



Merit Badge Sign-Up Instructions

A guide to walk you through the steps of signing your unit up for merit badges, adult courses, and extra awards/certifications. Course registration opens after the Spring Leaders' Meeting.

****Use this guide AFTER you have created a Traditional Registration for your unit****



****It is very important that you log onto www.doubleknot.com. Please do not use our main camp page or your council's host doubleknot.**

Click Login

Delight Visitors. Increase Revenue.

Focus On Mission, Not Administration.

Watch how Doubleknot works





Log on

Your User ID was generated when you created the initial registration for your unit. Please do not create a new registration at this point.

If you do not remember your User ID, continue to the next slide.

If you remember your login, please skip to Slide 6.

User ID

Password

Remember me

Log On

Need help logging on?

*If you are sharing an account to register your unit, there is only one account per registration. This means, you must share your username and password with the person who registered for camp.

If you do not remember your User ID, find the email confirmation for the receipt. It would be from the WLACC Summer Camps <noreply@doubleknot.com> domain.

Scroll to the end of the email

The screenshot shows a Gmail interface with an email from WLACC Summer Camps. The email subject is "Thank you for your Order. (Order #6132792)". The sender is "WLACC Summer Camps <noreply@doubleknot.com>". The email content includes a receipt for a 2020 Camp Emerald Bay Week 2. The receipt lists various activities and their costs, with a subtotal of \$2,821.00 and a total payment of \$1,200.00. The receipt also includes contact information for the Western Los Angeles County Council.

Western Los Angeles County Council
16525 Sherman Way, Unit C-8
Van Nuys CA 91406
US

Receipt

Billing Details:
Troop 1925
Emerald Bay
1 Cove Road
Avalon CA 90704
US
bsalheinstedt@gmail.com
[818-933-0130](tel:818-933-0130)

Order Number: 6132792
Order Date: 2/3/2020

Description	Amount	Payment
2020 Camp Emerald Bay Week 2	\$2,821.00	\$1,200.00
19417380 , 6/14/2020 - 6/20/2020		
Emerald Bay - Adult	\$574.00	
BSA Lifeguard with American Red Cross Session A & 1 from 6/14/2020 6:00 AM to 6/20/2020 9:40 AM - Emerald Bay	\$75.00	
Mile Swim Session 6 from 6/14/2020 7:00 PM to 6/20/2020 8:00 PM - Emerald Bay		
Introduction to Outdoor Leader Skills from 6/14/2020 2:00 PM to 6/20/2020 3:00 PM - Emerald Bay		
Avalon Catalina - Youth	\$724.00	
Art MB Session 4 from 6/14/2020 2:00 PM to 6/20/2020 3:00 PM - Avalon Catalina		
BSA Oceanographer Session 2 & 3 from 6/14/2020 10:00 AM to 6/20/2020 12:20 PM - Avalon Catalina		
Camping MB Session 1 from 6/14/2020 8:40 AM to 6/20/2020 9:40 AM - Avalon Catalina		
Jo Sepho - Youth	\$724.00	
Whit Sett - Youth	\$724.00	
Subtotal	\$2,821.00	\$1,200.00
Total		\$1,200.00
Balance	\$2,821.00	

Please direct all inquiries to:
No Reply - Please contact the Event Coordinator
Western Los Angeles County Council
16525 Sherman Way, Unit C-8
Van Nuys, CA 91406

2/3/2020	Online Purchase	NEW registration		
			Balance:	\$2,821.00
			Due Now:	\$1,200.00

Payment Schedule:

Date	Description	Details
2/3/2020	Deposit	\$400.00 is due.
1/10/2020	1st Payment	\$800.00 is overdue.
3/6/2020	2nd Payment(EB Full)	\$800.00 is due.
5/22/2020	Final for Non-Early	\$821.00 is due.

Cancellation Policy:
 We have a NO REFUND Policy. Each payment is based on the total number of campers, not individuals. If there are any reductions in total numbers (Scouts or Adults) after each payment due date the troop will be responsible for the money due at the time of the cancellation, even if no payment has been made. Payments for cancelled spots are not credited to the troop balance if unit numbers are reduced. FINANCIAL AID IS AVAILABLE: Western Los Angeles County Council is proud to offer Camperships to WLACC units. The campership approval process is based upon Scouts Honor and is non-invasive. Please email camping@bsa-la.org to receive a campership form for your unit.

Please direct all inquiries to:
 WLACC Camping
 Western Los Angeles County Council
 16525 Sherman Way, Unit C-8
 Van Nuys, CA 91406
 (818) 785-8700
camping@bsa-la.org

Additional Information:
 Please note that your INITIAL invoice only serves as a Registration Confirmation. This invoice does not reflect the pricing of your week. When you are moved into your week, the prices will auto adjust Thank you for registering for Camp Emerald Bay! This e-mail confirms your reservation at our camp. Final session date confirmations will be sent once a week after September 15. If you have any questions please contact the WLACC Camping Department at camping@bsa-la.org

To modify this registration or make additional payments:

- Click here to logon or copy and paste the following url into your browser: <https://bsa-la.doubleknot.com/signon/1912>
- Obtain your User ID and Password by selecting the *Need help Logging on?* link.
- Follow the prompts to obtain the password and logon to Doubleknot.
- Logging on will bring you to the Summary tab showing your current registrations, reservations, and/or memberships.
- Click on the desired action button to make a payment or view the details and update the registration. Please note that changes to a registration may be restricted after a certain date, so the update action may not appear.

Detailed information follows.

Additional Information
 2020 Camp Reservation Contacts
 Number: 19417380
 Name: Emerald Bay
 e-mail: bsalheinstedt@gmail.com
 What type of Unit are you?: Scouts BSA (Male Troop)
 Council: Western Los Angeles County Council
 District: WLACC: Crescent Bay

To modify this registration or make additional payments:

- [Click here to logon](#) or copy and paste the following url into your browser: <https://bsa-la.doubleknot.com/signon/1912>
- Obtain your User ID and Password by selecting the *Need help Logging on?* link.
- Follow the prompts to obtain the password and logon to Doubleknot.
- Logging on will bring you to the Summary tab showing your current registrations, reservations, and/or memberships.
- Click on the desired action button to make a payment or view the details and update the registration. Please note that changes to a registration may be restricted after a certain date, so the update action may not appear.

****This is just an example email and will not open to your account user ID. Please be sure to find your confirmation email and follow the link specific to your account.**

Using your existing User ID and Password for the unit registration already created, please Log On.

The login form is enclosed in a red border. Three red numbers are placed to the left of the form: '1' points to the User ID field, '2' points to the Password field, and '3' points to the Log On button.

1 User ID
BSALHEINSTEDT@GMAIL.COM

2 Password

Remember me

3 Log On

Need help logging on?



SUMMARY SUBSCRIPTIONS REGISTRATIONS GROUPS PURCHASES PROFILE

UPCOMING PAYMENTS

Description	Date	Number	Due Date	Due	
2020 Camp Emerald Bay Week 2	6/14/2020 - 6/20/2020	19417380	3/6/2020	\$2,000.00	Pay Now

UPCOMING REGISTRATIONS / RESERVATIONS

Description	Date	Number	
2020 Camp Emerald Bay Week 2	6/14/2020 - 6/20/2020	19417380	View Details

RECURRING PAYMENTS

Description	Number	Frequency	Number of Payments Made	Total Payment	Last Payment	Last Payment Date	Status
No Recurring Payments Found.							

This is the page that you will see all your WLACC reservations. If you have participants in our Rugged Programs or with our other camps (Josepho or Whitsett), this is also where they will appear.

Click "View Details" of the program you are hoping to edit.





Log On You have 1 item in your cart Subtotal: \$0.00

You should have listed all your participants when you first registered. "Who's Coming?" is where you add any new names.

Even if no payment is due, the registration, including all changes and updates, will not be saved until you check out.


WHO'S COMING?
List your Scouts and Adults

>


WHAT ARE THEY DOING?
Sign up for Merit Badges

>


GROUP FORMS
Group forms

>


CHECKOUT
Checkout

Price Group

Edit Group

← Go Back

Cancel

Checkout →

****We highly recommend signing up your participants in batches of 8-10 people. Doubleknot may not save your sign ups, if you time out the system. Be sure to "Checkout" often so the participant choices are saved****

Inside the "What Are They Doing?" Tab, you will find the names of your Scouts and Adults, along with merit badge and activity choices.

SIGN UP FOR MERIT BADGES

Even if no payment is due, the registration, including all changes and updates, will not be saved until you check out. To check out, click Continue and follow the steps to check out and complete the registration.

STEPS TO COMPLETE THIS REGISTRATION

Use this to assign one individual at a time to an activity at this event.

After clicking, "What Are They Doing?", you will see this page, with Participants (1), Activities (2), and Courses (3)

1) Schedule For: allows you to switch between registrants.

1 SCHEDULE FOR: Catalina, Avalon

Bay, Emerald
Catalina, Avalon
Sepho, Jo
Sett, Whit

Category	Activity	Date/Time	Schedule	Status
This participant is not registered for any activities.				

2 CHOOSE ACTIVITIES IN CATEGORY: Scoutcraft

Activity	Date/Time	Schedule
<input type="button" value="Add"/> Camping MB Session 1	6/14/2020 - 6/20/2020 8:40 AM - 9:40 AM	Sunday - Saturday
<input type="button" value="Add"/> Camping MB Session 2	6/14/2020 - 6/20/2020 10:00 AM - 11:00 AM	Sunday - Saturday
<input type="button" value="Add"/> Camping MB Session 3	6/14/2020 - 6/20/2020 11:20 AM - 12:20 PM	Sunday - Saturday
<input type="button" value="Add"/> Camping MB Session 4	6/14/2020 - 6/20/2020 2:00 PM - 3:00 PM	Sunday - Saturday
<input type="button" value="Add"/> Geocaching MB Session 6	6/14/2020 - 6/20/2020 7:00 PM - 8:00 PM	Sunday - Saturday
<input type="button" value="Add"/> Orienteering MB Session 1	6/14/2020 - 6/20/2020 8:40 AM - 9:40 AM	Sunday - Saturday
<input type="button" value="Add"/> Orienteering MB Session 3	6/14/2020 - 6/20/2020 11:20 AM - 12:20 PM	Sunday - Saturday

3

2) "Choose activities in category" allows you to switch between the various program offerings. The participants name (1) will remain the same until you switch it in the dropdown menu.

SIGN UP FOR MERIT BADGES

Even if no payment is due, the registration, including all changes and updates, will not be saved until you check out. To check out, click Continue and follow the steps to check out and complete the registration.

STEPS TO COMPLETE THIS REGISTRATION

Use this to assign one individual at a time to an activity at this event.

1 SCHEDULE FOR: Bay, Emerald

Category	Activity	Date/Time	Schedule	Status
This participant is not registered for any activities.				

The first example is using "Emerald Bay" our example Adult.

Adults can register for our Adult Leader Trainings as well as any course that states "BSA" as opposed to "MB":

2 CHOOSE ACTIVITIES IN CATEGORY: Adult Leader Trainings

Activity	Date/Time	Schedule
+ Add Introduction to Outdoor Leader Skills	6/14/2020 - 6/20/2020 2:00 PM - 3:00 PM	Sunday - Saturday
+ Add Leader Specific Training	6/14/2020 - 8/20/2020 9:00 AM - 11:00 AM	Sunday - Thursday

BSA Aquarist, Oceanographer, Naturalist, Lifeguard, American Sailing Association, Paddle Board, and Mile Swim.

Continue →

If you have a question, comment, or suggestion, please e-mail: [No Reply - Please contact the Event Coordinator](#)

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SIGN UP FOR MERIT BADGES

Even if no payment is due, the registration, including all changes and updates, will not be saved until you check out. To check out, click Continue and follow the steps to check out and complete the registration.

STEPS TO COMPLETE THIS REGISTRATION

Use this to assign one individual at a time to an activity at this event.

1

SCHEDULE FOR: Bay, Emerald

Category	Activity	Date/Time	Schedule	Status
Adult Leader Trainings	Introduction to Outdoor Leader Skills	6/14/2020 - 6/20/2020 2:00 PM - 3:00 PM	Sunday - Saturday	Registered
Aquatics	BSA Lifeguard with American Red Cross Session A & 1	6/14/2020 - 6/20/2020 6:00 AM - 9:40 AM	Sunday - Saturday	Registered

2

CHOOSE ACTIVITIES IN CATEGORY: Aquatics

3

Activity	Date/Time	Schedule
<input type="button" value="Add"/> Advanced Small Boat Sailing MB Session 3 & 5	6/14/2020 - 6/20/2020 11:20 AM - 12:20 PM	Sunday - Saturday
<input type="button" value="Add"/> BSA Stand Up Paddle Board Session 6	6/14/2020 - 6/20/2020 7:00 PM - 8:00 PM	Sunday - Saturday
BSA Stand Up Paddle Board Session A	6/14/2020 - 6/20/2020 6:00 AM - 7:15 AM	Sunday - Saturday
Canoeing MB Session 1	6/14/2020 - 6/20/2020 8:40 AM - 9:40 AM	Sunday - Saturday
<input type="button" value="Add"/> Canoeing MB Session 2	6/14/2020 - 6/20/2020 10:00 AM - 11:00 AM	Sunday - Saturday
<input type="button" value="Add"/> Canoeing MB Session 3	6/14/2020 - 6/20/2020 11:20 AM - 12:20 PM	Sunday - Saturday
Kayaking MB Session 1	6/14/2020 - 6/19/2020 8:40 AM - 9:40 AM	Sunday - Friday

3) Activity: Click the + Add button next to the course you are hoping to register your participant for. + Add options will disappear if there is a schedule conflict for any course.

Adults can register for our Adult Leader Trainings as well as any course that states "BSA" as opposed to "MB":

BSA Aquarist, Oceanographer, Naturalist, Lifeguard, American Sailing Association, Paddle Board, and Mile Swim.



Log On You have 1 item in your cart
Subtotal: \$0.00

SIGN UP FOR MERIT BADGES

Even if no payment is due, the registration, including all changes and updates, will not be saved until you check out. To check out, click Continue and follow the steps to check out and complete the registration.

STEPS TO COMPLETE THIS REGISTRATION

Use this to assign one individual at a time to an activity at this event.

SCHEDULE FOR: Bay, Emerald

Category	Activity	Date/Time	Schedule	Status
This participant is not registered for any activities.				

CHOOSE ACTIVITIES IN CATEGORY: Adult Leader Trainings

Activity	Date/Time	Schedule
<input type="button" value="Add"/> Introduction to Outdoor Leader Skills	6/14/2020 - 6/20/2020 2:00 PM - 3:00 PM	Sunday - Saturday
<input type="button" value="Add"/> Leader Specific Training	6/14/2020 - 8/20/2020 9:00 AM - 11:00 AM	Sunday - Thursday

- Adult Leader Trainings
- Aquatics
- Field Sports
- Handicraft
- Marine Science
- Nature
- Rangers (First Year Program)
- Scoutcraft

** →

If you have a question, comment, or suggestion, please e-mail: [No Reply - Please contact the Event Coordinator](#)

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Once you register 8-10 participants, we recommend checking out by clicking "Continue".



Log On You have 1 item in your cart
Subtotal: \$0.00

Even if no payment is due, the registration, including all changes and updates, will not be saved until you check out.



Price Group Edit Group

Go Back Cancel Checkout

Once you register 8-10 participants, we recommend checking out fully to ensure your work is being saved.

If you have a question, comment, or suggestion, please e-mail: [No Reply - Please contact the Event Coordinator](#)

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[Log On](#) You have 1 item in your cart
Subtotal: \$1,200.00 | [Checkout](#)

SHOPPING CART

Description	Amount	Payment
2020 Camp Emerald Bay Week 2 Edit	\$2,821.00	<input checked="" type="radio"/> Amount To Pay Now \$1,200.00
6/14/2020 - 6/20/2020		<input type="radio"/> Next Payment due on 3/6/2020
Emerald Bay - Adult \$574.00		<input type="radio"/> Pay In Full due on 5/22/2020
BSA Lifeguard with American Red Cross Session A \$75.00		<input type="radio"/> Other Amount
& 1 from 6/14/2020 6:00 AM to 6/20/2020 9:40 AM - Emerald Bay		
Mile Swim Session 6 from 6/14/2020 7:00 PM to 6/20/2020 8:00 PM - Emerald Bay		
Introduction to Outdoor Leader Skills from 6/14/2020 2:00 PM to 6/20/2020 3:00 PM - Emerald Bay		
Avalon Catalina - Youth \$724.00		
Art MB Session 4 from 6/14/2020 2:00 PM to 6/20/2020 3:00 PM - Avalon Catalina		
BSA Oceanographer Session 2 & 3 from 6/14/2020 10:00 AM to 6/20/2020 12:20 PM - Avalon Catalina		
Camping MB Session 1 from 6/14/2020 8:40 AM to 6/20/2020 9:40 AM - Avalon Catalina		
Jo Sepho - Youth \$724.00		
Whit Sett - Youth \$724.00		
Subtotal	\$2,821.00	\$1,200.00

Discount Codes

[Keep shopping...](#)

If you have a question, comment, or suggestion, please e-mail: [No Reply - Please contact the Event Coordinator](#)

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Once you register 8-10 participants, we recommend checking out fully to ensure your work is being saved.

Western Los Angeles County Council
16525 Sherman Way, Unit C-8
Van Nuys CA 91406
US

Receipt

Billing Details:
Troop 1925
Emerald Bay
1 Cove Road
Avalon CA 90704
US
bsalheinstedt@gmail.com
[818-933-0130](tel:818-933-0130)

Order Number: 6132792
Order Date: 2/3/2020



Description	Amount	Payment
2020 Camp Emerald Bay Week 2 19417380 , 6/14/2020 - 6/20/2020	\$2,821.00	\$1,200.00
Emerald Bay - Adult	\$574.00	
BSA Lifeguard with American Red Cross Session A & 1 from 6/14/2020 6:00 AM to 6/20/2020 9:40 AM - Emerald Bay	\$75.00	
Mile Swim Session 6 from 6/14/2020 7:00 PM to 6/20/2020 8:00 PM - Emerald Bay		
Introduction to Outdoor Leader Skills from 6/14/2020 2:00 PM to 6/20/2020 3:00 PM - Emerald Bay		
Avalon Catalina - Youth	\$724.00	
Art MB Session 4 from 6/14/2020 2:00 PM to 6/20/2020 3:00 PM - Avalon Catalina		
BSA Oceanographer Session 2 & 3 from 6/14/2020 10:00 AM to 6/20/2020 12:20 PM - Avalon Catalina		
Camping MB Session 1 from 6/14/2020 8:40 AM to 6/20/2020 9:40 AM - Avalon Catalina		
Jo Sepho - Youth	\$724.00	
Whit Sett - Youth	\$724.00	
Subtotal	\$2,821.00	\$1,200.00
Total		\$1,200.00
Balance		\$2,821.00

Please direct all inquiries to:
No Reply - Please contact the Event Coordinator
Western Los Angeles County Council
16525 Sherman Way, Unit C-8
Van Nuys, CA 91406
[\(818\) 785-8700](tel:818-785-8700)
camping@bsa-la.org

Please retain a copy of this receipt for your records.

Copyright © 1998-2020 Doubleknot LLC. All rights reserved.
20665 Fourth Street, Suite 103
Saratoga, California 95070

Done



Once you register 8-10 participants, we recommend checking out fully to ensure your work is being saved.

DETAILS FOR REGISTRATION # 19417380

To update or make a payment, use the buttons at the bottom of the page.

Description: 2020 Camp Emerald Bay Week 2
When: 6/14/2020 - 6/20/2020
Purchase Number: 19417380
Create Date: 2/3/2020 10:05:57 AM
Last Update: 2/3/2020 10:42:34 AM
Last Updated By: Emerald Bay
Group: Troop 1925
Owner(s): Emerald Bay
Purchased By: Emerald Bay
bsalheinstedt@gmail.com
818-933-0130
1 Cove Road
Avalon, California 90704
United States

Summary:	Type	Registered
Adult	1	
Youth	3	

Store Order: Order # 6132640
Order # 6132792

Details:	Name	Phone	E-mail	Attended	Type	Cost
1	Emerald Bay			0	Adult	\$574.00
2	Emerald Bay		BSA Lifeguard with American Red Cross Session A & 1 from 6/14/2020 6:00 AM to 6/20/2020 9:40 AM	0		\$75.00
3	Emerald Bay		Mile Swim Session 6 from 6/14/2020 7:00 PM to 6/20/2020 8:00 PM	0		\$0.00
4	Emerald Bay		Introduction to Outdoor Leader Skills from 6/14/2020 2:00 PM to 6/20/2020 3:00 PM	0		\$0.00
5	Avalon Catalina			0	Youth	\$724.00
6	Avalon Catalina		Art MB Session 4 from 6/14/2020 2:00 PM to 6/20/2020 3:00 PM	0		\$0.00
7	Avalon Catalina		BSA Oceanographer Session 2 & 3 from 6/14/2020 10:00 AM to 6/20/2020 12:20 PM	0		\$0.00
8	Avalon Catalina		Camping MB Session 1 from 6/14/2020 8:40 AM to 6/20/2020 9:40 AM	0		\$0.00
9	Jo Sepho			0	Youth	\$724.00
10	Whit Sett			0	Youth	\$724.00

Payment History:	Date	Type	Details	Amount
	2/3/2020	Online Purchase	New registration	\$2,821.00
			Balance:	\$2,821.00
			Due Now:	\$1,200.00

Payment Schedule:	Date	Description	Amount Due	Early Discount
	2/3/2020	Deposit	\$400.00	
	1/10/2020	1st Payment	\$800.00	
	3/6/2020	2nd Payment(EB Full)	\$800.00	
	5/22/2020	Final for Non-Early	\$821.00	

[← Go Back](#) [Update](#) [Make Payment](#)

If you have more edits to be made, you can start the process again by clicking "Update". Otherwise, exit out and you are complete!

If you have a question, comment, or suggestion, please e-mail: [No Reply - Please contact the Event Coordinator](#)