ONLINE PROGRAM SIGN-UPS

IMPORTANT: *System will time-out if you have your registration open for a while, we advise saving your work periodically to avoid time-outs and lost work!*

STEP 1:

Log into Doubleknot (our online registration system) through the council website by going to www.dmvc.org and clicking on "Sign In" on the top ribbon.

Type in your user ID and password.

STEP 2:

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

| SUMMARY | SUBSCRIPTIONS | REGISTRATIONS | GROUPS | PURCHASES | PROFILE |

REGISTRATIONS

Purchase Date	Description	Date	Number	
1/21/2016 6:47:41 AM	R Lenape Hall Meeting Room	2/5/2016 6:00 PM - 2/7/2016 12:00 PM	9311589	View Details / Make Payment
1/21/2016 6:47:21 AM	R Dining Hall Meeting Room only - RSR	2/5/2016 6:00 PM - 2/7/2016 12:00 PM	9311588	View Details / Make Payment
1/21/2016 6:46:44 AM	R Dining Hall with Kitchen RSR (Council &	2/5/2016 6:00 PM -	9311584	View Details

Find the registration you wish to add programs to and click "Update/Edit".

STEP 3:

You need to have all the names of the Scouts on your registration before you begin signing them up for programs. (If you have already done this, please skip to STEP 4.) To enter the names of the Scouts, select button 2 (Register individuals by name).

1. Reserve space for your Troop in 2013 › 2. Register individuals by name › 3. Sign up Scouts for programs & merit badges › 4. Reserve the facility for this registration › 5. Checkout
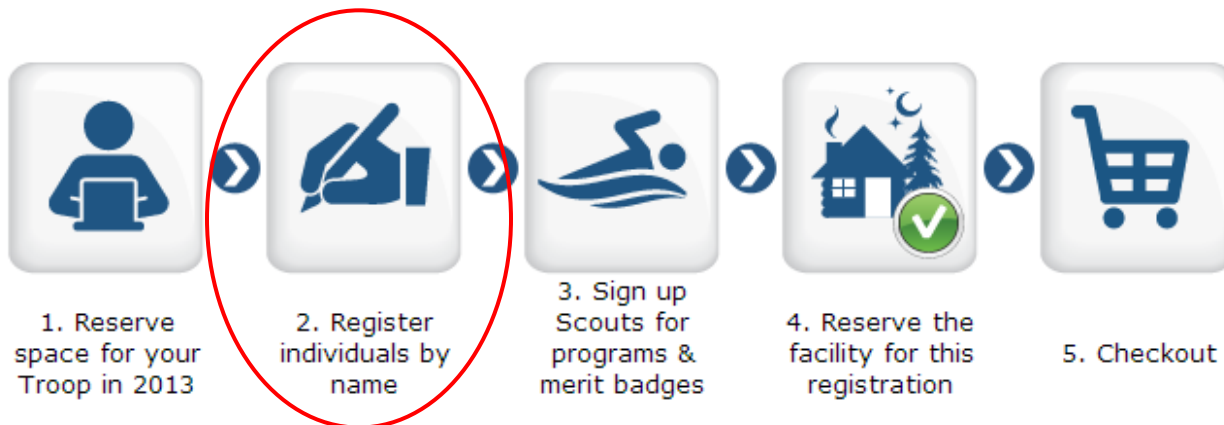
Select "Add New Participant". Enter the name, select their registrant type and click add. Do this for every Scout and Adult. Once you have all the names entered, click continue at the bottom of the screen.

Register individuals by name

Quick Links ▣

Use this to register individuals by name for your summer camp experience. This step is required to sign up for activities and programs at camp.
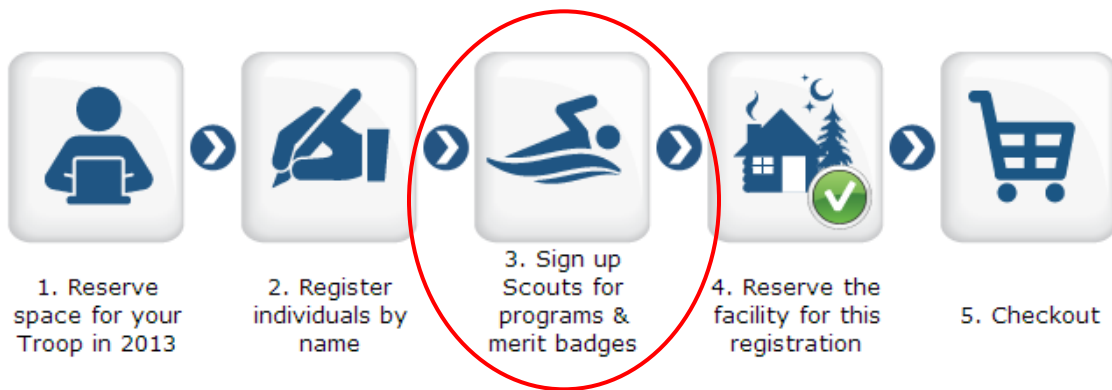
▷ Show Reserved Space

Add New Participant 🧑‍➕ | Import Participants ⬆️

Participant	Type
Please add a participant	

Continue ▶

STEP 4A:

Select button 3 (Sign up Scouts for programs & merit badges).

1. Reserve space for your Troop in 2013 » 2. Register individuals by name » 3. Sign up Scouts for programs & merit badges » 4. Reserve the facility for this registration » 5. Checkout

Follow each step (1 thru 4) of this section. First select the participant (item highlights in blue once selected), then select a category (item highlights in blue once selected), then choose the activities by clicking on the green plus sign. (*Note-the activity options will not appear until the category has been selected.*) Step 4 (scroll down below step 3 options to see) will show the individuals schedule as the classes are added. When you are finished with the first participant, select the next participant and repeat steps until you are done signing everyone up for their activities. Then click "continue" at the bottom of the screen.

IMPORTANT: *System will time-out if you have your registration open for a while, we advise saving your work periodically to avoid time-outs and lost work!*

Sign up Scouts for programs & merit badges
Even if no payment is due, the registration, including all changes and updates, will not be saved until you check out. Checkout is available from the Quick Links or main menu.

| Quick Links | Use this to assign one individual at a time to a program at summer camp 2013. |

Step 1:
Select a Participant

A, Scout

Step 2:
Select a Category

BSA Awards
Leader Specials & Trainings
Merit Badges
Rodney Specials

Step 3:
Choose Activities for: A, Scout

Activity	Time	Schedule	
Archeology MB (period 3)	2:00 PM - 3:15 PM	Monday - Friday	+
Archeology MB (period 4)	3:30 PM - 4:45 PM	Monday - Friday	+
Archery MB (period 1)	9:00 AM - 10:15 AM	Monday - Friday	+
Archery MB (period 2)	10:30 AM - 11:45 AM	Monday - Friday	+
Archery MB (period 3)	2:00 PM - 3:15 PM	Monday - Friday	+
Art MB (period 2)	10:30 AM - 11:45 AM	Monday - Friday	+
Art MB (period 4)	3:30 PM - 4:45 PM	Monday - Friday	+
Astronomy MB (period 3)	2:00 PM - 3:15 PM	Monday - Friday	+
Basketry MB (period 1)	9:00 AM - 10:15 AM	Monday - Friday	+
Basketry MB (period 4)	3:30 PM - 4:45 PM	Monday - Friday	+

STEP 4B:

If you need to remove (or change) an activity, select the participant and scroll down to Step 4 of this section and click on the trash can icon. *(Depending on your internet browser, you may not see the trash can icon, Google Chrome works best for this system.)*
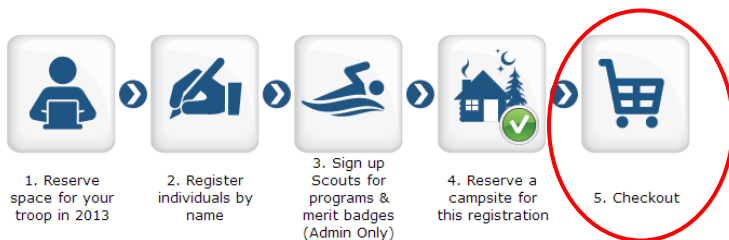

STEP 5 (MOST IMPORTANT STEP!!!):

To complete the sign-ups, you must select the "Checkout" button AND...

CLICK "SAVE"! **(NOTE: IT DEFAULTS TO THE CREDIT CARD PAYMENT OPTION, IF YOU ARE NOT MAKING A PAYMENT, SELECT THE MAIL/OFFLINE PAYMENT OPTION AND THEN THE Complete Order BUTTON WILL APPEAR.)**

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. *