

SUMMER CAMP REGISTRATION PROCEDURES



Online Registration Required For:
Cub Scout Day Camp
Cub Scout Overnights, Bear Camp, Webelos Camp
Boy Scout Resident Camp

What is Online Event Registration?

Online event registration is designed to allow easier registration for Council events. The program is being rolled out first with summer camp registrations and then will be rolled out for most other Council registrations in the near future. The system will eventually include a secure payment gateway to allow payment via credit card and unit Scout Shop accounts. We will continue to take mailed and in-person payments for events.

We recognize that not every person has a computer. To help accommodate this, the Council Service Center now includes a Volunteer Resource Area equipped with two computers to be used whenever the Center is open. There are also a number of local libraries and colleges that have public computer labs for use.

All summer camp registrations must be made online. No exceptions can be made.

Who Can Register?

There are two types of event registrations, unit and individual registration. The following individuals are authorized to register for unit registrations: Unit Registration Positions: Cubmaster, Scoutmaster, Crew Advisor, Post Advisor, Committee Chair. If your unit has other positions coordinate summer camp reservations please let the Council Service Center know and they will authorize specific accounts to register for the camps on behalf of the unit.

All summer camps must be registered only by the unit position. **No individual registrations will be accepted.**

How to Register?

The reverse side of this sheet explains all the steps necessary to register for all summer camps. Note, that the Family Camp being held on July 3-5 will require a paper registration form, which is available on www.hawkeyebsa.org.

Security

Our number one concern during the online event registration process is security. The entire website and processing system has been verified by Authorize.Net, a leading internet security gateway company. You can rest at ease knowing that personal information, payment data, and physical uploads are secured using the most up-to-date methods.



Questions

If you need help or have questions about the registration process please contact the Council Service Center at 319.862.0541.

Registration Instructions for all camps

1. Register for the website.

Go to www.hawkeyebsa.org and click Login in the upper right corner. Click on need account and fill out the user registration form. You will receive a verification email to confirm your account.

2. Select the event to register for.

Using the calendar or event view on the website, select the event you would like to register for. You will be directed to the registration form.

3. Fill out the form with all required information. Note that the Activity Participants section is only required for Boy Scout Resident Camp attendees.
4. OPTIONAL: Collect and upload the scanned participant medical forms via the form upload feature on the bottom of the site. Hard copy medical forms may still be turned in at the Council Service Center.
5. To complete payment mail-in or drop-off a check or unit Scout Shop account charge. Please note, that payment must be received by the deadline to be considered on-time and avoid any late fees.
6. Registration forms are not needed for each event, but medical forms are still MANDATORY and must be turned in according to the below schedule.

Follow-up Instructions for **Boy Scout Resident Camp**

7. Any physicals not submitted online, must be turned in during check-in at camp. Section A, B, C are required.
8. Upon confirmation of registration and payment, access information to the camp merit badge registration system, Camp Agenda (www.campagenda.com), will be granted. Any questions should be directed to David Cunningham at david.cunningham@scouting.org.

Follow-up Instructions for **Cub Scout Overnights, Bear Camp, and Webelos Camp**

7. Any physicals not submitted online, must be turned in to the Council Service Center at time of payment. Section A, C are required.
8. NO REGISTRATION FORMS ARE TO BE TURNED INTO THE COUNCIL SERVICE CENTER. The registration forms are only to be used by unit leaders to gather information to submit online.

Follow-up Instructions for **Cub Scout Day Camps**

7. Any youth and adult participant registration forms not submitted online must be turned in to the Council Service Center at time of payment.

Information and forms on all camps can be found at www.hawkeyebsa.org under the UPCOMING EVENTS section or FOR VOLUNTEERS > SCOUTING FORMS.