

Instructions for AdvanceCamp Registration

Registration opens July 1st

We are very excited to continue the all inclusive Registration this year, you will enroll for classes, pay at the same time and be assigned your classes immediately. YOU STILL NEED TO REGISTER AS A TROOP, OR YOU WILL NOT HAVE ACCESS TO THE INFORMATION ON THE SITE! Everything is connected to the email of the person who does the registration. See [instructions at bottom of page to add additional people to your account.](#)

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

1. Go to www.AdvanceCamp.com website, to the Forms page, and print the first 3 forms: Merit Badge & Adult Training Schedule, Class Locations and Pre-req's; Troop Scout Worksheet; Troop Adult Worksheet. Have these filled in before you go to register, as you will be actually enrolling and assigned into the classes.
2. **VOLUNTEERS & MERIT BADGE COUNSELORS:** These volunteers are **free**, with free: breakfast, lunch, T-shirt, patch, Friday night camping. Each volunteer will register themselves separate from the Troop Paid Registrants. Go to the Volunteers page on the www.AdvanceCamp.com website, choose which type of volunteer (MBC, MB Helper, Trailhead Volunteer, or Camp Staff) and click for the online registration. Please note that Eagles of any age (even under 18 years old) are always welcome to volunteer in Trailhead! Each volunteer will be notified of their Camp assignment before Camp.
3. **PAID REGISTRANTS/ATTENDEES:** Once you have all your forms completed, go to www.AdvanceCamp.com .
 - a. Go to 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. Create a new user profile, fill in your information. "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, it will display \$34 to start. 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 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.
 - iv. When finished, select the next Participant on the left until all are completed.
 - v. Once all have been entered, click "Continue".
 - f. 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.
 - g. Step #3: Check Out: You will see your shopping cart, it will tell you detail of participants, prices, and classes. Click "Check Out".
 - h. 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 change information (Classes), when you go to the Registration, 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!
Sheryl Wayne, 925-755-8908 or advancecampregistration@yahoo.com