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 <u>campemeraldbay.org</u>:



Select "Summer Programs":



Then choose "Rugged Adventureres":



Reviews

Please follow the menu on the left to find the program of troop, venture crew, provisional scout, or families of

That will take you to the <u>Rugged Adventures page</u>:



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:



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

scouts:

| | 2016 Rugged Explorers Reservation Request Registration | | | | | | |
|-----------------------|--|--|--|--|--|--|--|
| Avoid usi | ing the browser forward and go back buttons. Use the navigation and buttons provided below. | | | | | | |
| | | | | | | | |
| | Description 💟 Participants 🔰 Forms Cart | | | | | | |
| Description: | 2016 Rugged Explorers Reservation Request | | | | | | |
| Start Date: | 6/5/2016 End Date: 8/7/2016 🗮 Add to calendar | | | | | | |
| Registration Begins: | 8/7/2015 | | | | | | |
| Last Day to Register: | 8/7/2016 | | | | | | |
| Photo Album | i <u>click here</u> | | | | | | |
| Further Information | i <u>click here</u> | | | | | | |
| Contact E-mail: | Camping@bsa-la.org | | | | | | |
| Cost | . \$699.00 per Participant | | | | | | |
| | Participants in Rugged Explorers must be 14 years old by September 1st of the year they wish to participate. | | | | | | |
| Details: | Weeks 1, 2: \$574 | | | | | | |
| | Weeks 3, 4, 5, 6, 7, 8, 9: \$699 | | | | | | |
| | Weeks 10: \$474 | | | | | | |
| | Payment Schedule: | | | | | | |
| | \$50 Deposit per participant is due with initial application. | | | | | | |
| | \$200 per participant is due on January 11 th , 2016. | | | | | | |
| | \$250 per participant is due on March 7 th , 2016. | | | | | | |
| | Final Payment due 16 days before unit's arrival to camp. | | | | | | |
| Activity Location: | Map: 95 Berth, San Pedro, CA 90731, US | | | | | | |
| | You are guaranteed spaces for the number of scouts and adults listed on your online reservation form. Extra | | | | | | |

On the bottom of this page, press "Register":



You will now begin the registration process. Fill out all the fields, then press "Continue":

| Descrip | tion 🕥 Participants 👀 Forms 🕥 Cart | Ο |
|--------------------|------------------------------------|----------------|
| | How many? | |
| | Please Select ▼ | |
| | | |
| | Go Back Cancel Continue | |
| | | |
| | How many? | |
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| 1 | | HIDE DETAILS |
| 1 | | LESS 🗸 |
| *First Name: | First Name | |
| *Last Name: | Last Name | |
| Primary Telephone: | Primary Telephone | |
| Primary Email: | Primary Email | |
| | Delete | |
| | | |
| | | |
| | How many? | |
| | | |
| | · · · · | |
| | | HIDE DETAILS 🔻 |
| 🗹 Nic Pizzo | | LESS 🔻 |
| *First Name: | Nie | |
| *Last Name: | Pizzo | |
| Primary Telephone: | 818-933-0130 | |
| Primary Email: | camping@bsa-la.org | |
| | | |

Next, you'll see a list of forms you need to fill out:

| | | WI | LACC | Summer | Camp | os | | |
|--------------------|------------------|--------------|--------------|------------------|----------------|-------------------|--------------|---|
| | About Us 0 | Galendar M | Newsletters | Photo Album | Library | Members Only | Home | |
| | | | | | | | | Log On You have <u>1 item</u> in your <u>ca</u> Subtotal: \$200.00 |
| | | 2016 | Rugged Ex | plorers Reser | vation Red | uest | | |
| Avo | id using the bro | wser forward | and go back | k buttons. Use t | he navigatio | n and buttons p | rovided belo | <i>w</i> . |
| | Descriptio | on 🕥 | Participants | • For | ms 🜔 | Cart | 0 | |
| | | | | | | | | * Required |
| Please complete th | ie following: | | | | | | | |
| | | * 2016 | Rugged Ex | plorer Sessior | <u>Choices</u> | | | |
| | | * 2016 | Rugged Ex | plorers and C | anoe Canc | allation Policy A | cceptance | |
| | | * 2016 | Rugged Re | servation Con | tacts | | | |
| Nic Pizzo | | * 2016 | Rugged Pa | irticipant Infor | mation | | | |
| | | | 4 Go F | Back Contin | ue 🕨 | | | |

Select the first form:

| | | | | | | | Log On You have <u>1 item</u> in you Subtotal: \$200.00 |
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| | 20 | 116 Duggod Ev | alorore Pocor | ation Pog | inct | | |
| Avoi | d using the browser for | ward and go back | buttons. Use th | e navigation | and buttons | provided belo | и. |
| | Description 🕥 | Participants | • Forn | ns 🜔 | Cart | 0 | |
| | | | | | | | * Required |
| Please complete the | e following: | | | | | | |
| | * 2 | 016 Rugged Exp | olorer Session | Choices | | | |
| | * 2 | 016 Rugged Exp | olorers and Ca | noe Cance | lat yn Policy | Acceptance | |
| | * 2 | 016 Rugged Re: | servation Cont | acts | | | |
| Nic Pizzo | * 2 | 016 Rugged Par | rticipant Inforn | nation | | | |
| | | 4 Go B | unde Continu | 10 | | | |

Privacy Policy <u>Technical Support</u>. Copyright © 1998-2016. All rights reserved. The Session Choices are very inportant. 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):

| | sid daning die protoer torte | ra ana go baan baao | | nguaon | | promoco per | | | |
|---|------------------------------|------------------------------------|---------------------------|------------|-------------|-------------|-----------|-------------|-------------|
| | Description 🕥 | Participants 🕥 | Forms | 0 | Cart | Ο | | | |
| | | | | | | | | | |
| age 1 of 2 | | | | | | | | | |
| Session 1, 2 | | | | | | | | | |
| 599 | | | | | | | | | |
| Gession 3, 4, 5, 6, 7, 8, 9 | | | | | | | | | |
| 699 | | | | | | | | | |
| Session 10 | | | | | | | | | |
| \$474 | | | | | | | | | |
| | Wew | Session ill do our best to acco | Choices mmodate you | r first ch | oice. | | | | |
| * Session # First Choice Please select your first choice | of session to attend c | amp | | | _ / | Please Sele | ect: | • | |
| Session # Second Choice | ice of session to atten | 1 camp | | | | Please Sele | ct: | • | |
| Session # Third Choice | n of sossion to attend s | amp | | | | Please Sele | et: | • | |
| If you have any questions or c | oncerns please contact | the Western Los A calling 818 | ngeles Coun -933-0130. | ty Coun | cil Campin, | Departmer | t at camp | oinne osa-l | a.org or by |
| | | 4 Go Back | Continue | • | | | | | |

Once you've selected the weeks you'd like to attend, press "Continue":

| De | scription 🕥 Participants 🕥 | Forms 🜔 | Cart 🕥 | |
|--|--|--------------------------------------|------------------------|-----------------------------|
| | | | | |
| | | | | |
| Page 1 of 2 | | | | |
| Session 1, 2 | | | | |
| \$599 | | | | |
| Session 3, 4, 5, 6, 7, 8, 9 | | | | |
| \$699 | | | | |
| Session 10 | | | | |
| \$474 | | | | |
| | Sessio We will do our best to acc | n Choices commodate your first ch | nice. | |
| * Session # First Choice Please select your first choice of sessi | on to attend camp | | EB3 June 19 | - June 25 🔻 |
| * Session # Second Choice Please select your second choice of se | ssion to attend camp | | EB2 June 12 | - June 18 🔻 |
| * Session # Third Choice Please select your third choice of sessi | on to attend camp | | EB4 June 26 | - July 2 🔻 |
| If you have any questions or concerns p | blease contact the Western Los calling 81 | Angeles Count, Coun 8-933-0130 | cil Camping Department | at camping@bsa-la.org or by |
| | 4 Go Back | Continue | | |

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

| | Description 🕥 | Participants 🕥 | Forms 🜖 | Cart | 0 | | |
|--|--------------------------------------|-------------------|---------------|-----------|------|---|--|
| | | | | | | | |
| age 2 of 2 | | | | | | | |
| Did your unit attend a WLACC | Summer Camp in 20 | 15? | | Yes | • | | |
| f yes, which one? f more than one, please select : | the one with the grea | atest attendance. | | Emerald B | ay 🔹 | • | |
| f yes, what was your reservati lease enter week number or d | on number? ate if reservation # r | not known. | | Week 3 | | | |
| Antical Accomodation for Camp | site ires anv medical acc | ommodations for a | campsite. For | | | | |

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:



Right There.

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

| 📩 2016 Rugged Explorers Resc. × | |
|---|-------|
| ← ⇒ @ ☆ D https://bsa-la.doubleknot.com/Form/takeSurvey.asp | ☆ 💁 😑 |
| Avoid using the browser forward and go back buttons. Use the navigation and buttons provided below. | |
| Description) Participants) Forms) Cart | |
| Page 1 of 1 | |
| WLACC Cancellation Policy Read this policy and distribute the information to the adults in the troop that have a participant in the Rugged Explorer or Rugged Canoe programs. | • |
| 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 reserve more places than they can fill, so that these 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 Canoe) 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 spots reserved as of the most recent payment due date, adjusted for any credits or debits 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. THE LATER A 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 balance. If the unit subsequently increases its number of registrants, cancellation fees that have been assessed may be credited for each canceler spot that is replaced. Increases by other registered units will not reduce the cancellation fee for a unit which has reduced its number of participants. | 1 |
| 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 Canoe 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 2) (\$200 x 2) = \$1000 if the change is made after the second payment due date but before the third due date. Total Camper Fee x 2 if the change is made after the Final payment due date. | |
| The purpose of these fees is to encourage units not to reserve more places than they can fill, so that these spaces can be offered to people who will attend. Do not reserve more spaces than you can guarantee to fill. | |
| LATE PAYMENTS - A 10% fee may be added for any late payments. | |
| | _ |
| * Policy Acceptance I understand and accept this policy on behalf of this reservation. (Please stop and cancel your reservation request if you do not accept) (Please stop and cancel your reservation request if you do not accept) | |
| 4 Go Back Continue | _ |
| If you have a question, comment, or suggestion, please e-mail: <u>No Reply - Please contact the Event Coordinator</u> | |
| Privacy Policy Technical Support. Copyright © 1998-2016. All rights reserved. | |

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 menues:

| * Unit Number | 0000 | |
|-------------------------------|---|-------|
| * Council | Please Select: • | |
| * District | Golden Empire Council | |
| The information e | Great Southwest Council Las Vegas Area Council | ot co |
| * First Name | Long Beach Area Council | |
| * Last Name | Los Angeles Area Council Los Padres Council | |
| * Address | Mount Diablo Silverado Council | |
| * City | Orange County Council | |
| * Zip Code | San Diego Imperial Council | |
| * Home Phone (xxx)xxx-xxxx | San Francisco Bay Area Council San Gabriel Valley Council | |
| * Work Phone | Sequoia Council | |
| * Cell Phone | Silicon Valley Monterey Bay Council | |
| * E-Mail Address | Ventura County Council | |
| The information e | Verdugo Hills Council Western Los Angeles County Council If your Council is not listed above, please select this option and type the name of your council in the next how |)t co |
| * First Mana | a year ordiner to not noted above, prease ordical this spheric and type the name of your council in the next box. | |

This may be the most important field on this form.

| * Unit Number | 0000 | |
|-----------------|--|-----|
| * Council | Western Los Angeles County Council |][|
| * District | Please Select: | |
| The information | Please Select: *WLACC: Antelope Valley | iot |
| * First Name | WLACC: Balboa Oaks WLACC: Bill Hart | |
| * Last Name | WLACC: Cahuenga | |
| * Address | WLACC: Crescent Bay WLACC: Las Colinas | |
| * City | If you are NOT a WLACC troop, please select this option and write the name of your District in the next box. | |
| * 7in Codo | | |

This is a close second

Press the "Continue" button after filling out the form:



This one.

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

| Description 🕥 | Participants 🕥 | Forms 🜔 | Cart 🕥 |
|---------------------|----------------|---------|--------|
| | | | |
| Page 1 of 1 | | | |
| * Addrocc | | | |
| * Auuress * Citu | | | |
| * State | | | |
| * Zin Code | | | |
| * Home Phone | | | |
| (xxx)xxx-xxxx | | | |
| * Work Phone | | | |
| * Cell Phone | | | |
| * Email | | | |
| * Date of Birth | | | |
| * Emergency Contac | t Name | | |
| * Emergency Contac | t Phone | | |

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

| | Description | Participants 🕥 | Forms 👂 | Cart 🕥 | |
|-------------------|----------------|--------------------|--------------------|--------------------------|------------|
| | | | | | * Required |
| Please complete t | the following: | | | | |
| | * 3 | 16 Rugged Explore | r Session Choices | | |
| | * 2 | 16 Rugged Explore | rs and Canoe Cance | llation Policy Acceptanc | e |
| | * 2 | 16 Rugged Reserva | ation Contacts | | |
| Nic Pizzo | * 🖬 🗐 | 16 Rugged Particip | ant Information | | |
| | V | 4 Go Back | Continue 🕨 | | |

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

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Press "Continue":

◀ Go Back Continue ▶

This will take you to your cart. Review, and press "Checkout":





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

| lease choose your payment type: | | | Total | \$200.00 |
|---|---|-----------------------------------|------------------|-----------------------|
| | | | Balance Due | \$200.00 |
| Indicates required fields | | | MAKE PAY | MENT |
| Check | | | | |
| Pay to the Order of: Doubleknot, Inc. on behalf o In the amount of: \$0.00 | f WLACC Summer Cam | os | | rust |
| *Account Type: Checking 🔹 | | | CLICK 16.02.16 1 | not, Inc. 9:25 UTC |
| *Routing Number: I | | : | | |
| *Account Number: Account number | | II - | | |
| *Account Number (Verify): Verify account number | | II - | | |
| *Bank Name: Bank Name | | | | |
| *Name of Payer: First Name MI L *Postal/Street Address: Street Address | ast Name | | | |
| *City:City | | | | |
| *State/Province: | • | | | |
| *Zip/Postal Code: Zip/Postal Code | | | | |
| *Country: United States | • | | | |
| *Telephone: #### #### | | | | |
| | | | | |
| | | | | |
| ly making payment you understand and agree to the | following: | | | |
| I authorize Doubleknot, Inc. to electronically debit the account check, plus applicable sales tax, plus a recovery fee if the chec reason. To hold Doubleknot Tor, and its anents harmlass from any lial | listed above for the amou k is dishonored or returne pility or injury resulting fro | int of the d for any m this | | |

The default payment method is online via echeck. Enter your bank information to pay using this method:

| ayment & Billing Information | | | | Order Summary | |
|--|---|--|---|-------------------|--------------------|
| Please choose your payment type: | | | Total | \$200.00 | |
| • CINECK | | | | Balance Due | \$200.00 |
| Indicates required fields | | | | | |
| Check | | | | | |
| Pay to the other of | Doubleknot, Inc. on b | ehalf of WLACC Su | Miller C. Mas | | D BY |
| *Account Type: | su.uu Checking | • | | CLICK 16 02 16 19 | ot, Inc. 25 UTC |
| *Routing Number: | Routing number | | 12 | | |
| *Account Number: | Account number | | | | |
| *Account Number (Verify): | Verify account number | | | | |
| *Bank Name: | Bank Name | | | | |
| * City: *State/Province: *Zip/Postal Code: *Country: *E-mail Address: *Telephone: | City Zip/Postal Code United States your_email@domain.co #################################### | ▼] m | • | | |
| y making payment you und I authorize Doubleknot, Inc. t | erstand and agree t o electronically debit the x, plus a recovery fee if i | o the following: account listed above t the check is dishonore | or the amount of the d or returned for any | | |

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:

| Balance Due Balance Due SAV e and Billing Address | \$200.00 |
|--|------------|
| dicates required fields The and Billing Address Name: Nic MI Pizzo *Postal/Street Address; 16525 Sherman Way C-8 *City: Van Nuys *State/Province: California *City: Van Nuys *State/Province: California *Zip/Postal Code 91406 *Country: United States *E-mail Address; camping@bsa-la.org *Telephone: 818-933-0130 | Fied BY |
| ne and Billing Add Street Address: *Postal/Street Address: *City: Van Nuys *State/Province: California *Zip/Postal Code: 91406 *Country: United States *E-mail Address: camping@bsa-la.org *Telephone: 818-933-0130 | FIED BY |
| *Name: Nic Mil Pizzo *Postal/Street Address: 16625 Sherman Way C-8 *City: Van Nuys *State/Province: California • *Zip/Postal Code: 91406 *Country: United States • *E-mail Address: camping@bsa-la org *Telephone: 818-933-0130 | irust |
| * Postal/Street Address: 16525 Sherman Way C-8 * City: Van Nuys * State/Provide: California * Zip/Postal Code: 91406 * Country: United States * E-mail Address: camping@bsa-la.org * Telephone: 818-933-0130 | knot, Inc. |
| * City: Van Nuys * State/Province: California * Zip/Postal Code: 91406 Country: United States * Country: United States * Telephone: 818-933-0130 | 19:25 UTC |
| *City: Van Nuys *State/Province: California *Zip/Postal Code: 191406 *Country: United States *E-mail Address: camping@bsa-la.org *Telephone: 818-933-0130 | |
| * State/Province: California * Zip/Postal Code: 91406 * Country: United States *E-mail Address: camping@bsa-la.org *Telephone: 818-933-0130 | |
| * Zip/Postal Code:91406 * Country: United States *E-mail Address: camping@bsa-la.org * Telephone:818-933-0130 | |
| *Country: United States *E-mail Address: camping@bsa-la.org *Telephone: 818-933-0130 | |
| *E-mail Address:camping@bsa-la.org *Telephone;818-933-0130 | |
| *Telephone:818-933-0130 | |
| | |
| | |
| | |
| saving you understand and agroot the same saving. | |
| I agree to promptly remit the amount due by check to the address as indicated. To hold WIACC Summary Compared the another boundary from any list little as information from | |
| this purchase. | |
| PAYMENT IS SUBJECT TO THE CANCELLATION POLICY FOR EACH ITEM PURCHASED. | |

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:



There are a few important things to note on the reciept:



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 <u>OR</u> 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 transfering 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.

| Message Insert Options Format Text Developer | iled - Message (H | TML) | _ = × |
|---|--------------------------------------|--|---------------------------------|
| Cut Copy Paste 了 Format Painter Clipboard | Address Check Book Names Names | Attach Attach Business Calendar File Item Card ~ Include | r Signature Options Proofing |
| To Send Subject: | | | |
| 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 BOY SCOUTS OF AMERICA Western Los Angeles County Council Www.campemeraldbay.org Www.campewhitsett.org Www.campiosepho.org 16525 Sherman Way Unit C-8 Van Nuys, CA 91406 P (818) 785-8700 ext. 146] F 818-901-4887 Image: Prepared. For Life." | Monday | | |

Boom! You're just flying through this process like a pro!

Step Two: Write an email.

| _ | | |
|---|-------------|---------------------|
| | To <u>.</u> | camping@bsa-la.org; |
| | | |

Send it to <u>camping@bsa-la.org</u>.

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.



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 (<u>camping@bsa-la.org</u>) 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.