



BOY SCOUTS OF AMERICA®  
MINSI TRAILS COUNCIL



# MANAGING DOUBLEKNOT ONLINE SUMMER CAMP SYSTEM GUIDE

**Minsi Trails Camping Services: (610) 465-8568**  
**CAMP MINSI / SETTLERS CAMP / AKELALAND**

Revised 2/1/2018



## FOR ALL EXISTING RESERVATIONS AND REGISTRATIONS

Log into Doubleknot (our online registration system) through the council website by going to [www.minsitrails.org](http://www.minsitrails.org) and click on the icon at the top of the page. Type in your user ID and password. If you having difficulty signing in, you should try “need help logging on?” first. If difficulty persists, please contact our camping department.



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Log On

User ID

USER ID IS REQUIRED

Password

PASSWORD IS REQUIRED

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# SIGN UP TODAY

## STEP 1

Once you are logged in, click on the “Registrations” tab.

- Depending on your profile you need to first click on “My Account”

Identify your current year Summer Camp Registration and click “Update/Edit”

- Here you will add youth/adults and select program fees, merit badge selections and programs, etc.....

Welcome Paul  
[Log Off](#) [My Account](#)

[SUMMARY](#) [SUBSCRIPTIONS](#) [REGISTRATIONS](#) [CLASSES](#) [GROUPS](#) [PURCHASES](#) [PROFILE](#)

### REGISTRATIONS

Purchase Date	Description	Date	Number	
1/18/2018 11:30:34 AM	Week 2 Settlers Summer Camp	7/1/2018 - 7/7/2018	13746470	<a href="#">View Details</a> <a href="#">Reports</a> <a href="#">Update/Edit</a>

## STEP 2

### Who's Coming?

In order to properly have an accurate count for fees (\$\$) and program sign up, please:

- Provide the information requested for youth and adults.
- Choose program fees. Choose free leaders based off the table.
- Please do not use nicknames when entering, its imperative the information is accurate, as it will populate your rosters and schedules.
- Continue

Use the various icons to manage your registration.

The image shows a user interface for managing registration. At the top, a light gray bar contains the text "Use the various icons to manage your registration." Below this is a horizontal navigation menu with three main options, each in a square box with a right-pointing chevron to its right:

- WHO'S COMING?**: Contains an icon of three people. Below the box is the text "Name individuals". This option is circled in red.
- WHAT ARE THEY DOING?**: Contains an icon of a person and a crossed-out person. Below the box is the text "Assign MB's / Program (Admin Only)".
- CHECKOUT**: Contains a shopping cart icon. Below the box is the text "Checkout".

Below the navigation menu is a row of four utility buttons, each with an icon and text:

- Check Schedule Conflicts**: Icon of a calendar with a warning sign.
- Price Group**: Icon of a price tag with a dollar sign.
- Edit Group**: Icon of a pencil writing on a document.
- Reports**: Icon of a line graph.

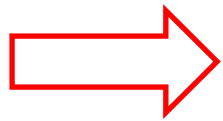
At the bottom of the screen are three navigation buttons:

- Go Back**: Left arrow icon.
- Cancel**: No icon.
- Checkout**: Right arrow icon.

STEP 3:

What are they Doing?

- Choose Schedule for (use drop down)
- Choose Activities in Category (use drop down for various sessions/times)



**SCHEDULE FOR:** Leonard, John ▾

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

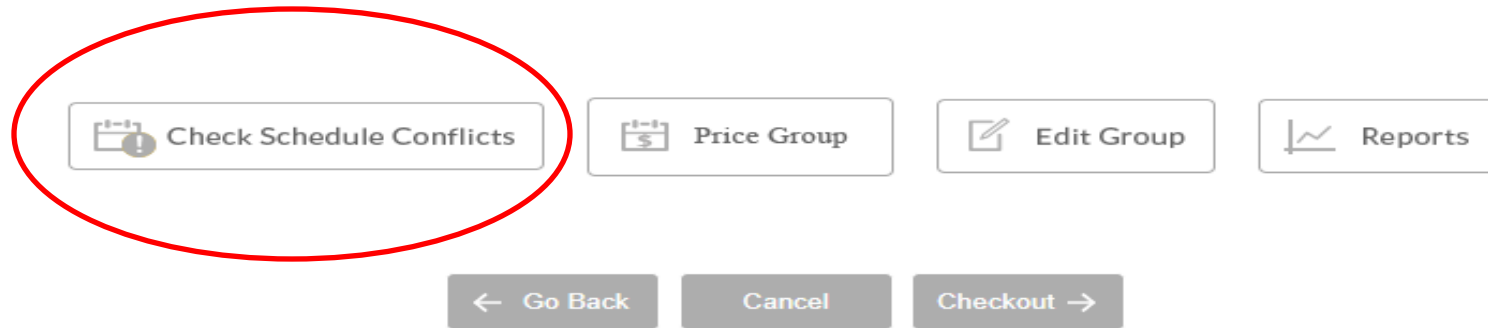


**CHOOSE ACTIVITIES IN CATEGORY:** Afternoon Adventures ▾

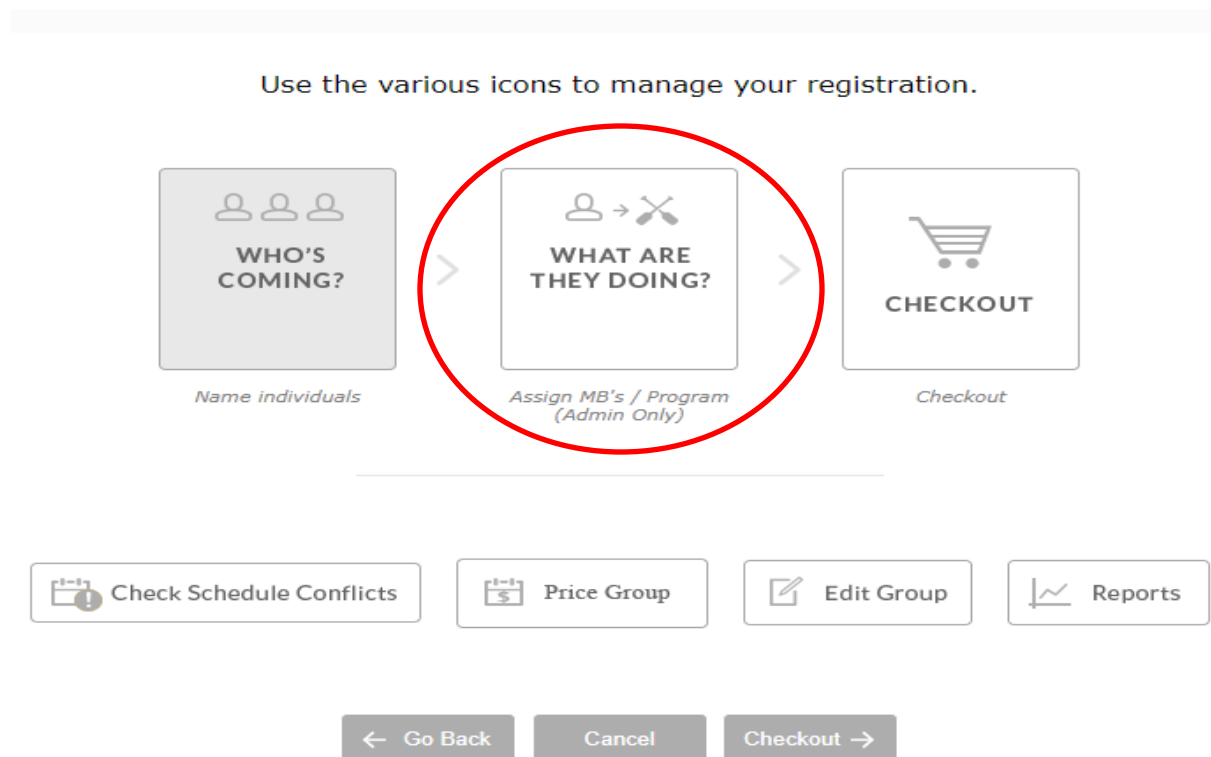
Activity	
<input type="button" value="Add"/>	Entire Afternoon Adventure Package (Daily Mon-Fri PM ) \$\$
	7/16/16 12:00

## Step 4

- Check for scheduling conflicts.



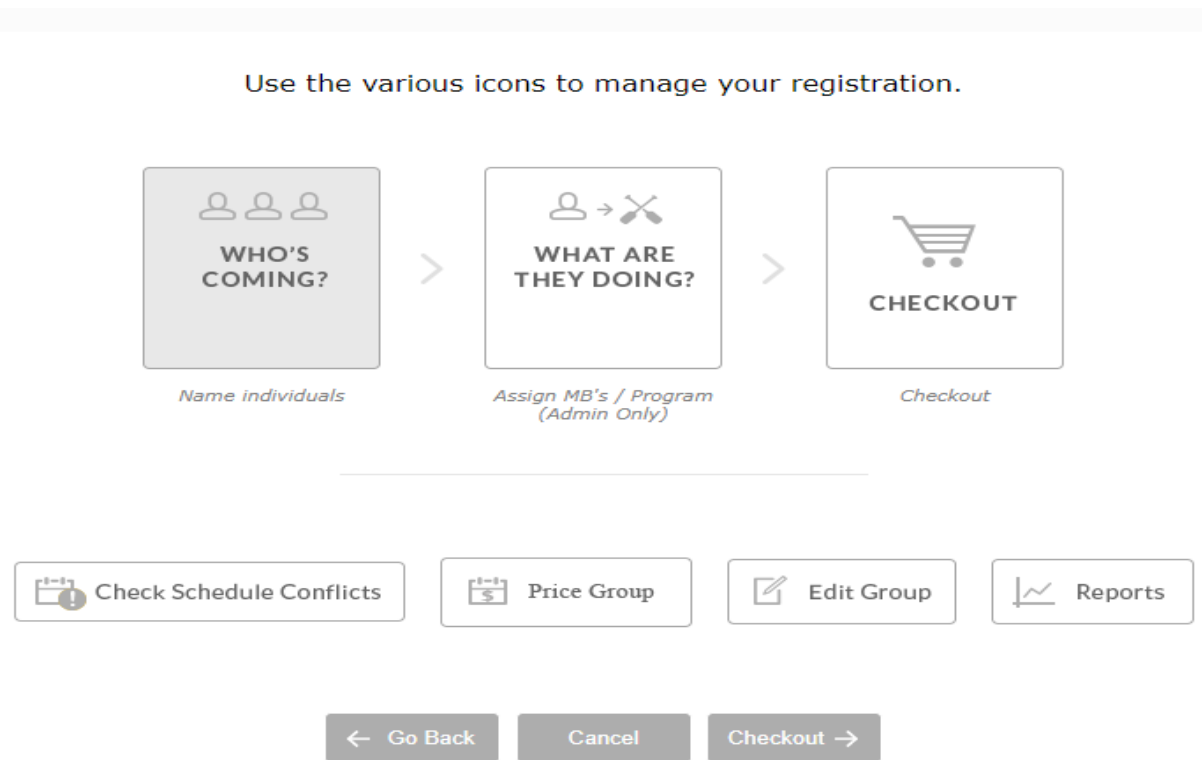
If the area does have a conflict, take note and go back into *What are they doing?* and make the adjustments for that individual.



If at anytime your group information changes, please edit using the Edit Group Tab.

If you would like to utilize the reports section, please click on the Reports Tab.

- Here you can print schedules and rosters....etc. This is a great tool to use anytime in your process.



## STEP 5

- TO COMPLETE WHAT YOU HAVE ENTERED IN THIS SESSION, YOU MUST SELECT THE CHECK OUT BUTTON.
- You can always log back into your registration at a later time to make additions or changes



**CLICK "COMPLETE ORDER"! NOTE: IT DEFAULTS TO THE OFFLINE/MAIL CHECK PAYMENT OPTION. YOU WILL KNOW YOUR WORK IS SAVED WHEN YOU GET A RECEIPT ON THE SCREEN AND IN YOUR EMAIL.**

**IF YOU DID NOT GET A RECEIPT YOUR WORK DID NOT SAVE.**