

Instructions for AdvanceCamp 2023 Registration

Opens July 1, 2023

We are very excited to continue the all-inclusive Registration this year. You will be able to enroll for classes, pay, and be assigned your classes immediately. EVERYONE MUST REGISTER THROUGH THEIR TROOP, OR YOU WILL NOT HAVE ACCESS TO THE INFORMATION ON THE SITE! Troop registration is connected to the email of the person responsible for the troop's registration. Using your unit's login information from last year may save you time in the registration process.

Here are the instructions for using this system. Access is through the www.AdvanceCamp.com website.

1. Go to www.AdvanceCamp.com website, to the Forms page, and print the following forms: 1) Merit Badge & Adult Training Information which lists the class location and Pre-req's (must be completed prior to AdvanceCamp); 2) Troop Scout Worksheet; 3) Troop Adult Worksheet. Have these filled out before you register, to help you sign up each scout and adult for classes. All adults attending must also register and pay their attendance fee, unless they preregister as volunteers. You must have at least 2 registered adults, per BSA two-deep leadership guidelines.
2. **VOLUNTEERS & MERIT BADGE COUNSELORS:** Adult volunteers are **free**. Volunteers will receive a complimentary breakfast, lunch, T-shirt, patch, and free Friday night camping. Each volunteer must register themselves separate from the Troop Paid Registrants. Volunteers need to register via email at advancecampstaff@gmail.com. Please note that Eagle Scouts or Summit Awardees are always welcome to volunteer at Trailhead! To volunteer at **Trailhead**, please contact Richard Byle via email at gryphon97@gmail.com.
3. **PAID REGISTRANTS/ATTENDEES:** Once you have all your forms completed and are ready to register. Go to AdvanceCamp registration at <http://www.advancecamp.com/registration/55583>.
 - a. Once at the Registration page. Click "Register Here". You will see the page that gives important information about fees and dates. **At the bottom of the page, click "Register" to start.**
 - b. Log in to your user profile or create a new user profile, if you are new to AdvanceCamp, and then "Save Profile".
 - c. Enter Troop Information in the Group Information. "Continue".
 - d. Step #1: Name Individuals: Add a new Participant, select type (scout or adult). Remember Early Bird discount or Late fees will be applied at checkout. Add all participants' names, then click "Continue".
 - e. Step #2: Sign up for classes. All your Troop participants will be listed in the box on the left side, NOT separated by scout or adult.
 - i. Click on the name, click on Category (Adult, All Day, AM, PM, or Trailhead Classes).
 - ii. Choose the Activity (classes) by clicking the green "+". When you choose a class, the participant's name and class will appear at the bottom right side of the page (you may need to scroll down).
 - iii. Choose a second class, go to the Category box, click the appropriate Category, then the class. **If the class is on the list, it is available, and when you complete your payment and check out, your participants are immediately assigned into those classes.** If the class does not appear on the list, **it is full**.

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- iv. When finished, select the next Participant on the left until all are completed.
- v. Once all have been entered, click "Continue".
- vi. Before Checking Out, we recommend you "Check for Scheduling Conflicts". If you have any conflicts, go back to Step #2, Sign up for Classes, and make any corrections.
- f. Step #3: Check Out: You will see your shopping cart, it will tell you detail of participants, prices, and classes. Click "Check Out".
- g. Here you will enter the type of payment you would like to use. We have added an e-check option, along with the credit card choices. The e-check allows you to do a direct withdrawal from a checking account and help to lower AdvanceCamp costs. After entering payment information, click "Make Payment". Email confirmation will be automatically sent to you.

*****To Add additional registrants or to modify a registration, change classes, or add other information, go to the Registration page and choose "Edit an Existing Account", then you can add more people, change whatever information you need to change. This way all your registrants will be on one account. Then go to "Checkout", if there are no additional charges, then just press "Save" and your changes will be applied.**

If you have any questions, please do not hesitate to contact me. See you at Camp! Marcia Molina (925) 351-3996 or advancecampregistration@yahoo.com

Thank you for attending AdvanceCamp 2023!