

Online Registration System

specifics to register, sign up for advancement, and make payments online

Follow these steps to reserve space, register campers, register for activities and make payments for your unit. Units may edit their registration and advancement until one week prior to their camp week.

Camper Reservation - Until April 1

- Part A to login and make the reservation.
- Part C to reserve camper space. Please estimate the total youth and adults you expect to bring to camp. Spaces you reserve will be held until April 1 at which time all spaces not assigned to a name will be released to other units.
- Part J to select your campsite.
- Part E to complete your registration.

Early Bird Payment - Due April 1

- Part B to login and edit your registration.
- Part D to assign names to the space you reserved with your camper reservation.
- Part E to complete your registration.

Advancement / Activity Sign Up - Open April 15 to One Week Before Camp

- Part B to login and edit your registration.
- Part F or G to register campers for specific advancement.
- Part I to check camper schedules for conflicts.
- Part H to remove an advancement session.
- Part E to complete your registration.

Final Payments - Due May 16

- Part B to login and edit your registration.
- Part C to remove and unnecessary reserved camper space.
- Part D to assign names to the space you reserved with your camper reservation.
- Part F or G to register campers for specific advancement.
- Part E to complete your registration.

Make a Payment with No Changes

- Part K to make no changes in classes or campers and just make a payment.

A. Login to Create a New Camp Registration

- Browse to: www.heritagereservation.org/tools/register.php and select the camp.
- Select the camp session, then “Click here to Register” and then “Register.”
- Sign in using an existing User ID (from a previous event) and continue to step four or create a new User ID and Password and sign on. Do not continue without sign on.
- Select your group and click “Continue” then proceed to part C to reserve space. You may have multiple units attached to your login. Or, select “New” to create a group. Fill in Group Information then click “Save & Continue.” Proceed to part C to reserve space.



Even if you are not making a payment at this time you must complete “E. Completing Your Registration” or you will lose your work.

B. Login to Edit an Existing Registration

Use to edit your registration once you have made a camp registration.

- Browse to: www.heritagereservation.org/tools/register.php.
- Login with your username and password.
- Once logged into the system click on “View, Edit or Pay for Registrations,” then click “View Details.” If you do not see “View, Edit or Pay for Registrations” click on “My Information” and then “View, Edit or Pay for Registrations”.
- Select the appropriate Registration and you will see a summary of your registration including payments, unit contacts, and registered campers. Click “Update” to register campers, edit advancements or make a payment.

C. Reserve Space

Use to hold space for campers until April 1 at which time all spaces not assigned to a name will be released to other units.

- Click “C. Reserve Space” under the Add, Modify or Delete Registrants section and enter estimates for each attendee type. Click “Continue”. You can come back at a later date to reserve additional spaces or to give back extra spaces.
- Go to Part J to select your desired campsite if not already selected.
- Go to part E to complete the registration process if you already selected your campsite.

D. Register Individuals

- Choose “D. Register Individuals” under the Add, Modify or Delete Registrants section.
- To add a new camper to your roster click “Add Names” and fill out the information - only that with an asterisk is required. Click “Save” and repeat until your roster is loaded.
- Choose “Attendee Type” for each individual that will attend camp. The check “Attendee Box” will automatically be selected. An adult sharing the week with another adult should be entered with one adult as First Name and the other as Last Name. Click “Continue” to return to the main screen.
- Reserved Space that does not have a name assigned will still be charged to your unit. Return to step C to give back unneeded space.
- Follow the steps in part E below to complete the registration. You can come back at a later date to add additional campers. You must complete “E. Completing Your Registration” or all changes will be lost.

E. Completing Your Registration

- Click “Complete Registration Step 1 of 2,” after editing your registration.
- Review the details of your registration.
- Select payment type - please use Electronic Funds Transfer (EFT) - from a checking/savings account (0.25%) to save camp credit card fees (3-6% of the transaction). These savings can be invested in your program.
- Mail/offline - select if you will be mailing your payment to the Council office or you are not making a payment at this time.
- Credit card - Visa, Mastercard, Discover, American Express (Costs camp 3-6%)
- Fill out appropriate billing information and click “Agreement Box.”
- Click “Make Payment,” “Save” or “Check out with PayPal” to complete transaction and view your receipt. **If you skip these steps your work will be lost - Even if you are not making a payment.**
- Print receipt for your records and click “Done.” A receipt will also be e-mailed to you.
- Click “Done,” then “Feature List” then “Logoff.”

F. Register by Activity (available on April 15)

- Click “F. Register by Activity” under the Register for Activities section.
- Click “View Classes” for the program area that includes the merit badge/activity you would like to sign up Scouts for.
- Use the drop down list to choose the merit badge/activity and time.
- Check the “Attendee” box for all Scouts that will be taking the class, and select “Save”. After clicking “Save” the status will show as “Registered”.
- Choose the next class from the drop down list and repeat the process.
- If “Event Space Avail.” is listed as (Full), you must select an alternate time or class.
- After you have selected all the merit badge/activities from the program area, click “Continue.” Choose another program area to continue or click “Finished.”
- Follow the steps in part E to “Complete your Registration” - you must complete your registration or your changes will not be saved.



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G. Register by Individual (available on April 15)

- Click “G. Register by Individual” under the Register for Activities section.
- Use the drop down box to select the camper. You will see any current classes.
- Click “Add Classes” to add a merit badge/activity session. Deselect the check box to remove them from a class.
- Use the drop down box to select the program area of the merit badge/activity.
- Check the Sign-Up/Remove box for classes that the Scout choose and select “Save”.
- The status will change from “Not Registered” to “Registered”.
- To sign the Scout up for classes in another program area, select from the drop down box at the top and continue as above.
- Click “Continue” when you are done adding all of the Scout’s merit badges/activities. The next screen will list all the advancement sessions for the Scout. It is best to check for schedule conflicts here. You can remove the unwanted advancement sessions by deselecting the box beside the session(s) you want to remove and click continue.
- To continue with another Scout, select from the drop down list and continue as above.
- When you are done click “Continue.” - You must click continue or your selections will not be saved. You will be redirected to the main menu.
- Follow the steps in part E to “Complete your Registration” - you must complete your registration or your changes will not be saved.

H. Remove an Advancement Session (available on April 15)

- Click “G. Register By Individual” under the Register for Activities section.
- Use the drop down box to select the camper.
- The Scout’s merit badges/activities will show in a list. Uncheck the box beside the merit badges/activities you want to remove.
- Click “Continue” - you must click continue for your changes to be saved.
- Click “Continue” again to return to the main menu.
- Follow the steps in part E to “Complete your Registration” - you must complete your registration or your changes will not be saved.

I. Check Schedule Conflicts (available on April 15)

- Click “I. Check Schedule Conflicts” under the Conflict Resolution section.
- Campers with Schedule Conflicts will be listed. This list will include every day that the merit badge/activity is scheduled for, so look over the list, before making changes.
- Click the “Check to Unregister” box for the activities you are deleting from the camper’s schedule.
- Click “Unregister.”
- Once all conflicts are resolved click “Go Back.”
- Follow the steps in part E to “Complete your Registration” - you must complete or your registration or your changes will not be saved.

J. Select Campsite

- Click “J. Select Campsite” under the Select the Facility section.
- Select your campsite based on the number of campers you are planning for - the system will only show you the campsites that have enough remaining capacity to accommodate your group. Multiple Units are able to share the same campsite.
- Follow the steps in part E to “Complete your Registration” - you must complete your registration or your changes will not be saved.

K. Login to Make a Payment (Without Editing Registration)

Use to make a payment without making any changes to campers or classes.

- Browse to: www.heritagereservation.org/tools/register.php.
- Login with your username and password.
- Once logged into the system click on “View, Edit or Pay for Registrations,” then select the appropriate Event and click “Make Payment.” If you do not see “View, Edit or Pay for Registrations” click on “My Information” and then “View, Edit or Pay for Registrations”.
- Review the details of your registration.
- Select payment type - please use Electronic Funds Transfer (EFT) - from a checking/savings account (0.25%) to save camp credit card fees (3-6% of the transaction. These savings can be invested in your program.
- Mail/offline - select if you will be mailing your payment to the Council office or you are not making a payment at this time.
- Credit card - Visa, Mastercard, Discover, American Express (Costs camp 3-6%)
- Fill out appropriate Billing information and click “Agreement Box.”
- Click “Make Payment”, “Save” or “Check out with PayPal” to complete transaction and view your receipt.
- Print receipt for your records and click “Done.” A receipt will also be e-mailed to you.
- Click “Done,” then “Feature List” then “Logoff.”



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Online Registration FAQ

routine questions regarding the online registration system

- **How do I get a new access code?**
 Call the camping department on (412) 325-7921 to have your password reset.
- **How do I register partial session adults?**
 Leaders sharing a week should enter their names as one person. For example, John Adams and Ben Franklin would enter their first and last names as: 'JohnAdams' and 'BenFranklin' respectively. If you have a leader that cannot be paired with another adult to make a full session, register that leader at camp.
- **Another leader in our unit set up our registration and has his access code. Do we need to share or can I get access too?**
 Yes, a unit can have multiple leaders with access to the Online Registration System. Some choose to have one person do all the financials and another the advancement registration. To get additional access codes, call the camping department on (412) 325-7921.
- **I logged into the Online Registration System and see my registration from 2010, but can't find my 2011 reservation, where did it go?**
 You may have multiple accounts that need to be merged together. Call the camping department on (412) 325-7921 to have your accounts merged.
- **What should I do with surplus space reservations?**
 Surplus space reservations can be removed by going into the "Reserve Space" area (part C) and taking away space, saving and completing your purchase to save your changes.
- **I entered all my advancements/changes last night, but this morning they are gone. Where are they?**
 Changes or additions are not saved unless you complete step 2 of the registration (part E). A receipt will be sent to your inbox to confirm any changes or additions.
- **I want to change the camp our unit is attending, how do I do that?**
 Call the camping department on (412) 325-7921 to make the switch.
- **Our unit wants to camp during a different week, how do I change our reservation?**
 Call the camping department on (412) 325-7921 to make the switch.
- **Our unit wants to change campsites, how can I switch it?**
 Check to see what campsites your unit will fit into on the Online Registration System. Then, after logging in to your account, modify the registration and select a new campsite (part J), making sure to save and purchase your selection. You will receive a new receipt in your inbox confirming your new campsite.
- **How can my son go in and register for his merit badge classes?**
 Adult leaders who have access can make those selections online for your Scout. Please talk with your unit camping coordinator.

