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](http://www.doubleknot.com). Please do not use our main camp page or your council’s host doubleknot.**
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.

*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
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](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.
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.
You should have listed all your participants when you first registered. “Who’s Coming?” is where you add any new names.

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

**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**
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.

2) Choose Activities in Category: allows you to select activities from the list.

3) Course: displays the schedule for each session, including the date and time.
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”:

BSA Aquarist, Oceanographer, Naturalist, Lifeguard, American Sailing Association, Paddle Board, and Mile Swim.
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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.
Once you register 8-10 participants, we recommend checking out by clicking “Continue”.

If you have a question, comment, or suggestion, please e-mail No Reply - Please contact the Event Coordinator.
Once you register 8-10 participants, we recommend checking out fully to ensure your work is being saved.
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You can skip the payment option during registration by clicking “Pay By Mail” instead of e-check.
Once you register 8-10 participants, we recommend checking out fully to ensure your work is being saved.
If you have more edits to be made, you can start the process again by clicking “Update”. Otherwise, exit out and you are complete!