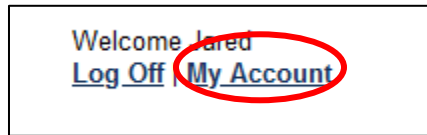


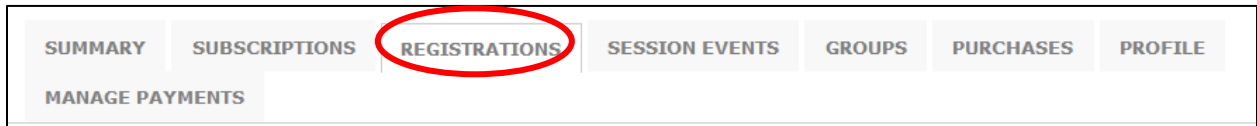
IF YOU GET STUCK WHEN FOLLOWING THESE INSTRUCTIONS, PLEASE CALL (818) 933-0130 OR EMAIL camping@bsa-la.org.

To sign up for SCUBA Activities in Doubleknot, follow these instructions:

1. Sign in to Doubleknot at : bsa-la.doubleknot.com/signon/1912
 - a. Create an account if you haven't already done this step. Then Navigate to "My Account" under your name:



2. Then select "Registrations" from the tabs at the top of the screen.



3. Then select your registration. In this example, my Troop is signed up for Week 9. You can select "Update/Edit" if that button is available, or "View Details" and the Update button should be on that screen.

Purchase Date	Description	Date	Number	
3/9/2023 2:40:10 PM	2023 Camp Emerald Bay Week 9	8/6/2023 - 8/12/2023	29085418	<div style="text-align: right;">View Details Reports Update/Edit Make Payment</div>

4. From here, you will see the Registration Home Page. To add people to events, select "Who's Coming"

Please Register Boys and Girls Units separately. "Who's Coming?" is where you put participants names and information. "What Are They Doing?" is where you will sign up for events and merit badges. Contact camping@bsa-la.org with questions.

The diagram shows a four-step registration process flow:

- WHO'S COMING?** (Circled in red): List your Adults and Youth. You can leave the spaces blank and just input a number.
- WHAT ARE THEY DOING?**: Sign up for Merit Badges and Activities.
- GROUP FORMS**: Group forms.
- CHECKOUT**: Checkout.

5. Next, you will be required to input the participant's basic information. Below is an example:

Jared Dean (Youth) [Edit Profile](#)

***First Name:** Jared

***Last Name:** Dean

***Gender:** Male

***BSA ID:** 000000000

***Birthdate:** 01/01/2011

***Emergency Contact or Parent's Name:** Jared's Emergency Contact

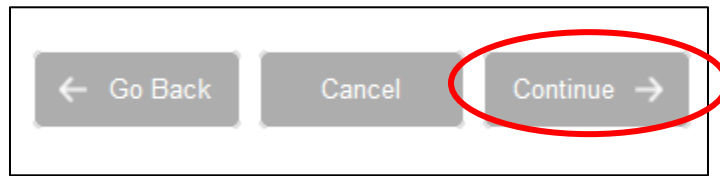
***Adult Participant's or Parent's Phone Number:** 818-933-0130

Adult Participant's or Parent's Email: camping@bsa-la.org

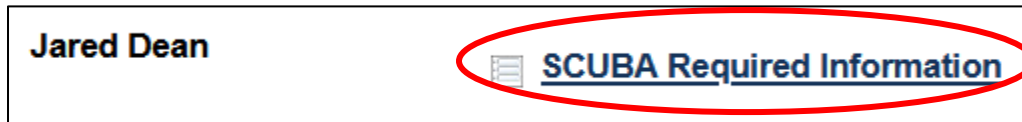
Participant's Email: jared.dean@gmail.com

Does this participant have any special dietary needs? Gluten Free

6. Next you will scroll to the bottom of the screen and select continue:



7. Select the form that says "SCUBA Required Information". This only needs to be filled out for participants of SCUBA Events.



8. Input all the participants information. This page will ask for Preferred Name, Participant's Email, Weight, Height, Shoe Size, Mailing Address, and Certification Number. Some fields are not required or automatically filled for you.

- a. Press continue at the bottom of the screen to enter the next participants information, or continue to sign up the participant for the event.

9. Press continue to return to the main screen. Select "What are they doing?" to register participants for activities.

Please Register Boys and Girls Units separately. "Who's Coming?" is where you put participants names and information. "What Are They Doing?" is where you will sign up for events and merit badges. Contact camping@bsa-la.org with questions.

The flowchart consists of four rectangular boxes connected by right-pointing chevrons. The first box is titled "WHO'S COMING?" with an icon of three people. The second box is titled "WHAT ARE THEY DOING?" with an icon of a person and a scuba diver, and it is circled in red. The third box is titled "GROUP FORMS" with an icon of a document. The fourth box is titled "CHECKOUT" with a shopping cart icon.

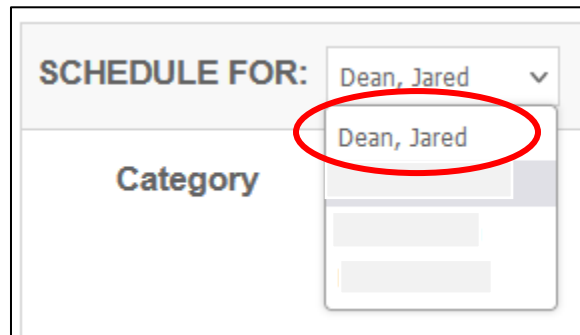
List your Adults and Youth. You can leave the spaces blank and just input a number.

Sign up for Merit Badges and Activities

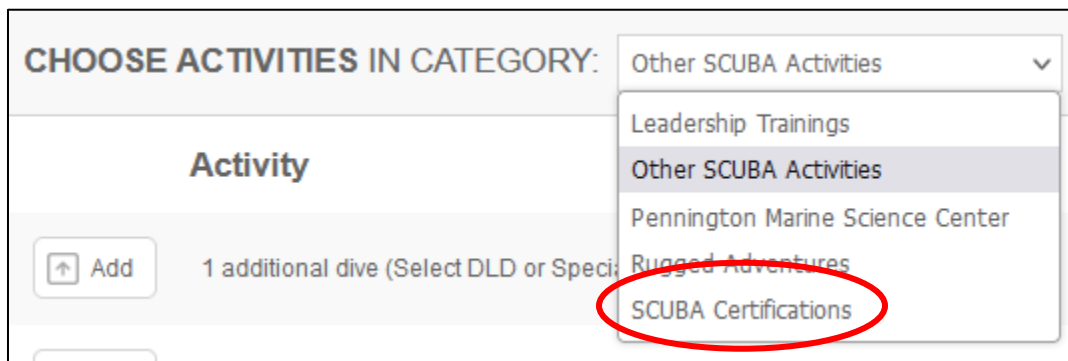
Group forms

Checkout

10. Select The participant you wish to add to a SCUBA Event from the drop down list on this screen.



11. Select the applicable category from the second drop down list.



12. Press the add button on the event of your choice. **If the add button is not there for an event, you may have a time conflict, or the event is full.** You will not see the number of attendees.

A screenshot of a web interface showing a table titled "CHOOSE ACTIVITIES IN CATEGORY:" with the category set to "SCUBA Certifications". The table has three columns: "Activity", "Date/Time", and "Schedule". Each row has an "Add" button circled in red.

Activity	Date/Time	Schedule
<input type="button" value="Add"/> Advanced Open Water Certification (Cost: 500.00) - 3 Attendees (admin only)	8/6/2023 - 8/12/2023 12:05 AM - 11:55 PM	Sunday - Saturday
<input type="button" value="Add"/> Hybrid SCUBA Certifications(ADV and RES) (Cost: 1000.00)	8/6/2023 - 8/12/2023 1:05 AM - 11:55 PM	Sunday - Saturday
<input type="button" value="Add"/> Hybrid SCUBA Certifications(OPW and ADV) (Cost: 1000.00)	8/6/2023 - 8/12/2023 1:05 AM - 11:55 PM	Sunday - Saturday




13. Repeat Steps 10-12 for each participant.

14. Press continue at the bottom of the screen.

15. Select the checkout button at the bottom or top of the screen. Checkout and select “Pay Later” if you do not wish to pay at this time. Then press complete order.

PAYMENT & BILLING INFORMATION

Please choose your payment type:

If you have any problems or questions, please let us know at 818-933-0130 or at camping@bsa-la.org.