copy of this receipt for your records.

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20055 49th Street, El Segundo, California 90249  
camping@iwa-la.org  

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Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: WLACC Summer Camps [noreply@doubleclick.com]  
To: USI Camping  
Cc:  
Subject: Thank you for your Order (Order #1768126)
There are a few important things to note on the receipt:

Western Los Angeles County Council
16522 Sherman Way, Unit C-8
Van Nuys, CA 91406

Billing Details:
Nic Pizzo
16522 Sherman Way C-8
Van Nuys, CA 91406
US
camping@bcs-la.org
818-933-0280

Receipt

Order Number: 1768126
Order Date: 6/29/2016

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description</th>
<th>Amount</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>9435120</td>
<td>2016 Rugged Explorers Reservation Request</td>
<td>$699.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Nic Pizzo</td>
<td></td>
<td>$699.00</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal $699.00 $200.00

You’ll see an order number in the upper right. You’ll get a new one every time you make a change or adjustment of any kind.

There is also an Item #. This is the really important number for you to keep on hand. This is your reservation number, and we use it to find your registration. This one doesn’t change. Ever. You’ll receive a unique Item # (reservation # as we tend to call it) for each registration you create.

That’s it! You’ve done it! You successfully registered scouts for Rugged E! I knew you could do it!

Wait, what? You already registered the scouts under your troop’s reservation for Traditional Camp? No Problem! The rest of this guide will show you the steps you need to take in order to get that sorted out!

**Remember:** Each person can only participate in one program (either Traditional OR a Rugged program) in any given week, so don’t register them in both. You’ll only end up paying more, and nobody wants that.

You need to let us know if a scout is double registered, as you will not be able to deal with removing them and transferring funds from your end. Don’t worry, though. It’s not nearly as complicated as it sounds! It can be done in three easy steps:
Step one: Open an email.

Thank you,

Nic Pizzo - Camping Department
Hours: Monday-Friday 8:30am-5:30pm
Note: Messages sent Friday afternoon to Monday morning will be replied to on Monday

BOY SCOUTS OF AMERICA
Western Los Angeles County Council
www.campersoflboycouncil.org
www.campwhitetsorg
www.campinkogame.org

10525 Sherman Way Unit C-8
Van Nuys, CA 91406
P (818) 786-8709 ext. 1481 F 818-901-4887

Prepared. For Life.

Boom! You’re just flying through this process like a pro!
Step Two: Write an email.

Send it to camping@bsa-la.org.

Include the following in your email:

How many scouts, their names (if you’ve already entered them in the troop’s reservation), amount each of them has paid, and both reservation numbers.

I have a scout that would like to participate in Rugged Explorers the week our troop is going to camp (Week 3). He is already registered with the troop, and has paid $260. The troop reservation number is 8408110 and the Rugged reservation number is 9450123. Please make the adjustments.

Thank you.

Nic Pizzo - Camping Department

Hours: Monday-Friday 8:30am-5:30pm

Note: Messages sent Friday afternoon to Monday morning will be replied to on Monday.
Step Three: Send the email.

I have no idea why it looks like the letter is flying...

And that’s all. We’ll take care of the rest, and let you know when it’s finished. Good job, team!

If you have any other questions, please feel free to reach out to Jonathan Williams, the Camping Registrar.

You can reach him by email (camping@bsa-la.org) or by phone at (818)933-0130.

Thank you for taking the time to read this handy guide, and more importantly for being a part of Scouting, and choosing Camp Emerald Bay this summer.